

CITY OF

stillwater

Adopted Budget

Fiscal 2009 – 2010





About the Cover ...

The University Avenue reconstruction and drainage improvement is a \$3.6 million project, jointly financed by the City of Stillwater's half-cent Sales Tax Transportation Fund and Oklahoma State University.

Designed by The Benham Companies, LLC, of Oklahoma City, the project includes drainage improvements, modifications to the OSU Student Union Parking Garage, new turn lanes at Hester and Knoblock, signal upgrades at Monroe and Hester, and streetscape amenities such as decorative lighting. Rudy Construction Co., of Oklahoma City, served as general contractor on the project.

University Avenue is one of the most important corridors for Stillwater and Oklahoma State. Not only is it important to the campus and Greek community, it provides access to businesses at Campus Corner and on Washington Street.

This partnership exemplifies the continuing cooperation and coordination of town-and-gown in Stillwater, Oklahoma.

Photos by Zack Ahern.

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 are provided 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;
- employees are properly trained and equipped to deliver services to customers;
- work is meaningful, challenging and satisfying.

STILLWATER'S MUNICIPAL GOVERNMENT AWARDS

CITY OF STILLWATER

- **Stillwater Home & Garden Show Best of Show and Best Corporate Exhibit – 2009**, Stillwater Home Builders Association
- **Stillwater Home & Garden Show Best Corporate Exhibit – 2008**, Stillwater Home Builders Association
- **Excellence in City Government for Electronic Waste Collection – 2008**, Tulsa Metropolitan Environmental Trust
- **Outstanding Community Partner – 2007**, Central Oklahoma Community Action Agency

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 – 1983-2008**, Government Finance Officers Association of the United States
- **Distinguished Budget Presentation Award – 1988-94**, Government Finance Officers Association of the United States

FIRE

- **Patriotic Employer Award – U.S. Department of Defense and the National Guard**
- **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 “Best Places to Play” – 2008-09 and 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

- **The Big Read, Stillwater Public Library – 2006**, National Endowment for the Arts
- **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

PARKS, EVENTS & RECREATION

- **Tree City USA – 1992-2009**, National Arbor Foundation
- **Operation TLC2 Gold Star Charter Organization for implementing a comprehensive criminal background check program for volunteers and employees involved in youth programs – 2009**, National Recreation and Park Association
- **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

- **Department Accreditation – 2003 and Reaccreditation – 2006 and 2009**, Oklahoma Association of Chiefs of 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
- **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

- **Green Award for Sustainability for the Convenience Collection Center—2009**, Oklahoma State University Environmental Science Graduate Program
- **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

Nathan Bates, Mayor
Tom Dugger, Vice Mayor
Tom Williams, Councilor
Chuck Hopkins, Councilor
Darrell Dougherty, 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, 2009 to June 30, 2010

TABLE OF CONTENTS

	<u>Page</u>
ABOUT THE COVER	
VISION STATEMENT	
MUNICIPAL GOVERNMENT AWARDS	
CITY OFFICIALS	
TABLE OF CONTENTS	
ORGANIZATIONAL CHART	1
BUDGET MESSAGE FROM THE CITY MANAGER	2
PURPOSE OF THE BUDGET	4
FINANCIAL SUMMARIES	6
2007-08 Actual and Available Cash Balances	7
2008-09 Preliminary Budgeted Cash Flow	8
2009-10 Budgeted Cash Flow	9
2009-10 Total Revenues	10
2009-10 Total Expenditures	11
2009-10 General Fund Revenues	12
2009-10 General Fund Expenditures	13
2009-10 Stillwater Utility Authority Revenues	14
2009-10 Stillwater Utility Authority Expenditures.....	15
2009-2019 Schedule of Debt Service Requirements	16
FINANCIAL TRENDS.....	17
05-10 Total Revenue Comparison	18
05-10 Total Expenditure Comparison.....	19
GENERAL FUND	
Revenue Projections.....	22
Expenditure Summary Pages	46
Program Expenditures	49
City Manager.....	50
General Government – Miscellaneous	53
General Government – Property Management	54
Environmental Programs Division	55
Sister Cities Council.....	57
Information Technology	58
Human Resources.....	60

TABLE OF CONTENTS (Cont.)

Legal..... 61
 Finance Department – Accounting Division..... 62
 Finance Department – Municipal Court..... 63
 Development Services – Administration 64
 Development Services – Development Review..... 65
 Development Services – Building Safety 67
 Development Services – Property Maintenance Housing..... 68
 Development Services – GIS 70
 Public Works – Administration..... 72
 Public Works – Construction Projects 73
 Public Works – Engineering Division 74
 Public Works – Traffic Control 75
 Public Works – Street 76
 Public Works – Fleet Maintenance 77
 Parks, Events and Recreation – Administration..... 79
 Parks, Events and Recreation – Park Operations..... 81
 Parks, Events and Recreation – Recreation Programs 83
 Parks, Events and Recreation – Tournaments..... 84
 Parks, Events and Recreation – Multi Arts Center 85
 Parks, Events and Recreation – Mini Bus..... 86
 Community Center 87
 Library – Administration 89
 Police Department – DARE Program 91
 Police Department – Patrol & Investigation 92
 Police Department – Stillwater Emergency Coordination & Communications 94
 Police Department – Animal Welfare 95
 Police Department – E-911 96
 Fire Department – Fire Services 97
 Fire Department – Ambulance Services 99
 General Government – City Hall Maintenance..... 100

DEBT SERVICE FUND

Revenue Projections..... 103
 Program Expenditures
 Debt Service..... 104

TABLE OF CONTENTS (Cont.)

SPECIAL REVENUE FUNDS

Revenue Projections.....	105
Program Expenditures	
Hotel/Motel Tax.....	109
Fire Department – Rural Fire.....	110
Development Services – Grants.....	111
Park Grants.....	112
Community Development Rehab.....	113
Public Works – Stormwater Management.....	114
Public Works – Transportation Fee.....	116
Library – Library Materials Enhancement.....	117
Parks, Events and Recreation – Park Donations.....	118
Public Works – Transportation Improvement Fund.....	119

INTERNAL SERVICE FUNDS

Revenue Projections.....	122
Program Expenditure	
Self Insurance Fund.....	123
Self Insurance – Risk Management.....	124
Self Insurance – Human Resource Insurance.....	125
Stillwater Public Works Authority.....	126

TRUST AND AGENCY FUNDS

Revenue Projections.....	127
Library – Library Trust Fund.....	127

ENTERPRISE FUNDS

Revenue Projections.....	128
Program Expenditures	
Airport – Administration.....	135
Airport – Customer Service.....	137
Airport – Maintenance.....	139
Airport – Special.....	141
Stillwater Industrial and Redevelopment Authority – Business Improvement District #1 ..	142
Development Services – Stillwater Industrial and Redevelopment Authority.....	143
Golf Course – SPGA.....	144
Golf Course – Course Maintenance.....	145

TABLE OF CONTENTS (Cont.)

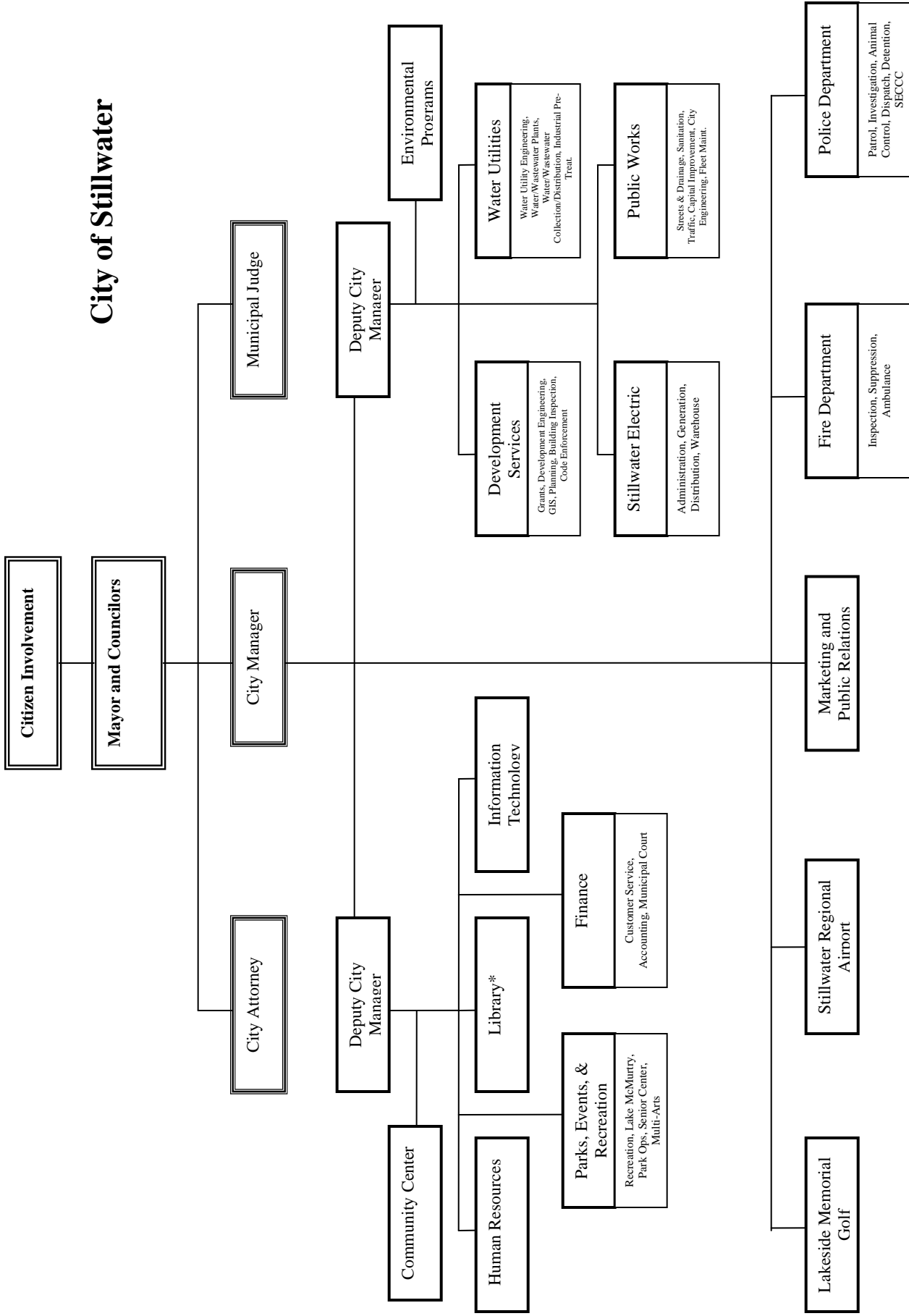
STILLWATER UTILITIES AUTHORITY

Revenue Projections.....	149
Program Expenditure	
SUA Accounting.....	157
Customer Service/Meter Reading.....	158
Public Works – Waste Management.....	160
Electric.....	162
Water.....	165
Water Distribution.....	167
Water Treatment.....	169
Rural Water.....	170
Wastewater.....	172
Wastewater Collection.....	173
Wastewater Treatment.....	175

APPENDIX

Financial Policies.....	i
Definitions.....	ii
Budget Schedule Deadlines.....	iii
Public Hearing Notice.....	iv
Budget Resolution.....	v
Attachment to Resolution No. CC-2009-12.....	vi
Cash Balance & CAFR Reconciliation.....	vii
Personnel Comparison.....	ix
Index.....	x

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 8, 2009

Honorable Mayor and City Council:

Presented herewith for your consideration and approval is the recommended Stillwater Municipal Budget for Fiscal Year 2010. Although national economic conditions seem to have a slowing effect, Stillwater has continued to experience growth during FY 2009. Along with growth, we always experience a corresponding demand on municipal services. Sales tax and other revenues remained fairly constant during the first half of the current fiscal year, but have demonstrated declines since the first of calendar year 2009. These conditions have created a difficult task in continuing service to the growing community with little or no increase in revenue capability.

In order to develop the proposed budget several administrative guidelines were issued for budget preparation. All departments of the General Fund and the various authorities were given a "zero growth" directive for all materials, supplies, and services. In addition, personnel costs were contained by not addressing any staff additions or providing any across the board cost-of-living salary and wage adjustments. Capital equipment expenditures have been closely scrutinized and only a little over 30% of identified items have been included in the budget. 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 and will be addressed in the capital improvement planning process.

Revenue Overview

For 2009-2010, total revenues (excluding inter-fund transfers and fund balances) are projected to be \$94,408,776. Based on recent trends, no significant increase in sales tax is projected. Sales tax revenue for the year is expected to be \$23,944,863. With the exception of water, no special increases in utility rates are being recommended. A water rate increase recommendation is contained in the budget; however, the entirety of the increase is to be dedicated to infrastructure repair, replacement, and/or upgrade. Operating costs will continue to be derived from the revenues of existing rates prior to the increase.

Expenditure Overview

Staff is proposing \$98,862,692 in total expenditures for 2009-2010, which is a 12% decrease from the original current year budget. Total expenditures are allocated as follows:

- \$82,690,271 for operating expenditures (84% of total budget);
- \$9,366,006 for capital expenditures (9% of total budget); and
- \$6,806,415 for debt service (7% of total budget).

