

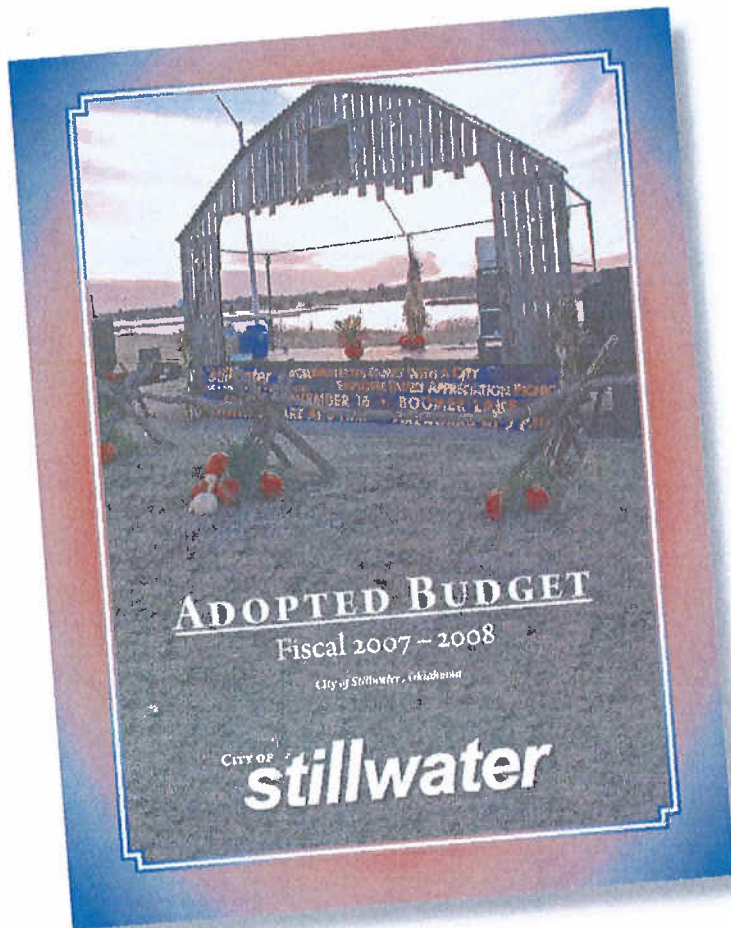


# ADOPTED BUDGET

Fiscal 2007 – 2008

*City of Stillwater, Oklahoma*

CITY OF  
***stillwater***



*About the cover ...*

### **2007 Boomer Blast: Centennial Celebration**

Oklahoma celebrated its 100th anniversary of statehood on November 16, 2007, and the City of Stillwater commemorated the event with fireworks and an employee appreciation picnic held at Boomer Lake Park.

# 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

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

### COMMUNITY CENTER

- **State Historic Preservation Officer's Citation of Merit – 2006**, Oklahoma Historical Society

### 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 System Operations and Reliability Award for Cities over 10,000 – 2005 and 2006**, Municipal Electric Systems of Oklahoma
- **Century Award – 100 years of Service to Customers and Community – 2001**, 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 – 1983-2006**, Government Finance Officers Association of the United States
- **Distinguished Budget Presentation Award – 1988-94**, Government Finance Officers Association of the United States

### FIRE

- **Partners for Progress Award for Emergency Medical Service Training Partnership with Meridian Technology Center – 2007**, Oklahoma Association of Technology Centers
- **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 – 1992-2007**, 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**

- **Best Overall Program for Cities 25,000-50,000 Population – 2007**, Sister Cities International
- **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 Council**

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

### **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  
Marion Blackwell, Fire Chief  
John McClenny, Director of Parks, Events and Recreation  
Lynda Reynolds, Director of Library

Fiscal Year  
July 1, 2007 to June 30, 2008

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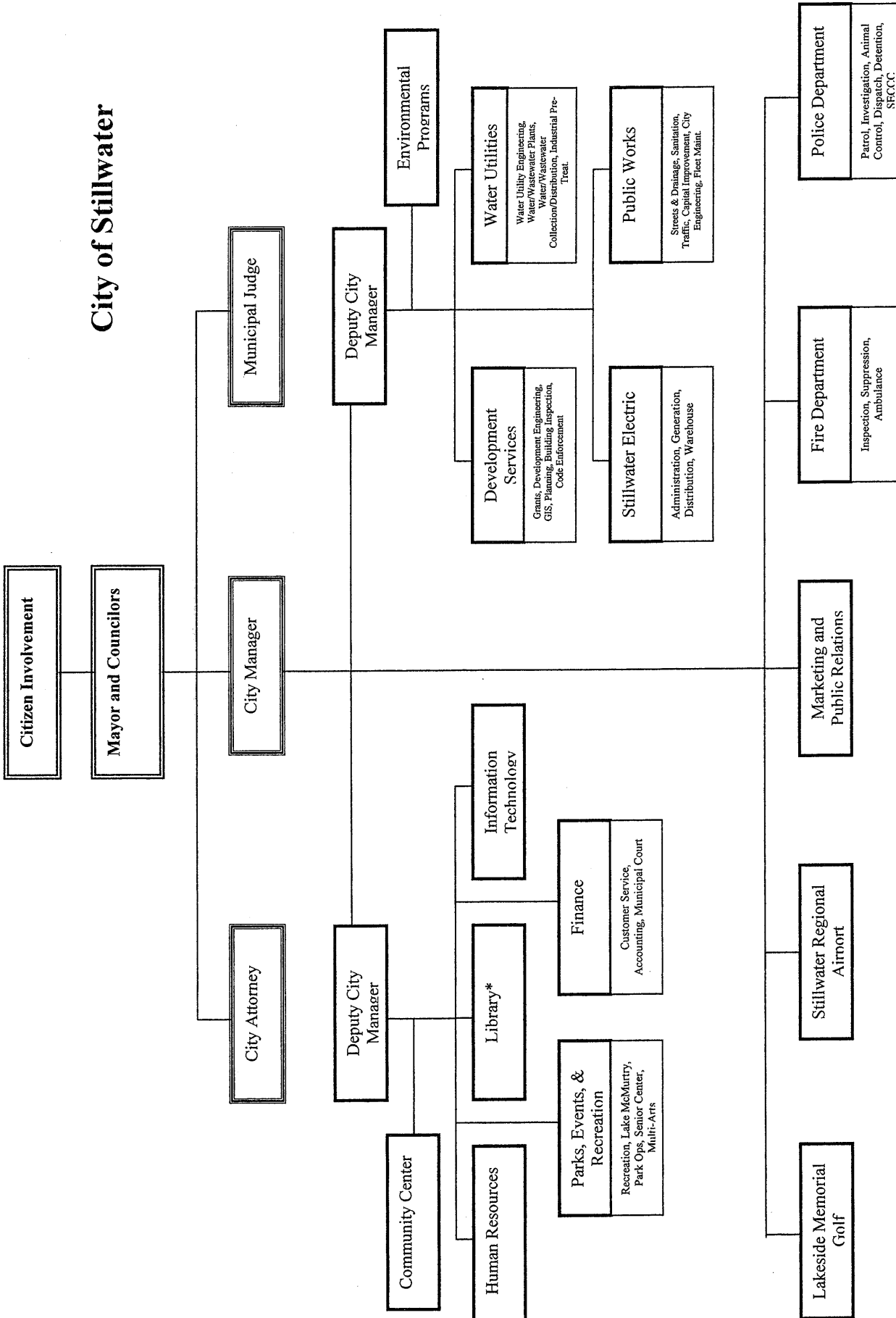
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# City of Stillwater



Effective 10/01/2007  
 \* 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 4, 2007

Honorable Mayor and City Council:

Presented herewith for your consideration and approval is the recommended Stillwater Municipal Budget for Fiscal Year 2008. During the current fiscal year, Stillwater has continued to experience significant growth, which generates not only new revenue growth but also a corresponding demand on municipal services. Although sales tax and other revenues have maintained a fairly consistent pattern of growth, it has been at a slightly slower rate of increase than the increases in operating and maintenance costs. The objective of this year's budget process is to allocate resources in a manner to provide for a continuation of all existing services at their present level. This requires a conservative approach with application of all means possible to control costs.

The proposed budget provides for a balance of projected revenues to proposed expenditures, but does not include a fund balance for application to new projects and programs. Any additional new construction, programs, or other projects not included in the operating budgets and special funds projects, will require the identification of new financing and funding arrangements.

#### **Revenue Overview**

For 2007-08, total revenues (excluding interfund transfers and fund balances) are projected to be \$94,175,054 or 3% more than 2006-07. Sales tax is projected to grow 5.0%, for an estimated amount of \$22,254,302. In examining the growth indicators, staff believes the projected 5.0% growth continues to be a conservative estimate of collections for next year. Increases in electric, water, wastewater, and sanitation fees are budgeted for 2007-08. Electric, water, and wastewater fees will increase 3%. Sanitation fees will increase from \$13.67 for curbside collection and \$19.32 for house-side collection to \$16.40 and \$23.75 respectively. These rates are subject to an additional increase in January based on the CPI index of up to 3%.

#### **Expenditure Overview**

Staff is proposing \$106,638,448 in total expenditures for 2007-08, which is a 23% increase from the original current year budget. Moreover, it is 5% less than estimated actual current year expenditures. Total expenditures are allocated as follows:

- \$84,040,784 for operating expenditures (78.81% of total budget),
- \$15,851,106 for capital expenditures (14.86% of total budget), and
- \$6,746,558 for debt service (6.33% of total budget).

### **Personnel and Benefits**

The proposed budget maintains current staffing levels with few exceptions. Although it is recognized that community growth will eventually create a demand for additional staffing in the Police and Fire Departments, current revenues are not sufficient to include new positions in these public safety departments. Some "temporary" positions are created for carrying out the special projects funded by the ½ cent sales tax for transportation projects. These positions are not funded from the normal operating budgets of the Stillwater Utilities Authority or General Fund but are funded by the Transportation Fund, as it has been determined to be less cost than contracting for these services.

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 of 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 remains relatively stable for the coming budget year. Health insurance and wellness benefits will continue with minimal cost increase.

### **Emergency Reserves**

The proposed budget includes an emergency reserve account which the City Council originally established with \$2,000,000 from the General Fund balance, and. \$11,000,000 from the Stillwater Utilities Authority (SUA) fund balance. The emergency reserve balance is to 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 Council's goal to provide uninterrupted services and safety to the citizens of Stillwater. This budget, therefore, provides a total of \$13,390,000 as an emergency reserve to be utilized only by special appropriation by the City Council for conditions deemed by the Council to constitute an emergency to preserve the health, safety, and well-being of the citizens of the community.

### **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 4, 2007. 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 Council adopt this year's recommended budget at the regularly scheduled City Council meeting on June 4, 2007.

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 City Councilors give their full consideration to the adoption and support of this proposed budget for Fiscal Year 2007-08.

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 STILL WATER  
 ACTUAL AND AVAILABLE CASH BALANCES  
 JULY 05- JUNE 06

	CASH BALANCE 7/1/05	CASH RECEIPTS	TRANSFERS	EXPENDITURES	AVAILABLE CASH 7/1/06
10 GENERAL FUND	671,846	32,957,091	(5,928,960)	26,405,785	1,294,192
20 DEBT SERVICE	636,999	1,454,314	-	1,939,355	151,958
150 HOTEL/MOTEL TAX	5,640	370,966	-	370,356	6,250
160 RURAL FIRE	192,066	111,934	-	111,897	192,103
170 CDBG GRANT	(57,533)	180,771	-	88,182	35,056
180 PARK BONDS	8,135	3,830	34,000	146,624	(100,659)
200 COMMUNITY DEVELOPMENT	27,831	7,400	-	-	35,231
210 STORM WATER MGMT	459,039	327,997	90,000	130,475	746,561
215 TRANSPORTATION FEE	385,955	226,399	-	32,683	579,671
220 LIBRARY MATERIALS ENHANCEMENTS	222,450	7,310	-	3,030	226,730
230 PARK DONATION	103,852	24,431	-	27,394	100,889
250 AIRPORT MUSEUM				74	(74)
260 TRANSPORTATION IMPROVEMENT	7,347,851	271,729	2,875,368	883,052	9,611,896
280 GALIE MAY KOCH DONATIONS	93,615	5,983	-	7,884	91,714
285 CVB ENTRYWAY SIGN	20,287	671	-	-	20,958
330 POLICE /MUNICIPAL BUILDING	229,999	6,684	-	53,754	182,929
500 SELF INSURANCE	876,648	1,088,100	4,136,614	4,969,695	1,131,667
530 SPWA	158,348	51,361	-	25,124	184,585
640 LIBRARY TRUST	253,759	65,890	-	3,639	316,010
810 AIRPORT OPERATIONS	(642,293)	1,598,080	213,000	1,913,960	(745,173)
850 SIRA	38,824	22,417	-	42,666	43,575
900 SUA	23,680,167	49,251,315	(1,697,086)	46,845,002	21,565,563
930 SPGA	(85,866)	849,263	252,064	1,006,162	9,299
TOTAL	34,627,619	88,883,936	-	85,006,793	35,680,931

CITY OF STILLWATER

2006/07

PRELIMINARY BUDGETED CASH FLOW

FUND	BEGINNING BALANCE	ESTIMATED REVENUE	TRANSFER IN	TRANSFER OUT	FUNDS AVAILABLE	ESTIMATED EXPENDITURES	ENDING BALANCE
1 GENERAL	1,294,192	35,505,668	12,264,823	(14,884,832)	34,179,851	34,179,851	-
2 DEBT SERVICE	151,958	1,372,865			1,524,823	1,372,865	151,958
15 TOURISM & CONVENTION	6,250	365,000			371,250	365,000	6,250
16 RURAL FIRE	192,103	75,000			267,103	171,026	96,077
17 CDBG GRANTS	35,056	347,743	302,394		685,193	685,193	-
18 PARK GRANTS	(100,659)	182,482		(28,793)	53,030	53,030	-
20 COMMUNITY DEVEL. REHAB.	35,231	13,000		(48,000)	231	231	231
21 STORMWATER MANAGEMENT	746,561	256,000		(41,487)	961,074	298,928	662,146
215 TRANSPORTATION FEE	579,671	295,000			874,671	282,067	592,604
22 LIBRARY MATERIALS ENHANC	226,730	4,000			230,730	4,000	226,730
23 PARK DONATIONS	100,889	26,800			127,689	45,295	82,394
26 TRANSPORTATION FUND	9,611,896		3,027,796	(41,487)	12,598,205	7,672,864	4,925,341
28 GALIE MAY KOCH DONATION	91,714				91,714	17,000	74,714
285 CVB ENTRYWAY SIGN	20,958				20,958	20,000	958
33 POLICE/MUNICIPAL BUILDING	182,929				182,929	182,860	69
50 SELF INSURANCE	1,131,667	529,408	5,230,875		6,891,950	5,891,950	1,000,000
53 SPWA	184,585				184,585	80,000	104,585
64 LIBRARY TRUST	316,010	6,000			322,010	8,165	313,845
81 AIRPORT	(745,247)	3,103,262	362,132		2,720,147	2,720,147	-
85 S.I.R.A.	43,575	25,000	31,425		100,000	100,000	-
90 STW UTILITIES AUTHORITY	21,565,563	54,248,437	6,055,592	(25,033,887)	56,835,705	56,835,705	-
93 SPGA	9,299	756,314	254,596		1,020,209	1,020,209	-
EMERGENCY RESERVE FUND			12,548,853		12,548,853		12,548,853
TOTAL:	35,680,931	97,111,979	40,078,486	(40,078,486)	132,792,910	112,006,155	20,786,755

CITY OF STILLWATER

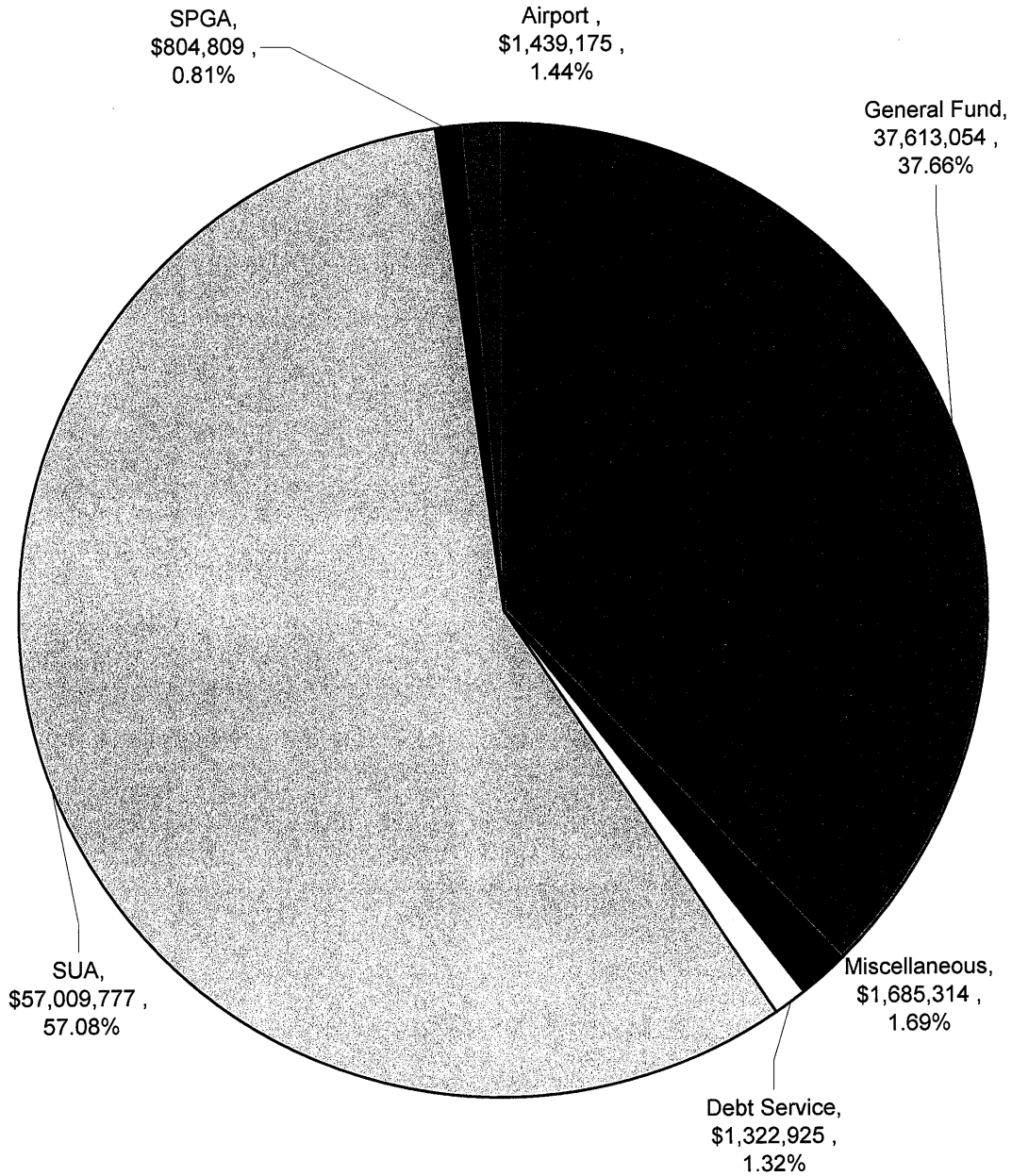
2007/08

PRELIMINARY BUDGETED CASH FLOW

FUND	BEGINNING BALANCE	ESTIMATED REVENUE	FUNDS AVAILABLE	ESTIMATED EXPENDITURES	ENDING BALANCE
1 GENERAL	-	37,613,054	30,600,575	30,600,575	-
2 DEBT SERVICE	151,958	1,322,925	1,474,883	1,322,925	151,958
15 TOURISM & CONVENTION	6,250	395,000	401,250	395,000	6,250
16 RURAL FIRE	96,077	75,000	171,077	117,768	53,309
17 CDBG GRANTS	-	101,308	185,616	185,616	-
18 PARK GRANTS	-	-	-	-	-
20 COMMUNITY DEVEL. REHAB.	231	10,105	10,336	10,105	231
21 STORMWATER MANAGEMENT	662,146	256,000	876,659	876,659	-
215 TRANSPORTATION FEE	592,604	200,000	792,604	100,000	692,604
22 LIBRARY MATERIALS ENHANC	226,730	8,000	234,730	8,000	226,730
23 PARK DONATIONS	82,394	21,800	104,194	21,800	82,394
26 TRANSPORTATION FUND	4,925,341	-	7,993,895	7,993,895	-
28 GALIE MAY KOCH DONATION	74,714	-	74,714	74,714	-
285 CVB ENTRYWAY SIGN	958	-	958	-	958
33 POLICE/MUNICIPAL BUILDING	69	-	69	-	69
50 SELF INSURANCE	1,000,000	593,101	7,074,198	6,074,198	1,000,000
53 SPWA	104,585	-	104,585	-	104,585
81 AIRPORT	-	1,439,175	1,672,548	1,672,548	-
85 S.I.R.A.	-	25,000	25,000	25,000	-
90 STW UTILITIES AUTHORITY	2,000,000	57,009,777	56,123,683	56,123,683	-
93 SPGA	-	804,809	1,035,962	1,035,962	-
EMERGENCY RESERVE FUND	12,548,853	-	13,390,438	-	13,390,438
TOTAL:	22,472,910	99,875,054	122,347,974	106,638,448	15,709,526

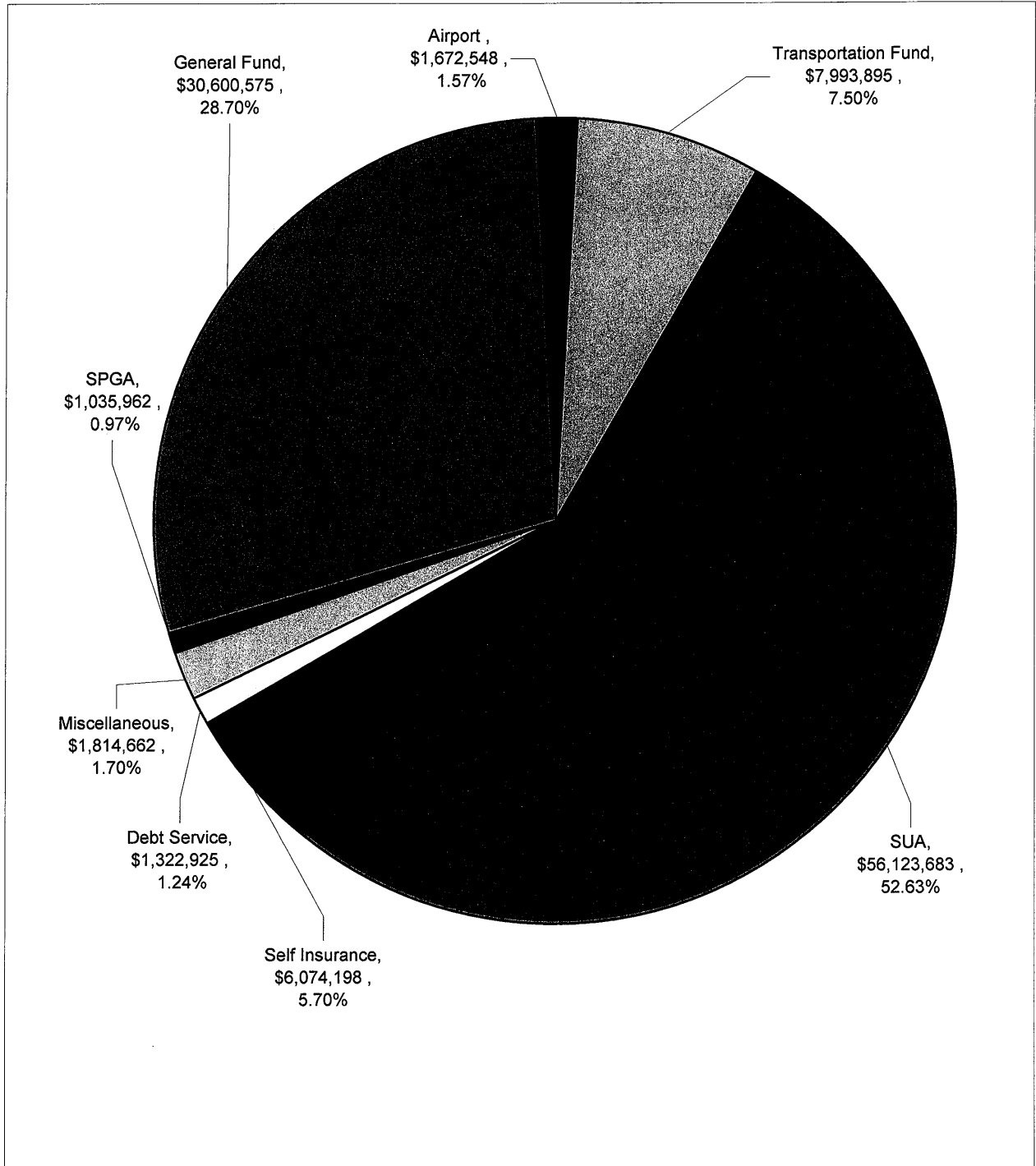
Beginning balance for SUA increased by \$2,000,000 in anticipation of the amount of budget unused at June 30, 2007