Personnel and Benefits

The proposed budget maintains current staffing levels with few exceptions. However, due to economic conditions, the proposed budget does not include any cost-of-living adjustment (COLA) or other across the board increases. The benefits provided to employees remain relatively stable for the coming budget year. We endeavor to maintain the level of health insurance and wellness benefits for employees, and, to continue to achieve those levels of coverage, there will be possible adjustments to the employee contributions for some health coverage benefits.

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 thereafter 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 \$14,205,451 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 1, 2009. The deadline for adoption of the budget by the City Council is a minimum of seven days prior to the beginning of the fiscal year.

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 2010 at the June 8, 2009 regularly scheduled City Council meeting.

Thank you for your support, guidance, and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Dan Galloway". The signature is written in black ink and is positioned above the printed name and title.

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 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 Council 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 Council 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. 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 Council. Should any fund have to spend more than their total appropriation, approval by the City Council is required. Line item totals within a department may be changed without City Council approval as long as the department total is not increased. This allows some flexibility but maintains a commitment to prepare an accurate budget and follow the plan as outlined in the budget.

FINANCIAL SUMMARIES

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

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

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

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

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

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

CITY OF STILLWATER
 ACTUAL AND AVAILABLE CASH BALANCES
 JULY 07- JUNE 08

	CASH BALANCE 7/1/07	CASH RECEIPTS	TRANSFERS IN	TRANSFERS OUT	EXPENDITURES	AVAILABLE CASH 7/1/08
10 GENERAL FUND	-	31,531,275	13,212,071	(13,337,519)	31,405,827	-
20 DEBT SERVICE	88,832	1,358,440			1,322,526	124,746
150 TOURISM & CONVENTIONS	6,488	441,950			435,288	13,150
160 RURAL FIRE	209,710	122,209			114,500	217,419
170 CDBG GRANT	46,348	280,175	110,000		433,191	3,332
180 PARK BONDS	(3,961)	-	5,000		-	1,039
200 COMMUNITY DEVELOPMENT	54,784	10,098			-	64,882
210 STORM WATER MGMT	795,137	319,626		(32,726)	353,947	728,090
215 TRANSPORTATION FEE	638,167	164,580			29,879	772,868
220 LIBRARY MATERIALS ENHANCEMENTS	229,206	7,910			91,994	145,122
230 PARK DONATION	80,936	42,249			18,102	105,083
260 TRANSPORTATION IMPROVEMENT	10,347,824	428,396	3,206,067	(973,690)	2,993,092	10,015,505
280 GALIE MAY KOCH DONATIONS	79,093	2,930			1,290	80,733
285 CVB ENTRYWAY SIGN	21,880	801				22,681
330 POLICE /MUNICIPAL BUILDING	172,105	4,154			74,373	101,886
500 SELF INSURANCE	1,540,112	587,109	4,279,249		5,453,088	953,382
530 SPW A	173,823	70,271		(41,667)	32	202,395
640 LIBRARY TRUST	317,316	33,856			24,220	326,952
810 AIRPORT	(290,268)	1,703,148	403,728		1,899,990	(83,382)
850 SIRA	69,099	179,635	41,667	(5,588)	82,468	202,345
900 SUA	6,831,156	59,904,204	7,340,698	(15,271,597)	45,425,286	13,379,175
930 SPGA	(126,938)	766,549	288,509	(65,349)	846,911	15,860
EMERGENCY RESERVE	12,548,853		841,147			13,390,000
TOTAL	33,829,702	97,959,565	29,728,136	(29,728,136)	91,006,004	40,783,263

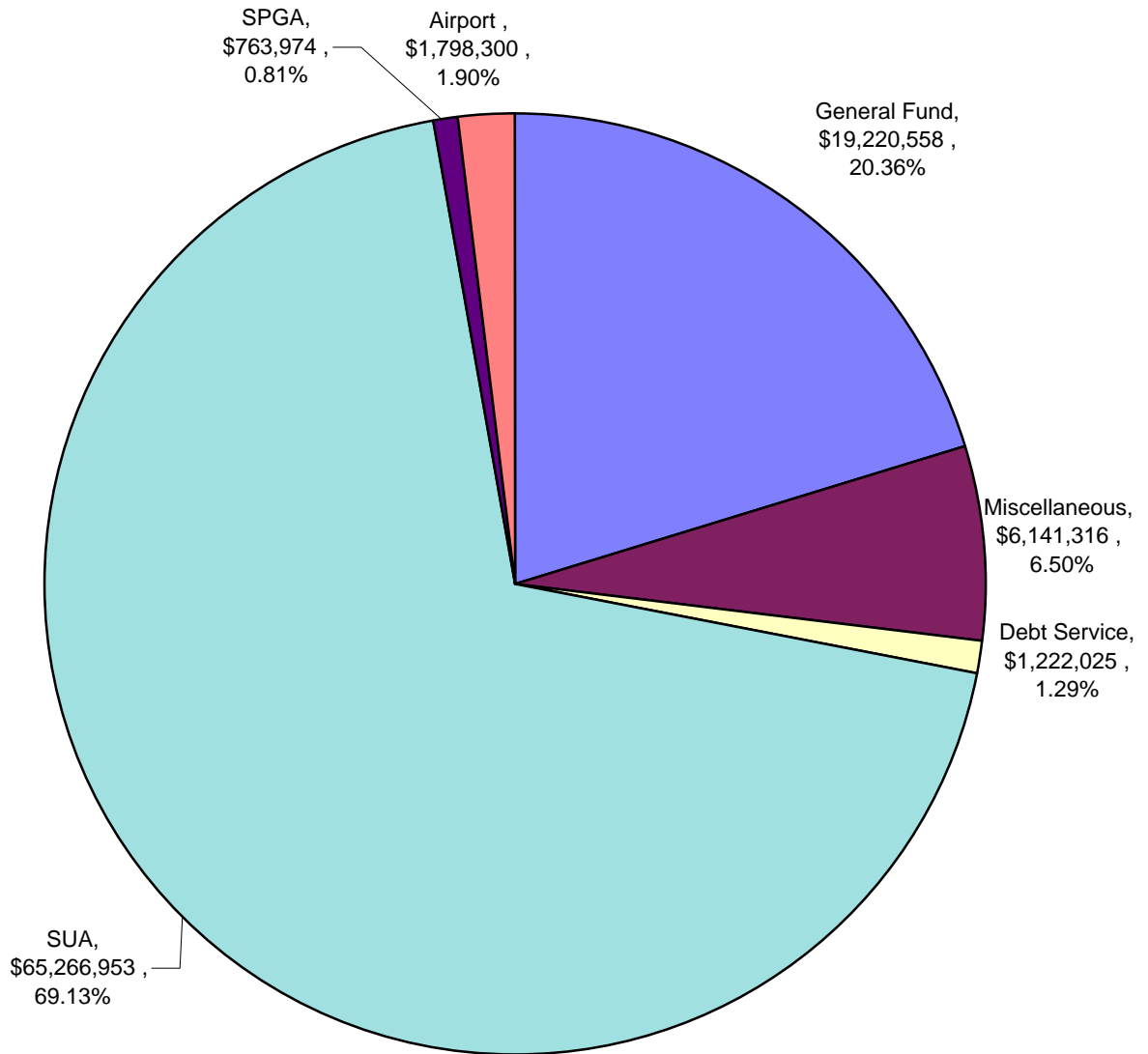
CITY OF STILLWATER
2008/09
PROJECTED BUDGETED CASH FLOW

FUND	BEGINNING BALANCE	ESTIMATED REVENUE	ESTIMATED EXPENDITURES	TRANSFERS FOR INSURANCE AND SALES TAX		FUNDS AVAILABLE	OPERATING TRANSFERS		ENDING BALANCE
				IN	OUT		IN	OUT	
1 GENERAL	-	31,945,541	32,285,849	(13,160,841)		(13,501,149)	14,219,661	(718,512)	-
2 DEBT SERVICE	124,746	1,296,645	1,272,645			148,746	-	-	148,746
15 TOURISM & CONVENTION	13,150	415,000	415,000			13,150	-	-	13,150
16 RURAL FIRE	217,419	134,000	123,357			228,062	-	-	228,062
17 CDBG GRANTS	3,332	604,644	767,504			(159,528)	159,528	-	-
18 PARK GRANTS	1,039	-	-			1,039	-	-	1,039
20 COMMUNITY DEVEL. REHAB.	64,882	8,200	8,200			64,882	-	-	64,882
21 STORMWATER MANAGEMENT	728,090	256,000	391,018	(42,294)		550,778	-	-	550,778
215 TRANSPORTATION FEE	772,868	200,000	125,000			847,868	-	-	847,868
22 LIBRARY MATERIALS ENHANC	145,122	2,000	147,122			-	-	-	-
23 PARK DONATIONS	105,083	21,800	21,800			105,083	-	-	105,083
26 TRANSPORTATION FUND	10,015,505	17,566,674	17,566,674	(110,632)		(4,349,591)	6,010,000	(1,656,105)	4,304
28 GALIE MAY KOCH DONATION	80,733	-	69,551			11,182	-	-	11,182
285 CVB ENTRYWAY SIGN	22,681	-	-			22,681	-	-	22,681
33 POLICE/MUNICIPAL BUILDING	101,886	-	101,886			-	-	-	-
50 SELF INSURANCE	955,745	696,100	5,722,573	5,070,728		1,000,000	-	-	1,000,000
53 SPWA	202,395	3,510	-			205,905	-	-	205,905
81 AIRPORT	(83,382)	7,697,971	7,860,153	(36,469)		(282,033)	282,033	-	-
85 S.I.R.A.	202,345	147,995	348,283	(14,101)		(12,044)	25,000	-	12,956
90 STW UTILITIES AUTHORITY	13,379,175	54,960,348	49,520,372	6,624,420		23,858,969	1,656,105	(25,515,074)	-
93 SPGA	60,310	832,969	1,072,710	(72,520)		(251,951)	251,951	-	-
EMERGENCY RESERVE	13,390,000	-	-			13,390,000	401,700	-	13,791,700
RATE STABILIZATION	40,503,124	99,222,723	117,819,697	15,007,358	(15,021,459)	21,892,049	23,005,978	(27,889,691)	17,008,336
UNDESIGNATED BALANCE	-	-	-	-		-	-	-	-
ANTICIPATED UNEXPENDED APPROPRIATION	-	-	-	-		-	4,883,713	-	4,883,713
BALANCE AVAILABLE FOR APPROPRIATIONS	-	-	-	-		-	-	-	1,500,000
TOTAL:	40,503,124	99,222,723	117,819,697	15,007,358	(15,021,459)	21,892,049	27,889,691	(27,889,691)	23,392,049

CITY OF STILLWATER
2009/10
BUDGETED CASH FLOW

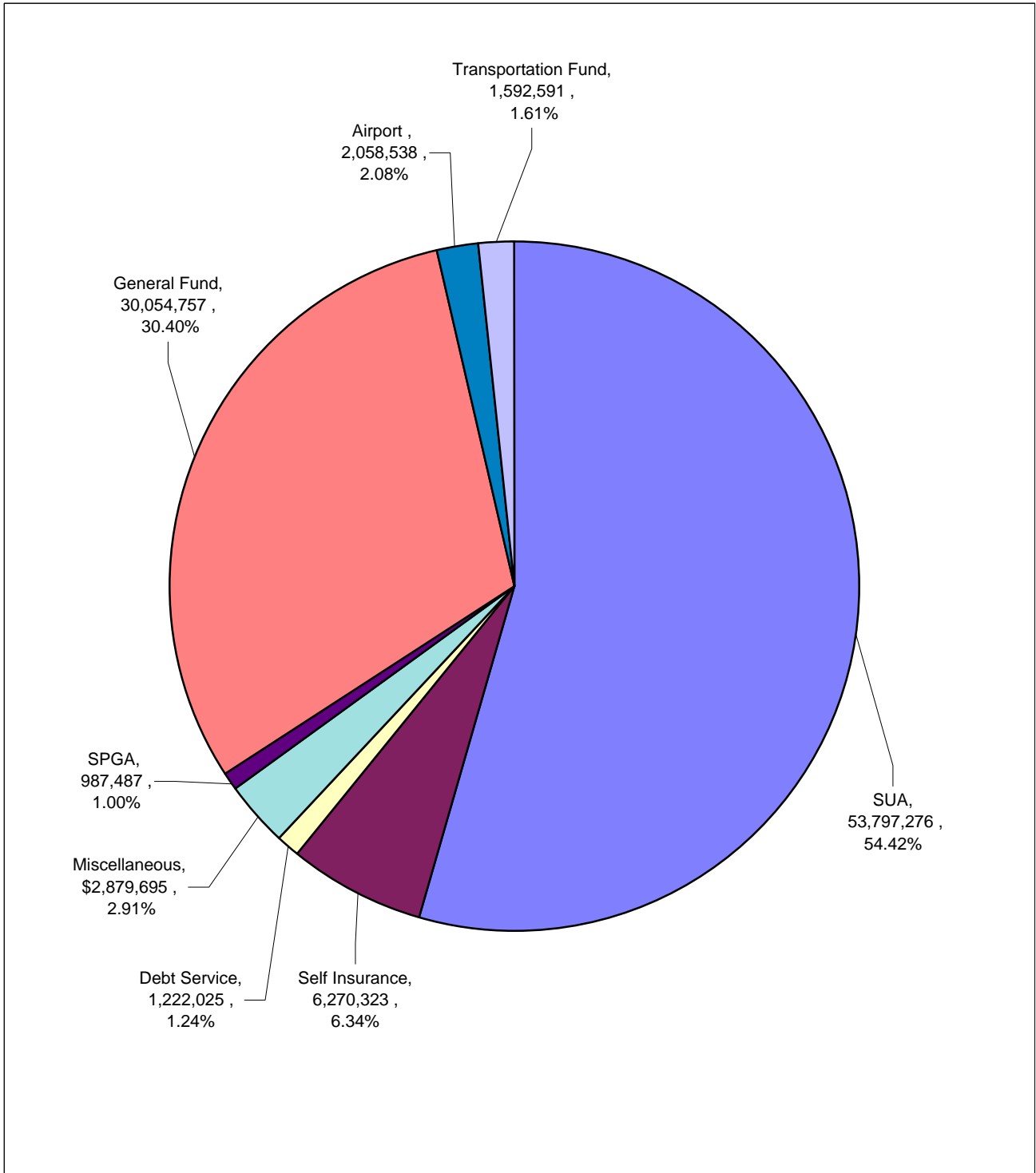
FUND	BEGINNING BALANCE	ESTIMATED REVENUE	ESTIMATED EXPENDITURES	TRANSFERS FOR INSURANCE AND SALES TAX				FUNDS AVAILABLE	OPERATING TRANSFERS		ENDING BALANCE
				IN	OUT	AVAILABLE	IN		OUT		
1 GENERAL	-	29,354,072	30,054,757	-	(13,629,341)	(14,330,026)	15,303,635	(973,609)	-	-	
2 DEBT SERVICE	148,746	1,222,025	1,222,025	-	-	148,746	-	-	148,746	-	
15 TOURISM & CONVENTION	13,150	530,000	530,000	-	-	13,150	-	-	13,150	-	
16 RURAL FIRE	228,062	135,000	121,651	-	-	241,411	-	-	241,411	-	
17 CDBG GRANTS	-	372,706	691,102	-	-	(318,396)	318,396	-	-	-	
18 PARK GRANTS	1,039	312,044	350,556	-	-	(37,473)	37,473	-	-	-	
20 COMMUNITY DEVEL. REHAB.	64,882	6,600	6,600	-	-	64,882	-	-	64,882	-	
21 STORMWATER MANAGEMENT	550,778	256,000	297,314	-	(42,294)	467,170	-	-	467,170	-	
215 TRANSPORTATION FEE	847,868	125,000	650,000	-	-	322,868	-	-	322,868	-	
22 LIBRARY MATERIALS ENHANC	-	2,000	2,000	-	-	-	-	-	-	-	
23 PARK DONATIONS	105,083	16,800	21,800	-	-	100,083	-	-	100,083	-	
26 TRANSPORTATION FUND	4,304	10,000	1,592,591	3,377,838	(110,632)	1,688,919	-	(1,688,919)	-	-	
28 GALJE MAY KOCH DONATION	11,182	-	11,182	-	-	-	-	-	-	-	
285 CVB ENTRYWAY SIGN	22,681	-	22,681	-	-	-	-	-	-	-	
33 POLICE/MUNICIPAL BUILDING	-	-	-	-	-	-	-	-	-	-	
50 SELF INSURANCE	1,000,000	837,607	6,270,323	5,412,716	-	980,000	-	-	980,000	-	
53 SPWA	205,905	3,510	-	-	-	209,415	-	-	209,415	-	
81 AIRPORT	-	1,798,300	2,058,538	-	(36,469)	(296,707)	296,707	-	-	-	
85 S.I.R.A.	12,956	151,211	174,809	-	(14,101)	(24,743)	25,000	-	257	-	
90 STW UTILITIES AUTHORITY	-	58,511,277	53,797,276	6,755,676	(1,640,873)	9,828,804	8,068,149	(17,896,953)	-	-	
93 SPGA	-	763,974	987,487	-	(72,520)	(296,033)	296,033	-	-	-	
EMERGENCY RESERVE	13,791,700	-	-	-	-	13,791,700	413,751	-	14,205,451	-	
RATE STABILIZATION	-	-	-	-	-	-	-	-	-	-	
WATER CAPITAL IMPROVEMENT	-	-	-	-	-	-	2,179,567	-	2,179,567	-	
UNDESIGNATED BALANCE AVAILABLE	6,383,713	-	-	-	-	6,383,713	-	(6,379,230)	4,483	-	
TOTAL:	23,392,049	94,408,126	98,862,692	15,546,230	(15,546,230)	18,937,483	26,938,711	(26,938,711)	18,937,483	-	

**CITY OF STILLWATER
TOTAL REVENUES
FISCAL YEAR 09-10**



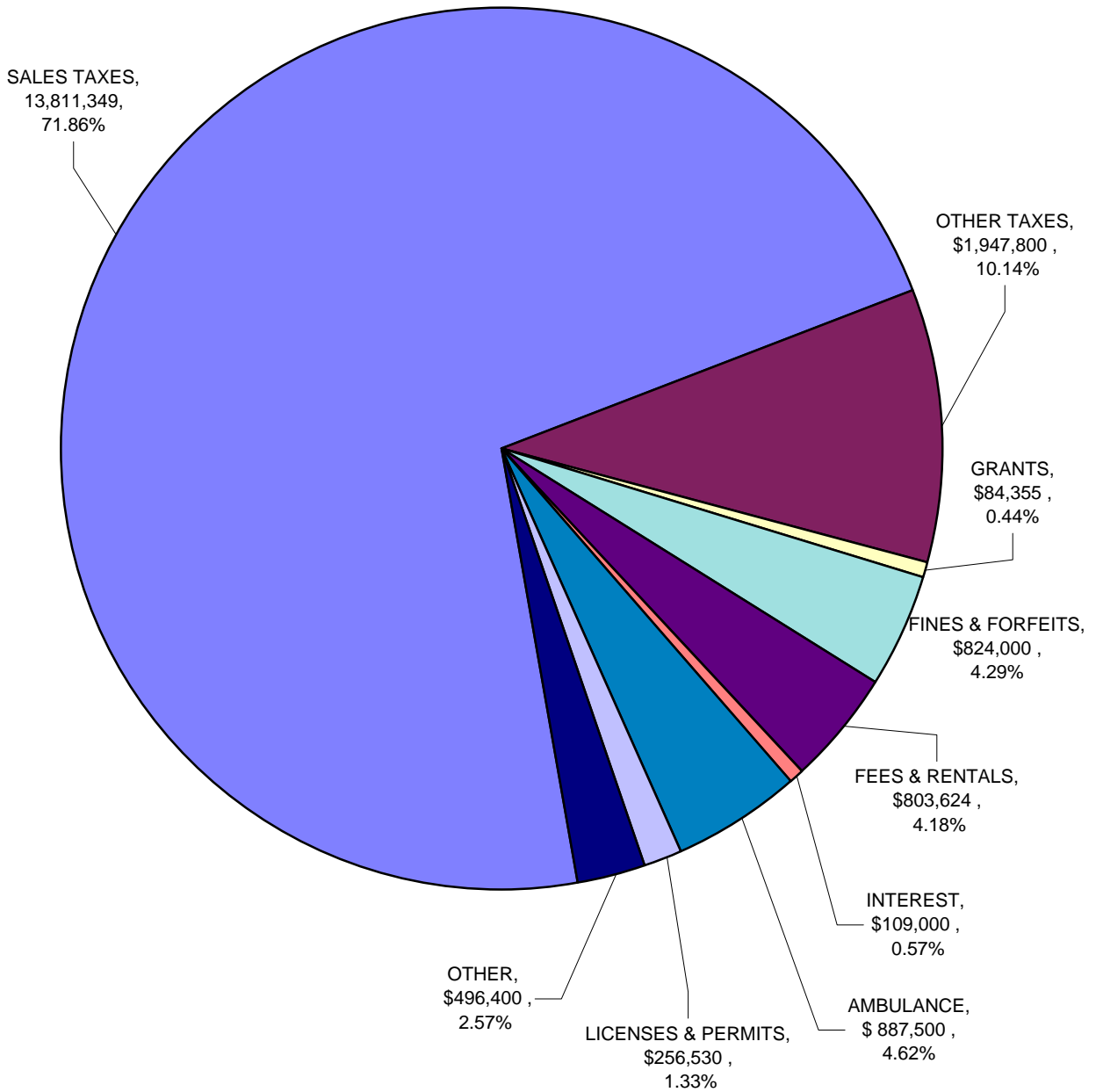
Total Revenues \$94,408,126
(Sales tax reallocated to appropriate funds)