**CITY OF STILLWATER  
TOTAL REVENUES  
FISCAL YEAR 07-08**



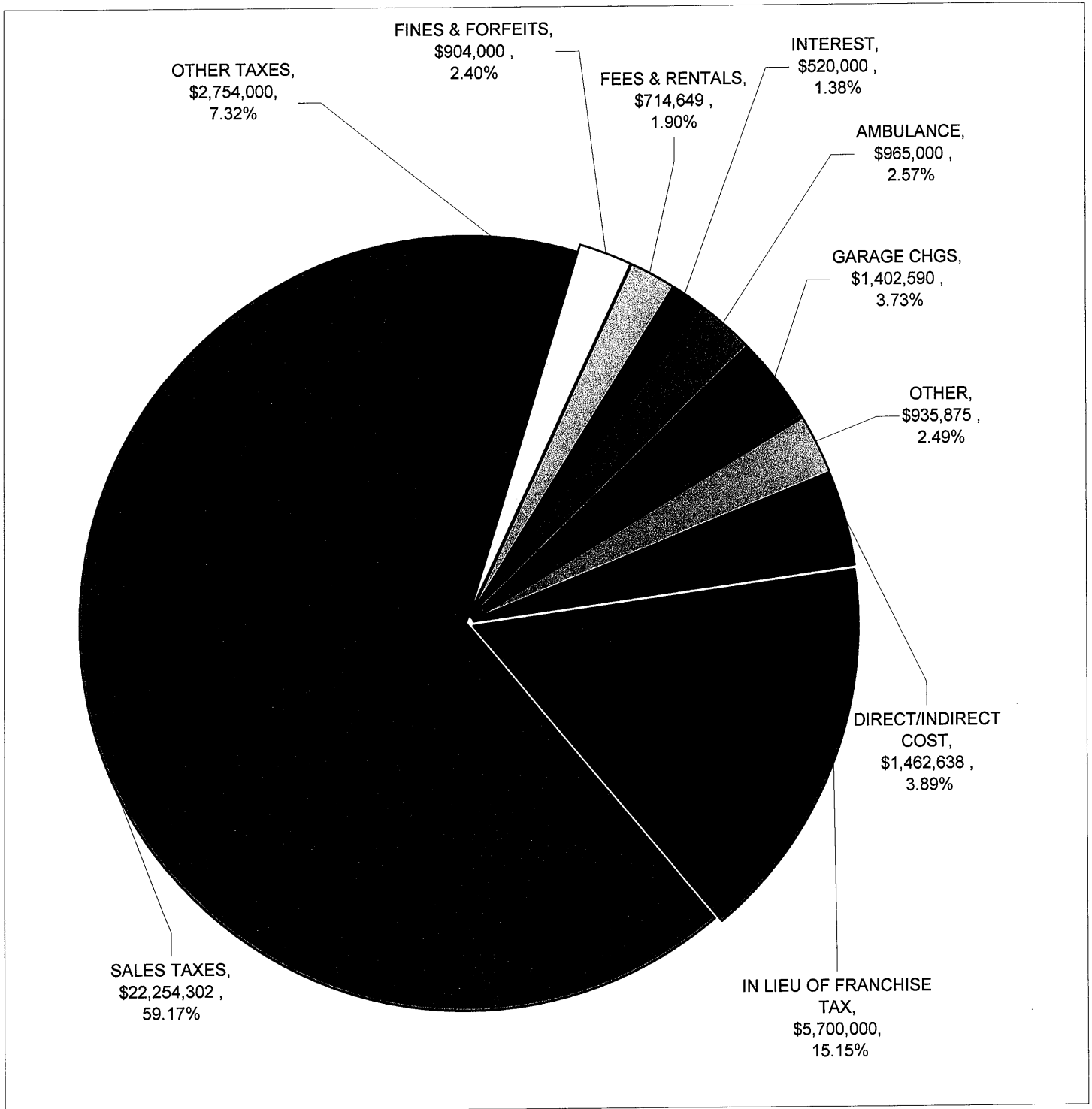
**Total Revenues \$99,875,054**

**CITY OF STILLWATER  
TOTAL EXPENDITURES  
FISCAL YEAR 07-08**



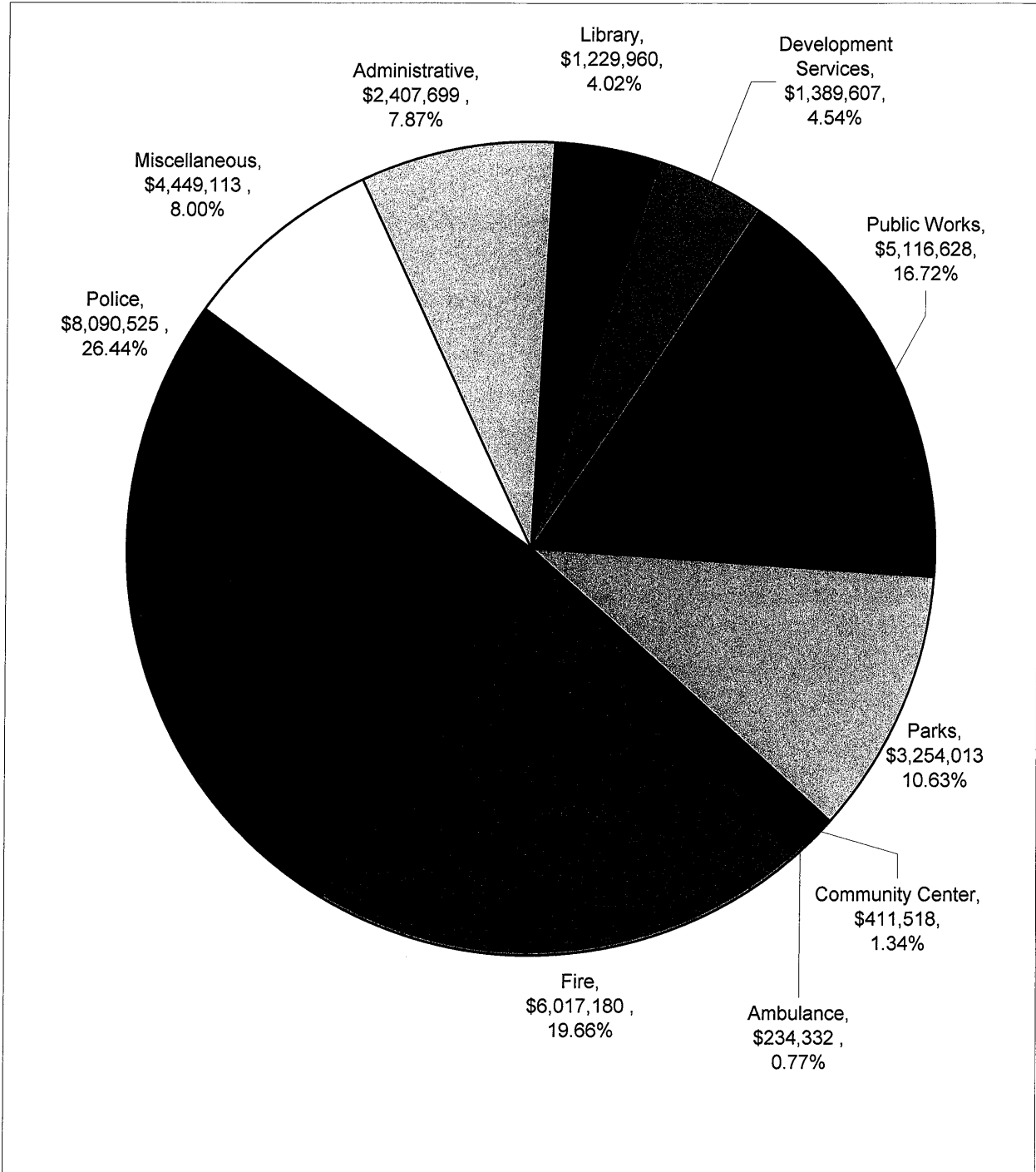
**Total Expenditures \$86,853,550**

**CITY OF STILLWATER  
GENERAL FUND REVENUES  
Fiscal Year 07-08**



**Total General Fund Revenue \$37,613,054**

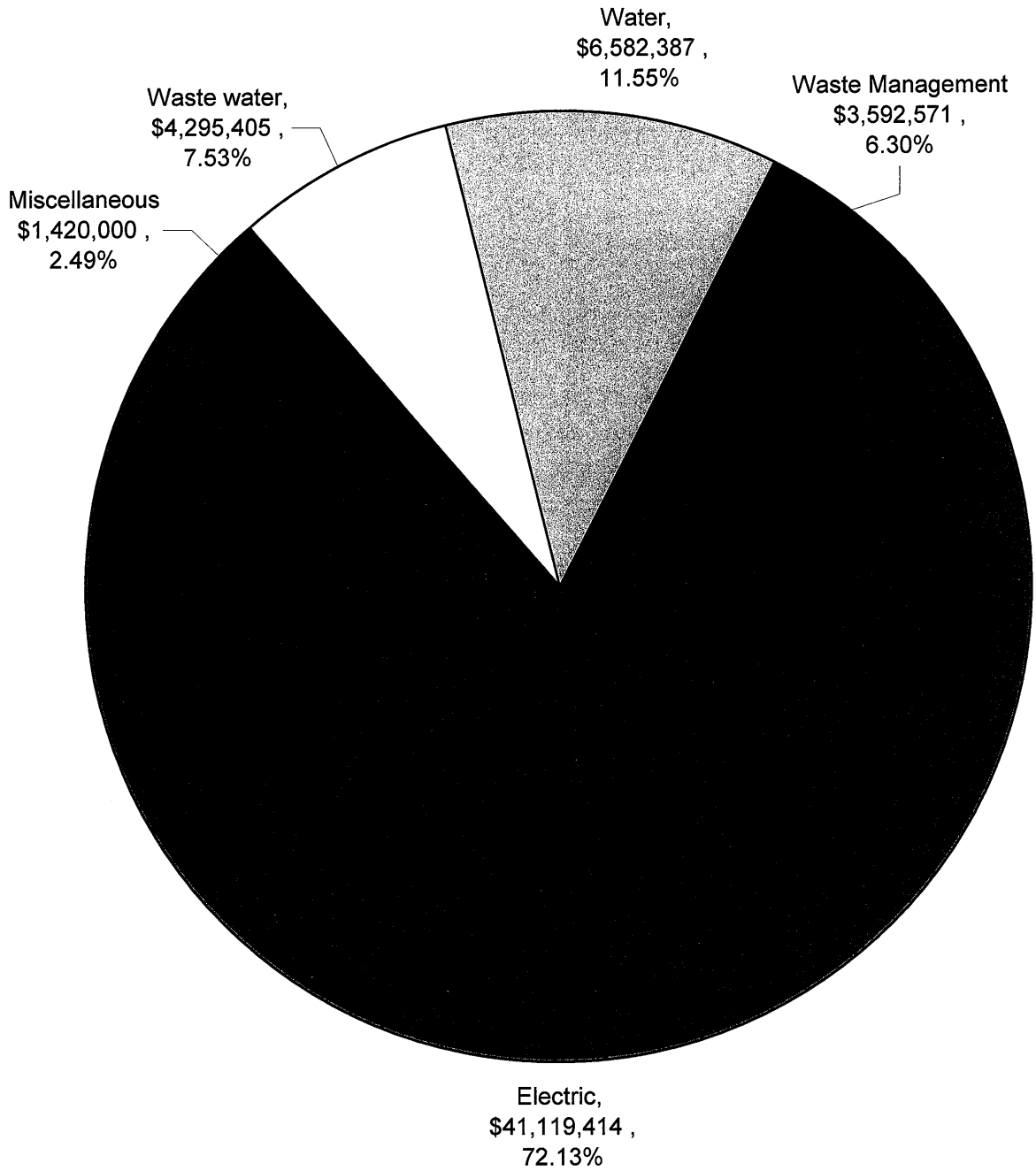
**CITY OF STILLWATER  
GENERAL FUND EXPENDITURES  
Fiscal Year 07-08**



**Total General Fund Expenditures \$30,600,575**

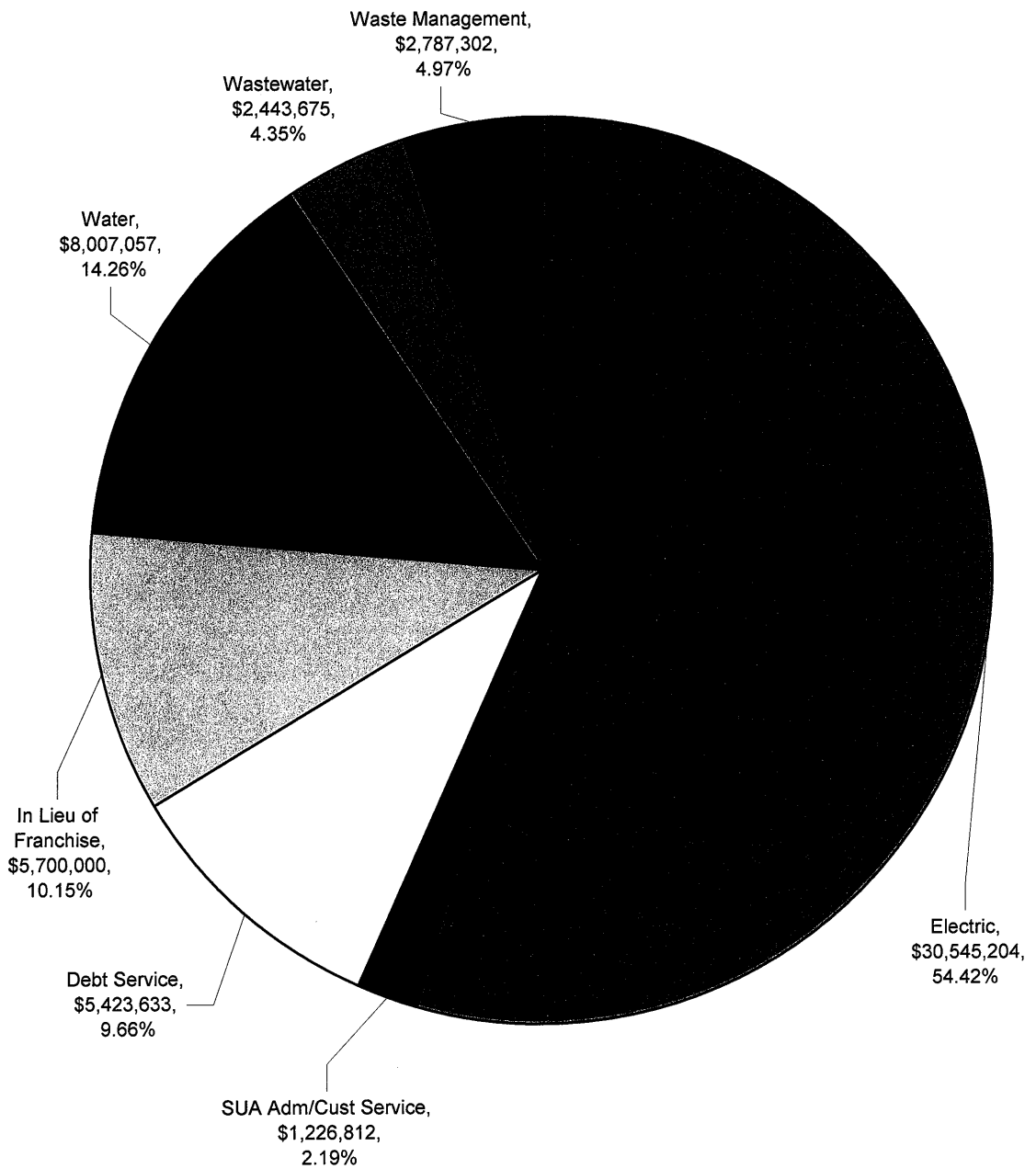


**CITY OF STILLWATER  
SUA REVENUES  
Fiscal Year 07-08**



**Total SUA Revenues \$57,009,777**

**CITY OF STILLWATER  
SUA EXPENDITURES  
Fiscal Year 07-08**



**Total SUA Expenditures \$56,133,683**

City of Stillwater/Stillwater Utilities Authority/Stillwater Public Golf Authority  
 Outstanding Debt  
 For FY 2007/2008 budget

Entity	Description	Original Amount	Issue Date	Outstanding at 6/30/07	Issue Type	Interest Rate	Maturity Date
1. City of Stillwater	2000 GO-City Hall/Police Bldg.	\$ 8,500,000.00	6/7/2000	\$ 5,850,000.00	GO	5.3165%	6/1/2020
2. City of Stillwater	2001 GO-City Hall/Police Bldg.	\$ 6,470,000.00	6/20/2001	\$ 4,770,000.00	GO	4.7898%	6/1/2021
3. Stillwater Utilities Authority	2002 Refunding	\$ 11,825,000.00	9/9/2002	\$ 4,765,000.00	Revenue Bond	2.7%	12/1/2009
4. Stillwater Utilities Authority	OWRB-Water Treatment Plant refunding	\$ 3,413,483.00	2/8/2002	\$ 2,474,775.32	2002 DWSRF Permanent	0% + 0.5%	9/15/2021
5. Stillwater Utilities Authority	2005 Revenue Bonds	\$ 12,965,000.00	5/11/2005	\$ 11,555,000.00	Revenue Bond	3.5438%	10/4/2012
6. Stillwater Utilities Authority	OWRB-Wastewater Treatment Plant-Partial refunding	\$ 4,876,086.11	12/14/2002	\$ 3,778,966.76	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	\$ 7,053,424.50	OWRB Fixed Rate Permanent	2.60% + 0.5%	3/15/2025
8. Stillwater Utilities Authority	Bank of America-02/03 Equipment Lease	\$ 771,000.00	10/4/2002	\$ 82,800.99	Lease	3.244%	10/4/2007
9. Stillwater Utilities Authority	Bank of America-03/04 Equipment Lease	\$ 400,880.00	3/8/2004	\$ 167,078.04	Lease	2.804%	3/8/2009
10. Stillwater Utilities Authority	Bank of America-04/05 Equipment Lease	\$ 102,148.00	12/10/2004	\$ 53,047.01	Lease	3.116%	12/10/2009
11. Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 212,061.33	9/9/2005	\$ 152,210.04	Lease	3.454%	9/9/2010
12. Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 184,632.75	5/12/2006	\$ 150,571.77	Lease	4.000%	5/12/2011
13. Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease-quit	\$ 553,307.00	6/15/2006	\$ 493,539.24	Lease	4.090%	6/15/2014
14. Stillwater Utilities Authority	Bank of America-06/07 Equipment Lease	\$ 104,420.00	8/24/2006	\$ 94,879.39	Lease	3.980%	8/24/2011
15. Stillwater Utilities Authority	Bank of America-06/07 Equipment Lease	\$ 57,950.00	3/2/2007	\$ 57,950.00	Lease	3.954%	3/2/2011
16. City of Stillwater	Dell Marketing, L.P.	\$ 411,634.50	6/1/2007	\$ 411,634.50	Lease	3.590%	6/12/2009

Series	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	FY 2016/2017
1.	758,925	722,925	686,925	650,925	628,425	605,925	583,425	560,925	540,000	522,000
2.	563,200	548,920	534,300	519,340	504,210	488,910	473,440	457,630	441,480	425,160
3.	2,042,280	2,042,471	863,600							
4.	183,039	182,140	181,275	180,410	179,568	178,679	177,814	176,949	176,098	175,218
5.	1,304,325	1,347,187	2,506,650	3,344,500	3,349,000	1,624,625				
6.	262,706	261,419	260,183	258,947	247,749	256,475	255,239	254,003	252,792	251,532
7.	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230
8.	84,144									
9.	86,487	86,487								
10.	22,221	22,221	11,110							
11.	46,545	46,545	46,545	23,273						
12.	41,110	41,110	41,110	41,110						
13.	81,793	81,793	81,793	81,793	81,793	81,793	81,793			
14.	23,238	23,238	23,238	23,238						
15.	15,806	15,806	15,806	15,806						
16.	147,950	147,950	147,950	147,950						
17.										

Total FY Debt Service \$ 6,181,998 \$ 6,086,442 \$ 5,916,714 \$ 5,655,671 \$ 5,518,594 \$ 3,752,637 \$ 2,087,941 \$ 1,965,737 \$ 1,926,600 \$ 1,890,140

## **FINANCIAL TRENDS**

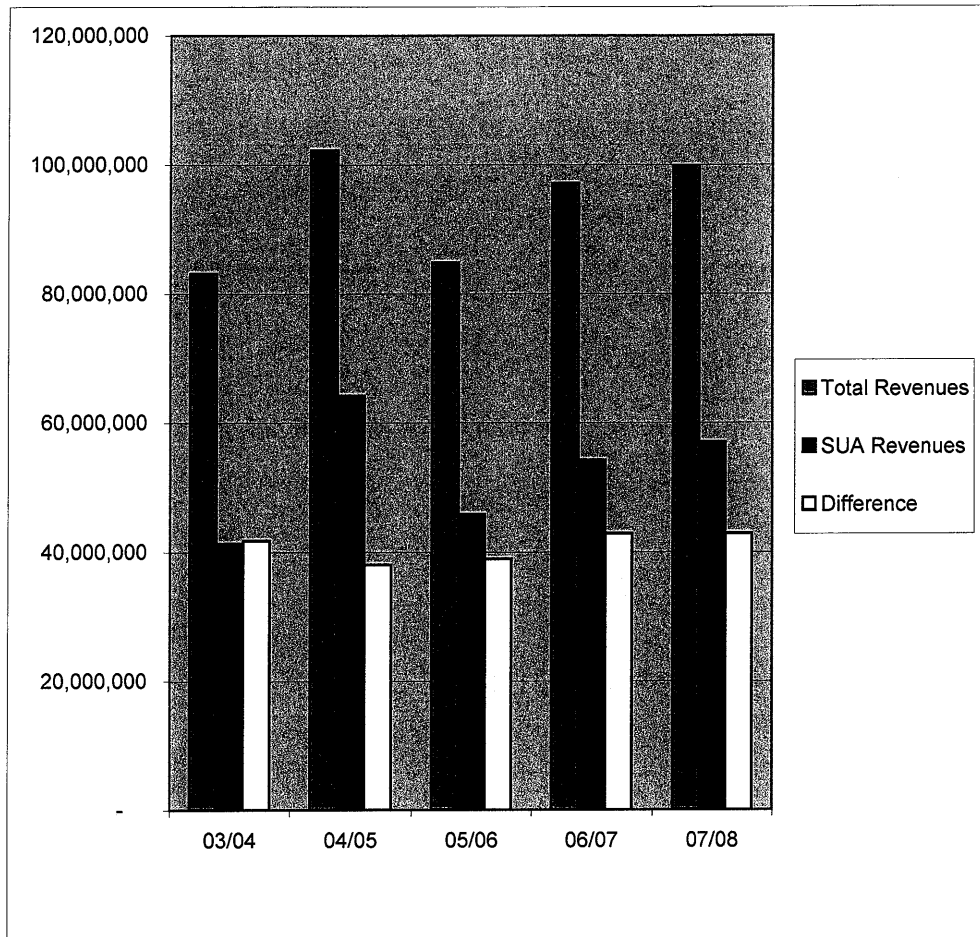
To assist the reader in assessing the financial condition of the City of Stillwater, the following information is provided.

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.

## TOTAL REVENUE COMPARISON



Total Revenue Comparison

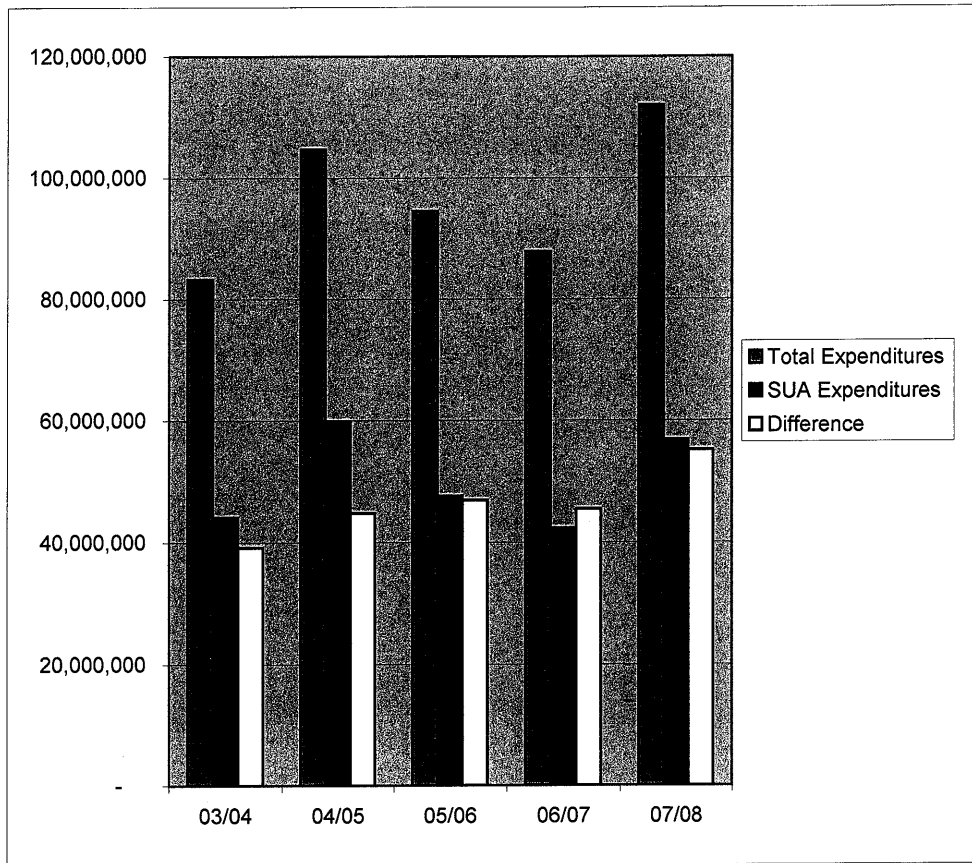
	Total Revenues	Total Utility Revenues	Differences
03/04	83,128,255	41,323,062	41,805,193
04/05	102,212,142	64,154,900	38,057,242
05/06	84,796,348	45,859,271	38,937,077
06/07	97,111,979	54,248,437	42,863,542
07/08	99,875,054	57,009,777	42,865,277

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
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
07/08	112,006,155	56,835,705	55,170,450

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	
	07/08
SALES TAXES	\$ 22,254,302
OTHER TAXES	2,754,000
FINES AND FORFEITS	904,000
FEES AND RENTALS	714,649
INTEREST	520,000
AMBULANCE	965,000
FLEET MAINTANCE	1,402,590
OTHER	935,875
DIRECT/INDIRECT COST	1,462,638
IN LIEU OF FRANCHISE TAX	6,123,959
TOTAL REVENUES	\$ 38,037,013



## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$32,765	\$79,761	\$80,000	\$105,000	\$100,000

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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$18,974,851	\$20,535,786	\$21,194,573	\$21,194,573	\$22,254,302

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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$14,570	\$28,844	\$30,000	\$35,000	\$41,000

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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$761,391	\$960,877	\$900,000	\$1,300,000	\$1,375,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$99,915	\$86,457	\$88,000	\$88,000	\$80,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$354,514	\$398,791	\$400,000	\$400,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$348,615	\$352,734	\$340,000	\$340,000	\$500,000

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 January, 2007, the limited basic service will be \$11.09. The full basic service will be \$40.99. 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 transfer has been completed.

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$95,491	\$98,015	\$100,000	\$100,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$125,240	\$142,235	\$130,000	\$150,000	\$165,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$559,876	\$496,651	\$496,651	\$496,651	\$775,614

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$573,902	\$605,840	\$605,840	\$605,840	\$687,024

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$5,700,000	\$5,700,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$2,710	\$3,010	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$64,111	\$270,855	\$100,000	\$150,000	\$200,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$5,908	\$30,738	\$20,000	\$49,000	\$12,000

Revenues received from rental of city properties.

**Liquor Store Licenses**

010-2011-321-4265

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$7,434	\$9,253	\$4,500	\$4,500	\$7,500

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 of \$782.50.