**CITY OF STILLWATER
TOTAL EXPENDITURES
FISCAL YEAR 09-10**



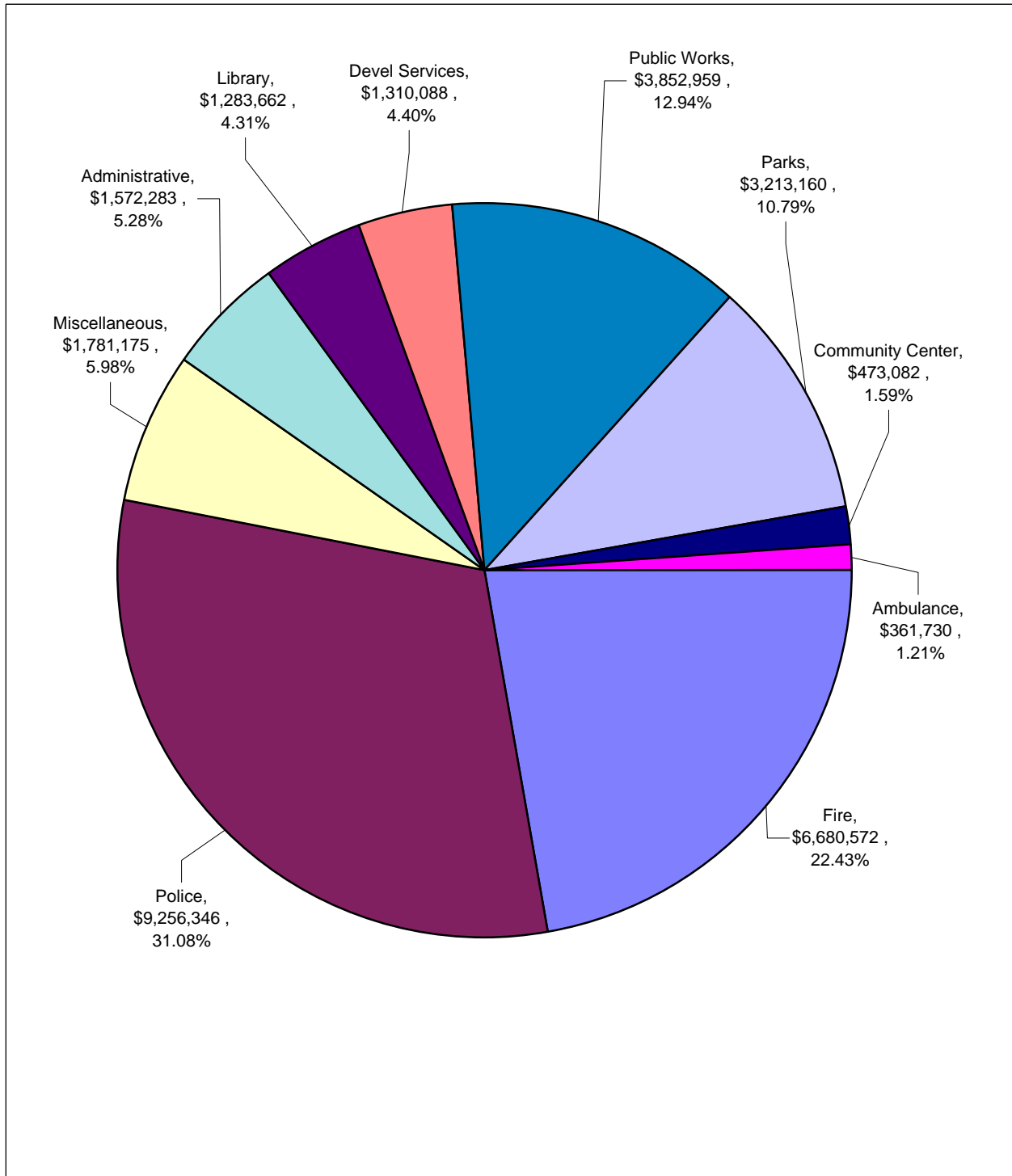
Total Expenditures \$98,862,692

**CITY OF STILLWATER
GENERAL FUND REVENUES
Fiscal Year 09-10**



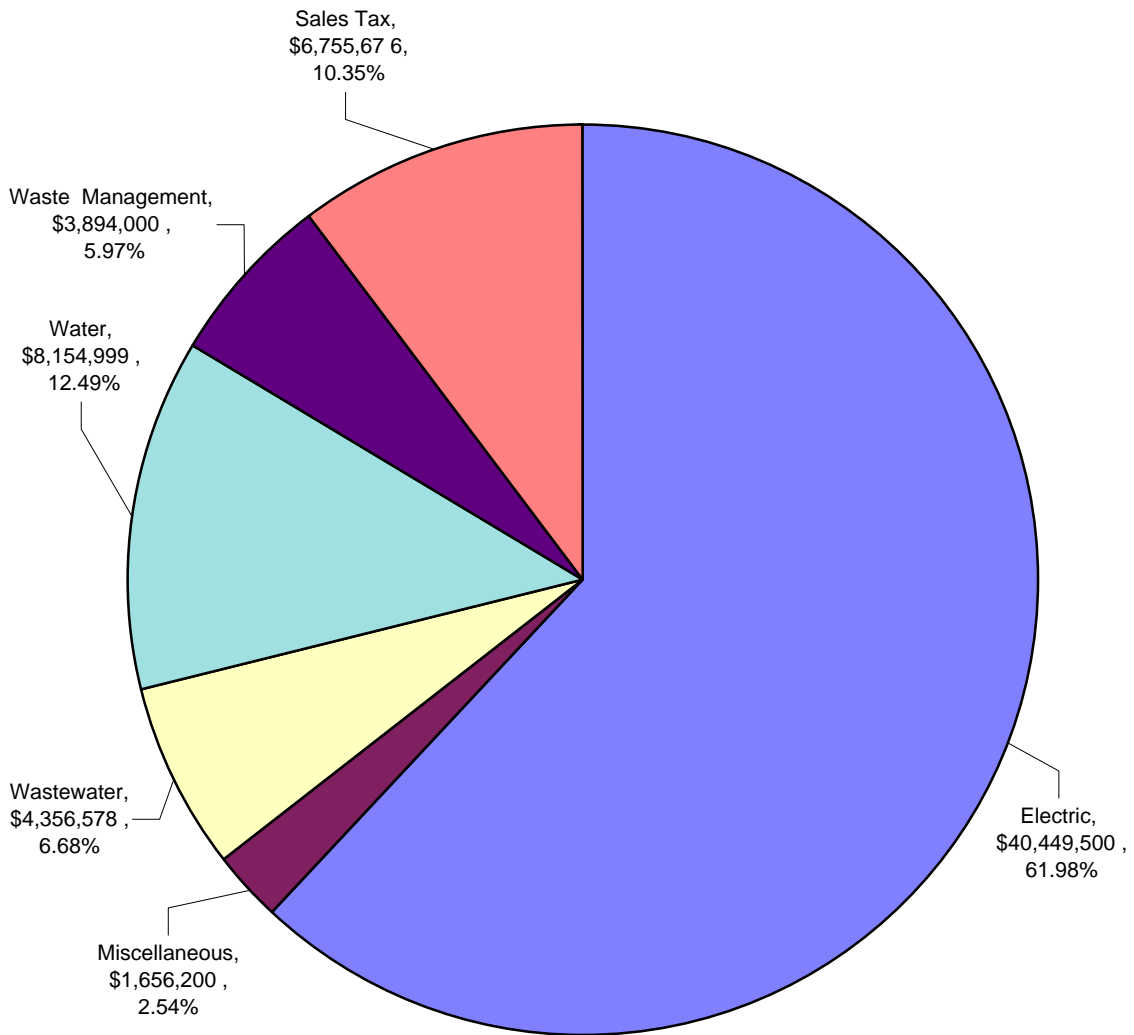
Total General Fund Revenues \$19,220,558
(net of sales tax transfers of \$10,133,514)

**CITY OF STILLWATER
GENERAL FUND EXPENDITURES
Fiscal Year 09-10**



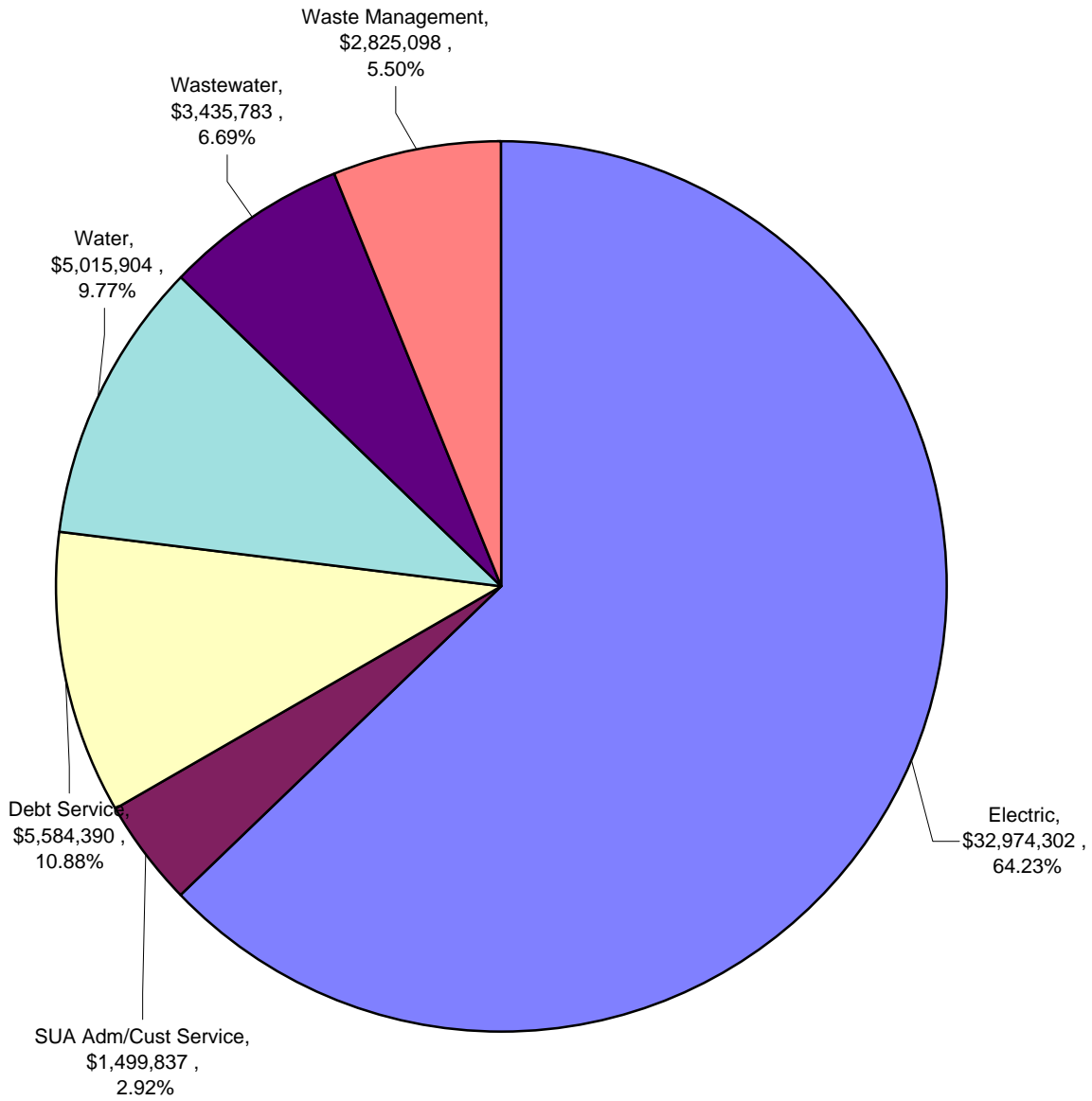
Total General Fund Expenditures \$30,054,757

**CITY OF STILLWATER
SUA REVENUES
Fiscal Year 09-10**



Total SUA Revenues \$65,266,953

**CITY OF STILLWATER
SUA EXPENDITURES
Fiscal Year 09-10**



Total SUA Expenditures \$53,797,276

City of Stillwater/Stillwater Utilities Authority

**Outstanding Debt
For FY 2009/2010 budget**

Entity	Description	Original Amount	Issue Date	Amount Outstanding at 6/30/09	Issue Type	Interest Rate	Maturity Date			
1. City of Stillwater	2000 GO-City Hall/Police Bldg.	\$ 8,500,000.00	6/7/2000	\$ 4,950,000.00	GO	5.3165%	6/1/2020			
2. City of Stillwater	2001 GO-City Hall/Police Bldg.	\$ 6,470,000.00	6/20/2001	\$ 4,090,000.00	GO	4.7898%	6/1/2021			
3. Stillwater Utilities Authority	2002 Refunding	\$ 11,825,000.00	9/9/2002	\$ 850,000.00	Revenue Bond	2.7%	12/1/2009			
4. Stillwater Utilities Authority	OWRB-Water Treatment Plant refunding	\$ 3,413,483.00	2/6/2002	\$ 2,133,427.00	2002 DWSRF Permanent	0% + 0.5%	9/15/2021			
5. Stillwater Utilities Authority	2005 Revenue Bonds	\$ 12,965,000.00	5/11/2005	\$ 9,885,000.00	Revenue Bond	3.5438%	10/4/2012			
6. Stillwater Utilities Authority	OWRB-Wastewater Treatment Plant-Partial refunding	\$ 4,876,086.11	12/14/2002	\$ 3,291,358.16	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	\$ 6,450,998.70	OWRB Fixed Rate Permanent	2.60% + 0.5%	3/15/2025			
8. Stillwater Utilities Authority	2007 Sales Tax Revenue Note	\$ 6,010,000.00	12/5/2007	\$ 5,515,000.00	Revenue Note	3.68%	12/1/2016			
9. Stillwater Utilities Authority	Bank of America-04/05 Equipment Lease	\$ 102,148.00	12/10/2004	\$ 10,939.95	Lease	3.116%	12/10/2009			
10. Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 212,061.33	9/9/2005	\$ 67,472.48	Lease	3.454%	9/9/2010			
11. Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease	\$ 184,632.75	5/12/2006	\$ 78,266.04	Lease	4.000%	5/12/2011			
12. Stillwater Utilities Authority	Bank of America-05/06 Equipment Lease-quit	\$ 553,307.00	6/15/2006	\$ 366,493.21	Lease	4.090%	6/15/2014			
13. Stillwater Utilities Authority	Bank of America-06/07 Equipment Lease	\$ 104,420.00	8/24/2006	\$ 54,780.05	Lease	3.980%	8/24/2011			
14. Stillwater Utilities Authority	Bank of America-06/07 Equipment Lease	\$ 57,950.00	3/22/2007	\$ 30,108.76	Lease	3.954%	3/2/2011			
15. Stillwater Utilities Authority	Capital One-Equipment Lease	\$ 185,760.00	6/12/2008	\$ 152,226.23	Lease	5.060%	6/21/2013			
16. Stillwater Utilities Authority	The Empire Companies-Equipment Lease	\$ 218,439.00	7/7/2008	\$ 177,911.08	Lease	4.490%	6/7/2013			
Series	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019
1.	686,925	650,925	628,425	605,925	583,425	560,925	540,000	522,000	504,000	486,000
2.	534,300	519,340	504,210	488,910	473,440	457,630	441,480	425,160	408,500	408,500
3.	863,600									
4.	181,275	180,410	179,568	178,679	177,814	176,949	176,098	175,218	174,353	173,488
5.	2,506,650	3,344,500	3,349,000	1,624,625						
6.	260,183	258,947	247,749	256,475	255,239	254,003	252,792	251,532	250,296	249,060
7.	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230
8.	842,064	843,144	843,212	847,360	850,404	852,344	858,180	427,728		
9.	11,110									
10.	46,545	23,273								
11.	41,110	41,110								
12.	81,793	81,793	81,793	81,793	81,793					
13.	23,238	23,238	11,619							
14.	15,806	15,806								
15.	42,517	42,517	42,517	42,517						
16.	48674.28	48674.28	48674.28	48674.28						

Total FY Debt Service \$ 6,702,020 \$ 6,589,907 \$ 6,452,997 \$ 4,691,189 \$ 2,938,345 \$ 2,818,081 \$ 2,784,780 \$ 2,317,868 \$ 1,853,379 \$ 1,833,278