**Beer Licenses**

010-2011-321-4270

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$2,340	\$1,350	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$16,889	\$14,877	\$12,000	\$12,000	\$13,000

The current State maximum license fee for on-premise sale and consumption has been set at \$1,005 for the first year fee for a new business and \$905 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 \$777.50 for the initial license and \$645.00 for a renewal.

**Wine & Beer License**

010-2011-321-4280

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$418	\$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.

**Solicitors Licenses**

010-2011-321-4285

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$225	\$450	\$175	\$175	\$450

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$590	\$435	\$300	\$300	\$450

Taxi service and taxi driver license fees. The annual fee for operating a taxi service is \$75. 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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$2,320	\$1,920	\$1,400	\$1,400	\$1,800

Massage therapist license fees. The initial license fee is \$100 and the annual renewal fee is \$35.

**Itinerant Licenses**

010-2011-321-4290

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$900	\$750	\$700	\$700	\$750

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$850	\$1,275	\$850	\$850	\$1,275

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$3,348	\$3,100	\$3,500	\$3,500	\$3,700

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$626,059	\$572,289	\$612,000	\$600,000	\$600,000

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
Animals at Large	\$100
Noise Prohibited	\$144
Loud Music Prohibited	\$144
Littering	\$240
Failure to Yield	\$100
Insurance	\$150
Reckless Driving	\$240
Stop Sign	\$100
Speeding	
10 miles and under	\$75
11 miles thru 15 miles	\$100
16 miles thru 20 miles	\$125
21 miles thru 25 miles	\$150
26 miles thru 30 miles	\$175
over 30 miles	\$240
School Zone	\$150 to \$240

**Parking Fines**

010-2012-351-4336

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$153,280	\$181,349	\$180,000	\$180,000	\$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
Improper Parking	\$10
Hazardous Parking	\$15
Private Parking	\$35
Handicapped Parking	\$150

**Juvenile Fines**

010-2012-351-4339

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$5,133	\$2,345	\$4,000	\$3,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$7,135	\$9,837	\$6,000	\$10,000	\$10,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$1,896	\$3,102	\$1,500	\$3,500	\$3,500

For each Knoblock area overtime parking ticket issued, \$3 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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$1,935	\$4,113	\$1,200	\$2,800	\$3,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$24,731	\$37,690	\$25,000	\$30,000	\$30,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$3,294	\$5,821	\$8,000	\$6,000	\$6,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$3,075	\$1,519	\$1,500	\$1,500	\$1,500

Collection of delinquent Municipal Court Fines.

**Blue Print/Copy Fees**

010-3030-341-4670

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$1,182	\$1,805	\$1,200	\$1,200	\$800

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$27,779	\$24,524	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$28,707	\$40,046	\$33,000	\$43,000	\$40,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$21,180	\$26,710	\$25,000	\$30,000	\$28,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$25,728	\$35,854	\$32,000	\$37,000	\$35,000

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 registration fees.

**Building Permits**

010-3032-322-4213

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$33,803	\$50,340	\$81,000	\$81,000	\$70,000

Residential           \$10 plus 1 cent for each square foot over 1,000  
                               \$5 for accessory buildings  
                               \$10 for remodel and additions.

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

**Mobile Home Permits**

010-3032-322-4214

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$1,640	\$1,240	\$3,050	\$3,050	\$1,200

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$715	\$0	\$500	\$500	\$0

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$285	\$620	\$1,200	\$1,200	\$3,000

Section 7.91 of the City Code sets the fee at \$5 per year to be licensed to move a structure.

**Sign Permits**

010-3032-322-4217

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$1,549	\$2,036	\$2,500	\$2,500	\$3,600

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$31	\$7	\$0	\$0	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$3,080	\$3,360	\$3,000	\$3,000	\$1,000

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.

**Mowing Fees**

010-3032-341-4673

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$12,021	\$19,588	\$12,500	\$12,500	\$18,000

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**

010-3035-322-4219

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$8,346	\$0	\$2,240	\$2,240	\$1,922

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$0	\$0	\$1,456	\$1,456	\$1,578

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$0	\$0	\$2,560	\$2,560	\$2,350

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

**Curb Cut Permits**

010-4036-322-4219

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$8,346	\$6,221	\$0	\$0	\$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.

**Miscellaneous Traffic Revenue**

010-4038-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$6,063	\$7,848	\$3,000	\$3,000	\$7,500

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

**Gasoline Tax-State**

010-4039-314-4120

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$79,900	\$82,354	\$86,000	\$86,000	\$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.

**Auto Tag Tax-State**

010-4039-314-4121

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$277,074	\$277,401	\$282,000	\$282,000	\$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 and for street lighting.

**Miscellaneous Revenues-Street and Alley****010-4039-380-4873**

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$87,130	\$589	\$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.

**Departmental Garage Charges****010-4040-337-5880**

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$1,127,115	\$1,015,480	\$1,268,000	\$1,120,000	\$1,402,590

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

**Grants - Senior Citizens****010-5050-330-4541**

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$3,227	\$15,999	\$2,400	\$3,400	\$2,400

Federal grants received to help cover costs of special programs.

**Fees****010-5050-347-4620**

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$184,282	\$264,525	\$263,450	\$263,450	\$296,300

A fee is charged for recreational activities to offset equipment and some staff costs.

**Rentals****010-5050-363-4641**

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$7,556	\$14,544	\$10,925	\$10,925	\$14,800

Revenues received from rental fees.

**Concessions** 010-5050-370-4663

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$54,839	\$66,890	\$46,550	\$46,550	\$70,000

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

**Multi Arts Class Fees** 010-5054-347-4622

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$78,683	\$100,297	\$83,720	\$83,720	\$89,500

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

**Mini-Bus Fees** 010-5058-341-4697

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$18,275	\$15,708	\$22,250	\$19,250	\$15,000

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.

**State Grants-Community Center** 010-5201-330-4547

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$11,450	\$25,818	\$20,700	\$21,822	\$25,575

Grants received from state agencies, primarily the Oklahoma Arts Institute, for the purpose of supporting the performances presented at the community center.

**Donations** 010-5201-365-4820

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$21,500	\$11,020	\$14,600	\$14,800	\$19,200

Donations are received for the purchases of special equipment as well as for the general operations of the center.



**Concessions**

010-5201-370-4663

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$0	\$0	\$1,000	\$3,900	\$4,740

Revenues received from the sales of concessions.

**Performance Admission Fees**

010-5201-380-4813

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$9,563	\$27,881	\$21,400	\$30,469	\$31,625

Revenues received from admission fees, concession sales, and performance related donations.

**Miscellaneous Revenue**

010-5201-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$1,127	\$1,981	\$4,500	\$3,419	\$5,035

Revenues received for miscellaneous fees.

**Library Grants**

010-5510-330-4545

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$25,471	\$35,024	\$35,388	\$62,816	\$35,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$5,906	\$7,548	\$8,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$47,363	\$48,723	\$47,000	\$48,000	\$48,000

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 those who do not own property, live, work or go to school in Payne County; \$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$24,942	\$27,351	\$35,000	\$20,500	\$25,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$13,958	\$40,286	\$30,000	\$31,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$298,455	\$24,002	\$0	\$0	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$56,922	\$18,062	\$15,000	\$20,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$4,410	\$4,525	\$0	\$0	\$4,500

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$0	\$560	\$1,000	\$1,000	\$850

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$27,825	\$25,722	\$26,000	\$26,000	\$27,000

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

**Miscellaneous-Police**

010-6025-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$8,760	\$9,066	\$38,000	\$38,000	\$9,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$4,130	\$4,591	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$7,250	\$7,125	\$77,500	\$77,500	\$70,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$7,100	\$0	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$13,002	\$13,160	\$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 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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$98,792	\$93,739	\$90,000	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$1,575	\$1,300	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$8,420	\$7,337	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$0	\$220	\$0	\$0	\$0

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$753,329	\$928,590	\$950,000	\$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
Inside or outside of City Limits (ALS)	\$500
Field Treatment Charge	\$70 plus supplies
Standby (in addition to run charge)	\$70/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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$17,761	\$12,707	\$15,000	\$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>07/08</b>
MANAGERIAL	518,832
PROPERTY MANAGEMENT	3,000
ENVIRONMENTAL PROGRAMS	205,176
ECONOMIC DEVELOPMENT	8,412
INFORMATION SERVICES	1,106,961
HUMAN RESOURCES	565,318
TOTAL DEPT.	2,407,699
<b>FINANCE</b>	
ACCOUNTING	688,095
MUNICIPAL COURT	224,960
TOTAL DEPT.	913,055
<b>DEVELOPMENT SERVICES</b>	
ADMINISTRATION	244,696
PLANNING	181,916
BUILDING SAFETY/PROPERTY MAINTENANCE	532,797
GIS	208,078
DEVELOPMENT REVIEW ENGINEERING	222,120
TOTAL DEPT.	1,389,607
<b>PUBLIC WORKS</b>	
ADMINISTRATION	298,648
ENGINEERING	477,756
TRAFFIC CONTROL	461,496
STREET MAINTENANCE	2,396,978
FLEET MAINTENANCE	1,481,750
TOTAL DEPT.	5,116,628
<b>PARKS AND RECREATION</b>	
ADMINISTRATION	424,349
PARK MAINTENANCE	1,848,872
RECREATION PROGRAMS	647,491
TOURNAMENTS	32,000
MULTI ARTS	214,954
MINI BUS	86,347
TOTAL DEPT.	3,254,013
<b>COMMUNITY CENTER</b>	
PROGRAMMING	101,175
OPERATIONS	310,343
TOTAL DEPT.	411,518
<b>LIBRARY</b>	
ADMINISTRATION	1,229,960
TOTAL DEPT.	1,229,960
<b>POLICE</b>	
PATROL AND INVESTIGATION	7,404,328
DARE PROGRAM	6,000
SECC	332,410
ANIMAL CONTROL	194,457
E-911	153,330
TOTAL DEPT.	8,090,525
<b>FIRE</b>	
FIRE SERVICES	6,017,180
<b>HEALTH</b>	
AMBULANCE	234,332
<b>GENERAL GOVERNMENT</b>	
CITY HALL MAINTENANCE	319,072
GENERAL GOVERNMENT	768,868
LEGAL	448,118
TOTAL DEPT.	1,536,058
<b>TOTAL EXPENDITURES</b>	<b>30,600,575</b>

## Administration - Managerial

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

G/L Number: 010-10-10

	<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
<b>Personnel</b>	\$231,918	\$336,514	\$446,091	\$446,091	\$505,932
<b>Materials/Services</b>	\$440	\$315	\$400	\$475	\$600
<b>Contract Services</b>	\$8,307	\$10,630	\$10,800	\$14,075	\$12,300
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$240,665	\$347,459	\$457,291	\$460,641	\$518,832

### 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 Council directives. The city manager coordinates the departments within the city, directs the preparation of the budget, keeps the council informed of municipal concerns, and submits recommendations to improve the operation of municipal government.

### Accomplishments

1. Provided framework and facilitation for City Council to determine organizational/community needs and capital needs for both short- and long-term.
2. 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.
3. 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.
4. Emphasized higher standards for service delivery, while communicating expectations for employees and supervisors.
5. Took an active role in collective bargaining meetings to continue strengthening management's relationship with local bargaining units.
6. Completed recruitment and hiring of Fire Chief.
7. 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.
8. Reviewed 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.
9. Continued coordination and support regarding the OSU Master Plan.
10. Initiated discussions with OSU regarding new agreements for delivery of municipal fire and ambulance services to the University.
11. 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.
12. Continued working with the Accessibility Advisory Board to make recommendations to the City Manager and staff on matters related to accessibility.
13. Implemented multiple items identified in the ADA accessibility survey. Focused implementation of these items with guidance and assistance from the Accessibility Advisory Board.
14. Successfully completed merger with Rural Water Corporation 3 to develop more cost effective water supply to the area.
15. Facilitated the process for the City Council in budget development and capital project planning.
16. Participated on the Oklahoma Municipal Utility Providers Steering Committee.
17. Continued progress with the Oklahoma Technology and Research Park Board with plans for new accelerator building.

**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 an agreement with OG&E to place before the voters a franchise agreement for OG&E to serve OSU within the City and remit a 3% Franchise fee.
3. Create an annexation policy for adoption by the City Council 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 Council'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 Council represents the most efficient use of public dollars in delivering quality service.
9. Assist the City Council and Planning Commission in completing the update of land use ordinances.
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.
17. Complete the development of Stillwater's first Business Improvement District in the core commercial area around the historic downtown.

**Personnel Authorized**

	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
City Manager	1	1
Deputy City Manager	2	2
Executive Assistant	1	1
Marketing & Public Relations Director	<u>0</u>	<u>1</u>
	4	5

**Other Significant Information**

1. Personnel increased by 13% due to reorganization of the Managerial function during the previous year.
2. Contract Services increased by 14% due increased cost.

**General Government - Miscellaneous**

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

G/L Number: 010-10-20

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Personnel</b>	\$25,021	\$13,856	\$15,178	\$15,178	\$15,178
<b>Materials/Services</b>	\$10,956	\$11,748	\$10,000	\$12,950	\$10,000
<b>Contract Services</b>	\$904,226	\$662,245	\$1,248,360	\$638,403	\$743,690
<b>Capital</b>	\$38,500	\$0	\$0	\$200,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$978,703	\$886,849	\$1,273,538	\$667,531	\$768,868

**Program Description**

City Council 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. Advise and direct the manager on political concerns and public input, act on the manager's recommendations, and set priorities through the budgeting process.
3. Advise and direct 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 Council 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, state and/or national levels.
12. Participate in long-term strategic planning and annual goal setting.

**Other Significant Information**

1. Contract Services has decreased by 40%. In the prior year budget, projects were included in General Government but were budgeted in the appropriate department if needed in the current year budget.

## General Government - Property Management

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

G/L Number: 010-10-30

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$1,600	\$3,143	\$1,500	\$2,000	\$3,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,600</b>	<b>\$3,143</b>	<b>\$1,500</b>	<b>\$2,000</b>	<b>\$3,000</b>

### 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.

### Capital

1. \$0 (4051) Carry forward Property @ 1502 S. Main

**Administration - Environmental Programs Division**

Fund: General Fund  
 Department: Administration  
 Program: Environmental Programs Division - Doug Gable

G/L Number: 010-10-40

	Actual	Actual	Original	Revised	Proposed
	2004-05	2005-06	Budget	Budget	Budget
			2006-07	2006-07	2007-08
<b>Personnel</b>	\$89,186	\$108,381	\$114,270	\$114,270	\$123,342
<b>Materials/Services</b>	\$4,259	\$4,110	\$6,834	\$9,534	\$9,884
<b>Contract Services</b>	\$62,480	\$54,320	\$75,050	\$72,250	\$71,950
<b>Capital</b>	\$0	\$0	\$15,000	\$15,100	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$155,925	\$166,811	\$211,154	\$211,154	\$205,176

**Program Description**

The Environmental Programs Division manages compliance with local, state, and federal environmental regulations. The division is a resource to all City of Stillwater departments. The division is responsible for the Industrial Pretreatment Program. Facility inspections and sampling inspections are conducted on the permitted industrial users. The division assists Stillwater Power and the Stillwater Water Utility with NPDES and Air Quality issues. The division conducts the City of Stillwater's Household Hazardous Waste Collection, Computer and Electronics Recycling and Trash-Off Events. The division also addresses 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 9th Annual Household Hazardous Waste Collection Event. The event was conducted on September 23, 2006. This award winning program continues to see approximately 400 households participate each year.
2. Implementation of the City of Stillwater's 4th Annual Electronics (E-Waste) Waste Collection Event. The event was conducted on April 28, 2007. The program was 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. Pharmaceuticals collection was added to this years event.
3. The Environmental Programs Division coordinated the 2nd Stillwater Trash-Off Event in April, 2007. 110 volunteers assisted in cleaning the public right of ways and creating public awareness regarding litter.
4. All significant industrial user permits and fact sheets have been updated using the approved local discharge limits and program language.

**Goals**

1. Implementation of the City of Stillwater's 10th Annual Household Hazardous Waste Collection Event.
2. Implementation of the City of Stillwater's 5th Annual E-Waste Collection Event.
3. Implementation of the City of Stillwater's Trash-Off '08 Litter campaign.
4. Continue to assist the community and all city departments with environmental related matters as needed. One of these items is to assist local health care providers, pharmacists and law enforcement in the development of a community initiative for collection and disposal of pharmaceuticals.

**Personnel Authorized**

	<u>2006-07</u>	<u>2007-08</u>
Environmental Programs Manager	1	1
Environmental Programs Assistant	1	1
	<u>2</u>	<u>2</u>

## Economic Development - Sister Cities Council

Fund: General Fund  
 Department: Economic Development  
 Program: Sister Cities Program - Sister Cities Council

G/L Number: 010-10-50

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$652	\$1,862	\$1,800	\$3,489	\$2,550
<b>Contract Services</b>	\$2,434	\$3,583	\$3,750	\$2,549	\$5,862
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$3,086	\$5,445	\$5,550	\$6,038	\$8,412

### 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 Council, 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 Council, Oklahoma State University, Stillwater Public Schools, State of Oklahoma, and other agencies.

An outgrowth of the sister city relationship is a sister school agreement signed in 1989 between Stillwater Middle School and Taisei Junior High School in Kameoka. 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. 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 Conference in 2001, Sister Cities Council member Dr. Larry Jones was recognized as the "SCI 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 resulting in seven international winning entries and two certificates of merit by 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 the 20th anniversary led by Mayor Masataka Kuriyama in 2006.

At the 2007 Sister Cities International annual conference, the Stillwater Sister Cities program was named the Best Overall Program for cities with populations of 25,000 to 50,000. The award recognized Stillwater's 2006 "Year of Celebration" activities designed to increase awareness of the value of sister cities to the community and provide opportunities for citizen participation in celebration of the 20th anniversary of the sister city relationship. During the year, a delegation led by Kameoka Mayor Masataka Kuriyama came to Stillwater and joined Stillwater Mayor Roger McMillian in signing a reaffirmation agreement between Kameoka and Stillwater to sustain friendship and cooperation.



## Administration - Information Technology

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

G/L Number: 010-12-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$402,376	\$467,945	\$442,604	\$412,604	\$429,034
<b>Materials/Services</b>	\$50,963	\$55,152	\$57,000	\$57,000	\$64,000
<b>Contract Services</b>	\$277,397	\$303,657	\$494,805	\$292,730	\$613,927
<b>Capital</b>	\$232	\$178	\$0	\$66,488	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$730,968	\$826,932	\$994,409	\$828,822	\$1,106,961

### 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. Assisted Finance Department with selection and implementation of organizational credit card processing solution for web-based and over-the-counter credit card solutions.
2. Assisted Water Utilities and Finance with the acquisition and integration of the Rural Water Corporation #3 computer system, employees, and work processes.
3. Implemented bar-coded point-of-sale solution for MultiArts gift gallery, greatly streamlining the transaction process and improving inventory management.
4. Assisted Public Works with the selection and implementation of a Pavement Management software system.
5. Upgraded laptops and mobile communications hardware and software for Police Department improving system performance, information access, support for the new state accident reporting system, reliability of access to state and national law enforcement database, and expanding communications and information sharing between other Oklahoma law enforcement agencies that are connected to the Oklahoma County Sheriff's department system.
6. Assisted with the implementation of the Police and Municipal Digital Video Recording system.
7. Evaluated and tested Windows Vista, developed software images with global systems settings and began a fleet wide upgrade of City computers.
8. Upgraded disk capacity in primary network file server to meet growing storage demands from multimedia files, digital images, and downloadable content.
9. Conducted evaluation of City Hall copiers and implemented a standardized copier platform that will simplify the distribution of information and conversion of paper to electronic images or searchable content.
10. Purchased and deployed laptops for Water Utilities and Customer Service crews to allow for the receipt and completion of work orders from the field. The laptops will save time and improve dispatching and response time for service calls. It should also improve collection of information related to work orders and service requests.
11. Filled vacant computer technician and webmaster positions to help with department workload and continued development of new web site, implementation of new content management, and creation of new web services such as a problem reporting form, change notification services, calendaring, etc,
12. Developed Internal Performance Evaluation software system to assist supervisors with tracking performance items and completing annual reviews.
13. Upgraded to H.T.E. Version 5.0.
14. Assisted library with upgrade of security camera system and networked digital video recorder.
15. Implemented Time Management in Sanitation Division.

**Goals**

1. Complete deployment of new city computers.
2. Finalize implementation and training for new imaging and document management system.
3. Finalize selection, purchase and implementation of new public safety software system.
4. Complete the redesign of the City's website, the implementation of the content management system, and the release of online bill access and payment options for Utility Billing.
5. Implement new golf course management and point-of-sale hardware and software at Lakeside Golf Course.
6. Improve response times on help desk calls and quality of documentation by reviewing current processes and solutions used.  
- Implement new automated inventory collection software and call tracking database.
7. Upgrade network switches and routers to segment traffic, increase bandwidth, and provide management capabilities for prioritizing sensitive traffic such as voice and data.
8. Replace obsolete handheld meter reading devices with newer units capable of handling larger routes and utilizing GPS capabilities for locating meters.
9. Establish technology orientation program with HR to introduce new employees to PC, telephone, and network technologies and provide training and guidelines for use of these technologies.
10. Develop 3-year Technology Plan and improve tracking server maintenance, updates, and planned/unplanned downtime.
11. 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.
12. 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.

**Personnel Authorized**

	<u>2006-07</u>	<u>2007-08</u>
Office Assistant	1	1
Computer Technician	2	2
Webmaster/PC Support Specialist	1	1
Network Administrator	1	1
Systems Analyst	1	1
Director	<u>1</u>	<u>1</u>
	7	7

**Other Significant Information**

1. Total Materials and Services does not exceed previous year's totals. Funds from Miscellaneous Services and Professional Services were reallocated to cover increases in supply costs, fuel and maintenance costs for anticipated department vehicles, and lease payments for ruggedized laptops for the police department. May need to increase the project balance for replacing our Public Safety software system. Additional project meetings and product evaluations scheduled this year should help us determine how much needs to be added if any.

## Administration - Human Resources

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

G/L Number: 010-14-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$250,206	\$311,930	\$406,631	\$386,065	\$455,668
<b>Materials/Services</b>	\$7,632	\$9,822	\$10,450	\$10,450	\$10,950
<b>Contract Services</b>	\$85,384	\$56,455	\$117,700	\$117,700	\$98,700
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$343,222	\$378,207	\$534,781	\$514,215	\$565,318

### 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. Expansion of the City-wide supervisor training program.
2. Increased Safety Training program with emphasis on early recognition of unsafe behaviors, practices and conditions.
3. Implemented REAP benefit program for employees and families that provides free access to City programs.
4. Outsourced the administration of the Workers' Compensation program to better manage and control costs.
5. Implemented contracts with both collective bargaining units for 2006/2007.
6. Implemented City-wide Customer Service training.
7. Addition of preventive health benefits

### Goals

1. Implement a comprehensive City-wide Employee Performance and Appraisal system.
2. Review and update the Employee Bonus Program.
3. Update the City's drug testing policy.
4. Continue to develop market criteria for compensation plan.
5. Annual review of city pay plan.
6. Revision of City's Employee Manual
7. Addition of wellness programs through health plan TPA

**Personnel Authorized**

	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
HR PBX/Receptionist	0.5	0
Workers' Compensation Coordinator	1	1
Human Resources Director	1	1
Human Resources Administrative Assistant	1	1
Human Resources Generalist	2	2
F.T.E. Part-time PBX/Receptionist	0.5	1
Safety Coordinator	1	1
	<u>7</u>	<u>7</u>

**Other Significant Information**

1. The 0.5 HR PBX/Receptionist position listed for 2006-2007 was a job-share position that included full City benefits including retirement, Health Insurance, etc. The position became vacant and has been filled as Part-time with no benefits.

## General Government - Legal

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

G/L Number: 010-16-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$294,232	\$346,268	\$350,883	\$350,883	\$391,806
<b>Materials/Services</b>	\$10,229	\$9,849	\$10,800	\$10,300	\$16,000
<b>Contract Services</b>	\$15,274	\$23,869	\$15,929	\$34,378	\$34,312
<b>Capital</b>	\$0	\$0	\$0	\$0	\$6,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$319,735	\$379,986	\$377,612	\$395,561	\$448,118

### Program Description

As mandated by the City Charter, the City Attorney's Office provides legal services to the City Council, 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 councilors, 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. Implemented new administrative processes for tort claims valued at less than \$10,000.
2. Convened first Charter Review Committee since 1984; eight amendments were submitted to voters for consideration in April, 2007; seven were approved
3. Completed consolidation with rural Water corporation #3.

### 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. Finalize recodification with land development code.
  2. Improve attorney/paralegal competencies through enhanced training regimen, attendance at municipal law and specialized CLE and insurance CE training programs.

**Personnel Authorized**

Assistant City Attorney  
Paralegal/Claims Adjuster  
Deputy City Attorney  
City Attorney

**2006-07**

**2007-08**

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**Other Significant Information**

1. Personnel has increased 15% due to restructuring of the department

**Capital**

1. \$6,000 (4002) Office furniture

## Finance - Accounting

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

G/L Number: 010-20-11

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$406,151	\$498,428	\$448,638	\$451,812	\$481,775
<b>Materials/Services</b>	\$58,772	\$35,134	\$56,600	\$56,570	\$56,600
<b>Contract Services</b>	\$116,715	\$166,497	\$145,870	\$135,979	\$149,720
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$581,638	\$700,059	\$651,108	\$644,361	\$688,095

### 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 councilors, 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. Implemented debit/credit card acceptance at several city locations
3. Implemented new purchasing card software and trained card holders in the use of the program.
4. Finalized purchasing manual.

### Goals

1. Receive the GFOA certificate of achievement for fiscal year
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. Provide for a smooth transition to staff reorganization.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</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
	<u>8</u>	<u>8</u>

## Finance - Municipal Court

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

G/L Number: 010-20-12

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$172,981	\$218,265	\$192,286	\$192,913	\$196,525
<b>Materials/Services</b>	\$7,730	\$8,511	\$8,125	\$8,125	\$9,125
<b>Contract Services</b>	\$12,500	\$17,368	\$11,170	\$18,770	\$19,310
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$193,211	\$244,144	\$211,581	\$219,808	\$224,960

### 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. Completed a process review of the probation/deferred sentence program.
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 begin the search process for a new computer program for Municipal Court.
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>2006-07</u>	<u>2007-08</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/> 5	<hr/> 5

### Other Significant Information

1. There is a 12% increase in materials due to a rise in printing costs.



## Development Services - Administration

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

G/L Number: 010-30-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$0	\$236,904	\$238,568	\$228,696
<b>Materials/Services</b>	\$0	\$0	\$6,100	\$6,063	\$5,400
<b>Contract Services</b>	\$0	\$0	\$8,850	\$8,887	\$10,600
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$251,854	\$253,518	\$244,696

### 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, Building Safety, Property Maintenance & Housing, 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. Increased the consistency and timeliness of services provided throughout the development community.
2. Completed a 2nd draft of the Land Development Code.
3. Oversaw the completion of the Stillwater Transportation Enhancement Plan.
4. Established a monthly budget tracking system for fiscal accountability.
5. Continued management of the Land Development file system.
6. Reclassified a building inspector position to Assistant Building Official to better serve customers.
7. Recommended expenditure of funds as part of the Home Buyers Assistance Community Repayment Plan.
8. Oversaw challenge to the US Census Bureau's 2005 population estimate for Stillwater.
9. Established a city-department wide grants tracking system.
10. Assisted with the implementation of processes for the acquisition of Rural Water Corporation #3.
11. Made application for the 2008 CDBG Small Cities Set Aside.
12. Oversaw the development of an existing buildings code for the downtown area.

### Goals

1. Complete the Land Development Code.
2. Assist with implementation of the Downtown BID.
3. Assist with the implementation of the 3rd Avenue punch-through from Hester to Washington.
4. Research and present findings to assist in formulation of Annexation Plan and Policy.
5. Implement the 2006 CDBG Small Cities Set Aside.
6. Implement the 2007 CDBG Small Cities Set Aside.
7. Oversee development and implementation of the department webpage.
8. Become a fully staffed department.
9. Oversee update to the Comprehensive Community Development Plan.
10. Create a Land Development Manual.
11. Assist in completion of the Hazard Mitigation Plan.
12. Assist with the implementation of way finding and signage throughout Stillwater.
13. Oversee the review and recommendations to update the development review fee structure.
14. Establish an annual department and divisional work plan.

**Personnel Authorized**

**2006-07**

**2007-08**

Director

1

1

Administrative Coordinator

1

1

Administrative Technician

1

1

Grants Coordinator

1

1

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## Development Services - Planning

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

G/L Number: 010-30-30

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$139,120	\$178,773	\$184,938	\$148,255	\$172,802
<b>Materials/Services</b>	\$3,661	\$3,530	\$3,646	\$3,766	\$3,714
<b>Contract Services</b>	\$10,494	\$32,492	\$15,900	\$22,668	\$5,400
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$153,275	\$214,795	\$204,484	\$174,689	\$181,916

### 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. Successful in challenge of U. S. Census population report which added 4,768 people to the official population figures for the City of Stillwater.
2. Completed eight (8) text amendments.
3. Completed a second draft of the Land Development Code.
4. Continued to improve the land development process.
5. Initiated preparation of an Annexation Plan.
6. Initiated recommendations to update development review fee structure.
7. Digitized land use map from adopted Comprehensive Plan.

### Goals

1. Complete adoption of the Land Development Code.
2. Assist in completion of an Annexation Plan.
3. Assist in an update to the Comprehensive Community Development Plan.
4. Research impact of reaching 50,000 population.
5. Continued assistance to the Parks, Events and Recreation Department on the development of a Master Trail Plan.
6. Initiate Census 2010:Count Stillwater.
7. Complete recommendations for an update to the development review fee structures.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
City Planner	1	1
Senior Planner	2	2
	<hr style="width: 50%; margin: 0 auto;"/> 3	<hr style="width: 50%; margin: 0 auto;"/> 3

### Other Significant Information

1. Contract Services decreased by 76% due to the exclusion of \$10,000 for professional services.

## Development Services - Building Safety/Property Maintenance

Fund: General Fund  
 Department: Development Services  
 Program: Building Safety/Property Maintenance - Darin Morgan

G/L Number: 010-30-32

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$355,620	\$427,633	\$397,731	\$397,731	\$443,436
<b>Materials/Services</b>	\$12,072	\$15,704	\$18,326	\$18,326	\$20,061
<b>Contract Services</b>	\$28,705	\$29,003	\$32,000	\$32,000	\$35,300
<b>Capital</b>	\$0	\$0	\$0	\$0	\$34,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$396,397	\$472,340	\$448,057	\$448,057	\$532,797

### Program Description

The Building Safety/Property Maintenance 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 Building Trades Board.

### Accomplishments

1. Researched and reviewed commercial plan checking software options and made recommendation for implementing the use of such software.

### Goals

1. Develop and present a property maintenance administrative procedure in accordance to the adopted International Property Maintenance Code.
2. 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.
3. Full implementation of a division web page including a permit tracking system.
4. Implementation of an inspection maintenance system within HTE and with web interface.
5. Perform review of the sections of the Municipal Code that relate to the operation of the Code Enforcement Division and make recommendations for modifications.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
Property Maintenance Assistant	1	1
Property Maintenance Supervisor	1	1
Administrative Assistant	1	1
Building Inspector	1	1
Building Official	1	1
Electrical Inspector	1	1
Combination Building Inspector (Plumbing/Mechanical)	1	1
Assistant Building Official	1	1
	8	8

**Other Significant Information**

1. Materials increased by 9% due to increase in the cost of fuel.
2. Contract Services increased by 12% due to the increase in dues and subscriptions.

**Capital**

1. \$17,000 (4001) 1/2 ton pickup
2. \$17,000 (4001) 1/2 ton pickup

## Development Services - GIS

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

G/L Number: 010-30-34

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$148,369	\$179,764	\$162,158	\$162,158	\$167,728
<b>Materials/Services</b>	\$36	\$10	\$50	\$50	\$5,100
<b>Contract Services</b>	\$27,111	\$25,370	\$32,450	\$32,450	\$35,250
<b>Capital</b>	\$0	\$0	\$25,000	\$17,500	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$175,516	\$205,144	\$219,658	\$212,158	\$208,078

### 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. Created seven (7) new layers: Rural Water Corp. #3 meter location; Rural Water Corp #3 Water Utilities; Road Closings, Capital Plan/Sidewalk Projects; Airport Approach Zone; Soil Type; and Illicit Water Discharge Monitor Site.
2. Completed 30% of sidewalk survey.
3. Coordinated with consultants and provided GIS data and support to Transportation Master Plan, Pavement Management System, Asset Management System; Stillwater Multi-Hazard Mitigation Plan, Citizen Survey; and ISO Insurance Rate Review.
4. Help Pictometry to secure funding for new aerial photography product.
5. Attended development review meetings to provide GIS support and addressing input.
6. Provided trainings to new and existing GIS users.
7. Provided support to Street Department with GPS purchasing, setup, customization and training needs.
8. Provided updates to Census Bureau per their request.
9. Took ArcPad and ArcGIS 9.2 trainings.

### Goals

1. Implement ArcGIS 9.2 upgrade. Particularly, implement ArcGIS Server and Explorer to provide more GIS functions to current ArcGIS Reader and ArcIMS users.
2. Maintain and update process to insure GIS data entry and update is done in a timely and accurate manner.
3. Hold quarterly meetings to report on current activities, acquire feedback and suggestions for future development.
4. Create setup procedure to collect new data and enter update information for traffic signal layer.
5. Seek out GIS related grants with assistance of Grants Coordinator.
6. Continue working on field verification of water and waste water utilities. Completion of this project is dependent upon the success of the Water Department's ability to secure GPS/Survey crew.
7. Continue providing training to GIS users.
8. Increase GIS usage by developing customer applications to make GIS more user friendly. Customization will include but not be limited to ArcGIS VBA add-ons, ArcIMS websites and ArcPad VB application.

**Personnel Authorized**

GIS/AutoCAD Technician  
GIS Administrator

**2006-07**

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**2007-08**

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**Other Significant Information**

1. Materials increased due to the inclusion of ArcSDE Web Server for \$5,000.

## Development Services - Development Engineering

Fund: General Fund  
 Department: Development Services  
 Program: Development Engineering - David Barth

G/L Number: 010-30-35

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$190,886	\$185,584	\$185,584	\$209,970
<b>Materials/Services</b>	\$0	\$125	\$3,600	\$5,000	\$5,900
<b>Contract Services</b>	\$0	\$0	\$6,150	\$4,750	\$6,250
<b>Capital</b>	\$0	\$0	\$0	\$22,500	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$191,011	\$195,334	\$217,834	\$222,120

### Program Description

The Development Engineering Division reviews 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 and 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. Project Management of the Stillwater Transportation Enhancement Plan to be finished in March of 2007.
2. Worked with federal, state and local officials to obtain a Letter of Final Determination on the restudy of the floodplain in November of 2006.
3. Met the target review time for 91% of the submittals received and met the code required review time for 99% of the submittals received. It should be noted that there was only one (1) reviewer in the division from September 1, 2006 to January 10, 2007.
4. The Development Engineering Manager and newly hired Development Engineer became licensed P.E.'s.
5. Revamped the maintenance bond system with a warranty system including written performance standards for completed public improvements.

### Goals

1. Continue to improve the relationship between the city and development community.
2. Seek ways to educate the development community on policies and procedures.
3. Meet with members of the development community on a regular basis to solicit input on improving the project review and inspection functions.
4. Develop a total project management system for tracking purposes and better documentation.
5. Assist Public Works with review and update the right-of-way, curb cut and sidewalk permit fee schedules.
6. Propose the implementation of an inspection fee for all new public improvements.
7. Continue to seek training in subjects related to job functions.



**Personnel Authorized**

Engineering Construction Inspector  
Development Engineer  
Development Engineering Manager

**2006-07**

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**2007-08**

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**Other Significant Information**

1. Personnel costs increased by 13% due to budgeting at full staff for the entire year.

## Public Works - Administration

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

G/L Number: 010-40-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$215,308	\$270,531	\$320,532	\$318,529	\$263,773
<b>Materials/Services</b>	\$13,657	\$9,891	\$8,075	\$10,959	\$9,175
<b>Contract Services</b>	\$15,393	\$14,137	\$16,200	\$12,906	\$25,700
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$244,358	\$294,559	\$344,807	\$342,394	\$298,648

### 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 Water Management Operations, Traffic Control, Fleet Maintenance and Sanitation.

### Accomplishments

1. Completed and implemented a computerized pavement management system.
2. Analyzed the City's waste collection practices, evaluated rate structure and cost of operations. Identified inefficiencies and proposed plan to improve waste collection.
3. Developed a reporting mechanism for communicating the status of the City's transportation improvement projects to the community.
4. Developed and obtained approval for implementation of the City's 1/2-cent transportation sales tax to include the project selection process, project/program financing and implementation schedule.
5. Solicited and evaluated proposals for developing street and drainage design criteria and construction standards
6. Began coordination of roadway maintenance agreements with Payne County and OSU.
7. Developed framework and began implementation of public education and outreach program.
8. Began disaster response planning. Participated in EOC training and plan development. Hosted Homeland Security WMD training.
9. Created and filled the position of Deputy Director/Engineering Manager. The Deputy Director has management oversight of the Engineering Division to include the capital improvement program and the storm water program.
10. Created and filled the position of Operations Manager. The Operations Manager has management oversight of the Street, Traffic Control and Sanitation Divisions.
11. Created and filled the position of Management Analyst. The Management Analyst is responsible for developing and implementing a public information, education and outreach program, analyzing and proposing ways to improve organizational programs, and researching and developing implementation strategies for new departmental programs.
12. Reviewed and proposed a revision to the Department's organizational structure providing career path progression for each employee and establishing training, education and certification requirements for each position.
13. Developed a proposal and obtained authorization, pending authorization of funding, to conduct construction management in-house. This initiative will create a total of five staff positions and will provide the Department the ability to perform project and construction management, construction inspection, utility relocation coordination and right-of-way acquisition with staff personnel.

**Goals**

1. Review streets & sidewalk ordinance and develop ROW process and fee structure
2. Improve the level of service provided to the community by implementing the public education and outreach program to raise awareness of department activities and reduce the impact and disruption due to road and drainage construction projects.
3. Develop and implement department-wide safety program. Establish safety training requirements for each position. Identify and procure all required safety equipment.
4. Continue implementation of Phase II stormwater regulations by implementation of the stormwater management plan and dissemination of a BMP handbook.
5. Oversee development and implementation of the department web page.
6. Develop utility street repair procedure with Water Utilities
7. Create annual work plans, goals and objectives for each division
8. Review & consider APWA accreditation process by completing self assessment.
9. Improve traffic management by planning a traffic operations control center.

**Personnel Authorized**

**2006-07**

**2007-08**

Public Works Director	1	1
Deputy Director/Engineering Manager (Transferred to Engineering Division)	1	0
Public Works Operations Manager	1	1
Management Analyst	1	1
Administration Technician	1	1
	<u>5</u>	<u>4</u>

**Other Significant Information**

1. Increase office equipment rental from \$3000 to \$6100 for new copier contract. Previously, PW funded the lease of a specific copier. New lease is being split three ways with Water and Development Services.
2. \$2500 is requested to fund public education and outreach due to the number of activities planned by the department that will impact the community.

## Public Works - Capital Improvement

Fund: General Fund  
 Department: Public Works  
 Program: Capital Improvement - Theron Smith

G/L Number: 010-40-35

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<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>	\$3,015,935	\$1,337,312	\$1,811,000	\$3,492,525	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$3,015,935	\$1,337,312	\$1,811,000	\$3,492,525	\$0

### Program Description

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

### Accomplishments

1. C5DS05 -- Completed the reconstruction of Washington 6th to 9th. Ribbon cutting held 09-Jan-07.
2. C6DS02 -- Completed the 2006/2007 Sidewalk Maintenance Project. Ribbon cutting held May '07.
3. C5DS01 -- 6th Avenue and Jardot Road Improvements substantially completed.
4. C4PW08 -- Progressed the completion of the design of the 6th and Monroe Intersection Improvements incorporating the planned closure of Adams into the design. A plan-in-hand review was held 06-Feb-07 with ODOT. Bid Letting is scheduled by ODOT for 15-Nov-07. ODOT is funding 50% of the project up to \$200,000.
5. C5DS08 -- Construction began 02-Jan-07 for the 6th and Western project. Construction is underway.
6. C9PW08 -- Construction began on January 2, 2006 for the Lakeview, Western to Washington project. Scheduled for completion in fall, 2007 due to weather and utility conflicts.
7. C6DS03/C7PW19 -- Poe & Associates, Inc. was selected for design of the 19th Ave/Boomer Creek Bridge. Design is underway. 30% submittal is scheduled for July '07.
8. C3PW09 -- Concrete crack remediation was completed on the Western Avenue Bridge.
9. C5DS07 -- Final Acceptance of the 2004/2005 Sidewalk Project was achieved 15-Nov-06.

### Goals

1. C7PW19 -- Complete the design for the 19th Ave/Boomer Creek Bridge project.
2. C4PW08 -- Complete the design for the 6th and Monroe project and award the construction contract.
3. PW8G02 -- Design and construction of 2008 Miscellaneous Streets Projects.
4. PW8G03 -- Select and construct projects for the 2008 miscellaneous sidewalk maintenance, replacement, or ADA compliance projects.
5. PW8G04 -- Develop and propose roadway design standards and specifications.
6. GPS Camera -- Purchase and utilize a GPS Digital Camera to photo document construction progress and construction issues. GPS is used to record position of camera/shot and upload images into the GIS system
7. C5DS01-- Complete 6th and Jardot intersection improvements.

### Personnel Authorized

1. The Public Works Department, Engineering Services Division provides staff for this program.

## Public Works - Engineering Services

Fund: General Fund  
 Department: Public Works  
 Program: Engineering Division - Theron Smith

G/L Number: 010-40-36

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$533,142	\$363,316	\$297,698	\$249,245	\$391,104
<b>Materials/Services</b>	\$15,521	\$15,146	\$17,575	\$16,139	\$25,252
<b>Contract Services</b>	\$13,909	\$20,986	\$22,200	\$11,575	\$61,400
<b>Capital</b>	\$18,634	\$0	\$33,250	\$26,300	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$581,206	\$399,448	\$370,723	\$303,259	\$477,756

### Program Description

The Public Works Engineering division is responsible for performing traffic engineering duties; 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 Water Management 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. Reference accomplished goals from the Capital Improvement Program.
2. Reference accomplished goals from the Transportation Improvement Program (1/2-Cent Sales Tax).
3. Reference accomplished goals from the Transportation Fee Program.
4. Reference accomplished goals from the Stormwater Management Program.
5. Provided construction management and inspection services to the Parks, Events, and Recreation Department for the Kameoka Trail Project. Ribbon cutting was held July '07.
6. 07CD01 -- Provided contract negotiation and engineering support for Development Services' CDBG project, Virginia Miller Sidewalk. Notice-to-proceed was issued 12-Dec-06.
7. Implemented a process to respond to Traffic Engineering Requests in January of '07. Addresses traffic management/parking request and special events street closure requests.
8. Implemented a sidewalk inventory system.
9. New FEMA Flood Insurance Rate Maps were received by the City. The Letter of Final Determination was received 20-Nov-06. The maps officially took effect 16-May-07.
10. The City Engineer and the Stormwater Program Coordinator obtained Certified Floodplain Manager (CFM) certification.
11. Provided Land Surveying Support for the Public Works and other city Departments.
12. Provided Engineering and Construction Management support for the Community Center parking lot (8th & Duck) reconstruction.

**Goals**

1. Reference goals from the Capital Improvement Program.
2. Reference goals from the Transportation Improvement Program (1/2-Cent Sales Tax).
3. Reference goals from the Transportation Fee Program.
4. Reference goals from the Stormwater Management Program.
5. Implement a Construction Management (CM) Team. The team is to consist of a Project Manager, a Construction Manager, two Inspectors, a Right-of-Way Manager, and a Utilities Coordinator. The Right-of-Way Manager and Utilities Coordinator shall also support General Fund Capital Improvements as well as other city departments for right-of-way and utility coordination services.
6. Develop and implement a division safety program. Establish safety training requirements for each position. Identify and procure all required safety equipment and supplies.
7. Continue ODOT training for construction support staff.

**Personnel Authorized**

	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
Public Works Deputy Director/Engineering Manager	1	1
City Engineer	1	1
Surveyor	1	1
Engineering Assistant	1	1
Engineering Technician	1	1
Storm Water Program Coordinator (Personnel costs included in Storm Water Management Fund)	1	1
Project Manager (Personnel costs included in the Transportation Improvement Fund - subject to funding and financing)	0	1
Construction Manager (Personnel costs included in the Transportation Improvement Fund - subject to funding and financing)	0	1
Construction Inspector (Personnel costs included in the Transportation Improvement Fund - subject to funding and financing)	0	2
Right-of-Way Manager (50% of costs funded by the General Fund/50% of costs funded by TIF)	0	1
Utility Coordinator. (50% of costs funded by the General Fund, 50% of costs funded by TIF)	0	1
	<hr/>	<hr/>
	6	12

**Other Significant Information**

1. Personnel cost increased 31% in part due to inclusion of 50% of Right-of Way Manager and 50% of Utility Coordinator
2. Materials are up 44% due to increased fuel costs and an increase in the tools and minor supplies accounts.
3. Contract services are up 177% due to the inclusion of \$40,000 for roadway specifications.

## Public Works - Traffic Control

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

G/L Number: 010-40-38

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$250,951	\$289,173	\$212,888	\$268,988	\$289,692
<b>Materials/Services</b>	\$65,675	\$70,362	\$94,627	\$98,947	\$138,104
<b>Contract Services</b>	\$3,860	\$32,190	\$28,000	\$14,500	\$22,200
<b>Capital</b>	\$19,448	\$89,272	\$84,000	\$216,790	\$11,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$339,934	\$480,997	\$419,515	\$599,225	\$461,496

### 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. Changed out approximately 125 Incandescent signal lenses to LED signal lenses.
2. Continued to update and use our GIS based sign inventory.
3. Traffic Control personnel assisted with the many road constructions projects in Stillwater by making and placing detour/direction signs, installing additional barricades, and making adjustments and alterations to traffic signals.
4. Began using a hydraulic driver for sign post anchor installation. This new equipment increases the speed of sign installation and reduces the risk of injury to employees.
5. Held monthly safety meetings and emphasized safe work practices.
6. Increased the level of training for Traffic Control personnel as follows:
  - Ted Porter - ATSSA's "Traffic Control Technician" course
  - Ted Porter - ATSSA's "Traffic Control Supervisor" course and certification.
  - Robert Craft - ATSSA's "Traffic Control Technician" course
  - Robert Craft - ATSSA's "Traffic Control Supervisor" course
  - 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"

### Goals

1. Complete all training and certification requirements for all Division employees
2. Develop a traffic counts program. As part of this program, we will collect counts at 8 locations (or 2 four-leg intersections) per month.
3. Conduct safety meetings/training a minimum of once per month for all Traffic Control employees.
4. Eliminate lost time accidents and reduce total accidents by 50%.
5. Install yellow LED traffic signal lenses in all traffic signals. This is the third phase of a plan to upgrade all incandescent traffic signal lights to LED. This will save 80%-90% in energy costs and allow us to install and use battery back-up systems to keep traffic signals operational during power outages.

**Personnel Authorized**

	<u>2006-07</u>	<u>2007-08</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
	<u>6</u>	<u>6</u>

**Other Significant Information**

1. Materials have increased by 46% due to the inclusion of \$10,000 for traffic counters and \$25,000 for yellow LED signal lenses.

**Capital**

1. \$11,500 (4078) Malfunction Management Unit/Conflict Monitor Unit tester.
2. \$0 (4008) Carry forward Generator D7PW05



## Public Works - Street & Alley

Fund: General Fund  
 Department: Public Works  
 Program: Street & Alley - David Higgins/Tom Vitek

G/L Number: 010-40-39

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$585,406	\$769,698	\$817,533	\$818,022	\$734,133
<b>Materials/Services</b>	\$297,230	\$261,914	\$440,111	\$437,443	\$479,348
<b>Contract Services</b>	\$98,040	\$117,080	\$99,218	\$86,493	\$126,497
<b>Capital</b>	\$229,732	\$127,015	\$50,500	\$63,815	\$1,057,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,210,408	\$1,275,707	\$1,407,362	\$1,405,773	\$2,396,978

### Program Description

The Street Division is responsible for maintenance of the city streets (approximately 526 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. Division is holding once a month safety meetings.
2. With the help of Waste Management division we were able to clear the alley ways of brush and tree limbs.
3. Adopt-a-street program has grown to 10 organizations conducting 14 miles of right of way clean-up yearly.
4. Assisted in the implementation of a drainage maintenance program.

### Goals

1. Complete all repairs on utility cuts within 96 hours after notification if materials are available.
2. Start training program for all employees in the Division. Send one Crew Chief quarterly to supervisor training at the start of this program. Formal training quarterly for all Division employees.  
 ATSSA flagger training classes \$100 per person  
 NESO Supervisor training \$100 per person
3. Implement new snow plan that uses all available resources continuously till streets are safe. Our single plow is insufficient and provides no redundancy so additional equipment will be necessary. Focus of the new plan is completing all routes within 8 hours.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
Maintenance Worker I/II	5	5
Equipment Operator I/II	4	4
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
Sweeper Operator (transferred to Waste Management Division)	3	0
Maintenance Workers (Funded by Storm Water Management Fund)	2	2
Street Maintenance Worker I/II (Funded by Transportation Improvement Fund)	2	2
Equipment Operator I/II (Funded by Transportation Fund)	1	1
	24	21

**Other Significant Information**

1. Personnel cost decreased by 10% due to the transferring of three street sweeper operators to the Waste Management Division
2. Materials have increased by 9% due to increased cost of fuel, concrete and asphalt
3. Services have increased by 27% due to inclusion of the cost of repairs for utility cuts. This is offset by a corresponding revenue

**Capital**

1. \$7,000 (4005) Purchase angle broom for skid steer
2. \$550,000 (4009) Misc. street maintenance
3. \$500,000 (4009) Misc. sidewalk maintenance
4. \$0 (4008) Carry forward Generator D7PW05

## Public Works - Fleet Management

Fund: General Fund  
 Department: Public Works  
 Program: Fleet Management - John Maehs

G/L Number: 010-40-40

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$313,049	\$383,120	\$405,259	\$396,656	\$399,532
<b>Materials/Services</b>	\$606,677	\$776,383	\$827,349	\$827,349	\$1,015,918
<b>Contract Services</b>	\$40,628	\$36,067	\$56,550	\$56,550	\$66,300
<b>Capital</b>	\$2,247	\$6,363	\$54,500	\$54,500	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$962,601	\$1,201,933	\$1,343,658	\$1,335,055	\$1,481,750

### Program Description

The Fleet Maintenance Division is an internal service organization that provides repairs, preventive maintenance, and servicing for 315 city vehicles. The diverse fleet includes 36 police units, 10 passenger cars, 81 light trucks, 6 vans and 11 SUV's, 69 medium & heavy trucks, 66 light, medium & heavy equipment, 3 street sweepers, and 30 trailers and 4 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 370 vehicles and 70 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. Fleet Maintenance ensures the City of Stillwater vehicles are maintained in a safe, reliable and cost effective manner by performing a preventive maintenance inspection according to a mileage and time based schedule for each type of vehicle. Vehicles are inspected, serviced and worn parts replaced preventing breakdowns. Repairs are made by certified technicians which ensures the vehicles safe and reliable for the departments serviced by Fleet Maintenance.
2. Response to customers needs is a critical part of the Fleet Maintenance operation. Repairs brought to the shop are evaluated by the lead mechanics. If the problem is minor the repair is completed at that time. Major repairs are put in the rotation for the mechanics to complete. Mechanics are dispatched to road calls immediately with a goal of being on scene in under 20 minutes anywhere in the
3. Fleet Maintenance has developed a survey called a PASS (Performance and Satisfaction Survey) to send out to the departments. The survey has been used in the past but is being updated and will be sent to department within the next month.
4. The goal of having all mechanics attend at least two training sessions will be attained before the end of the year. To date all employees except the newest mechanic have attended at least one training clinic and most have attended two or more. A Ford class scheduled for this spring had to be canceled because two of the three trainers are retiring. It will be rescheduled as soon as possible.
5. An application for Blue Seal of Excellence program through ASE has been completed. To qualify as a Blue Seal establishment, a repair business must meet the following criteria:
  - At least 75% of technicians must be ASE-certified.
  - At least one technician must be ASE-certified in each area of service offered by the business.
  - To ensure that professional certification credentials remain current, ASE reviews the status of each establishment annually.

Fleet Maintenance exceeds these requirements by having over 85% of employees ASE certified. The shop will have a 100%

6. The Fleet Maintenance Division is in the process of transitioning into the Fleet Management Division. The designation more approximately reflects the functions of the division.