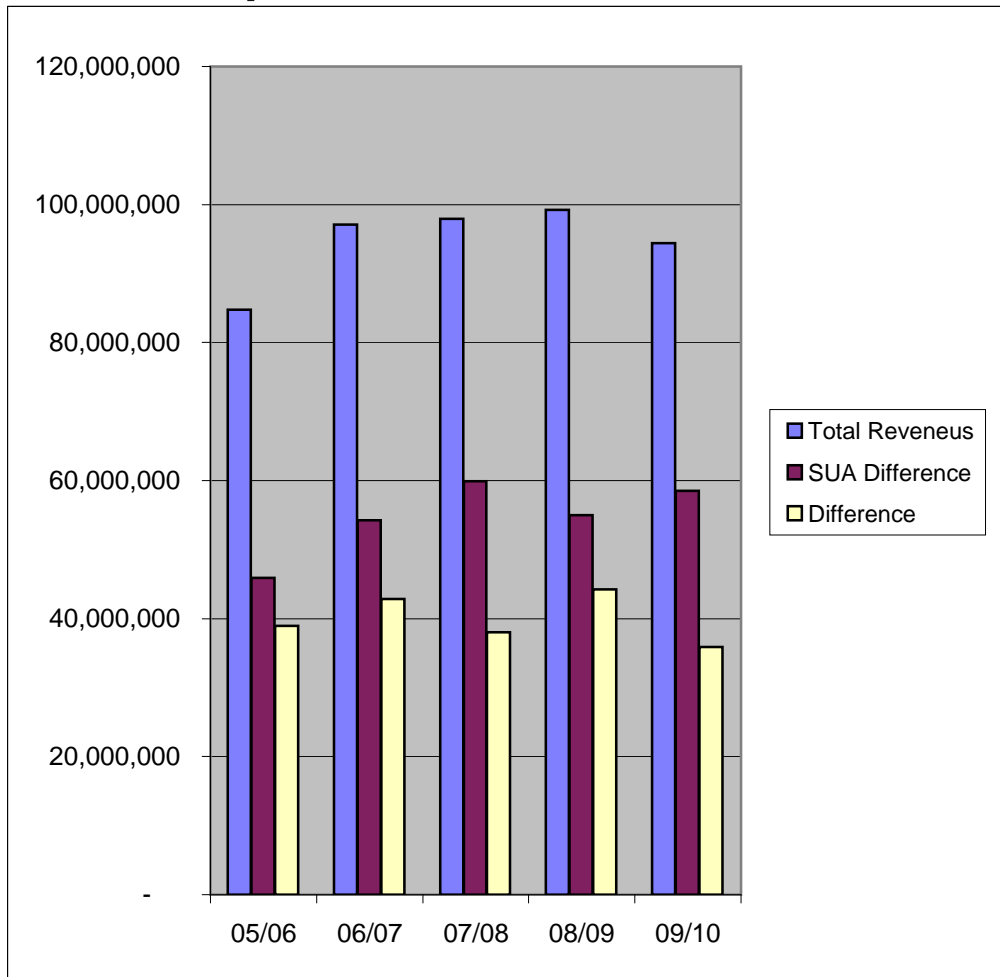
FINANCIAL TRENDS

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

Expenditures and revenues are shown on a historical basis for years 06/07-07/08. The amended budget is the source for 08/09. 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

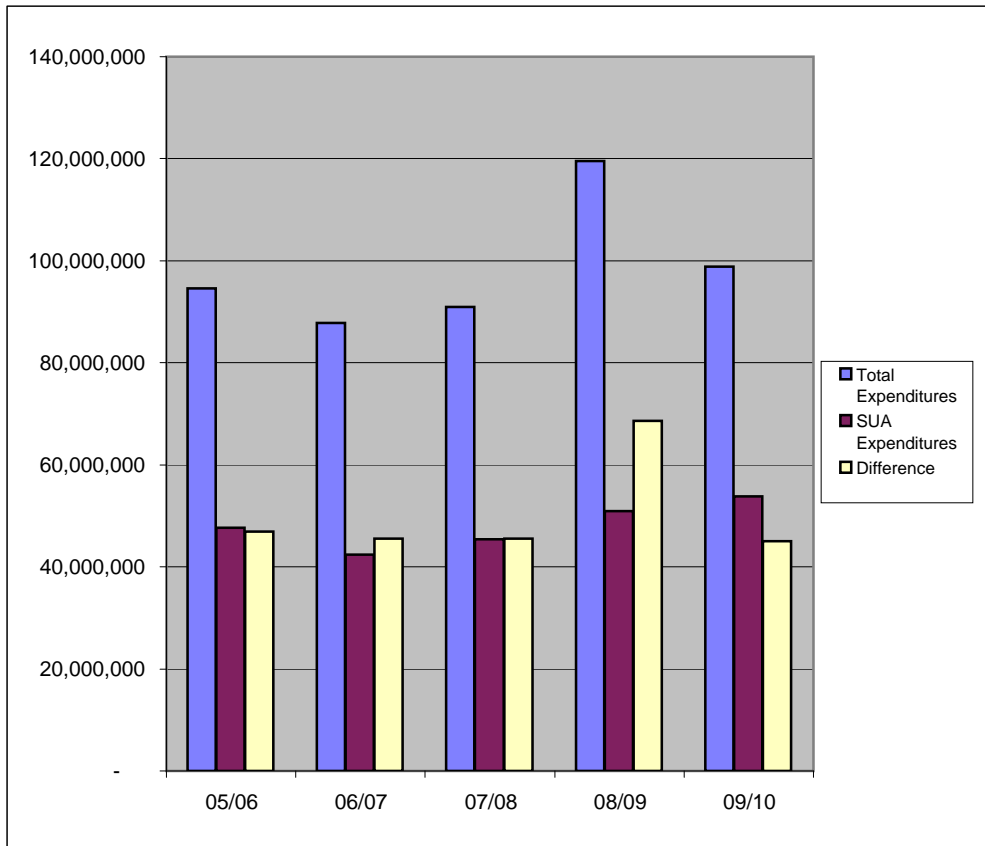
	Total Revenues	Total Utility Revenues	Differences
05/06	84,796,348	45,859,271	38,937,077
06/07	97,111,979	54,248,437	42,863,542
07/08	97,959,565	59,904,204	38,055,361
08/09	99,222,723	54,960,348	44,262,375
09/10	94,408,126	58,511,277	35,896,849

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
05/06	94,553,868	47,616,340	46,937,528
06/07	87,839,963	42,346,878	45,493,085
07/08	91,006,004	45,425,286	45,580,718
08/09	119,525,204	50,933,498	68,591,706
09/10	98,862,692	53,797,276	45,065,416

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	
	09/10
SALES TAXES	\$ 23,944,863
LESS: ALLOCATIONS TO OTHER FUNDS	\$ (10,133,514)
OTHER TAXES	1,947,800
GRANTS	84,355
FINES AND FORFEITS	824,000
FEES AND RENTALS	803,624
INTEREST	109,000
AMBULANCE	887,500
OTHER	752,930
TOTAL REVENUES	\$ 19,220,558

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$529,525	\$464,863	\$520,000	\$107,600	\$109,000

The city holds minimal funds in bank NOW accounts. Additional funds are held in Money Market funds. Interest earned on these funds is recorded in this revenue account.

Sales Tax

010-0000-313-4101

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$21,248,999	\$22,577,298	\$23,144,474	\$23,144,474	\$23,607,363

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 the Stillwater Utility Authority. 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.

Interest on Sales Tax

010-0000-313-4104

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$46,920	\$39,406	\$41,000	\$37,500	\$37,500

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

Cigarette Tax

010-0000-313-4105

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$364,141	\$319,377	\$300,000	\$300,000	\$300,000

City's portion of tobacco tax. Collected by Oklahoma Tax Commission.

Use Tax**010-0000-313-4107**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$1,197,179	\$923,922	\$950,000	\$750,000	\$800,000

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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$80,192	\$78,562	\$76,000	\$76,000	\$76,000

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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$388,536	\$406,844	\$350,000	\$300,000	\$300,000

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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$390,514	\$417,982	\$405,000	\$455,000	\$455,000

The franchise fee is 5% of gross receipts and is paid monthly. The City of Stillwater regulates basic rates as allowed by the Federal Communications Commission. The franchise 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 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 franchise 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 doing business locally as Suddenlink. The transfer has been completed.

An October 18, 1970, pole agreement charges \$3 per pole attached to by the cable company 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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$83,308	\$131,562	\$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.

OG&E Franchise Tax**010-0000-318-4114**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$142,986	\$150,000	\$180,000	\$180,000

A 25-year, non-exclusive franchise agreement was submitted to the voters and approved on August 14, 2007 (City Ordinance #3000). The franchise agreement requires OG&E to remit monthly a percentage that equals 3% of its gross cash receipts for electrical service provided to Oklahoma State University.

Network Fiber Fee**010-0000-318-4115**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$166,141	\$178,584	\$165,000	\$195,000	\$195,000

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

CREC Service Agreement Plan**010-0000-318-4116**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$0	\$17,792	\$40,000	\$76,000	\$76,000

Effective January 1, 2008, CREC and the City executed an agreement concerning electric service. Under this agreement CREC agrees to pay a monthly user fee to the City of 4% of gross monthly per customer for existing customers and 4.5% of gross monthly sales per customer for new customers.

Direct Cost Transfer**010-0000-338-5816**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$496,651	\$775,614	\$775,614	\$775,614	\$0

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, Fleet Maintenance and Human Resources Department. In the current document, expenditures are reduced by the amount of the direct cost rather than the costs being shown as revenue.

Indirect Cost Transfer**010-0000-338-5817**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$605,840	\$687,024	\$687,024	\$687,024	\$0

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 the current document, the expenditures are reduced by this amount rather than being shown as revenue.

In Lieu of Franchise Tax**010-0000-339-5815**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$5,700,000	\$5,700,000	\$5,700,000	\$5,700,000	\$0

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. In the current document, this payment is included in the transfers from SUA to the General fund.

Gas & Oil Royalties**010-0000-363-4630**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$3,199	\$3,401	\$2,000	\$41,000	\$5,000

Royalties received from wells drilled on city property.

Miscellaneous Revenues**010-0000-380-4873**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$227,900	\$345,817	\$300,000	\$250,000	\$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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$43,316	\$34,116	\$5,000	\$5,000	\$12,000

Revenues received from rental of city properties.

Liquor Store Licenses

010-2011-321-4265

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$8,281	\$7,043	\$8,000	\$8,000	\$8,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$1,140	\$3,060	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$13,255	\$14,968	\$13,000	\$13,000	\$17,000

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. Also included in this account is the Mixed Beverage/Catering Combo license is \$1,250 per year.

Wine & Beer License

010-2011-321-4280

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$0	\$624	\$300	\$500	\$500

Revenue from the issuance of a license for the sale of alcoholic beverages and wine, but not mixed beverages are recorded here. The license fee will be \$500 for the initial license and \$450 for a renewal.

Solicitors Licenses**010-2011-321-4285**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$300	\$225	\$300	\$300	\$300

Ordinance No. 3058, dated February 18, 2009, 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 \$250 per year for non-residents and \$75 for a permanent Stillwater address.

Taxi License**010-2011-321-4286**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$555	\$285	\$300	\$300	\$300

Taxi service and taxi driver license fees. The annual fee for operating a taxi service is \$100. The fee for individual drivers is \$25 per year.

Massage License**010-2011-321-4287**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$2,490	\$2,430	\$2,000	\$2,000	\$2,000

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

Itinerant Licenses**010-2011-321-4290**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$1,050	\$675	\$750	\$750	\$750

Ordinance No. 3058, dated February 18, 2009, 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 \$250 per year for non-residents and \$75 for applicants with a permanent Stillwater address.

Caterer Mixed Beverage Combo Licenses**010-2011-321-4291**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$11,106	\$13,165	\$11,000	\$11,000	\$11,000

The annual fee for the mixed beverage/catering combo is \$1,250 per year.

Return Check Charge

010-2011-380-4875

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$1,060	\$1,050	\$1,000	\$1,000	\$1,000

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

Adm. Fees Hotel/Motel Tax

010-2011-380-4877

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$3,650	\$4,353	\$4,150	\$4,150	\$5,300

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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$520,447	\$504,848	\$500,000	\$530,000	\$520,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$183,371	\$187,057	\$180,000	\$190,000	\$200,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$5,101	\$4,748	\$4,000	\$4,000	\$4,000

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

Downtown Parking

010-2012-351-4341

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$7,975	\$8,533	\$8,500	\$7,500	\$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 Council on May 24, 1999.

Knoblock Parking

010-2012-351-4342

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$2,496	\$2,202	\$2,000	\$5,000	\$5,000

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 Council on May 24, 1999.

Washington Parking**010-2012-351-4343**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$2,990	\$3,288	\$2,000	\$5,000	\$5,000

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$40,106	\$30,426	\$34,000	\$34,000	\$34,000

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$6,029	\$4,348	\$4,500	\$4,500	\$4,500

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$1,379	\$4,106	\$1,500	\$1,500	\$1,500

Collection of delinquent Municipal Court Fines.

Curb Cut Permits**010-3030-322-4219**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$4,895	\$1,730	\$1,900	\$1,900	\$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. 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**010-3030-322-4221**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$790	\$1,359	\$1,500	\$1,500	\$0

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

ROW Permits**010-3030-322-4223**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$1,120	\$3,530	\$2,300	\$10,300	\$21,300

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

Street Works Licenses**010-3030-322-4225**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$0	\$0	\$0	\$930

There are currently no fees associated with being a licensed street works contractor. The fees are proposed only.

Day Care Registrations**010-3030-322-4226**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$0	\$0	\$0	\$2,100

There are currently no fees associated with day care registrations. The fees are proposed only.

Blue Print/Copy Fees

010-3030-341-4670

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
		2008-09	2008-09	2009-10
\$597	\$693	\$800	\$800	\$1,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
		2008-09	2008-09	2009-10
\$28,140	\$20,727	\$25,000	\$25,000	\$42,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
		2008-09	2008-09	2009-10
\$52,193	\$53,391	\$40,320	\$40,320	\$43,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
		2008-09	2008-09	2009-10
\$39,460	\$26,828	\$30,240	\$30,240	\$25,000

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

Plumbing Permits

010-3032-322-4212

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$44,630	\$39,325	\$37,800	\$37,800	\$39,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$78,749	\$60,681	\$75,600	\$75,600	\$65,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$850	\$1,800	\$1,296	\$1,296	\$750

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.