**Goals**

1. Develop and execute a training plan for all Fleet Maintenance employees including technical, safety and professional training. All employees will attend a minimum of two technical training classes and quarterly safety meetings. The Fleet Superintendent, Parts Manager and Lead Mechanics will attend at least one professional development class.
2. Maintain an above average or better approval rating from our customers. A quarterly satisfaction survey will be sent to departments and divisions to gather this statistic.
3. Maintain the ASE Blue Seal of Excellence designation by keeping at least 75% of the mechanics in Fleet Maintenance ASE certified and having at least one mechanic ASE certified in each area of service offered.
4. Develop written procedures for vehicle equipment acquisition and disposal.
5. Prepare an analysis of the entire City's maintenance capabilities. Identify areas for potential improvement and efficiencies.
6. Evaluate the current charge back system and make recommendations for changes to the cost accounting method for fleet vehicles.
7. Conduct a citywide operational assessment of the fleet management and maintenance functions including, but not limited to employee productivity, vehicle maintenance, vehicle repair, parts purchasing, parts inventory, vehicle purchasing and vehicle disposal. Make recommendations for operational efficiencies.

**Personnel Authorized**

	<u>2006-07</u>	<u>2007-08</u>
Fleet Maintenance Superintendent	1	1
Parts Manager/Service Writer	1	1
Lead Mechanic	2	2
Mechanic	2	2
Service Attendant	2	2
Supply Clerk II	1	1
Welder (transferred from Waste Management)	0	1
	<hr/>	<hr/>
	9	10

**Other Significant Information**

1. Material and Services has increased by 23% because of the increase of the cost for fuel. The cost of fuel impacts not only City as a consumer of fuel but indirectly because of the increased cost for suppliers of material and services.

Base price used to calculate fuel purchases was \$2.25 per gallon at 142,000 gallons of gasoline and 125,000 gallons of diesel.

2. Services have increased by 17% because of the increase in cost of outside labor.

## Parks, Events & Recreation - Administration

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

G/L Number: 010-50-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$241,950	\$290,561	\$287,988	\$264,523	\$278,518
<b>Materials/Services</b>	\$15,227	\$17,112	\$13,372	\$20,017	\$18,951
<b>Contract Services</b>	\$20,204	\$22,827	\$56,530	\$59,260	\$126,880
<b>Capital</b>	\$4,976	\$8,023	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$282,357	\$338,523	\$357,890	\$343,800	\$424,349

### 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. Completed construction of four new soccer fields at Babcock Park. After grass is established, they will be ready for use in fall of 2007.
2. Completed construction of a small restroom at Sanborn softball field #3. This was a joint project with the Stillwater Softball Association.
3. With the assistance of the Public Works Department, completed phase one of the Kameoka Trail from Parkview Estates to Boomer Lake.
4. Completed a community wide recreation services assessment with recommendations currently under review by the Park Board for implementation.
5. Completed a new 3000 foot water line for the west side of Lake McMurtry. This was an unexpected project due to a leak that occurred under the lake.
6. Evaluated current fees and rental rates and made adjustments as appropriate due to increased costs or programming changes.
7. Restarted the Lake McMurtry land lease program to increase revenue on hay and pasture leases. This program had been on hold for a couple of years due to the poor condition of some tracts because of cedar infestation.
8. Continued to address numerous ADA issues throughout the park system. This will be an on-going priority.
9. Replenished safety surface in all playgrounds.
10. Assisted with a project to provide electricity to the Stillwater Rifle and Gun Club and Police Department Range.
11. Assisted with application for a grant from ODOT to complete the trail from Parkview Estates to Boomer Lake.
12. Completed a system wide inspection of all Departmental facilities to identify and address safety and maintenance issues.
13. After consultations with the City's insurance representative and the City Attorney as to liability issues, all of Lake McMurtry was opened up for swimming. This eliminated the need to address erosion problems in designated swimming areas.
14. Completed replacements of worn restroom partitions in several parks including Couch, Sanborn, Boomer, and McMurtry.
15. Completed all budgeted capital projects and equipment purchases.

### Goals

1. Staff will complete a comprehensive review of all services and facilities provided by the Department, identify core services, and work to focus available resources on those core services and facilities. It is anticipated that this will be a significant and time consuming undertaking involving a review of all programs, park land, staffing levels, organization, maintenance responsibilities, customer service, and special events, therefore it is the only departmental goal that will be listed for this fiscal year.

**Personnel Authorized**

**2006-07**

**2007-08**

**Full-time**

Director

1

1

Administrative Technician\*

4

3

Park Planner

1

1

Program Manager

1

1

7

6

\*One Administrative Technician position was reclassified as the Multi Arts Children's Programmer

**Other Significant Information**

1. Materials/Services has increased by 42% primarily due to moving some indirect costs such as office supplies, and in-service training materials from various other divisions to Administration and the absorption of portions of the Hunting and Fishing Division and Senior Citizens Division.
2. Contract Services has increased by 124% primarily due to moving some indirect costs such as utilities, travel and training, and office equipment rental from various other divisions to Administration and the absorption of portions of the Hunting and Fishing Division and Senior Citizens Division. There is also an additional amount included to begin criminal background checks on seasonal employees who work with children.

## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$1,147,450	\$1,147,450	\$1,333,474	\$1,268,529	\$1,345,012
<b>Materials/Services</b>	\$163,055	\$225,117	\$241,696	\$255,701	\$273,180
<b>Contract Services</b>	\$74,767	\$91,460	\$136,600	\$157,823	\$109,980
<b>Capital</b>	\$20,076	\$91,773	\$293,500	\$146,983	\$120,700
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,405,348	\$1,678,308	\$1,874,290	\$1,706,712	\$1,848,872

### Program Description

The Park Operations Division is responsible for planning, construction, and maintenance to the Parks and Facilities and mowing and landscape maintenance of many non-park facilities including City Hall, Community Center, electric substations, and tree maintenance in right of ways. Park Operations is also vital to set up and implementation of many special events throughout the year including the Boomer Blast (4th of July fireworks), Downtown Halloween Fest, Blues Fest, Arts and Heritage Fest, and

### Accomplishments

1. See Administrative Division for accomplished goals.

### Goals

1. See Administrative Division for departmental goals.

### Personnel Authorized

#### **Full Time**

2006-07

2007-08

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
Lake McMurtry Supervisor**	0	1
Facilities Manager	1	1
Parks and Grounds Manager	1	1
Forester	1	1

**Part-time year round**

Maintenance Worker I

1

1

**Seasonal**

Park Maintenance Aides FTE\*

7

11

\*5 of these positions were moved from the Hunting and Fishing Division which has been absorbed into other divisions.

36

41

**Other Significant Information**

1. Materials/Services has increased by 24 % due to increasing materials costs, need for additional or replacement tools and equipment, increased costs for new safety equipment mandates for employees, moving of some indirect costs such as janitorial supplies and building materials from various other divisions to Park Operations, and the absorption of portions of the Hunting and Fishing Division and Senior Citizens Division.
2. Contract Services has decreased 6% due to moving of indirect costs such as utilities, travel and training, and office equipment rental to Administration.

**Capital**

1. \$23,000 (4001) 1 ton cab & chassis with bed
2. \$30,000 (4001) 1 1/2 ton cab & chassis
3. \$21,000 (4005) 6 foot commercial mower
4. \$15,000 (4041) Replace ball field light poles
5. \$0 (4041) Carry forward Metal building C7PR01
6. \$15,700 (4054) Boomer shelter roof replacement
7. \$16,000 (4054) Resurface top coat of Couch Park tennis courts.



## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$436,223	\$451,960	\$460,122	\$461,160	\$517,041
<b>Materials/Services</b>	\$92,005	\$116,731	\$267,456	\$98,650	\$118,050
<b>Contract Services</b>	\$50,946	\$62,041	\$54,300	\$51,900	\$9,800
<b>Capital</b>	\$11,550	\$6,380	\$0	\$18,158	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$478,647	\$478,647	\$412,672	\$508,878	\$647,491

### 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, swimming lessons, summer programs, and special events.

### Accomplishments

1. See Administrative Division for accomplished goals.

### Goals

1. See Administrative Division for departmental goals.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
<b>Full-Time</b>		
Recreation Supervisor*	2	4
Recreation Program Assistant*	1	0
<b>Part-Time employees - paid by the hour</b>		
Summer Activities	6	6
Senior Office Aides	0	1.5
F.T.E. ***		
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

**Seasonal**

Pool Manager**	0	1
Assistant Pool Manager**	0	1
Lifeguards/Swim Instructors F.T.E.**	0	10.5
Senior Ceramics Instructors F.T.E.***	0	0.75
Senior Class and Exercise Instructors F.T.E.***	0	0.25
	<hr/>	<hr/>
	248	264

\*Recreation Assistant was reclassified as a supervisor with added duties to better meet programming needs and one position was moved from the Senior Citizens Division which has been absorbed into other divisions.

\*\*These positions were moved from the swimming pool division which has been absorbed into other divisions.

\*\*\* These positions were moved from the Senior Citizens division which has been absorbed into other divisions.

**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. Personnel cost have increased by 67% due to the inclusion of personnel from the swimming pool and senior citizen
2. Materials/Services has increased 60% in order to begin implementation of a replacement schedule for items such as ice machines and concessions equipment which must be replaced on a regular basis and the absorption of portions of the Hunting and Fishing Division and Senior Citizens Division. There is also an increase in concessions supplies costs due to increased tournaments which will be offset by increased sales revenue.
3. Contract Services has decreased 59% due to moving of indirect costs such as utilities, travel and training, and office equipment rental to Administration.

**Capital**

1. \$0 (4054) Carry forward 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$384	\$8,000	\$8,000	\$8,000
<b>Materials/Services</b>	\$0	\$5,917	\$14,000	\$7,000	\$14,000
<b>Contract Services</b>	\$0	\$3,573	\$3,000	\$10,000	\$10,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$9,874	\$25,000	\$25,000	\$32,000

### 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. Staff continues to seek opportunities to bring new youth tournaments to town.

### Other Significant Information

1. Contract Services has increased by 233% in order to cover tournament fees paid to state associations as a result of increased tournaments. This will be completely offset by tournament revenue.

## **Parks, Events & Recreation - Senior Citizens**

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

G/L Number: 010-50-52

### **Program Description**

Senior Citizens has been eliminated as a separate division within the PE&R budget. Senior programming is operated as a recreation program no different than youth baseball and similar programs. The budget for programs at the Senior Center has been included in the Recreation Division budget along with other programming. The budget for operation and maintenance of the Senior Center has been included in the Park Maintenance Division budget. This page will not appear in future budgets.

## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$95,441	\$90,662	\$100,551	\$149,862	\$159,404
<b>Materials/Services</b>	\$15,975	\$18,242	\$23,000	\$23,000	\$19,800
<b>Contract Services</b>	\$55,275	\$50,591	\$64,650	\$41,650	\$35,750
<b>Capital</b>	\$0	\$0	\$6,500	\$2,550	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$166,691	\$163,027	\$194,701	\$217,062	\$214,954

### Program Description

The Multi Arts Center provides art instruction for youth and adults, as well as a gallery area for local artists to offer art for sale to the public. Programs include pottery, fiber arts, glass blowing, painting, photography, wood turning, sculpture, and stained glass. The Center also partners with local schools to provide their art programming. Multi Arts is instrumental in implementation of the annual Stillwater Arts and Heritage Fest, and also holds several gallery events throughout the year.

### Accomplishments

1. See Administrative Division for accomplished goals.

### Goals

1. See Administrative Division for departmental goals.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</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
	4	5

\*Administrative Technician from Administration was reclassified to create this position.

### Other Significant Information

1. Personnel Services have increased by 59% due to the change in classification of instructors.
2. Materials/Services has decreased 14% due to moving indirect costs such as office supplies and janitorial supplies to either Administration or Park Operations.
3. Contract services has decreased 45% primarily due to an IRS recommended change in how instructors are paid as employees rather than contractors. This decrease is offset by a corresponding increase in the part time wages budget. There was also some decrease due to moving of indirect costs to either Administration or Park Operations.

## **Parks, Events & Recreation - Swimming Pool**

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

G/L Number: 010-50-56

### **Program Description**

The swimming pool has been eliminated as a separate division within the PE&R budget. The swimming pool is operated as a recreation program no different than youth baseball and similar programs. The budget for programs at the swimming pool has been included in the Recreation Division budget along with other programming. The budget for operation and maintenance of the pool has been included in the Park Maintenance Division budget. This page will not appear in future budgets.

**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 2004-05</b>	<b>Actual 2005-06</b>	<b>Original Budget 2006-07</b>	<b>Revised Budget 2006-07</b>	<b>Proposed Budget 2007-08</b>
<b>Personnel</b>	\$61,219	\$58,715	\$72,489	\$72,793	\$70,225
<b>Materials/Services</b>	\$7,632	\$9,144	\$11,500	\$11,500	\$12,722
<b>Contract Services</b>	\$2,927	\$2,336	\$4,400	\$4,400	\$3,400
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$71,778	\$77,258	\$88,389	\$88,693	\$86,347

**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.

<b><u>Personnel Authorized</u></b>	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
<b>Full-Time</b>		
Mini Bus Driver	2	2
<b>Part-Time</b>		
Mini Bus Driver	0.75	0.75
	<u>2.75</u>	<u>2.75</u>

**Other Significant Information**

- Contract Services has decreased 23% due to moving utilities (telephone) costs to Administration.

## Community Center - Community Center

Fund: General Fund  
 Department: Community Center  
 Program: Community Center - Stephanie Walker

G/L Number: 010-52-13

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$147,624	\$162,201	\$184,470	\$186,225	\$198,877
<b>Materials/Services</b>	\$45,463	\$25,371	\$44,571	\$43,290	\$37,206
<b>Contract Services</b>	\$97,690	\$126,069	\$161,250	\$176,118	\$175,435
<b>Capital</b>	\$16,825	\$246,752	\$88,000	\$304,855	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$307,602	\$560,393	\$478,291	\$710,488	\$411,518

### 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 Center conducted a successful second season subscription series; "Center of Attention" attracted 107 subscription holders and included the following programs: Moscow Boys Choir, David Simpich Marionettes, Community Theater "Will Rogers Follies", Dallas Brass, and Missoula Children's Theater. Other programming events sponsored by the Center were Stillwater Blues Festival, Dancing with Daddy and music presentation at the Arts and Heritage Arts Festival.
2. 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 and equipment:
  1. Oklahoma Arts Council Annual Project Support Grant - \$15,000
  2. Mid America Arts Alliance - \$2,720
  3. Stillwater Arts and Humanities - \$7,100
  4. Stillwater Community Center Foundation - \$3,521 for wireless handheld microphones and \$3,000 for Missoula Children's Theater.
3. The Stillwater Community Singers continue to provide resources to support community and cultural activities at the Center and raised an additional \$8,000 for the purchase of a portable keyboard, amplifier, recording equipment, piano microphone, and misc. sheet music.
4. ADA facility updates: (1) A project was approved to construct ADA compliant handicap parking located on the east side of the Community Center adjacent to Duncan Street. The sidewalks were improved providing better access to the main lobby. (2) Installation of a new handicap water fountain in the main lobby.
5. The Center hosted two Stillwater Community Center Foundation fundraisers. A dinner theater, "Final Cut", was presented two evenings with 108 in attendance and Stillwater Jazz Band performed a concert and dance with support from the Idella Lohmann Ballroom Dance Club.
6. A ticketing program was purchased that provided a professional ticket printing machine, computer network software for box office sales, and an online web eTicket site. The program allowed staff to accept credit card purchases, print on demand, and reduce errors while giving quicker and improved quality service to our customers.
7. A website was designed [www.tickets.stillwater.org](http://www.tickets.stillwater.org) that offers potential customers the ability to access our policies, application and rental information, as well as, a link to our new ticketing program to view and purchase tickets for programming.



8. Approval of ordinance amending Chapter 2, Administration, Article IX, Stillwater Community Center Board, Section 2-191, Membership, Section 2-192, Term of Office, Section 2-195, Powers and Duties and Section 2-196 Employees.
9. A new furnace was installed to operate the heat in the office areas and a new pack unit was installed operating the heat and air for the north stage room.
10. Exterior doors were replaced in the dining room.
11. The SCC Board reviewed the current rental rates and approved the proposed new rental rates effective 07/06.
12. Purchased ADA compliant portable wheelchair lift.

**Goals**

1. Produce the third annual subscription series. Programs include Purdue University Glee Club, Chinese Golden Dragon Acrobats, Chicago Ballet, Community Theater, Michael and Amy " Dueling Pianos", Missoula Children's Theater, and Smoke on the Mountain.
2. Present the 10th annual Stillwater Blues Festival.
3. Upgrade the lighting in Room 100, center hallway and the Lowry Activity Center enhancing our lighting capabilities.
4. Install a furnace and a-coil with the existing condensing unit that will operate the heating and air for Room 121. Once complete, the east boiler will only service the theater and south stage room. Because of its age, continuous maintenance and inefficiency, it is our goal to create a plan to eliminate the east wing boiler in the near future and install a new HVAC system for the theater.
5. Apply for arts grant funding from Oklahoma Arts Council and Mid America Arts Alliance to subsidize annual programming.
6. Complete replacement of West Wing roof.

**Personnel Authorized**

	<u>2006-07</u>	<u>2007-08</u>
(3) Custodians - Part-Time (FTE)	1.8	1
Building Maintenance Worker - Full-Time	1	1
Programming Coordinator	1	1
Manager	1	1
Custodian /Technical Services	0	1
	<hr/> 4.8	<hr/> 5

**Other Significant Information**

1. Services decreased by 10% due to the inclusion of repair projects in the 06/07 budget.

**Capital**

1. \$0 (4008) Carry forward Community Singers donation. 06CC04
2. \$0 (4041) Carry forward West wing roof replacement C5CC02/C5CC01
3. \$0 (4041) Carry forward Electric upgrade east wing C7CC01

## Library - Administration

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

G/L Number: 010-55-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$739,688	\$811,398	\$837,967	\$840,639	\$859,460
<b>Materials/Services</b>	\$190,107	\$201,552	\$211,638	\$195,358	\$176,100
<b>Contract Services</b>	\$125,420	\$130,727	\$152,650	\$181,980	\$194,400
<b>Capital</b>	\$39,000	\$7,563	\$34,000	\$44,144	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,094,215	\$1,151,240	\$1,236,255	\$1,262,121	\$1,229,960

### 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. Implemented two priorities of the 2005-2007 Stillwater Public Library Technology Plan: improving public website and improving ease of use and access to public computers
2. Implemented year-one of 2006-2009 Stillwater Public Library Long Range Plan: survey users to enhance meeting rooms, equipment and technology and receive 100 responses to evaluation of library facility.
3. Implemented Spanish Literacy grant programs to Hispanic community.
4. Completed 2006 State Aid report and reviewed Library Board policies to meet State Aid requirements.
5. Implemented Big Read community-wide reading event of The Grapes of Wrath.
6. Received grants totaling over \$63,000.
7. Successfully bid and completed interior painting of public library.
8. Implemented re-organization project for Circulation Workroom and public area to better serve customers.
9. Purchased additional LCD projector for meeting room use.
10. Replaced library security system.
11. Implemented successful children's, teen and adult summer programs.
12. Successfully implemented monthly teen and adult programs.
13. Successfully bid new carpet for Library to be installed August 2007.
14. Successfully hired additional part-time personnel for Adult Services Dept.
15. Implemented programs to celebrate Oklahoma centennial.
16. Successfully invested Trust funds in CDs to increase rate of return on investments.

### Goals

1. Complete 2007 State Aid report and author, subject, title fill rate survey to meet State Aid requirements.
2. Complete remaining priorities 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 second year goals and objectives of the Stillwater Public Library 2006-2009 Long Range Plan.
4. Continue to provide quality summer programs for adults, teens and children.
5. Implement additional programming for school age children.
6. Implement activities to increase donations to the Stillwater Public Library Trust.
7. Successfully bid and replace south cooling tower for main library.
8. Successfully complete carpeting and re-organization project for main library.
9. Establish committee for 2008-2010 Stillwater Public Library Technology Plan.

**Personnel Authorized**

	<u>2006-07</u>	<u>2007-08</u>
F.T.E. Mtg Rm Coord, Mtg Rm Monitor, Circ. Aides, Circ. Shelves, & Child Svcs. Assts.	7.5	7.5
Interlibrary Loan Librarian	1	1
Administrative Clerk	4	4
Data Entry Operator	1	1
Building Maintenance Worker	2	2
Administrative Assistant	1	1
Librarian I	3	3
Librarian II	4	4
Library Director	1	1
Librarian I/Cataloger	1	1
	<hr/>	<hr/>
	25.5	25.5

**Other Significant Information**

1. Budgeted expenditures remained constant for 07/08; however, divisions 5513, 5515 and 5517 were combined into administration.

## Library - Library Building Rentals

Fund: General Fund  
Department: Library  
Program: Library Building Rentals - Lynda Reynolds

G/L Number: 010-55-13

### **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. This division has been included in the administration budget and will not appear in future budgets.

## Library - Library Donations

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

G/L Number: 010-55-15

### **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.

This division has been included in the administrative budget and will not appear in future budgets.

## Library - Library Grants

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

G/L Number: 010-55-17

### **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. This division has been included in the administrative budget and will not appear in future budgets.

## Police - DARE Program

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

G/L Number: 010-60-24

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$5,885	\$5,389	\$6,000	\$6,000	\$6,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$5,885	\$5,389	\$6,000	\$6,000	\$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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$5,568,211	\$5,864,378	\$6,404,367	\$6,422,363	\$6,561,705
<b>Materials/Services</b>	\$322,578	\$338,936	\$413,657	\$423,344	\$480,901
<b>Contract Services</b>	\$130,185	\$134,391	\$246,843	\$191,027	\$231,722
<b>Capital</b>	\$231,052	\$88,128	\$242,000	\$225,610	\$130,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$6,252,026	\$6,425,833	\$7,306,867	\$7,262,344	\$7,404,328

### 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. Through a grant, the department acquired a forensic computer to increase our procedural and technical abilities in investigating Internet crimes.
2. A "Training Matrix" was developed to provide a roadmap for employees to manage their career path through recognized advanced training and education. In addition, the department has sponsored several advanced training classes to decrease travel and lodging expenses while increasing the number of employees who receive quality training.
3. The Stillwater Police Department achieved reaccreditation through the Oklahoma Commission on Accreditation.

### Goals

1. Providing quality training to incumbent employees continues to be a significant issue due to continuing financial issues at the state training academy. The department will continue to attempt to bring quality training to Stillwater to ensure training mandates are met with a professional product.
2. Computer associated crime continues to rise. The ability to quickly and accurately forensically examine a suspect computer for criminal evidence is a necessity. Although the department has the necessary equipment to complete these tasks, training in conducting the examinations is necessary.
3. Growth in the Stillwater area has expanded calls for service and increased workloads. A study of allocation of personnel to provide adequate basic services to our citizens is required.



<u>Personnel Authorized</u>	<u>2006-07</u>	<u>2007-08</u>
Dispatcher	13	11
Police Chief	1	1
Major	1	1
Captain	2	2
Lieutenant	5	5
Sergeant	9	9
Police Officer	52	52
Information Specialist	1	1
Data Analyst	1	1
Dispatch Supervisor	1	3
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
D.A.R.E. Officer	1	1
	109	109

**Personnel Authorized**

1. The dispatch supervisor position has been replaced with 3 dispatch shift supervisors. This was accomplished without increasing the overall dispatch total.

**Other Significant Information**

1. Materials/Services increased by 16% due to increased cost of brass for ammunition, replacement of chairs and a desk, purchase hard drives for forensic Internet investigations and increased fuel cost.
2. Contract Services decreased by 6% due to historical use. This will still enable the pursuit of approved specialized training and related travel. A replacement K9 will be purchased with the assistance of a grant.

**Capital**

1. \$130,000 (4001) Replace five (5) patrol units.
2. \$0 (4001) Carry forward of vehicles D7PD01

## Police - SECCC

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

G/L Number: 010-60-26

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$45,637	\$48,106	\$72,569	\$72,569	\$127,872
<b>Materials/Services</b>	\$18,217	\$22,375	\$31,400	\$31,400	\$41,468
<b>Contract Services</b>	\$279,325	\$100,804	\$127,070	\$241,536	\$163,070
<b>Capital</b>	\$61,159	\$0	\$165,500	\$72,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$404,338	\$171,285	\$396,539	\$417,505	\$332,410

### 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. Completed all Federal Emergency Management Agency and Oklahoma Emergency Management required activities
2. Made five presentations and thirty public service announcements on severe weather and emergency preparedness.
3. Develop needs list to complete requirements to bring alternate emergency operations center to operational capability.
4. Continuing All Hazards Mitigation Planning process.
5. Completed modifications and equipped an Emergency Response Vehicle capable of pulling the Mobile Command and Communications Trailer.
6. Provided education and training to the citizens of Stillwater through the McReady program, an information booth at the Payne County Fair, NOAA radio programming booth and a severe weather education program with the National Weather Service.

### Goals

1. Continue enhancement of the Emergency Operations Center by completing updates, adding resource materials, and other necessary equipment.
2. Organizational plans for equipping and setting up the alternate emergency operations sites.
3. Complete all Oklahoma Emergency Management and Federal Emergency Management Agency required activities.
4. Continued education of 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**

Emergency Mgmt. Director  
Emergency Mgmt. Technician

**2006-07**

1

1

2

**2007-08**

1

1

2

**Other Significant Information**

1. Personnel increased by 76% due to the director position being filled for the entire year and part time work studies position.
2. Materials/Services increased by 31% to include fuel/maintenance costs for 2 additional vehicles and 25 internet protocol telephones.
3. Contract Services increased by 28% due to carry forward of grant expenditures. The grants are near completion.

**Capital**

1. \$0 (4003) Carry forward Base station radios C7PD03
2. \$0 (4007) Carry forward Digital sirens C7PD04

## Police - Animal Welfare

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

G/L Number: 010-60-27

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$127,327	\$138,204	\$142,088	\$143,471	\$142,452
<b>Materials/Services</b>	\$18,235	\$18,650	\$25,435	\$25,035	\$26,136
<b>Contract Services</b>	\$6,151	\$7,341	\$16,119	\$16,519	\$25,869
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$151,713	\$164,195	\$183,642	\$185,025	\$194,457

### Program Description

The Animal Welfare 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. Certified Animal Euthanasia Technician training has been completed by the Animal Welfare Officer and the Shelter Director.
2. The foyer of the main building has been sealed with new flooring as part of the spay/neuter surgery suite project.
3. The Animal Welfare Division continues communication and coordination with the Companion Animal Assistance Program to spay/neuter shelter animals including transportation to veterinarians.
4. In an effort to pursue other avenues of animal capture a larger dog trap was purchased for unapproachable dogs. A net gun used in another city was also evaluated.