House Moving Permits

010-3032-322-4216

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$2,980	\$2,325	\$3,240	\$3,240	\$2,200

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$3,346	\$2,234	\$3,888	\$3,888	\$2,300

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.

Fire Permits

010-3032-322-4224

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$0	\$0	\$20,000	\$20,000	\$6,000

These fees are established based upon the fire sprinkler and fire alarm permits that are issued by the City of Stillwater. Resolution No. CC-2008-9, adopted June 2, 2008, set the fees for these permits.

Filing Fees-Code Enforcement

010-3033-341-4671

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$1,260	\$560	\$1,000	\$1,000	\$0

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

010-3033-341-4673

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$17,732	\$8,815	\$18,000	\$25,000	\$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.

Miscellaneous Traffic Revenue**010-4038-380-4873**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$2,747	\$5,166	\$7,500	\$7,500	\$5,000

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

Gasoline Tax-State**010-4039-314-4120**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$77,959	\$80,746	\$80,800	\$87,800	\$80,800

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$223,946	\$330,545	\$277,000	\$285,000	\$285,000

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$5,850	\$3,500	\$0	\$4,000	\$3,500

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$1,118,025	\$1,342,052	\$1,300,000	\$1,300,000	\$0

Each department using Fleet Maintenance is charged for services rendered. This revenue is a transfer from budgeted funds within the departments. In the current budget, departments are being charged directly for fleet maintenance and there is no revenue reported for this division.

Miscellaneous**010-5010-380-4873**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$241	\$7,390	\$0	\$0	\$16,000

Parks, Events, and Recreation miscellaneous revenues – parking fees, reimbursements.

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$0	\$989	\$2,400	\$2,400	\$0

Federal grants received to help cover costs of special programs.

Recreation Fees**010-5050-347-4630**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$205,429	\$216,893	\$211,150	\$211,150	\$200,000

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

Lake McMurtry Fees**010-5050-347-4674**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$54,916	\$62,079	\$65,700	\$65,700	\$70,000

Fees collected at Lake McMurtry to partially offset costs of the operations of the facility.

Facilities Rentals Fees**010-5050-363-4648**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$17,073	\$16,381	\$11,800	\$11,800	\$13,000

Revenues received from rental fees.

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$62,263	\$68,009	\$70,000	\$70,000	\$70,000

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

Tournament Fees**010-5051-347-4644**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$41,409	\$18,876	\$42,600	\$42,600	\$40,000

Fees collected from baseball tournament conducted in partnership with the Stillwater Youth Baseball Association.

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$72,460	\$73,206	\$63,345	\$63,345	\$65,000

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

Gallery Sales**010-5054-347-4659**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$27,016	\$26,485	\$28,000	\$28,000	\$28,000

Revenue received from the sales of merchandise in the Multi Arts Gallery

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$12,525	\$6,783	\$15,000	\$15,000	\$7,000

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$23,920	\$4,321	\$26,525	\$27,114	\$27,335

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$15,631	\$3,950	\$26,800	\$2,491	\$20,000

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

Concessions**010-5201-370-4663**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$3,965	\$3,448	\$6,000	\$2,909	\$7,500

Revenues received from the sales of concessions.

Performance Admission Fees**010-5201-380-4813**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$14,140	\$16,695	\$33,000	\$33,000	\$51,550

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

Miscellaneous Revenue**010-5201-380-4873**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$3,675	\$1,321	\$2,000	\$2,000	\$3,000

Revenues received for miscellaneous fees.

Facilities Rental**010-5213-363-4641**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$53,873	\$86,063	\$86,274	\$72,524	\$83,774

Revenues generated by the rental of the various rooms at the facility.

Library Grants**010-5510-330-4545**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$58,258	\$40,495	\$45,000	\$34,388	\$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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$7,499	\$7,030	\$8,000	\$9,000	\$11,500

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

Fines & Forfeitures**010-5510-351-4335**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$47,963	\$44,610	\$48,000	\$45,000	\$50,000

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; \$2 to replace a lost unexpired borrower's card if living in Payne County and \$4 if outside county, \$25 annual fee for a borrower's card for those who do not own property, live, work or go to school in Payne County; Fees for lost library materials are based on the retail price of the item.

Rental Income-Library**010-5510-363-4640**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$20,673	\$12,813	\$25,000	\$23,000	\$20,000

Rental fees for the use of the Library north building meeting room facilities and equipment. North building room rental room fees are: \$25 per hour for small conference rooms; \$30 per hour for Reception area; \$40 per hour for large meeting rooms. There is a 50% increase to rental charges for non-residents of the City of Stillwater. 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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$30,715	\$27,128	\$30,000	\$30,000	\$30,000

All donations are deposited in this account.

Federal Grants-Police**010-6025-330-4541**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$2,010	\$16,360	\$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-Police**010-6025-330-4547**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$20,359	\$8,867	\$12,000	\$80,000	\$12,000

State of Oklahoma t law enforcement grants.

Other Fees-Police**010-6025-341-4675**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$5,284	\$4,508	\$4,100	\$4,100	\$4,100

Payments for traffic accident report copies and other related police reimbursements.

Prisoner Fee

010-6025-341-4677

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$420	\$0	\$1,500	\$1,500	\$20,000

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

Police Training Surcharge

010-6025-351-4337

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$24,807	\$23,971	\$25,000	\$25,000	\$25,000

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

Miscellaneous-Police

010-6025-380-4873

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$10,504	\$16,318	\$12,000	\$12,000	\$12,000

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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$5,197	\$10,361	\$7,000	\$7,000	\$7,000

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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$79,651	\$13,000	\$10,000	\$15,000	\$10,000

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.

Animal Shelter Fees

010-6027-345-4630

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$13,500	\$16,332	\$12,500	\$22,500	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$84,444	\$81,681	\$83,900	\$83,900	\$83,900

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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$1,200	\$600	\$500	\$500	\$600

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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$6,225	\$5,877	\$5,500	\$5,500	\$5,000

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**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$15,442	\$1,033	\$0	\$0	\$0

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

Ambulance Charges**010-6529-340-4760**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$930,130	\$813,490	\$904,607	\$904,607	\$880,000

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**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$12,785	\$8,460	\$12,000	\$12,000	\$7,500

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/Services 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.

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 Council 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 Council are shown here for the current and next fiscal year. A comparison with personnel authorized in 2001-2005 is available in the appendix.

Capital

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

**GENERAL FUND
EXPENDITURES**

GENERAL FUND EXPENDITURES

ADMINISTRATION	09/10
MANAGERIAL	272,801
PROPERTY MANAGEMENT	17,000
ENVIRONMENTAL PROGRAMS	189,423
ECONOMIC DEVELOPMENT	8,575
INFORMATION SERVICES	767,615
HUMAN RESOURCES	348,033
TOTAL DEPT.	1,603,447
FINANCE	
ACCOUNTING	369,452
MUNICIPAL COURT	229,393
TOTAL DEPT.	598,845
DEVELOPMENT SERVICES	
ADMINISTRATION	355,338
DEVELOPMENT REVIEW	307,942
BUILDING SAFETY/PROPERTY MAINTENANCE	291,764
PROPERTY MAINTENANCE AND HOUSING	138,580
GIS	216,464
TOTAL DEPT.	1,310,088
PUBLIC WORKS	
ADMINISTRATION	319,508
CONSTRUCTION	550,000
ENGINEERING	412,151
TRAFFIC CONTROL	385,302
STREET MAINTENANCE	1,674,357
FLEET MAINTENANCE	249,239
TOTAL DEPT.	3,590,557
PARKS AND RECREATION	
ADMINISTRATION	485,028
PARK MAINTENANCE	1,820,351
RECREATION PROGRAMS	636,632
TOURNAMENTS	32,000
MULTI ARTS	189,584
MINI BUS	49,565
TOTAL DEPT.	3,213,160
COMMUNITY CENTER	
PROGRAMMING	124,405
OPERATIONS	348,677
TOTAL DEPT.	473,082
LIBRARY	
ADMINISTRATION	1,283,662
TOTAL DEPT.	1,283,662
POLICE	
PATROL AND INVESTIGATION	8,541,745
DARE PROGRAM	4,000
SECC	367,636
ANIMAL CONTROL	186,762
E-911	156,203
TOTAL DEPT.	9,256,346
FIRE	
FIRE SERVICES	6,680,572
HEALTH	
AMBULANCE	361,730
GENERAL GOVERNMENT	
CITY HALL MAINTENANCE	361,573
GENERAL GOVERNMENT	817,268
LEGAL	234,727
TOTAL DEPT.	1,413,568
TOTAL EXPENDITURES	29,785,057

Administration - Managerial

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

G/L Number: 010-10-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$428,004	\$526,201	\$579,644	\$579,644	\$615,180
Materials/Services	\$289	\$4,205	\$2,900	\$2,800	\$2,800
Contract Services	\$12,440	\$11,367	\$18,500	\$33,715	\$24,500
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$440,733	\$541,773	\$601,044	\$616,159	\$642,480

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. Continued support and leadership in developing City of Stillwater Safety Culture to help ensure safety and security of employees, and reduce loss of time accidents and workers compensation claims.
2. Established a team and process for successfully working with the four organized labor bargaining units for contract negotiation and management of labor issues.
3. Successfully negotiated initial collective bargaining agreements with the Communications Workers of AmericaWA and the International Brotherhood of Electrical WorkersBEW. Also reached an agreement for 2009-10 with the Fraternal Order of Police and the International Association of Fire Fighters.
4. Successfully upgraded City of Stillwater's government access television station (TV23) by purchasing commercial-grade film equipment, installing professional editing and scheduling software, and hiring part-time staff to create original news packages and public service announcements. Now City Council and Planning Commission meetings, as well as the other videos, are replayed throughout the week on TV 23 and may be viewed via the city's web site on demand.
5. Continued active involvement 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 (BID), etc.
6. Continued review of the land development code and coordinated staff review with City Council to assist in the adoption of updates and clarifications to the code.
7. Assisted in the resolution of several land development related issues.
8. Continued work with the Accessibility Advisory Board in preparing recommendations to the City Manager and staff on matters of accessibility.
9. Continued coordination with OSU and Meridian Technology Center at the Oklahoma Technology and Research Park and participated in the grand opening and dedication of the new Michael S. Morgan Accelerator Building.
10. Made public presentations to community civic organizations to enhance dialogue with the public. Also participated in monthly radio interviews, prepared a regular newspaper section on city programs and issues, and demonstrated a professional working relationship with the local media.
11. Actively participated in professional training offered by the following professional associations: International City/County Management Association, City Management Association of Oklahoma, Oklahoma Municipal Utility Providers Steering Committee, and the Oklahoma Municipal League.
12. Completed the City's first Annexation Plan.
13. Worked with City Council and staff in the implementation of the initial phases of the City of Stillwater Annexation Plan, and completed two annexations, and continued coordination for next annexation steps.
14. Assisted in the establishment and work of the Count Stillwater 2010 Committee to help ensure that the official 2010 Census captures an accurate count of all persons residing in Stillwater.
15. Reviewed and revised operating expenditures in all departments in order to develop and zero increase fiscal year 2010 budget for fiscal year 2009-10 due to national and regional economic conditions.

16. Participated and provided staff support to the multi-agency and citizen committee reviewing alternative ambulance service mechanisms for the region.
17. Assisted several new business investors with establishing new businesses in Downtown Stillwater Business Improvement District #1.
18. Interdepartmental committees took a fresh look at city-organized festivals, like the Downtown Halloween Fest and the Arts and Heritage Festival, and reviewed community involvement and corporate sponsorship activities. For the Arts and Heritage Festival, in addition to estimated 12,000 in attendance, the festival committee secured media sponsors with an estimated \$30,000 in pro bono advertisement and six hospitality sponsors who supported the event. The Halloween Fest focused on improving community involvement by adding a food drive that was organized by Oklahoma State University student volunteers.
19. Developed and distributed 5,000 copies of the first "City of Stillwater Recreation and Service Guide," a twenty-page booklet that included basic information from all city departments for the general public. The guide was first distributed at the 2009 Home and Garden Show where the City of Stillwater won "Best of Show" and "Best Corporate" booth.
20. Worked with Stillwater Regional Airport Authority and the Stillwater Utilities Authority in developing applications for grants made available through the Federal ARRA stimulus program.
21. Continued increasing coordination between the City and Oklahoma State University on multiple projects including the joint funding of rebuilding University Avenue.
22. Negotiated an agreement with Oklahoma State University in preparation of using water from the new OSU water plant as a reliable backup water supply for the community.
23. Negotiated a memorandum of understanding with the City of Perkins to be their secondary water supply source.
24. Continued to make major strides in the development of a long- term Capital Improvement Program for the City, including the City Council's adoption of the R.W. Beck water utilities cost of service and rate study that is necessary for a sustainable water and wastewater system.
25. Provided comprehensive presentations to the public of the City financial conditions including all revenues, expenditures, and projected conditions.
26. Completed a review of City fees and charges for services, programs and facilities and presented the results of the review and recommendations to the Council.
27. Monitored state legislative issues, advised the Council on the issues that potentially could impact the City and lobbied legislators on various bills.
28. Provided oversight and direction on the evaluation of the residential automated waste collection pilot program.
29. Continued coordination with Central Rural Electric Cooperative to cooperatively improve electric service in and around the City.
30. Served on the City Management Association of Oklahoma Board of Directors.
31. Served as member of the Oklahoma Municipal Utility Providers Steering Committee.