### Goals

1. Announce a name change to Animal Welfare Division to the public.
2. Ordinance review of the kennel license law and individuals selling animals along City streets.
3. Pursue ideas for minor changes in the Animal Welfare office to keep a professional image to the public.
4. Research cremation fee practices.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
Animal Control Officer	2	2
Animal Shelter Supervisor	1	1
	<u>3</u>	<u>3</u>

### Other Significant Information

1. Contract Services increased by 60% for incinerator repairs.

**Police - E-911**

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

G/L Number: 010-60-28

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Personnel</b>	\$104,748	\$112,646	\$114,129	\$114,129	\$114,129
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$35,014	\$36,654	\$39,201	\$39,201	\$39,201
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$139,762	\$149,300	\$153,330	\$153,330	\$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

**2006-07**

**2007-08**

3

3

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3

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3

## Fire - Fire Services

Fund: General Fund  
 Department: Fire  
 Program: Fire Services

G/L Number: 010-65-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$4,499,596	\$5,062,560	\$5,502,597	\$5,277,074	\$5,387,505
<b>Materials/Services</b>	\$116,529	\$174,374	\$189,733	\$215,984	\$219,661
<b>Contract Services</b>	\$161,793	\$121,194	\$398,223	\$376,679	\$410,014
<b>Capital</b>	\$63,015	\$10,407	\$58,000	\$75,835	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$4,840,933	\$5,368,535	\$6,148,553	\$5,945,572	\$6,017,180

### 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, OSU 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, regional 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. Certified all fire personnel in the National Incident Management System (NIMS) at the 300 and 400 level.
2. Conducted table top and field exercises on emergency response to terrorism incidents.
3. Distributed free smoke detectors to homeowners and renters as necessary.
4. Provided fire safety training to school children through fire safety programs in partnership with OSU Fire Protection Publications.
5. Install ADA accessibility ramps to 4 fire facilities.
6. Completed phase 1 and 2 remodel at Campus Station.
7. Completed hiring and training of 4 replacement fighters.
8. Increased special operations teams' capability through enhanced training.

### Goals

1. Develop and implement changes to operations that support lowering ISO rating.
2. Develop and implement standing automatic mutual aid agreements with surrounding communities.
3. Implement training strategies that supports lowering ISO rating.
4. Conduct full scale special operations response drill to evaluate and refine department response to major incidents.

<b><u>Personnel Authorized</u></b>	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
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	33	33
Master Mechanic	1	1
Administrative Assistant	1	1
Medical Officer	3	3
Lieutenant Medical Officer	3	3
(3) Fire Interns	0.5	0.5
(1) Part time summer help	0.5	0.5
	<u>75</u>	<u>75</u>

**Other Significant Information**

1. Materials increased 16% due to increased fuel costs and increased cost of protective clothing.

## Health - Ambulance

Fund: General Fund  
 Department: Health  
 Program: Ambulance

G/L Number: 010-65-29

	<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
<b>Personnel</b>	\$225	\$238	\$800	\$800	\$800
<b>Materials/Services</b>	\$132,514	\$117,372	\$139,768	\$133,968	\$139,767
<b>Contract Services</b>	\$49,659	\$43,270	\$101,487	\$104,287	\$93,765
<b>Capital</b>	\$231,707	\$0	\$135,000	\$135,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$414,105	\$160,880	\$377,055	\$374,055	\$234,332

### 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 E-550 Type I Ambulance to maintain a reliable and trouble free fleet.
2. Awarded Ambulance Service of the Year for the State of Oklahoma by OEMTA.
3. Lieutenant Medical officers attended National EMS Conference.
4. Transition to 3rd party billing company.

### Goals

1. Purchase and equip a new E-550 Type I ambulance.
2. Provide paramedic staffing on all EMS responses.
3. Continue advanced EMS training utilizing state & national resources.

### Other Significant Information

1. Contract Services decreased due to the decrease in loan payments.



## General Government - City Hall Maintenance

Fund: General Fund  
 Department: General Government  
 Program: City Hall Maintenance - Norman McNickle

G/L Number: 010-80-40

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
Personnel	\$128,641	\$140,244	\$152,027	\$152,323	\$159,062
Materials/Services	\$12,650	\$18,151	\$22,100	\$22,100	\$22,600
Contract Services	\$76,704	\$87,975	\$134,863	\$134,863	\$137,410
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$217,995</b>	<b>\$246,370</b>	<b>\$308,990</b>	<b>\$309,286</b>	<b>\$319,072</b>

### 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. Refinished metal hand rails around City Hall and Police Department.
2. Finished walls and paint in new offices for Human Resources.
3. Repaired wall and paint Information Technology computer room.
4. Installed isolation valves on emergency water system.
5. Attended fire extinguisher training.
6. Installed wood flooring in Police Department elevators.
7. Followed PEOSH safety regulations resulting in an accident free department.

### Goals

1. Complete water damage repairs to the Emergency Operations room.
2. Replace some high-traffic carpeted areas with easier to maintain tile.
3. Repaint parking lines in the Police Department garage.
4. Maintain building appearance inside and out.
5. Continue to follow PEOSH regulations for a safer work environment.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</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

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

REVENUES	07/08
<b>DEBT SERVICE</b>	
DEBT SERVICE	1,322,925
<b>SPECIAL REVENUES</b>	
HOTEL/MOTEL TAX	395,000
RURAL FIRE	75,000
CDBG GRANTS	101,308
PARK GRANTS	-
COMMUNITY DEVELOPMENT REHAB	10,105
STORMWATER MANAGEMENT FUND	256,000
TRANSPORTATION FEE	200,000
LIBRARY ENHANCEMENTS	8,000
PARK DONATIONS	21,800
EXPENDITURES	07/08
<b>DEBT SERVICE</b>	
DEBT SERVICE	1,322,925
<b>SPECIAL REVENUES</b>	
HOTEL/MOTEL TAX	395,000
RURAL FIRE	117,768
CDBG GRANTS	185,616
PARK GRANTS	-
COMMUNITY DEVELOPMENT REHAB	10,105.00
STORMWATER MANAGEMENT FUND	876,659
TRANSPORTATION FEE FUND	100,000.00
LIBRARY ENHANCEMENTS	8,000
PARK DONATIONS	21,800
TRANSPORTATION IMPROVEMENT FUND	7,993,895 *
GALIE MAY KOCH DONATIONS	74,714

\*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

**Property Tax-Current**

**020-0000-311-4115**

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$1,963,161	\$1,390,342	\$1,372,865	\$1,372,865	\$1,322,925

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.

**Property Tax-Delinquent**

**020-0000-311-4116**

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$14,637	\$17,924	\$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

	<b>Actual</b> 2004-05	<b>Actual</b> 2005-06	<b>Original</b> <b>Budget</b> 2006-07	<b>Revised</b> <b>Budget</b> 2006-07	<b>Proposed</b> <b>Budget</b> 2007-08
<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>	\$2,015,608	\$1,422,465	\$1,372,865	\$1,372,865	\$1,322,925
<b>Total</b>	\$2,015,608	\$1,422,465	\$1,372,865	\$1,372,865	\$1,322,925

### 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, 2007 - \$5,850,000  
 2001 City Hall/Police Building Bonds \$6,470,000. Principal balance at June 30, 2007 - \$4,770,000

## 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

**Hotel/Motel Tax** **150-0000-316-4130**

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$332,728	\$368,826	\$365,000	\$331,163	\$395,000

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**

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$43,400	\$78,984	\$40,000	\$40,000	\$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**

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$9,557	\$31,348	\$25,000	\$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 per unit. Includes pumpers, rescues, special operations, ladders, grass/brush trucks, and tankers.
  - \$150 per Command unit.
  - \$12.50 per man-hour for incidents involving straight time.
  - \$25 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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$861	\$3,645	\$10,000	\$10,000	\$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 per unit. Includes pumpers, rescues, Special Operations, ladders, grass/brush trucks, and tankers.

\$150 per Command unit.

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

\$25 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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$233,386	\$0	\$135,130	\$182,130	\$84,300

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$20,511	\$140,414	\$0	\$182,482	\$0

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

**Rental Income-Rental Rehab**

200-0000-368-4460

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$25,833	\$7,400	\$13,000	\$13,000	\$10,105

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

**Stormwater Fee**

210-0000-348-4680

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$258,960	\$259,015	\$256,000	\$256,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$999	\$510	\$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.

**Transportation Fees**

215-0000-341-4682

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$249,479	\$210,955	\$295,000	\$295,000	\$200,000

Prior to the issuance of a building permit for new residential, commercial or industrial construction, the permit applicant pays a transportation fee to be used by the city for the exclusive purpose of planning, designing and construction capacity enhancements to the city's transportation system.

**Library Materials Enhancement Fund**

220-0000-361-4440

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$3,051	\$7,311	\$4,000	\$4,000	\$8,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$0	\$1,858	\$10,200	\$10,200	\$5,200

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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$5,099	\$12,222	\$16,000	\$16,600	\$16,600

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

## **Parks, Events & Recreation - Hunting & Fishing**

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

G/L Number: 140-50-40

### **Program Description**

Hunting and Fishing has been eliminated as a separate division within the PE&R budget. Hunting and Fishing is operated as a recreation program no different than youth baseball and similar programs. The budget for Hunting and Fishing programs has been included in the Recreation Division budget along with other programming. The budget for operation and maintenance of hunting and fishing facilities at Lake McMurtry has been included in the Park Maintenance Division budget. This page will not appear in future budgets.

## 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

	<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$334,831	\$370,356	\$365,000	\$398,837	\$395,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$334,831	\$370,356	\$365,000	\$398,837	\$395,000

### 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

G/L Number: 160-65-10

	<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
<b>Personnel</b>	\$2,187	\$20,593	\$21,650	\$21,650	\$21,650
<b>Materials/Services</b>	\$37,182	\$50,893	\$77,187	\$82,187	\$74,930
<b>Contract Services</b>	\$539	\$5,354	\$17,008	\$32,008	\$21,188
<b>Capital</b>	\$2,680	\$35,319	\$0	\$16,740	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$42,588	\$112,159	\$115,845	\$152,585	\$117,768

### 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. Participated in the Rural Fire Districts Association and continued to promote county wide planning
2. Responded adequate manpower & equipment to rural fires during high fire danger by the use of fire forecasting using computerized fire models.

### Goals

1. Participate in the Rural Fire Districts Association.
2. Implement County wide incident command system for multi- agencies response to wildland fires.
3. Conduct study to determine amount and type of equipment required to support current rural fire operations.

### Other Significant Information

1. Services increase 25% to support cost of emergency paging systems provider.

### Capital

1. \$0 (4041) carry forward Design of fire training building 06FR02

## Development Services - Grants

Fund: Grants  
 Department: Development Services  
 Program: Grants - Jean Cody

G/L Number: 170-30-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$421,402	\$85,018	\$270,260	\$746,815	\$185,616
Debt	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Program Description

The Development Services Department administers a variety of grants to assist with community and economic development activities. Regular grants managed within this program are the Community Development Block Grant Small Cities Set Aside created by the Oklahoma Department of Commerce (ODOC), Emergency Shelter Grants (ESG), United States Department of Agriculture (USDA) and Rural Business Enterprise Grants (RBEG). Other grant opportunities through Oklahoma Department of Transportation (ODOT), Oklahoma Housing Financing Agency (OHFA), National Endowment for the Humanities (NEH), etc., are researched and evaluated through the Development Services Administration. These programs are administered by staff in the Development Services Administration Department.

### Accomplishments

1. Development of Community Repayment Plan.
2. Began work on 2005 CDBG #11950.
3. Revised Home Buyers Assistance Program guidelines.
4. Resolved the Oklahoma Department of Commerce Home Buyers Assistance Program Audit.
5. Established city wide grant reporting system.

### Goals

1. Reinstate Home Buyers Assistance and Home Buyers Education Programs.
2. Implement 2006 CDBG project.
3. Research and apply for two (2) new grants for the fiscal year.
4. Implement 2007 CDBG Small Cities Set Aside.
5. Apply for and be awarded 2008 CDBG Small Cities Set Aside.

### Personnel Authorized

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

## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$15,931	\$184,232	\$53,030	\$46,418	\$0
Debt	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### 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.

## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<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	\$10,105
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$10,105

### 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).

### 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 - Stormwater Management

Fund: Stormwater Management  
 Department: Public Works  
 Program: Stormwater Management - David Higgins/David Claytor

G/L Number: 210-40-36

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$75,502	\$80,085	\$112,601	\$112,601	\$118,223
<b>Materials/Services</b>	\$33,693	\$21,977	\$51,905	\$50,405	\$53,699
<b>Contract Services</b>	\$31,383	\$32,904	\$72,977	\$50,977	\$130,937
<b>Capital</b>	\$83,020	\$0	\$0	\$84,945	\$573,800
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$223,598	\$134,966	\$237,483	\$298,928	\$876,659

### 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. Continued 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. Reviewed all applicable existing ordinances relating to stormwater, identified ordinances in need of updating, and identified ordinances that needed to be added.
3. Reviewed all existing policies and procedures relating to stormwater quality and determine needed updates and additions.
4. Provided storm water training to 100% of the City's Stormwater Management staff.
5. Inspected all active construction sites and City owned facilities for stormwater pollution discharge violations. Documented and resolved violations.
6. Investigated and resolved all complaints of stormwater illicit discharges.
7. Completed house keeping of public property by sweeping all of the City streets on a 45 day cycle.
8. Completed the required annual report for the City of Stillwater's Phase II Stormwater Management Program and submitted the report to the Oklahoma Department of Environmental Quality on January 10, 2007.
9. Continued performing maintenance of stormwater 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. Update the Stillwater city council on the Phase II Stormwater Management Program and solicit city council and public input.
3. Complete mapping of at least 70% of major drainage structures and streams within the city.
4. Develop and distribute storm water educational materials including at least one poster/board to educate the public on stormwater quality.
5. Provide stormwater management staff with continuous training.
6. Inspect all active construction sites and city owned facilities for stormwater pollution discharge violations. Document and resolve violations.
7. Investigate and resolve all complaints of stormwater illicit discharges.
8. Complete house keeping of public property by marking 1/3 of storm drains and sweeping streets on a 45 day schedule.
9. Plan at least one clean-up event to help improve stormwater quality.



10. Provide the public with Stormwater Management staff contact information to solicit information/input from the public.
11. 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, 2008.
12. Continue performing maintenance of stormwater drainage facilities throughout the city.
13. Review the Stormwater Drainage Fee.

**Personnel Authorized**

1. The Maintenance Workers are now listed in the Streets and Alley Division. The Stormwater Program Coordinator is now listed in the Engineering Division.

## Public Works - Transportation Fee

Fund: Transportation Fee  
 Department: Public Works  
 Program: Transportation Fee - Theron Smith

G/L Number: 215-40-36

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$0	\$32,683	\$0	\$282,067	\$100,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$32,683	\$0	\$282,067	\$100,000

### 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. Completed the Stillwater Transportation Enhancement Plan (STEP).

### Goals

1. Continue to use the STEP model and software (Cube) to identify and prioritize future projects to enhance roadway capacity and improve traffic flow and safety.
2. PW8F01 -- Intersection Software Project. The goal is to initiate a project similar to the STEP study that focuses on detailed intersection dynamics. The project includes software installation, intersection modeling (5-10 COS intersection examples), and training. The results will be used to identify and prioritize projects for intersection improvements.
3. Traffic Signal Timing Software -- The goal is to procure and use software to manage signal timing and coordination to improve traffic flow.

### Personnel Authorized

1. The Public Works Department, Engineering Services Division provides 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

	<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$470	\$3,031	\$4,000	\$7,394	\$8,000
<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>	\$470	\$3,031	\$4,000	\$7,394	\$8,000

### 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>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$5,907	\$10,686	\$12,800	\$12,800	\$7,800
<b>Contract Services</b>	\$1,900	\$20,618	\$18,000	\$28,695	\$14,000
<b>Capital</b>	\$0	\$0	\$0	\$5,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$7,807</b>	<b>\$31,304</b>	<b>\$30,800</b>	<b>\$46,495</b>	<b>\$21,800</b>

### 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.

## Public Works - Transportation Improvement Fund

Fund: Transportation Projects  
 Department: Public Works  
 Program: Transportation Improvement Fund - Theron Smith

G/L Number: 260-00-00

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$58,956	\$62,398	\$71,173	\$144,755	\$426,105
<b>Materials/Services</b>	\$26,494	\$26,074	\$44,346	\$44,346	\$44,346
<b>Contract Services</b>	\$0	\$650	\$0	\$0	\$0
<b>Capital</b>	\$700,256	\$620,563	\$24,750	\$4,834,937	\$7,523,444
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$785,706	\$709,685	\$140,269	\$5,024,038	\$7,993,895

### Program Description

The Five Year 1/2-Cent Transportation Sales Tax approved by voters on 2001 has generated over \$13M since it's inception. With the reauthorization of the tax in April 2006 for another 10 years, it is anticipated that an additional \$34M will be collected for transportation improvements. Fifteen projects were identified in 2001 and two additional projects have been added since.

### Accomplishments

1. STPW01 -- Streets identified for Neighborhood Streets Project.
2. STPW08 -- Washington and Richmond intersection improvements were completed. Ribbon cutting was held January '07.
3. STPW09 -- 19th Ave. Reconstruction, Sangre to Western. The roadway is scheduled to open to traffic in July of '07
4. STPW03 -- Jardot Reconstruction, 12th to McElroy. An amendment to the design scope was approved by the Commission in February '07. The 90% design submittal is scheduled for July '07.
5. STPW07 -- 12th Ave. Reconstruction, Western to Duck. An amendment to the design scope was approved by the Commission in February '07. Bidding for construction is scheduled for August of '07.
6. STPW18 -- Washington Street Resurfacing, Hall of Fame to Richmond. An engineering agreement has been secured and the project design is underway.
7. STPW12 -- University Ave. Reconstruction, Monroe to Knoblock. An engineering agreement has been secured and the project design is underway.
8. STPW02 -- 19th Ave. Reconstruction, Main to Jardot. An engineering agreement has been secured and the project design is underway. The 30% design submittal is scheduled for July '07.
9. STPW13 -- Lakeview & Husband Intersection Improvements. An engineering agreement has been secured and the project design is underway.
10. STPW16 -- Jardot Reconstruction, 19th to 12th Avenue. An engineering agreement has been secured and the project design is underway. The 30% design submittal is scheduled for August '07.
11. 2007 Crack Sealing. Performed 399,346 linear feet of pavement crack cleaning/sealing spanning 43 city blocks.

### Goals

1. STPW09 -- Complete construction and hold a ribbon cutting ceremony for the 19th Avenue, Sangre to Western Project.
2. Lab & Testing Equipment -- Outfit the PM Team with Tools and Supplies necessary for construction inspection and testing (Subject to approval of bonding program funds.)
3. Program Management Software -- Implement overall Program Management Software system to improve and enhance project tracking, construction management, and manage program funds & resources.
4. PW8I01 -- 2008 Neighborhood Streets. Accelerate the Neighborhood Street Construction. Identify and track projects by fiscal year. (Formerly Project Number STPW01).
5. STPW03 -- Jardot Reconstruction, 12th to McElroy. An amendment to the design scope was approved by the Commission in February '07. Goal is to award construction contract in FY 2008.

6. STPW18 -- Washington Street Resurfacing, HOF to Richmond. Complete the design in FY 2008.
7. STPW12 -- University, Monroe to Knoblock. Complete the design in FY 2008.
8. STPW02 -- 19th Ave, Main to Jardot. Complete the design in FY 2008.
9. STPW13 -- Lakeview Intersection Improvements. Complete the design in FY 2008.
10. STPW16 -- Jardot, 12th to 19th. Complete the design in FY 2008.
11. 3rd Ave., Washington to West. Complete the design in FY 2008.
12. 2008 Crack Sealing. Complete 444,000 linear feet of pavement crack cleaning/sealing spanning 55 city blocks. Identify and track projects by fiscal year.

**Personnel Authorized**

1. The Public Works Department, Engineering Services and Street Divisions provide staff for this program.

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

REVENUES		07/08
<b>INTERNAL SERVICE FUNDS</b>		
SELF INSURANCE		593,101
S.P.W.A.		6,510
S.I.R.A.		25,000
<b>TRUST AND AGENCY FUNDS</b>		
LIBRARY TRUST		10,500
<b>ENTERPRISE FUNDS</b>		
AIRPORT		1,439,175
SPGA		804,809
EXPENDITURES		07/08
<b>INTERNAL SERVICE FUNDS</b>		
SELF INSURANCE		6,074,198
S.P.W.A.		-
S.I.R.A.		100,000
<b>TRUST AND AGENCY FUNDS</b>		
LIBRARY TRUST		10,500
<b>ENTERPRISE FUNDS</b>		
AIRPORT		1,672,547
SPGA		1,035,961



## 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	Actual	Original Budget	Revised Budget	Proposed Budget
2004-05	2005-06	2006-07	2006-07	2007-08
\$160,605	\$157,923	\$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	Actual	Original Budget	Revised Budget	Proposed Budget
2004-05	2005-06	2006-07	2006-07	2007-08
\$245,594	\$371,131	\$354,408	\$354,408	\$418,101

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

## 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$349,719	\$503,746	\$481,200	\$481,200	\$481,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$349,719	\$503,746	\$481,200	\$481,200	\$481,000

### 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. Implemented new tort claim process, including claims investigation, settlement and appeal procedures.
2. Completed continuing education update and training on risk management issues affecting public entities.
3. Developed information for city's web page related to tort claim process.

### Goals

1. Obtain continuing education training for property and automobile claims handling.
2. Obtain educational update on risk management issues affecting public entities.
3. 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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$3,600,038	\$3,365,703	\$4,222,565	\$4,135,447	\$4,358,198
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$964,123	\$646,594	\$677,585	\$677,585	\$645,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$4,564,161	\$4,012,297	\$4,900,150	\$4,813,032	\$5,003,198

### 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.

### Other Significant Information

1. For fiscal year 2007-2008, the City will be outsourcing the administration of Workers' Compensation to a Third Party Administrator. In conjunction with the City's increased emphasis on Safety and Safety Training, it is anticipated that over time Workers' Compensation costs will be better managed and controlled.

**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>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$1,909	\$0	\$0	\$0	\$0
<b>Capital</b>	\$0	\$0	\$80,000	\$80,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,909	\$0	\$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 Council 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.

## 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	Actual	Original Budget	Revised Budget	Proposed Budget
2004-05	2005-06	2006-07	2006-07	2007-08
\$3,638	\$8,685	\$6,000	\$6,000	\$10,500

Interest on investments of the Library Trust Fund.

**Donations-Library Trust**

640-0000-365-4820

Actual	Actual	Original Budget	Revised Budget	Proposed Budget
2004-05	2005-06	2006-07	2006-07	2007-08
\$1,265	\$57,205	\$0	\$0	\$0

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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$0	\$1,489	\$2,000	\$2,000	\$2,000

Rents received for the lease of airport office space.

##### Landing Fees-Airport

810-7010-341-4662

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$1,155	\$3,331	\$3,000	\$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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$4,050	\$18,000	\$10,000	\$10,000	\$10,000

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

##### Security Fees

810-7010-341-4668

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$1,000	\$10,739	\$10,000	\$10,000	\$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**

810-7010-341-4670

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$18	\$80	\$25	\$25	\$25

Fees collected for document reproduction.

**Land Usage Fee-Airport**

810-7010-363-4661

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$15,832	\$24,572	\$28,000	\$30,000	\$30,000

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

**Donations-Airport**

810-7010-365-4820

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$950	\$500	\$500	\$500	\$500

Revenue generated from donations received.

**Sales of Merchandise**

810-7010-370-4660

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$1,398	\$1,241	\$1,250	\$1,500	\$1,500

Sale of radio equipment.

**Concessions-Airport**

810-7010-370-4663

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$672	\$632	\$678	\$500	\$500

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$990	\$886	\$1,000	\$1,250	\$1,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$0	\$450	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$47,656	\$58,757	\$60,000	\$60,000	\$60,000

The fuel flowage fee is charged at a rate of 16 cents per gallon for Jet-A and Av-gas. The Airport Authority reviews and adjusts rates as they see necessary.

**Plane Wash-Airport**

810-7040-341-4665

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$266	\$402	\$300	\$200	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$12,439	\$13,427	\$12,900	\$12,900	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$14,471	\$10,264	\$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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$59,760	\$61,730	\$62,000	\$62,000	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$29,336	\$17,151	\$19,000	\$18,000	\$18,000

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
\$597,130	\$934,222	\$1,210,000	\$1,210,000	\$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>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$0	\$578,350	\$0	\$888,947	\$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>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$0	\$8,361	\$0	\$0	\$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 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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$158,104	\$148,166	\$150,713	\$130,804	\$149,173

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$244,661	\$264,632	\$246,462	\$228,444	\$245,511

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$149,545	\$162,296	\$171,842	\$161,018	\$170,429

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$1,170	\$1,230	\$1,296	\$1,296	\$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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$34,380	\$33,193	\$41,571	\$38,264	\$42,226

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$94,594	\$101,017	\$91,123	\$91,123	\$90,960

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$22,221	\$21,027	\$30,889	\$30,889	\$30,834

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$54,753	\$58,202	\$54,056	\$54,056	\$53,960

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>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$15,888	\$27,516	\$20,420	\$20,420	\$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 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$115,470	\$118,951	\$129,962	\$129,862	\$130,462
<b>Materials/Services</b>	\$6,943	\$6,804	\$9,411	\$7,411	\$9,054
<b>Contract Services</b>	\$16,903	\$79,492	\$52,325	\$44,475	\$52,025
<b>Capital</b>	\$0	\$0	\$5,000	\$5,000	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$139,316	\$205,247	\$196,698	\$186,748	\$191,541

### Program Description

The airport administrative staff is responsible for the oversight and maintenance of accounting records including accounts payable, accounts receivable, and the coordination of general accounting with the City Finance department. 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 Council informed. In conjunction with the City Finance department the Airport Authority revenues expenditures are managed 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 Master 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, City Attorney, and City Planner matters related airport issues and other city business.

The Airport Director serves on the State Chamber of Commerce Transportation Committee, the National Board of Directors of the American Association of Airport Executives (AAAE), President of the South Central Chapter of AAAE and on the Board of the United States Contract Tower Association.

**Accomplishments**

1. Obtained and managed Non-Primary Entitlement Grant funds in the amount of \$178,000 for the Airport Master Plan Update
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. Economic development: Negotiated agreement with local industry to expand in the Business Development Park. Rezoned industrial area to accommodate the industrial expansion developed phased expansion of the facility and developed bid specifications for the client for bidding. Although the project is not at this time funded, airport staff is still desirous of the project becoming a reality.
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.
6. Negotiated Agreement with Conoco Phillips for \$40,000 grant in conjunction with three year extension of the marketing agreement.

**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 Council.
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.
5. Administer grant in connection with the Wild Life Hazard Management Plan

**Personnel Authorized**

Administrative Assistant  
Airport Director

**2006-07**

**2007-08**

1

1

1

1

2

2

**Capital**

1. \$0 (4008) Carry forward Fuel Farm C7AP04
2. \$15,000 (4041) 3 HVAC units. 2 for OSU Flight Center and 1 for Hanger #3.

## Airport - Customer Service

Fund: Airport  
 Department: Airport  
 Program: Customer Service - Frank Parker

G/L Number: 810-70-13

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$56,221	\$58,471	\$61,948	\$61,948	\$62,356
<b>Materials/Services</b>	\$602,252	\$931,535	\$1,212,571	\$1,212,571	\$1,212,598
<b>Contract Services</b>	\$5,714	\$5,405	\$9,400	\$9,400	\$9,400
<b>Capital</b>	\$25,027	\$0	\$96,500	\$56,500	\$15,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$689,214	\$1,009,533	\$1,380,419	\$1,340,419	\$1,299,354

### 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 fueller 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. Oversaw completion of Runway 17-35 Phase III construction project.
2. Maintained ARFF, First Responder and CPR certification.
3. Began implementation and oversaw compliance with SPCC plan.
4. Promoted quality image and pride in airport facilities and services.
5. Oversaw Hangar 1 lean-to remodel project.
6. Continued to pursue possible jet fuel storage upgrades.



**Goals**

1. Continue implementation of SPCC plan.
2. Renew Roadside Applicators license.
3. Continue to promote quality image of airport and promote cooperation with airport users.
4. Removal of cedar trees in airport pasture areas.
5. Continue airport perimeter fencing upgrade.
6. Study SDVS and DVR systems manuals and perform required maintenance.
7. Maintain First Responder, ARFF and CPR certification.
8. Assist in administration of pasture grazing plan.
9. Provide oversight of OAC micro surfacing project.
10. Promote morale and productivity of airport staff.
11. Continue to pursue upgrade of Jet fuel storage.
12. Pursue and take advantage of relevant training opportunities.
13. Assist in development and oversight of WHMP

**Personnel Authorized**

Operations Supervisor

**2006-07**

**2007-08**

1

1

1

1

## Airport - Maintenance

Fund: Airport  
 Department: Airport  
 Program: Maintenance - David Lyons

G/L Number: 810-70-40

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$51,778	\$71,327	\$75,229	\$75,929	\$77,648
<b>Materials/Services</b>	\$11,756	\$15,515	\$20,435	\$21,435	\$21,529
<b>Contract Services</b>	\$37,499	\$19,967	\$54,815	\$63,065	\$34,890
<b>Capital</b>	\$0	\$11,922	\$12,500	\$22,974	\$17,500
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$101,033	\$118,731	\$162,979	\$183,403	\$151,567

### 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. Maintained ARFF certification for firefighting duties.
2. Maintained EMT-B and CPR/AED certifications.
3. Began implementation of SPCC plan
4. Oversaw completion of the Runway 17-35 construction project.
5. Implemented safety training program.
6. Worked with lessee and property owners to improve fencing on airport property along Richmond Rd. and The Falls.

### Goals

1. Maintain ARFF and EMT-Basic certifications.
2. Oversee Taxi-lane reconstruction project.
3. Develop, coordinate, and participate in a flammable liquids class that is pertinent to Airport Rescue Firefighting.
4. Assess all paved areas outside of the airport's operations areas for repair, replacement, or possible new needs.
5. Oversee Micro surface project on RW 4-22, TE Delta, & TW Echo

**Personnel Authorized**

Operations Maintenance Assistant  
Maintenance Supervisor

**2006-07**

**2007-08**

1

1

1

1

2

2

**Capital**

1. \$17,500 (4001) Mower

## Airport - Airport Special

Fund: Airport  
 Department: Airport  
 Program: Airport Special - Gary Johnson

G/L Number: 820-70-10

	<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
<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>	\$8,162,247	\$330,448	\$3,750	\$473,682	\$30,085
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$8,162,247	\$330,448	\$3,750	\$473,682	\$30,085

### 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 \$178,000 for the Airport Master Plan Update
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 Council 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**

1. \$30,085 (4010) Wildlife Hazard Management Plan. Federal funding will provide 95% (28,580) of the cost and the local funds will be 5%(1,505).
2. \$0 (0) Carry forward MasterPlan C7AP15

**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>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
	<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
			<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$0
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$101,129	\$0	\$100,000	\$100,000	\$100,000
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$101,129	\$0	\$100,000	\$100,000	\$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 Council 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

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$242,558	\$253,878	\$232,966	\$229,966	\$263,516
<b>Materials/Services</b>	\$135,222	\$146,018	\$93,500	\$106,739	\$141,800
<b>Contract Services</b>	\$56,555	\$86,858	\$120,786	\$105,916	\$125,286
<b>Capital</b>	\$0	\$37,868	\$0	\$0	\$0
<b>Debt</b>	\$94,755	\$0	\$0	\$0	\$0
<b>Total</b>	\$529,090	\$524,622	\$447,252	\$442,621	\$530,602

### 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, the operation of snack bar and beverage cart, and other duties to enhance the golfers experience.

### Accomplishments

1. The golf course had been increasing the number of rounds play monthly until the winter months ( which was the worst winter for golf in over twenty years).
2. Increased golf outings by 7. The state Elks Golf Tournament with 176 player for 4 days. The addition of the Stillwater Medical golf Classic with over a 100 players.
3. Reputation of being one of the best public courses in Oklahoma.
4. The new Ghin handicap system is fully operational.
5. The new spring membership drive promoting the Men Golf Association and the new "Signature Golf Tournament"
6. The operation of the beverage cart being on the course when the majority of the golfers are playing.

### Goals

1. Increase daily green fees revenue and annual fees through cross marketing and different payment plans.
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. Increase the number of players in the new "Signature" golf tournament. This tournament is open to players throughout the state,
5. Offer new golf programs through the "Play Golf America" to grow the number of new golfers. This includes free lady clinics, junior clinics, and couple events.
6. Increase college student play. This is to be done by special 2 for 1 greenfees in the off season, beverage specials and other special discounts during the slow periods of 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.
9. A new computer system which has an electronic tee sheet and will be able to improve tracking of inventory and levels of play. The system will be able to communicate with the members and regular players by sending E-mails for special events and special sales.
10. Lakeside is to host the South Central PGA Match Play Championship.
11. Improve customer service in the Pro Shop and Snack Bar.
12. Increase snack bar's bottom line.

**Personnel Authorized**

	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
Cart/Range Attendant - Part-Time (FTE)	2	2
Golf Shop Attendant - Part-Time (FTE)	1	1
Cart/Range Attendant - Full-time	1	1
2nd Assistant Golf Professional	2	2
Assistant Golf Professional	1	1
Head Golf Professional	1	1
Snack Bar Attendants- Part Time(FTC)	1	1
	<u>9</u>	<u>9</u>

**Other Significant Information**

1. The food and beverage division was consolidated into administration causing increases in administration for all areas. However, there was no significant increase overall.



## Golf Course - Course Maintenance

Fund: Stillwater Public Golf Authority  
 Department: Golf Course  
 Program: Course Maintenance - Michael Buxton

G/L Number: 930-57-40

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$255,152	\$252,050	\$287,834	\$286,251	\$299,548
<b>Materials/Services</b>	\$117,880	\$135,515	\$130,575	\$133,815	\$135,175
<b>Contract Services</b>	\$69,594	\$67,587	\$75,236	\$76,556	\$70,636
<b>Capital</b>	\$0	\$0	\$13,000	\$10,023	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$442,626	\$455,152	\$506,645	\$506,645	\$505,359

### 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 #12, #14
2. Planted 40 trees.
3. Repaired and added on to retaining wall #6 green.
4. Built ADA complaint ramp into clubhouse.
5. Remodeled clubhouse bathrooms to meet ADA standards.
6. Rented boom lift and trimmed trees in areas that had been damaged by ice storms in the past. This also helped in trimming limbs to high to reach from the ground.
7. Cleaned up trees along #5 tee box, and drainage department dug out pond to increase pond storage.
8. Installed new signs at front entrance.
9. Painted interior of clubhouse.
10. Installed drainage in the front edge of #8 green.
11. Installed cart path on top of dam.
12. Installed railing on top of dam.
13. Continued to clean up areas along #11 fairway and green to make areas more playable.

### 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. Continue to plant trees in areas that they are needed.
8. Rebuild 5 sand traps that are in need of repair.

<u>Personnel Authorized</u>	<u>2006-07</u>	<u>2007-08</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)	<u>7</u>	<u>7</u>
	12	12

**STILLWATER UTILITIES  
AUTHORITY  
REVENUES/EXPENDITURES**

STILLWATER UTILITY AUTHORITY REVENUES

07/08

GENERAL	
INTEREST ON INVESTMENTS	930,000
MISC. OTHER	490,000
TOTAL DEPARTMENT	1,420,000
ELECTRIC	
SALES	41,086,487
MISCELLANEOUS	32,927
TOTAL DEPARTMENT	41,119,414
WATER	
SALES	6,551,387
MISCELLANEOUS	31,000
TOTAL DEPARTMENT	6,582,387
WASTEWATER	
SALES	4,185,405
MISCELLANEOUS	110,000
TOTAL DEPARTMENT	4,295,405
SANITATION	
SALES	3,592,571
TOTAL DEPARTMENT	3,592,571
TOTAL REVENUES	57,009,777

STILLWATER UTILITIES AUTHORITY EXPENDITURES

07/08

CUST. SERV/METER READING	
ADMIN. LABOR & EXP	998,549
ACCOUNTING	
ADMIN. LABOR & EXP	685,888
ELECTRIC	
GEN. MGMT. & ADMIN.	41,985,513
WATER	
WATER ADMIN.	3,360,958
TREATMENT	1,834,968
DISTRIBUTION	6,291,165
TOTAL DEPARTMENT	11,487,091
WASTEWATER	
ADMIN. LABOR & EXP	1,798,457
COLLECTION	1,380,286
TREATMENT	849,630
TOTAL DEPARTMENT	4,028,373
SANITATION	
ADMIN. LABOR & EXP	3,013,880
TOTAL EXPENDITURES	62,199,294

## 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

900-0000-340-4781

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$26,197	\$29,666	\$25,000	\$31,000	\$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.

##### Interest on Bank Accounts

900-0000-361-4432

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$59,880	\$119,384	\$100,000	\$100,000	\$100,000

Interest earned on temporarily idle SUA funds invested in interest bearing NOW accounts, money market accounts, and sweep accounts.

##### Interest - Treasuries

900-0000-361-4445

Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
\$377,604	\$746,626	\$400,000	\$793,000	\$750,000

Interest earned on temporarily idle SUA funds invested in U.S. Treasury obligations.

**Bond Fund-Long Term Interest**

900-0000-361-4451

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$10,836	\$34,309	\$0	\$48,700	\$53,000

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**

900-0000-380-4876

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$2,421	\$2,939	\$0	\$2,000	\$2,000

Money owed to unlocated utility customers unclaimed at the end of each year.

**CUSTOMER SERVICE****Utility Reconnect Fee**

900-2013-340-4776

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$19,863	\$27,115	\$20,000	\$20,000	\$25,000

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**

900-2013-340-4787

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$126,691	\$107,358	\$95,000	\$95,000	\$100,000

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**

900-2013-340-4790

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$750	\$390	\$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**

900-2013-340-4792

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$4,750	\$5,380	\$6,000	\$6,000	\$5,000

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**

900-2013-340-4795

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$36,202	\$35,958	\$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**

900-2013-340-4797

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$40,987	\$50,921	\$42,000	\$42,000	\$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**

900-2013-380-4774

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$648	\$731	\$600	\$600	\$500

Agencies outside the City entity are charged a fee to reimburse the City for the cost of handling and postage.

**Utility Connection Fees**

900-2013-380-4775

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$232,360	\$242,588	\$230,000	\$230,000	\$230,000

Utility connection fee is \$25. This fee is set in the Terms and Conditions of Service.

**Charge Offs Collected**

900-2013-380-4777

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$32,894	\$48,721	\$35,000	\$35,000	\$35,000

Collections received from collection agencies for recovered accounts receivable.

**Returned Check Charges**

900-2013-380-4875

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$13,174	\$16,865	\$16,000	\$16,000	\$16,000

Charges for returned checks. Resolution CC-00-19, adopted October 16, 2000, set this fee at \$25.



**SANITATION**

**Refuse Collection**

900-4018-344-4764

<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Original Budget 2006-07</b>	<b>Revised Budget 2006-07</b>	<b>Proposed Budget 2007-08</b>
\$3,021,281	\$3,113,322	\$3,100,000	\$3,100,000	\$3,592,571

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%.

**ELECTRIC**

**Utility Sales/Electric**

900-9000-340-4761

<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Original Budget 2006-07</b>	<b>Revised Budget 2006-07</b>	<b>Proposed Budget 2007-08</b>
\$31,065,056	\$35,208,603	\$34,431,545	\$39,931,545	\$41,086,487

Electric rates are set by the Stillwater Utilities Authority and are kept on file with the City Clerk. The projected income for FY 07/08 is based upon a projected usage increase of 3%.

**Pole Rental**

900-9000-363-4465

<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Original Budget 2006-07</b>	<b>Revised Budget 2006-07</b>	<b>Proposed Budget 2007-08</b>
\$19,077	\$19,041	\$19,077	\$19,077	\$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 (010-00000-318-4105) and Cable Television Permit Tax (010-0000-318-4125).

**Miscellaneous Charges-Electric**

900-9000-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$24,067	\$13,677	\$19,900	\$19,900	\$13,000

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.

**WATER****Utility Sales/Water**

900-9200-340-4761

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$4,663,152	\$5,037,134	\$5,278,110	\$5,278,110	\$5,771,287

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**

900-9200-340-4782

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$44	\$44	\$200	\$200	\$100

Charge for customer request for meter testing. Customers are charged for meter testing if testing at customer request.

**Per Acre Water Line Fee**

900-9200-340-4783

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>
\$106,501	\$105,864	\$100,000	\$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**

900-9200-340-4784

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$168,565	\$70,974	\$80,000	\$80,000	\$100,000

Charges to developers for water meters and fittings. Actual costs are billed.

**Water Tie-On Fees**

900-9200-340-4785

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$34,300	\$39,808	\$65,000	\$50,000	\$55,000

Charges to developers for tie-ons to the water systems.

**Water Tower Rental**

900-9200-363-4692

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$27,214	\$30,578	\$0	\$25,000	\$30,000

Rental from communication companies of space on towers for placement of antennas.

**Misc. Charges-Water**

900-9200-380-4873

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$731	\$436	\$0	\$0	\$1,000

Miscellaneous revenue received may include costs charged for damages to water lines, hydrants, or other portions of the water system.

**RURAL WATER****Utility Sales/Rural Water**

900-9275-340-4761

<b>Actual</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Proposed</b>
<b>2004-05</b>	<b>2005-06</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2006-07</b>	<b>2006-07</b>	<b>2007-08</b>		
\$0	\$0	\$0	\$0	\$525,000

Revenue from water sales to customers of Rural Water Corp #3 service area.

## WASTEWATER

### Utility Sales/Waste Water

900-9300-340-4761

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$3,832,663	\$3,954,932	\$4,022,875	\$4,022,875	\$4,185,405

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. 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.

The budget reflects a proposed increase of 2.5%

### Utility Tie-On Fees

900-9300-340-4785

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$13,265	\$5,031	\$10,000	\$10,000	\$10,000

Charges to developers for tie-ons to the waste water system.

### Water Closet Fee

900-9300-340-4786

<b>Actual</b> <b>2004-05</b>	<b>Actual</b> <b>2005-06</b>	<b>Original</b> <b>Budget</b> <b>2006-07</b>	<b>Revised</b> <b>Budget</b> <b>2006-07</b>	<b>Proposed</b> <b>Budget</b> <b>2007-08</b>
\$167,600	\$128,100	\$100,000	\$10,000	\$100,000

Developers are charged for each new or additional water closet. Ordinance No. 2470, adopted March 13, 1995, established this fee.

**Accounting - SUA Acctg-Admin. Labor & Exp.**

Fund: Stillwater Utilities Authority  
 Department: Accounting  
 Program: SUA Acctg-Admin. Labor & Exp. - Christy Cluck

G/L Number: 900-20-11

	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Original Budget 2006-07</b>	<b>Revised Budget 2006-07</b>	<b>Proposed Budget 2007-08</b>
<b>Personnel</b>	\$113,056	\$120,349	\$121,602	\$122,736	\$122,363
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$0
<b>Contract Services</b>	\$152,008	\$159,743	\$266,150	\$286,950	\$265,900
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$98,914	\$38,126	\$163,504	\$163,504	\$165,611
<b>Total</b>	\$363,978	\$318,218	\$551,256	\$573,190	\$553,874

**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. Improve internal record keeping and audit procedures related to purchasing cards.
4. Provide assistance in implementation of credit card payment system for utility payments.

**Personnel Authorized**

Authority Accountant	<u>2006-07</u>	<u>2007-08</u>
Internal Auditor	1	1
	<u>1</u>	<u>1</u>
	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: 900-20-13

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$643,315	\$669,973	\$717,664	\$713,364	\$739,746
<b>Materials/Services</b>	\$128,075	\$144,988	\$150,055	\$170,736	\$162,697
<b>Contract Services</b>	\$37,245	\$27,879	\$67,129	\$42,129	\$67,129
<b>Capital</b>	\$0	\$0	\$0	\$36,425	\$28,977
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$808,635	\$842,840	\$934,848	\$962,654	\$998,549

### 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 .35% 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 112 water meters which were dead or were unable to be read by the meter readers.
4. Obtained serial numbers on all Rural Water 3 water meters and GPS approximately 1/2 of the meters.
5. Entered Rural Water 3 customers and relevant information into our data base.
6. Worked with Safety Coordinator and Water Director to resolve several unsafe water meter lids.
7. Implemented acceptance of credit/debit card.
8. Implemented use of laptops to work service orders.
9. Revised 'Terms and Conditions' for utility service.
10. Upgraded software to allow customers to view their utility account information and pay bills via the internet.
11. Tested 337 electric meters and changed out 287.

### Goals

1. 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.
2. Continue to assist water department in changing out water meters which are dead or unable to be read by the meter readers.
3. Continue to test and change out electric meters.
4. Review bill stuffer policy.

<b><u>Personnel Authorized</u></b>	<b><u>2006-07</u></b>	<b><u>2007-08</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: Customer Service Representative (FTE)	3	3.5
<b>Meter Reading &amp; Service</b>		
Utility Service Supervisor	1	1
Utility Service Representative	2	2
Senior Meter Reader	1	1
Meter Reader	4	4
Utility Meter Technician	1	1
<b>Credit &amp; Collections</b>		
Credit Supervisor	1	1
Credit Representative	2	2
	<u>18</u>	<u>18.5</u>

**Other Significant Information**

- Postal service plans to increase postage by 3 cents, TPSI (3rd party mailing service) mailing cost increasing 11 % and mailing of Rural Water 3 customer bills.

**Capital**

- \$28,977 (4004) Hand held meter reading devices

## Public Works - Waste Management

Fund: Waste Management  
 Department: Public Works  
 Program: Waste Management - David Higgins/Richard Shook

G/L Number: 900-40-18

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$1,253,946	\$1,169,292	\$1,244,215	\$1,244,215	\$1,361,434
<b>Materials/Services</b>	\$325,066	\$343,400	\$396,617	\$349,139	\$418,059
<b>Contract Services</b>	\$528,123	\$550,531	\$679,486	\$679,064	\$632,809
<b>Capital</b>	\$39,655	\$0	\$256,000	\$256,000	\$375,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$2,146,790	\$2,063,223	\$2,576,318	\$2,528,418	\$2,787,302

### Program Description

The Waste Management Division provides solid waste collection, bulk item removal, appliance recycling, and yard waste collection for single family units, multi-family units, and mobile home spaces. In addition to residential collection, this division provides and supports community-wide clean-up events, special events for city and other charities, commercial collection service 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 cost for 2006/07 and made recommendations regarding rate adjustments. 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 for landfill fees.
5. Completed survey of other cities utilizing cart systems for automated collection of garbage.

### Goals

1. Continue updating and inspection of equipment for safety and efficiency.
2. Monitor route sizes for efficiency and equal workloads on an average of 900 to 1000 stops per route.
3. Monitor the yard waste collection program for efficiency and cost.
4. Start a training program quarterly for all employees on safety, hazardous materials and SWANA courses or any other courses that will help them be more successful in the division.
5. Subject to City Commission approval, begin implementation of the automated residential trash collection program.



<u>Personnel Authorized</u>	<u>2006-07</u>	<u>2007-08</u>
Sanitation Supervisor	1	1
Sanitation Coordinator	1	1
Welder (transferred to Fleet in 07/08)	1	0
Equipment Operators	11	11
Workers	20	20
Worker (part-time)	0.5	0.5
Sweeper Operator (transferred from Street Division)	0	3
	<hr/> 34.5	<hr/> 36.5

**Capital**

1. \$125,000 (4001) Replace residential unit #608
2. \$125,000 (4001) Replace residential unit #619
3. \$125,000 (4001) Replace residential unit #618

## Electric - Elec: General Mgmt & Admin.

Fund: Stillwater Utilities Authority  
 Department: Electric  
 Program: Elec: General Mgmt & Admin. - Jeff Tullis

G/L Number: 900-90-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$2,675,904	\$4,036,254	\$4,186,652	\$4,203,521	\$4,226,788
<b>Materials/Services</b>	\$619,681	\$742,693	\$1,008,018	\$987,457	\$1,020,975
<b>Contract Services</b>	\$19,167,126	\$23,217,470	\$23,931,304	\$29,452,264	\$29,654,360
<b>Capital</b>	\$1,842,010	\$943,434	\$877,500	\$2,553,340	\$700,100
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$24,304,721	\$28,939,851	\$30,003,474	\$37,196,582	\$35,602,223

### Program Description

The mission of Stillwater Power is to provide safe, reliable, and competitively-priced electric service within the City of Stillwater and surrounding community, to be responsive to the needs of our customer-owners, and to contribute to the quality of life through funding of additional services offered by the City of Stillwater.

Stillwater Power has provided service since 1901 and values safety, hard work, quality customer service, the environment, system reliability, innovation, keeping costs down and supporting the community.

There are five divisions within Stillwater Power: Administration; Engineering; Generation and Transmission; Distribution; and Warehouse. The Electric Administration Division personnel provide utility management, internal budget control, bidding and purchasing of all materials and supplies.

Engineering personnel design major system extensions/enhancements, oversee in-house construction projects, maintain utility GIS map system, and service/test utility revenue meters.

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 dispatching 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 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.

Warehouse personnel purchase and maintain a distribution inventory in excess of one million dollars. This group also maintains the warehouse facility and surrounding grounds.

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: Dist Supv, #200; Dist Supt, #220; Dist Supv, #240; Eng Tech, #222; BLS Crew, #281; BLS Tractor, #286. Added vehicle for SP Director, #251.
2. Purchased new watt-hour test and calibration system capable of testing up to 320 Amp self-contained meters.
3. Purchased new skid loader for use on department construction projects.
4. Contracted for inspection and/or treatment of 539 transmission and distribution poles. Nine reject poles were identified and replaced.
5. Completed 50% of Central Substation upgrade project that was initiated before the end of FY05/06.
6. Expect to complete rebuilding of underground system within Hillside Manor subdivision by fiscal year end.
7. Distribution Division has completed 31 work orders for system extensions in first eight months of fiscal year. These projects have been in response to requests/needs for new and reworked services for developers and community.

### Goals

1. Purchase vehicles and equipment as approved in the budget.
2. Complete any system rebuild or enhancement projects approved.
3. Complete Central Substation Upgrade project.
4. Initiate upgrade projects at BLS and/or 19th St. Substations as approved.
5. Respond to developer's needs for installation of underground services as requested.
6. Relocate utility infrastructure as needed to support transportation enhancement projects.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
<b>Administrative Division</b>		
Electric Utility Director	1	1
Generation and Transmission Coordinator	1	1
Office Manager	1	1
Office Assistant	1	1
Administrative Clerk II (Part Time)	0.5	0.5
Janitor (Part Time)	0.5	0.5
<b>Engineering Division</b>		
System Engineer	1	1
Electric Engineering Technician	2	2
GIS/CAD Technician	1	1
Electric Meter Technician	1	1
<b>G &amp; T Division</b>		
Operations Foreman	1	1
Maintenance Foreman	1	1
Power Station Foreman	1	1
Substation Foreman	1	1
Environmental and Safety Specialist	1	0
Administrative Assistant	1	1
Power System Technician/Operator	4	4
Power System Technician/Maintenance	9	9
Electronics Technician	1	1

**Distribution Division**

Electric Distribution Superintendent	1	1
Electric Distribution Supervisor	2	2
Electric Distribution Crew Chief	7	7
Lineman	20	20
Underground Cable Locator	1	1
Backhoe Operator	1	1

**Warehouse Division**

Electric Warehouse Supervisor	1	1
Electric Warehouse Assistant	1	1
Electric Laborer	1	1
	<u>65</u>	<u>64</u>

**Other Significant Information**

1. Including the \$279,595 adder for purchased power, the increase in the Electric Services Accounts (3000) is less than 1% for FY 07/08. This adder is expected to be offset by higher electric sales.

**Capital**

1. \$0 (4004) D7E110 SCADA Database/integration system
2. \$500,000 (4064) C8EL01 Distribution Division: New electric construction/system extensions including street lighting and miscellaneous extensions throughout City as requested/required.
3. \$200,100 (4064) Distribution Division: System relocations of existing overhead and underground lines in support of major transportation projects expected to occur during the fiscal year.
4. \$0 (4064) 06EL01 Generation Division: Carry forward of Central Substation Upgrade.
5. \$0 (4064) C5E102 Hospital Sub PHII
6. \$0 (4064) C7EL01 Distribution Division: Carry forward of 06/07 system extensions.