Goals

1. Continue development of the Stillwater Capital Improvement Plan to address the short- and long-term major capital improvement needs of the City. Identify sustainable revenue sources and financing plan and strategies for a twenty-year plan.
2. Adoption of quality infrastructure construction standards.
3. Work to attract technology companies and jobs into the Oklahoma Technology and Research Park.
4. 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.
5. Continue to 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.
6. Develop efforts to expand tourism and entertainment, technology companies, retail diversity, industry, and conference hosting.
7. Evaluate the best methods to ensure fair and agreeable cost allocation for infrastructure extensions.
8. Continue efforts to bring all city facilities into compliance with the recommendations of the ADA accessibility survey.
9. Strengthen community partnerships and continue to build community trust in the city's administration.
10. Provide increased information to citizens about operation and financing of all city services.
11. Continue to enhance communication with citizens through original programming for TV 23 and by improving navigation tools and basic content on the city's web page.
12. Develop programs and/or projects to encourage and assist the beautification of the community.
13. Examine each operations center of the City to assess costs and revenues, and identify means to improve economic efficiency.
14. Analyze operation of Lakeside Memorial Golf Course and implement measures to increase its image as a public course, and to move the course closer to a self sustaining operation.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
City Manager	1	1
Deputy City Manager	2	2
Executive Assistant	1	1
Marketing & Public Relations Director	1	1
Receptionist	<u>0.5</u>	<u>0.5</u>
	5.5	5.5

General Government - Miscellaneous

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

G/L Number: 010-10-20

	Actual	Actual	Original	Revised	Proposed
	2006-07	2007-08	Budget	Budget	Budget
			2008-09	2008-09	2009-10
Personnel	\$11,529	\$11,390	\$12,918	\$12,918	\$12,918
Materials/Services	\$12,083	\$16,426	\$14,500	\$17,958	\$13,500
Contract Services	\$526,500	\$573,500	\$826,500	\$632,538	\$790,850
Capital	\$1,000	\$698,998	\$0	\$173,200	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$551,112	\$1,300,314	\$853,918	\$836,614	\$817,268

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.

General Government - Property Management

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

G/L Number: 010-10-30

	Actual	Actual	Original	Revised	Proposed
	2006-07	2007-08	Budget	Budget	Budget
			2008-09	2008-09	2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$1,825	\$10,479	\$17,000	\$17,000	\$17,000
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,825	\$10,479	\$17,000	\$17,000	\$17,000

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. Some structures north of the Multi Arts Center continue to be rented until the use for those properties is determined. Structures that are in poor condition are being removed. Rental revenue from properties acquired by the city for future use is accounted for here.

Administration - Environmental Programs Division

Fund: General Fund
 Department: Administration
 Program: Environmental Programs Division - Lou Ann Snoddy

G/L Number: 010-10-40

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$116,591	\$113,694	\$106,866	\$107,866	\$109,444
Materials/Services	\$5,854	\$5,117	\$9,959	\$8,959	\$5,929
Contract Services	\$61,263	\$37,265	\$71,950	\$71,950	\$74,050
Capital	\$15,114	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$198,822	\$156,076	\$188,775	\$188,775	\$189,423

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 11th Annual Household Hazardous Waste Collection Event. The event was conducted on October 25, 2008. The event was held in conjunction with the City's Convenience Collection center to promote recycling as well as properly disposing of hazardous unwanted items. The award winning program saw a record 509 vehicles representing 575 households utilize the hazardous portion of the event with 509 participants for the Convenience Collection Center alone. Pharmaceutical's were collected for the 2nd year with the success of 45 pounds of prescription meds. Donations of \$100 were taken from local pharmacies to promote the event. *
2. The Environmental Programs Division coordinated the 4th annual Stillwater Trash-Off event in March of 2009. Another record breaking attendance with broader participation than the years previous. **
3. Standard Operating Procedures for Industrial Pretreatment Program implementation have been written and put into place. Inspection and Sampling, Grease Trap Inspection, Authorization to Discharge and City Departmental Spill Response are a few developed. ***

*The HHW event held this year ran over the expected budget, therefore the E-Waste event will be postponed until the fall, where it will be held at the same time as the HHW event. The goal is to find a contractor to supply both services at a reduced cost and to prohibit certain non-hazardous items that had been collected in previous years. **The event is to be held March 28th, 2009 with over 90 participants signed up already. The 2008 Trash-Off has 103 participants. ***With these procedures in place, the environmental division will have clear goals and standards in which to accomplish all goals.

Goals

1. Implementation of the City of Stillwater's 12th annual Household Hazardous Waste event to be held in conjunction with the Convenience Collection Center and as a dual event with the Electronics Waste event. Plans are to conduct two similar events, one in the fall and another in the spring. Public education of recycling and promoting the collection center is a priority.
2. CMOM - Capacity Management of Operations and Maintenance is being put in place by the Water Utilizes Department and the Environmental division will assist in all capacities to reach the goals of the program to accomplish zero sanitary sewer overflows and standard procedures for response to SSO's. *
3. The 5th annual Trash-Off event will be planned and conducted to help keep the streets of Stillwater clean of litter and bring awareness to citizens of the great benefit of living in a clean city.
4. Participate in ECO-OSU's annual environmental awareness event by making staff available with educational materials and being present to answer questions.

*With grease blockage response procedures in place the goal set out by the CMOM will be accomplished. Door hangers and educational services have been developed for residential areas.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Environmental Programs Manager	1	1
Environmental Programs Assistant	1	1
	<hr/> 2	<hr/> 2

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$3,317	\$1,010	\$2,550	\$2,550	\$2,550
Contract Services	\$2,462	\$3,689	\$6,025	\$6,025	\$6,025
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$5,779	\$4,699	\$8,575	\$8,575	\$8,575

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$362,028	\$422,694	\$451,902	\$451,902	\$440,711
Materials/Services	\$57,006	\$69,137	\$61,000	\$61,000	\$60,116
Contract Services	\$302,017	\$638,250	\$930,100	\$545,900	\$760,917
Capital	\$64,100	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$785,151	\$1,130,081	\$1,443,002	\$1,058,802	\$1,261,744

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. Conducted ongoing maintenance and support for more than 425 computers and numerous, servers, network systems and services, and other business technologies (printers, copiers, phones, credit card devices, etc.) used throughout the City.
2. Deployed Click2Gov online utility payment system to collect utility payments over the web.
3. Assisted with the purchase and installation of various production and broadcast equipment for the Channel 23 studio.
4. Implemented Direct Push real-time e-mail services for mobile devices.
5. Upgraded SunGard enterprise applications and test environments to version 6.0 for enhanced features and capabilities.
6. Upgraded the public Internet connection at the Library to increase bandwidth available to patrons from 1.5 to 3.5 megabits.
7. Released RFP for Imaging and Document Management Solution in February 2009. Anticipate significant completion of implementation by June 30, 2009.
8. Continued research and evaluation of new Public Safety and Municipal Court software solutions. As of March 2009, we have identified preferred vendors and are conducting site visits. If visits provide satisfactory information regarding technical requirements and company performance, we anticipate proceeding with contract negotiations and recommending a solution to Council in April 2009.
9. Expanded content on the City's web sites, including new bluesfest, arts & heritage, and fire department sites as well as pending updates for Golf and Community Center. Also developed an application to list current e-Bay auctions for City surplus items.
10. Currently upgrading the City's time management system, and should be adding civilian police employees to the system by June 2009.

Goals

1. Complete any remaining implementation requirements for the selected Imaging and Document Management Solution. Monitor use and provide support to ensure ongoing success and future expansion of the project.
2. Assist with implementation of the selected Public Safety and Municipal Court systems, installing hardware, configuring new applications, migrating existing data, and conducting training and testing.
3. Maintain City computers and information systems to ensure proper performance and support end-users to help maintain operations and the quality of services provided to the public.
4. Continue to enhance the appearance, quantity and quality of information, and services provided on the City's web sites, and assist with TV 23 production and content as needed.
5. Earnestly investigate solutions and funding options for improving wide area network infrastructure to meet current information demands and support other technology initiatives being proposed or discussed.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Office Assistant	1	1
Computer Technician	2	2
Webmaster/PC Support Specialist	1	1
Network Administrator	1	1
Systems Analyst	1	1
Director	1	1
	<hr/>	<hr/>
	7	7

Administration - Human Resources

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

G/L Number: 010-14-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$358,101	\$401,090	\$409,409	\$410,379	\$407,511
Materials/Services	\$9,256	\$9,839	\$10,450	\$9,250	\$25,450
Contract Services	\$69,522	\$49,664	\$79,400	\$79,630	\$79,400
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$436,879	\$460,593	\$499,259	\$499,259	\$512,361

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. Established in-house "New Supervisor" training program.
2. Implemented City-Wide Safety Culture Training.
3. Began development of Safety "Best Practices".
4. Developed Strategic Safety Plan.
5. Initiated Training through the Central Oklahoma Regional Municipal Alliance.

Goals

1. Provide in-house training for all current Supervisors.
2. Develop expanded "new employee" orientation/training program.
3. Review the development of DOL apprentice programs for labor positions.
4. Implement department Safety Committees.
5. Continuation of Strategic Safety program/Safety Culture.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
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	1	1
Safety Coordinator	1	1
	<hr/> 7	<hr/> 7

General Government - Legal

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

G/L Number: 010-16-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$345,791	\$402,783	\$433,434	\$451,462	\$552,234
Materials/Services	\$8,668	\$13,051	\$16,000	\$15,500	\$16,000
Contract Services	\$17,917	\$26,357	\$22,500	\$28,599	\$20,100
Capital	\$0	\$5,649	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$372,376	\$447,840	\$471,934	\$495,561	\$588,334

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.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Assistant City Attorney	1	2
Legal Assistant/Claims Adjuster	1	1
Deputy City Attorney	1	1
City Attorney	1	1
Receptionist	0.5	0.5
	<hr/> 4.5	<hr/> 5.5

Finance - Accounting

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

G/L Number: 010-20-11

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$453,193	\$459,290	\$481,413	\$481,413	\$479,394
Materials/Services	\$45,526	\$28,975	\$54,600	\$52,850	\$53,600
Contract Services	\$132,055	\$155,635	\$155,737	\$159,087	\$163,497
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$630,774	\$643,900	\$691,750	\$693,350	\$696,491

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. Helped in development of RFP for City-wide imaging system. (Bid March, 2009)
2. Received the GFOA Certificate of Achievement.
3. Cross-trained staff on annual budget process to establish continuity.

Goals

1. Establish and document departmental processes for electronic document imaging, retrieval, and archiving.
2. Receive GFOA Certificate of achievement for the fiscal year.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Payroll Technician	1	1
Account Clerk Supervisor	1	1
Account Clerk I	1.5	1.5
Budget Analyst (part time)-FTE	0.5	0.5
Deputy City Clerk	1	1
Accounting Supervisor	1	1
Finance Director	1	1
	7	7

Finance - Municipal Court

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

G/L Number: 010-20-12

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$190,058	\$194,232	\$205,362	\$204,562	\$206,008
Materials/Services	\$6,545	\$8,527	\$9,125	\$9,825	\$10,625
Contract Services	\$17,989	\$18,042	\$15,260	\$15,205	\$12,760
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$214,592	\$220,801	\$229,747	\$229,592	\$229,393

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 the selection process for a computer system for Municipal Court.
2. Court Clerk and Deputy Court Clerk completed requirements to maintain certification.
3. Monitored State legislation for changes in state law that impacted Municipal Court.

Goals

1. Receive approval for the selected computer system.
2. Successfully implement the new computer system,
3. Complete a review of all court policies and procedures
4. Court Clerk and Deputy Court Clerk to complete educational requirements to maintain certification.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</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

Development Services - Administration

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

G/L Number: 010-30-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$313,488	\$265,908	\$338,919	\$310,261	\$341,638
Materials/Services	\$3,824	\$7,364	\$7,400	\$5,970	\$4,900
Contract Services	\$7,159	\$6,456	\$11,500	\$11,980	\$8,800
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$324,471	\$279,728	\$357,819	\$328,211	\$355,338

Program Description

The Administration Division of the Development Services Department provides overall supervision and direction to the Department, which is comprised of Development Review, Building Safety, Property Maintenance & Housing, and Geographical Information Systems. The Administration Division oversees the City's Development Services Center, a one-stop shop for the issuance of all development related permits. The Administration Division also oversees the grants administration throughout the city.

Accomplishments

1. Completed the six (6) month review of the Land Development Code.
2. Implemented the 2007 CDBG Small Cities Set Aside.
3. Implemented the 2008 CDBG Small Cities Set Aside.
4. Made application for the 2009 CDBG Small Cities Set Aside.
5. Made application for the 2009 OHFA HOME Partnership Program.
6. Oversaw completion of the ODOC Community Repayment Plan.
7. Assisted in completion of the Hazard Mitigation Plan.
8. Recommended updates to the Development Services fee structure.
9. Staff participated in the successful Martin Luther King, Jr. celebration.
10. Staff participated in the successful Juneteenth celebration.
11. Sat on "Count Stillwater - 2010 Census" committee.
12. Full implementation of the department webpage.
13. Development of the first Stillwater Annexation Plan.