## Water - Water Admin. Labor & Expense

Fund: Stillwater Utilities Authority  
 Department: Water  
 Program: Water Admin. Labor & Expense - Anthony Daniel

G/L Number: 900-92-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$212,949	\$196,655	\$217,493	\$158,528	\$174,623
<b>Materials/Services</b>	\$6,441	\$7,743	\$6,284	\$6,284	\$11,001
<b>Contract Services</b>	\$104,146	\$124,386	\$146,850	\$148,815	\$195,300
<b>Capital</b>	\$0	\$216,504	\$0	\$31,166	\$0
<b>Debt</b>	\$2,457,793	\$2,537,260	\$2,684,818	\$2,684,818	\$2,698,064
<b>Total</b>	\$2,781,329	\$3,082,548	\$3,055,445	\$3,029,611	\$3,078,988

### Program Description

The Water Utilities Administration is responsible for the overall administration of the Water Utilities Department. This includes water treatment, water distribution, wastewater collection and wastewater treatment. 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 merger of Rural Water Corp #3 and continue to work closely with the board.
2. Completed the reorganization of the Water Utilities department and continue to fill vacant positions.
3. Proceeding with the design and construction of the 1.0 MG elevated storage facility in close cooperation with Rural Water District #3.
4. Completed the relocation of the Sangre water line to enable ODOT to proceed with Highway 51 reconstruction project.
5. Continue to work closely with Public Works on street improvement projects.
6. Completed the water line improvements along Washington, Hester and Knoblock.
7. Established regular monthly safety meetings and appointed safety coordinators at all facilities.

### Goals

1. Promote a culture of being more customer focused, be responsive and listen to their needs.
2. Continue with the design and construction of the back up raw water system.
3. Complete the review and finalization of the two draft master plans (Water Distribution and Wastewater Collection).
4. Complete a rate study (cost of doing business) by utilizing the services of a consultant.
5. Implement an asset management program by updating records and maps and doing more infrastructure maintenance.
6. Develop "draft" design and construction standards for water and sewer lines for adoption.
7. Complete the design and construction of year one improvements in the Rural Water Corp #3 service area.
8. Work closely with all internal customers;
  - Public Works on street improvement projects
  - Development Services by providing information requested and completing CDBG funded projects
  - Customer Service on metering issues
9. Review and adopt revised water tap and meter fees as a step to recovering costs incurred.
10. Initiate the design and construction of water line replacement/improvement projects identified primarily to address service related issues throughout the service area.

<u>Personnel Authorized</u>	<u>2006-07</u>	<u>2007-08</u>
<b>Water</b>		
Director	0.5	0.5
Deputy Director/Engineering Manager	0.5	0.5
Water Planner	0.5	0.5
Administrative Assistant	0.5	0.5
GIS/CADD Technician	0.5	0.5
<b>Wastewater</b>		
Director	0.5	0.5
Deputy Director/Engineering Manager	0.5	0.5
Water Planner	0.5	0.5
Administrative Assistant	0.5	0.5
GIS/CADD Technician	0.5	0.5
	5	5

**Other Significant Information**

1. Services increased by 33% due primarily to the inclusion of the funds for a rate study to be performed.

**Capital**

1. \$0 (4010) Carry forward Raw Water Master Plan C5WT01

## Water - Water Distribution

Fund: Stillwater Utilities Authority  
 Department: Water  
 Program: Water Distribution - Robert Fulton

G/L Number: 900-92-66

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$485,295	\$512,115	\$586,071	\$614,071	\$774,406
<b>Materials/Services</b>	\$309,118	\$460,857	\$317,748	\$402,798	\$475,904
<b>Contract Services</b>	\$78,291	\$146,310	\$109,477	\$95,452	\$212,576
<b>Capital</b>	\$77,821	\$1,204,529	\$538,000	\$468,503	\$4,485,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$950,525	\$2,323,811	\$1,551,296	\$1,580,824	\$5,947,886

### Program Description

The Water Distribution is responsible for the delivery of treated water, with adequate pressure and volume. There are approximately 300 miles of water lines including 1,703 fire hydrants, 5,000 valves, pumping stations, water towers and meters that require on-going maintenance.

### Accomplishments

1. 102 water meters replaced.. (Through February 2007)
2. 199 new meters installed. (Through February 2007)
3. 198 water leaks repaired. (Through February 2007)
4. Located two dead end water lines and installed flushing valves.
5. Implemented new system for tracking and documenting work performed by the division.
6. Reorganized the warehouse for better tracking and control of inventory items.

### Goals

1. Implement valve and hydrant exercising program.
2. Implement large water meter change out program with 40 large meters to be changed out during the next year.
3. Complete yard restorations within 10 working days following excavation activities.
4. Continue to improve on the tracking and documentation of work performed by the division.
5. Implement a system for tracking cost associated with each water main break.
6. Compile a list of water lines that need replaced due to age, capacity, and/or maintenance history.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
Administrative Technician	0.5	0.5
Utility Maintenance Worker I/II	7	7
Water Distribution Supervisor	1	1
Senior Utility Maintenance Worker	3	3
Deputy Director Distribution/Collection	0.5	0.5
Warehouse Supervisor	0.5	0.5
Crew Chief	3	3
	<hr style="width: 50%; margin: 0 auto;"/> 15.5	<hr style="width: 50%; margin: 0 auto;"/> 15.5

**Other Significant Information**

1. Personnel has increased by 33% due to the reclassifying of the deputy director, addition of the administrative tech position and reorganization.
2. Materials and supplies has increased by 50% due to increased cost of parts and the need for additional inventory.
3. Services increased by 91% due to the addition of a account line for \$110,000 to reimburse the street department for street repairs.

**Capital**

1. \$1,525,000 (4062) Waterline improvements
2. \$100,000 (4062) New development water lines
3. \$100,000 (4062) Fire Protection upgrades
4. \$0 (4062) Carry forward 6th & Sangre intersection 06WT05
5. \$0 (4062) Carry forward Lakeview/Jardot Rd waterline loop C2WT05
6. \$280,000 (4062) Perkins Road pump station
7. \$0 (4062) Carry forward 6th \* Jardot intersection reconstruction 06WT03
8. \$1,100,000 (4062) 56th Ave. water construction (net of RW3 participation)



## Water - Water Treatment

Fund: Stillwater Utilities Authority  
 Department: Water  
 Program: Water Treatment - Scott Taylor

G/L Number: 900-92-70

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$449,179	\$452,085	\$487,096	\$487,099	\$571,326
<b>Materials/Services</b>	\$274,623	\$361,355	\$362,349	\$394,949	\$396,437
<b>Contract Services</b>	\$254,731	\$282,423	\$374,799	\$370,699	\$392,205
<b>Capital</b>	\$8,796	\$13,371	\$432,000	\$2,086,351	\$475,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$987,329	\$1,109,234	\$1,656,244	\$3,339,098	\$1,834,968

### 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. Continue 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.
2. Inspected the cathodic protection systems between Oklahoma State University, the City water plant and the Kaw Lake pump station.
3. Inspected the Internal/External protection systems on the raw water storage tank, Clearwell and five water storage towers.
4. Complied with all ODEQ and EPA regulations.
5. Refurbished 2 dual-media filters.
6. Cleaned 2 sludge storage lagoon and replaced back in service.
7. Replaced both High and Low Pressure zone flow meters.
8. Replaced chlorine cylinder hoist.
9. Modified drainage system at water treatment plant.

### Goals

1. Continue to implement the water plant sludge management program.
2. To achieve a year without any lost time accidents.
3. Continue to evaluate the water/wastewater treatment operations, conduct cross-training and reassign personnel as needed.
4. Implement standby-callout program between the water and wastewater maintenance personnel. (carryover)
5. Replace two chlorine feed system. (2 chlorinators)
6. Replace two lime-slaker feed systems.
7. Modify Lime-Grit removal system.

<u>Personnel Authorized</u>	<u>2006-07</u>	<u>2007-08</u>
Water/Wastewater Treatment Superintendent	0.5	0.5
Water/Wastewater Treatment Supervisor	0.5	0.5
Operator	5	5
Maintenance Mechanics	2	2
Electronic Technician	1.5	1.5
Laborer - Part-time (1)	0.75	0.75
	<hr/> 10.25	<hr/> 10.25

Capital

1. \$0 (4003) Carry forward Radio telemetry C5WT06
2. \$0 (4008) Carry forward North Manning pump station D7WT15
3. \$300,000 (4010) Paint inside of raw water tank.
4. \$0 (4010) Carry forward paint exterior raw water tank C7WT22
5. \$0 (4010) Carry forward paint exterior Perkins Rd water tank C7WT23
6. \$75,000 (4041) Refurbish Kaw water pump station.
7. \$100,000 (4041) Replace lime feed equipment
8. \$0 (4041) Carry forward Material shed D7WT13
9. \$0 (4053) Carry forward Road surfacing @ WTP C7WT10
10. \$0 (4062) Carry forward Raw water backup 06WT04

## Water - Rural Water

Fund: Water RWC#3  
 Department: Water  
 Program: Rural Water - Anthony Daniel

G/L Number: 900-92-75

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$118,279
<b>Materials/Services</b>	\$0	\$0	\$0	\$0	\$104,500
<b>Contract Services</b>	\$0	\$0	\$0	\$0	\$120,500
<b>Capital</b>	\$0	\$0	\$0	\$0	\$0
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$343,279

### Program Description

The Rural Water Corp #3 Water Distribution division is responsible for the delivery of treated water to about 1200 customers in the Corp #3 service area. The distribution system has about 150 miles of water lines (1 1/2"-10"), seven booster stations and nine towers (standpipes).

### Goals

1. Initiate a multi year meter change-out program to progressively replace old water meters in the system.
2. Implement the year-one improvements as outlined in the agreement.
3. Complete the proposed improvements to the Coyle Road standpipe.
4. Continue to work with Customer Service on meter locations, bad meters, etc.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
Crew Chief	1	1
Maintenance Worker II	1	1
Maintenance Worker I	1	1
	<hr style="width: 50%; margin: 0 auto;"/> 3	<hr style="width: 50%; margin: 0 auto;"/> 3

### Capital

1. \$0 (4062) Carry forward Improvements to water system C8WT01

## Wastewater - Wastewater Admin. Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Wastewater  
 Program: Wastewater Admin. Labor & Exp. - Anthony Daniel

G/L Number: 900-93-10

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$224,350	\$194,834	\$217,494	\$166,029	\$174,623
<b>Materials/Services</b>	\$3,236	\$2,959	\$3,701	\$3,701	\$4,836
<b>Contract Services</b>	\$11,274	\$5,428	\$20,500	\$22,465	\$24,300
<b>Capital</b>	\$75,925	\$76,084	\$0	\$12,815	\$0
<b>Debt</b>	\$1,680,356	\$1,372,563	\$1,442,506	\$1,442,506	\$1,455,912
<b>Total</b>	\$1,995,141	\$1,651,868	\$1,684,201	\$1,647,516	\$1,659,671

### Program Description

See Department 900-92-10 for related program description, personnel, materials, supplies, capital, debt and inter-fund expenditures.

### Goals

1. Complete the digester project and other identified improvements at the Wastewater Treatment Plant.
2. Initiate the evaluation and proceed with needed improvements at major wastewater lift stations.
3. Facilitate the design and construction of sewer line replacement/improvement projects identified; to address service related issues in the collection system.

### Capital

1. \$0 (4010) Carry forward Waste Collection master plan C5WT02

## Wastewater - Wastewater Collection Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Wastewater  
 Program: Wastewater Collection Labor & Exp. - Robert Fulton

G/L Number: 900-93-66

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$279,428	\$427,199	\$382,223	\$431,723	\$532,709
<b>Materials/Services</b>	\$48,652	\$88,841	\$81,866	\$90,166	\$96,277
<b>Contract Services</b>	\$64,289	\$55,129	\$73,200	\$64,900	\$76,300
<b>Capital</b>	\$448,006	\$224,513	\$568,000	\$536,943	\$675,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$840,375	\$795,682	\$1,105,289	\$1,123,732	\$1,380,286

### Program Description

Wastewater Collection is responsible for the maintenance and upkeep of approximately 300 mile of sewer mains, including 4,818 manholes and 15 lift stations. The major duties include: cleaning sewer mains to prevent backups, internal inspection of sewer lines to identify problem areas, repairing damaged sewer lines and manholes, and responding to customer complaints regarding the wastewater collection system.

### Accomplishments

1. Continued high pressure cleaning of sewer lines, 330,015 feet cleaned. (Through February 2007)
2. Responded to 199 sewer backup calls. (Through February 2007)
3. Continued camera inspection of sewer lines.
4. Repaired manholes, sewer lines, and appurtenances identified through internal inspections.
5. Continued daily inspection of lift stations.
6. Implemented new system for tracking and documenting work performed by the division.

### 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. Reduce the number of sewer lines on the routine cleaning list.
5. Compile a list of sewer lines that need replaced based on condition, capacity, and/or maintenance history.
6. Continue to improve on the tracking and documentation of work performed by the division.

### Personnel Authorized

	<u>2006-07</u>	<u>2007-08</u>
Administrative Technician	0.5	0.5
Utility Maintenance Worker I/II	5	5
Wastewater Collection Supervisor	1	1
Senior Utility Maintenance Worker	2	2
Deputy Director Distribution/Collection	0.5	0.5
Warehouse Supervisor	0.5	0.5
Crew Chief	2	2
	<hr/> 11.5	<hr/> 11.5

**Other Significant Information**

1. Materials and supplies increased by 18% due to the addition of an account line for tools and for safety equipment. The increase cost for fuel and concrete also contributed to the increase.

**Capital**

1. \$40,000 (4001) Replace truck#717
2. \$535,000 (4063) Sewerline improvements
3. \$100,000 (4063) New development sewer lines.
4. \$0 (4063) Carry forward Lift station replacement Airport/Husband C5WT04
5. \$0 (4063) Carry forward Lift station upgrade replace West Park

## Wastewater - Wastewater Treatment Labor & Exp.

Fund: Stillwater Utilities Authority  
 Department: Wastewater  
 Program: Wastewater Treatment Labor & Exp. - Scott Taylor

G/L Number: 900-93-70

	Actual 2004-05	Actual 2005-06	Original Budget 2006-07	Revised Budget 2006-07	Proposed Budget 2007-08
<b>Personnel</b>	\$324,707	\$353,847	\$365,351	\$365,351	\$487,777
<b>Materials/Services</b>	\$74,428	\$83,063	\$85,900	\$115,050	\$94,087
<b>Contract Services</b>	\$180,495	\$187,831	\$185,931	\$161,881	\$174,766
<b>Capital</b>	\$788,982	\$434,781	\$70,000	\$360,836	\$93,000
<b>Debt</b>	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$1,368,612	\$1,059,522	\$707,182	\$1,003,118	\$849,630

### 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. From January 4, 2000 through December 31, 2006 the wastewater plant staff has injected 4,035.9 dry tons of sludge.
3. Assisted engineering firm and contractors with the construction phase of the Digester Improvement Project

### Goals

1. Continue to implement the Wastewater Sludge Management Plan.
2. Achieve another year without any lost time accidents.
3. Continue to evaluate the water/wastewater treatment operations, conduct cross-training and reassign personnel as needed.
4. Achieve a year without a NPDES permit violation.
5. Establish a standby program for after hour emergency call-ins for the wastewater treatment plant. (carry over)

**Personnel Authorized**

	<b><u>2006-07</u></b>	<b><u>2007-08</u></b>
Deputy Director/Treatment and Special Projects	1	1
Water/Wastewater Treatment Superintendent	0.5	0.5
Water/Wastewater Treatment Supervisor	0.5	0.5
Plant Operator	4	4
Maintenance Mechanic	2	2
Laboratory Technician I/II	2	2
Part-time (1)	0.75	0.75
	<u>10.75</u>	<u>10.75</u>

**Capital**

1. \$28,000 (4008) Replace dissolved oxygen meters.
2. \$65,000 (4008) Replace UV components
3. \$0 (4041) Carry forward Digester C improvements 98WT02



# **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 2007-08 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 4, 2007. The hearing will be conducted at the Municipal Building, 723 South Lewis, during the regular City Commission meeting that begins at 5:30pm and is televised on cable channel 23. The meeting is open to the public. All citizens will have the opportunity to provide written or oral input regarding the proposed budget.

FUNDS	BEGINNING BALANCE	ESTIMATED REVENUE	TRANSFERS IN	TRANSFERS OUT	FUNDS AVAILABLE	ESTIMATED EXPENDITURES	ENDING BALANCE
1 GENERAL	-	37,613,054	5,790,870	(12,929,794)	30,474,130	30,474,130	-
2 DEBT SERVICE	151,958	1,322,925			1,474,883	1,322,925	151,958
15 TOURISM & CONVENTION	6,250	395,000			401,250	395,000	6,250
16 RURAL FIRE	96,077	75,000			171,077	117,768	53,309
17 CDBG GRANTS	-	101,308	84,308		185,616	185,616	-
18 PARK GRANTS	-						-
20 COMMUNITY DEVEL. REHAB.	231	10,105			10,336	10,105	231
21 STORMWATER MANAGEMENT	662,146	256,000		(41,487)	876,659	302,859	573,800
215 TRANSPORTATION FEE	592,604	200,000			792,604	100,000	692,604
22 LIBRARY ENHANCEMENT	226,730	8,000			234,730	8,000	226,730
23 PARK DONATIONS	82,394	21,800			104,194	21,800	82,394
26 TRANSPORTATION FUND	4,925,341		3,179,186	(110,632)	7,993,895	7,993,895	-
28 GALIE MAY KOCH DONATION	74,714				74,714	74,714	-
285 CVB ENTRYWAY SIGN	958				958		958
33 POLICE/MUNICIPAL BUILDING	69				69		69
50 SELF INSURANCE	1,000,000	593,101	5,481,097		7,074,198	6,074,198	1,000,000
53 SPWA	104,585				104,585		104,585
64 LIBRARY TRUST	313,845	10,500			324,345	10,500	313,845
81 AIRPORT	-	1,439,175	233,373		1,672,548	1,672,548	-
85 S.I.R.A.	-	25,000			25,000	25,000	-
90 STW UTILITIES AUTHORITY*	2,000,000	57,009,777	6,358,372	(10,624,466)	54,743,683	54,743,683	-
93 SPGA	-	804,809	231,153		1,035,962	1,035,962	-
EMERGENCY RESERVE FUND	11,100,434		2,348,020		13,448,454		13,448,454
<b>TOTAL:</b>	<b>21,338,336</b>	<b>99,885,554</b>	<b>23,706,379</b>	<b>(23,706,379)</b>	<b>107,775,436</b>	<b>104,568,703</b>	<b>16,655,187</b>

\*Beginning balance for SUA increased by \$2,000,000 in anticipation of the amount of budget unused at June 30, 2007

RESOLUTION NO. CC-2007-9

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR 2007- 2008."

WHEREAS, the City Council of the City of Stillwater, Oklahoma has 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 2007-2008 fiscal year; and

WHEREAS, the appropriations must be approved by resolution.

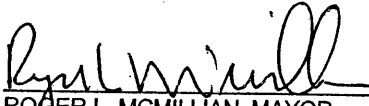
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER:

Section 1. That the 2007-2008 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 City Council and SIGNED by the Mayor of the City of Stillwater this 4th day of June, 2007.

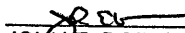
  
\_\_\_\_\_  
ROGER L. MCMILLIAN, MAYOR

(SEAL)

ATTEST:

  
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MARCY ALEXANDER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 4th day of June, 2007.

  
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JOHN E. DORMAN, CITY ATTORNEY

Department	Personnel	Materials/ Supplies	Contract Services	Capital	Debt and Inter-Fund	Total
<b>General Fund</b>						
Administration	1,513,976	87,984	805,739	-	-	2,407,699
Finance	678,300	65,725	169,030	-	-	913,055
Development Services	1,222,632	40,175	92,800	34,000	-	1,389,607
Public Works	2,078,234	1,667,797	302,097	1,068,500	-	5,116,628
Parks And Recreation	2,378,200	456,703	298,410	120,700	-	3,254,013
Community Center	198,877	37,206	175,435	-	-	411,518
Library	859,460	176,100	194,400	-	-	1,229,960
Police	6,946,158	548,505	465,862	130,000	-	8,090,525
Fire	5,387,505	219,661	410,014	-	-	6,017,180
Health	800	139,767	93,765	-	-	234,332
General Government	566,046	48,600	915,412	6,000	-	1,536,058
<b>Total General Fund</b>	<b>21,830,188</b>	<b>3,488,223</b>	<b>3,922,964</b>	<b>1,359,200</b>	<b>-</b>	<b>30,600,575</b>
<b>Debt Service Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,322,925</b>	<b>1,322,925</b>
<b>Special Revenue Funds</b>						
Hotel/Motel Tax	-	-	395,000	-	-	395,000
Rural Fire	21,650	74,930	21,188	-	-	117,768
CDBG Grant	-	-	185,616	-	-	185,616
Rental Rehab	-	-	10,105	-	-	10,105
Storm Water Management	118,223	53,699	130,937	573,800	-	876,659
Library Materials Enhancements	-	8,000	-	-	-	8,000
Transportation Fee Fund	-	-	100,000	-	-	100,000
Park Donations	-	7,800	14,000	-	-	21,800
Airport Museum	-	-	-	-	-	-
Galle May Koch Donation	-	-	74,714	-	-	74,714
CVB Entry Sign	-	-	-	-	-	-
Transportation Fund	426,105	44,346	-	7,523,444	-	7,993,895
<b>Total Special Revenue Funds</b>	<b>565,978</b>	<b>188,775</b>	<b>931,560</b>	<b>8,097,244</b>	<b>-</b>	<b>9,783,557</b>
<b>Police and Municipal Building Bond</b>						
<b>Internal Service Funds</b>						
Self Insurance	4,358,198	-	1,716,000	-	-	6,074,198
Stillwater Public Works Authority	-	-	-	-	-	-
<b>Total Internal Service Funds</b>	<b>4,358,198</b>	<b>-</b>	<b>1,716,000</b>	<b>-</b>	<b>-</b>	<b>6,074,198</b>
<b>Enterprise Funds</b>						
Airport	270,467	1,243,181	96,315	62,585	-	1,672,548
Stillwater Industrial Redevelopment Auth	-	-	25,000	-	-	25,000
<b>Stillwater Utilities Authority</b>						
Accounting	122,363	-	105,900	-	165,611	393,874
Customer Service	739,746	162,697	67,129	28,977	-	998,549
Electric	4,226,788	1,020,975	30,297,341	700,100	683,290	36,928,494
Water	1,638,634	987,842	920,581	4,460,000	2,980,034	10,987,091
Wastewater	1,195,109	195,200	275,366	768,000	1,594,698	4,028,373
Sanitation	1,361,434	418,059	632,809	375,000	-	2,787,302
<b>Total Utilities Authority</b>	<b>9,284,074</b>	<b>2,784,773</b>	<b>32,299,126</b>	<b>6,332,077</b>	<b>5,423,633</b>	<b>56,123,683</b>
Stillwater Public Golf Authority	563,064	276,976	195,922	-	-	1,035,962
<b>Total Enterprise Funds</b>	<b>10,117,605</b>	<b>4,304,930</b>	<b>32,616,363</b>	<b>6,394,662</b>	<b>5,423,633</b>	<b>58,857,193</b>
<b>Total Budgeted expenditures</b>						
<b>City of Stillwater</b>	<b>38,871,989</b>	<b>7,881,928</b>	<b>39,186,887</b>	<b>15,861,106</b>	<b>6,746,558</b>	<b>108,638,448</b>

## CASH BALANCE AT JUNE 30, 2006 AND CAFR RECONCILIATION

The Total Restricted, Unrestricted, and Pooled Investment Balances for the City, SUA, and SPWA at June 30, 2006 Were As Follows:

Governmental	10,680,440
SUA	25,971,418
SPWA	184,585
SPGA	82,025
Fiduciary Funds	464,188
Other Proprietary Funds	<u>43,575</u>

TOTAL

37,426,231

### RESTRICTED CASH:

Debt Service	151,958
Police/Municipal Building Fund I	182,929
Rural Fire	192,103
Tourism & Convention	6,250
CDBG Grant	35,056
Park Donations	100,889
Community Development Rehab	35,231
Library Enhancements	226,730
Stormwater Management	746,561
Transportation Fund	9,611,896
Park Grants	(100,659)
Paving Assessments	13,114
Sewer Assessments	1,884
Public Library Donations	316,010
Galie May Koch Donations	91,714
Transportation Fee	579,671
CVB Entry way	20,958
Airport Operations	(745,247)
Various Escrow accounts	148,178
SUA Restricted for debt	1,582,124
SPWA	<u>184,585</u>

TOTAL:

13,381,935

### COMMITTED FUNDS:



SIRA	43,575	
Self-Insurance	<u>1,131,667</u>	
<b>TOTAL:</b>		<b>1,175,242</b>
<b>INTERFUND PAYABLES</b>		
Accounts Payable		
<b>AVAILABLE FUNDS:</b>		
SPGA	9,299	
SUA	21,565,563	
General	<u>1,294,192</u>	
<b>TOTAL</b>		<b><u>22,869,054</u></b>
<b>TOTAL:</b>		<b><u><u>37,426,231</u></u></b>

#### RECONCILIATION WITH THE COMPREHENSIVE ANNUAL FINANCIAL REPORT

CAFR Total	37,426,231	
Less:		
SUA Debt Service	(1,582,124)	
Funds not included in cash available calculation	<u>(163,176)</u>	
<b>TOTAL:</b>		<b><u><u>35,680,931</u></u></b>

**PERSONNEL REPORT  
COMPARISON OF BUDGETED FULL-TIME POSITIONS**

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
<b>Administration</b>			
City Manager	3	4	5
Human Resources	5	6	6
Information Services	7	7	7
Pretreatment	0	2	2
<b>Finance</b>			
Accounting	8	8	8
Municipal Court	4	4	4
Customer Service	15	15	15
SUA Accounting	2	2	2
<b>Development Services</b>			
Planning	4	3	3
Building Safety/Prop Maint	7	8	8
GIS	3	3	3
Development Engineering	3	3	3
Administration	2	4	4
Community Improvement	2	0	0
<b>Public Works</b>			
Engineering	5	5	12
Traffic Control	6	6	6
Street	25	24	21
Fleet Maintenance	9	9	10
Sanitation	35	34	36
Administration	3	5	4
<b>Parks, Events, &amp; Recreation</b>			
Administration	7	7	6
Mini Bus	2	2	2
Operations	28	29	30
Multi Arts	1	1	2
Senior Center	1	1	0
Recreation	3	3	4
Lake McMurtry	1	1	0
<b>Golf</b>	10	10	10
<b>Police</b>			
Patrol and Investigation	109	109	109
Animal Control	3	3	3
SECC	1	2	2
<b>Fire</b>	74	74	74
<b>Library</b>	16	16	16
<b>Legal</b>	4	4	4
<b>Facilities Maintenance</b>	4	4	4
<b>Community Center</b>	3	3	4
<b>Electric</b>	64	63	63
<b>Water</b>			
Administration	7	6	5
Water Distribution	14.5	15	18.5
Water Treatment	8.5	8.5	8.5
Wastewater Collection	10.5	11	11.5
Wastewater Treatment	8.5	8.5	10
Environmental/Safety	2	0	0
<b>Airport</b>	5	5	5
<b>Total</b>	<b>535</b>	<b>538</b>	<b>550.5</b>

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