Goals

1. Implement the 2009 CDBG Small Cities Set Aside.
2. Have a complete Count Stillwater in 2010 Census.
3. Complete priority annexations.
4. Begin update to the 2010 Comprehensive Plan.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Director	1	1
Administrative Coordinator	1	1
Administrative Assistant	2	2
Grants Coordinator	1	1
Special Projects Planner	1	1
	<hr/> 6	<hr/> 6

Development Services - Development Review

Fund: General Fund
 Department: Development Services
 Program: Development Review - Development Review Manager

G/L Number: 010-30-30

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$260,948	\$199,480	\$289,204	\$107,563	\$241,106
Materials/Services	\$7,239	\$8,297	\$8,903	\$8,403	\$5,736
Contract Services	\$10,192	\$2,644	\$8,500	\$59,580	\$57,900
Capital	\$17,390	\$1,000	\$0	\$4,277	\$3,200
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$295,769	\$211,421	\$306,607	\$179,823	\$307,942

Program Description

The Development Review Division is responsible for research services, zoning/subdivision administration and the development review process by reviewing all land use applications for compliance with Stillwater City Code. The division provides staff support to the Board of Adjustment and Planning Commission, issue and inspects earth change permits and right-of-way/curb cuts/sidewalks permits. This division also performs inspections of privately funded public infrastructure that is constructed as part of land development projects to ensure that the infrastructure is constructed in accordance with City Code and City of Stillwater standards. Facilitate public participation in the planning and development review processes through implementation of appropriate development ordinances and practices and by providing and maintaining an appropriate level of quality review for new development to protect health, safety and welfare of the community.

Accomplishments

1. Contracted with a third party engineering firm for engineering review of land development projects.
2. For calendar year 2008, there were 87 land development applications with 68 approved.
3. Issued 426 Curb Cut/Sidewalk/Right-of-Way permits.
4. For fiscal year 08/09, accepted 6,113 feet of sanitary sewer line.
5. For fiscal year 08/09, accepted 13,478 feet of water lines.
6. For fiscal year 08/09, accepted 113,211 sq. ft. of streets.
7. Issued 25 Earth Change Permits.
8. Reviewed 21 drainage studies.

Goals

1. Provide high quality and timely development review services to the community.
2. Host workshops to educate the public and development community on the land use and land development process.
3. Meet with the development community on a regular basis to solicit input on improving application review and project inspection process. Make recommendation for improvements as needed
4. Assist in the preparation of an update to the Comprehensive Community Development Plan.
5. Continue to process land use applications in accordance with the process established by City Code and within the target time frames established by City Code and administratively.
6. Continue to seek training in subject related to job functions.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Development Review Manager	1	1
Development Engineer	1	0
Engineering Construction Inspector	1	2
Senior Planner	2	0
Planner	0	1
	<hr/> 5	<hr/> 4

Capital

1. \$3,200 (4008) Laptop and mobile accessories.

Development Services - Building Safety

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

G/L Number: 010-30-32

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$391,220	\$402,344	\$327,492	\$276,593	\$271,902
Materials/Services	\$13,652	\$14,924	\$17,947	\$15,547	\$9,062
Contract Services	\$16,035	\$6,587	\$11,600	\$12,600	\$10,800
Capital	\$0	\$29,155	\$10,000	\$8,868	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$420,907	\$453,010	\$367,039	\$313,608	\$291,764

Program Description

The Building Safety Division performs commercial and residential building plan review, issues building permits and performs building, electrical, mechanical, plumbing and fire alarm and sprinkler inspections. Staff provides support to the Building Trades Board.

Accomplishments

1. Issued 100 commercial building permits, 106 single family residential building permits and 84 duplex building permits in 2008.
2. Completed the plan review and approved 100% of all commercial building permit applications within 30 calendar days in 2008.
3. Adoption of 2008 NEC.
4. Host classes for 2008 NEC.
5. Created a commercial map project identifying major commercial projects throughout the city.

Goals

1. Meet with builders and trades on a regular basis to solicit input on improving the building plan review, permitting and inspection processes. Make recommendation for improvements.
2. Continue to provide information to builders and trades with mass mailings of changes, updates and notices. Provide informational handouts for the builders, trades and citizens, as needed.
3. Implement a permit tracking and an inspection maintenance system within HTE with a web interface.
4. Host workshops to educate the public, builders and trades on building permit and inspection process and 2009 I-Codes.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Building Official	1	1
Assistant Building Official	1	1
Building Inspector I	1	1
Building Inspector II	1	1
Fire Protection Specialist	1	1
	<hr/> 5	<hr/> 5

Development Services - Property Maintenance Housing

Fund: General Fund
 Department: Development Services
 Program: Property Maintenance Housing - Steve Herndon

G/L Number: 010-30-33

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$33,746	\$114,337	\$114,337	\$115,852
Materials/Services	\$0	\$1,644	\$6,200	\$5,700	\$3,478
Contract Services	\$0	\$13,692	\$15,200	\$17,700	\$17,750
Capital	\$0	\$0	\$5,000	\$1,500	\$1,500
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$49,082	\$140,737	\$139,237	\$138,580

Program Description

The Property Maintenance and Housing Division is responsible for the administration of the adopted property maintenance codes, monitoring the community for high grass and weeds, junk motor vehicles and dilapidated buildings. This division responds to a variety of property maintenance, housing and zoning complaints.

Accomplishments

1. City Council acknowledgement of inspection procedure for responding to Tenant/Occupant concerns outlined in flowchart and narrative form on May 8, 2008.
2. Property maintenance administrative procedure completed and implemented.
3. Property Maintenance/Housing staff attended the 2008 Renter's Fair Workshop held on OSU campus.
4. Attended 2008 Oklahoma Code Enforcement Association Fall Conference.
5. Completed an administrative procedure for responding to high grass and weeds, junk motor vehicles, exteriors structures and dilapidated building in flowchart and narrative form.
6. Reviewed sections of the Municipal Code that relate to the operation of the Property Maintenance and Housing Division and make recommendations for modifications.
7. Assisted in improving the cleanliness and attractiveness of the community by actively administering the adopted property maintenance codes.
8. Provided high quality and timely property maintenance services.
9. Successful mowing and/or cleaning of 88 properties.

Goals

1. Host workshops to educate the public on property maintenance requirements and code administration process.
2. Prepare and distribute informational handouts on property maintenance as needed.
3. Continue review of sections of the Municipal Code that relate to the operation of the Property Maintenance and Housing Division and make recommendations for modification.
4. Continue to assist in improving the cleanliness and attractiveness of the community by actively administering the adopted property maintenance and zoning codes.
5. Continue to provide quality and timely property maintenance services.
6. Attend 2009 Renter's Fair held on OSU campus.
7. Attend and educate students on property maintenance requirements hosted by the OSU Student Government Association.
8. Host public education workshops as available.
9. Verify compliance with Oklahoma Code Enforcement Association required certifications.
10. Continue monitoring cleanliness of the Business Improvement District #1 area.
11. Continue semi-annual attendance at Oklahoma Code Enforcement Association conferences.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Property Maintenance Supervisor	1	1
Property Maintenance Inspector (I/II)	1	1
	<hr style="width: 50%; margin: 0 auto;"/>	<hr style="width: 50%; margin: 0 auto;"/>
	2	2

Development Services - GIS

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

G/L Number: 010-30-34

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$159,675	\$167,456	\$174,913	\$174,913	\$174,464
Materials/Services	\$0	\$48	\$100	\$100	\$100
Contract Services	\$27,540	\$26,415	\$43,200	\$43,200	\$41,900
Capital	\$5,000	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$192,215	\$193,919	\$218,213	\$218,213	\$216,464

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.

Accomplishments

1. Obtained ESRI software site license for the entire city.
2. Completed the address point layer.
3. Provided GIS support to the Census LUCA project.
4. Completed GPS survey of water meters located in Rural Water Corp. #3.
5. Provided support to Meshek & Associates and completed the Rural Water Corp #3 GIS data inventory.
6. Provided GIS support to the automated solid waste collection pilot project.
7. Attended training for Fleet Routing software, maintaining GIS data conversion for the routing software to function correctly.
8. Attended Internal Plan Review meetings to provide GIS support and addressing input.
9. Provided trainings to new and existing GIS users.
10. Attended training for E911's Mapstar and Pictometry software. Provided GIS support for data conversation and property usage of software.
11. Worked with Payne County Assessor's office to provide base map data for county wide E911 system.

Goals

1. Deploy ArcMap 9.3 to all city employees as needed with assistance from IT Department.
2. Provide regular ArcMap training to new and existing users.
3. Work with Water Department to complete the manhole survey.
4. Work with Water Department to complete the fire hydrant survey.
5. Work with Street Department to create Traffic Signal layer as well as establish procedure to collect new data and enter updated information.
6. Seek out GIS related grants.
7. 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.
8. Complete GPS water meter locations inside city limits.
9. Increase GIS usage by developing custom applications to make GIS more user-friendly. Customization will include but not be limited to ArcGIS VBA Add-ons, ArcIMS websites, ArcGIS Server Clients and ArcPad VB applications.
10. Develop with Public Works and Water Wastewater Utilities to create a layer for management to be able to look at areas with active city projects.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
GIS Administrator	1	1
GIS/AutoCAD Technician	<u>2</u>	<u>2</u>
	3	3

Public Works - Administration

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

G/L Number: 010-40-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$314,141	\$260,709	\$277,598	\$277,808	\$289,633
Materials/Services	\$10,896	\$15,150	\$9,175	\$8,675	\$9,675
Contract Services	\$12,716	\$19,711	\$20,700	\$16,850	\$20,200
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$337,753	\$295,570	\$307,473	\$303,333	\$319,508

Program Description

The Administration division of the Public Works Department provides overall supervision and direction to the Department, which is comprised of six divisions: Engineering, Construction Management, Street, Traffic Control, Fleet Management and Waste Management.

Accomplishments

1. Participated in the development of the City's safety program. Procured and distributed required safety equipment. Completed job hazard analysis for all common tasks.
2. Improved pedestrian access through the efforts of the in-house sidewalk construction crew.
3. Improved recycling services by operation of the Convenience Collection Center.
4. Increased efficiency of waste collection services by implementing automated waste collection pilot program.
5. Improved working conditions at the Public Works service center by the rehab of an existing building.

Goals

1. Continue to improve and upgrade facility infrastructure by rehabilitation of existing buildings at the Public Works service center.
2. Develop and implement a street and traffic control inspection and maintenance protocol.
3. Reduce accidents, personal injuries and property damage by continuing the development of a department safety program.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Public Works Director	1	1
Public Works Operations Manager	1	1
Management Analyst	1	1
Administration Technician	1	1
	<hr style="width: 50%; margin: 0 auto;"/>	<hr style="width: 50%; margin: 0 auto;"/>
	4	4

Public Works - Construction Projects

Fund: General Fund
 Department: Public Works
 Program: Construction Projects - Engineering Manager

G/L Number: 010-40-35

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$2,184,905	\$1,264,917	\$0	\$555,306	\$812,700
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$2,184,905	\$1,264,917	\$0	\$555,306	\$812,700

Program Description

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

Accomplishments

1. PW8C01 Sidewalk Maintenance Project. Completed construction.
2. C4PW08 6th and Monroe Intersection Improvements. Completed construction.

Goals

1. C7PW19 19th Ave. Bridge Replacement. Complete design.
2. PW8G02 Country Club Road Reconstruction. Complete design.
3. Miscellaneous Streets Project. Complete design and construction. Locations to be determined.

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 - Engineering Manager

G/L Number: 010-40-36

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$268,351	\$388,434	\$446,504	\$391,592	\$383,085
Materials/Services	\$12,140	\$16,884	\$20,782	\$10,392	\$9,266
Contract Services	\$11,691	\$14,938	\$19,400	\$28,985	\$19,800
Capital	\$25,488	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$317,670	\$420,256	\$486,686	\$430,969	\$412,151

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 in the Capital Improvement Program
2. Reference accomplished goals in the Stormwater Management Program
3. Reference accomplished goals in the Transportation Improvement Program

Goals

1. Reference goals for the Capital Improvement Program
2. Reference goals for the Transportation Fee Program
3. Reference goals for the Stormwater Management Program
4. Reference goals for the Transportation Improvement Program

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Public Works Deputy Director/Engineering Manager	1	1
City Engineer	1	1
City Surveyor	1	1
Engineering Assistant	1	1
Public Works Inspector	1	1
Storm Water Program Coordinator (Included in Storm Water Management Fund)	0	0
Assistant Surveyor (temporary)	1	0
Right-of-way Real Property Manager (personnel costs are 50% to GF & 50% to TIF)	0.5	0.5
	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 6.5	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 5.5

Public Works - Traffic Control

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

G/L Number: 010-40-38

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$263,144	\$261,774	\$273,731	\$273,731	\$271,108
Materials/Services	\$95,670	\$136,965	\$108,813	\$101,403	\$95,794
Contract Services	\$13,083	\$31,453	\$25,200	\$26,110	\$18,400
Capital	\$184,749	\$15,466	\$50,000	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$556,646	\$445,658	\$457,744	\$401,244	\$385,302

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 and traffic control signage for approved special events.

Accomplishments

- Increased the level of training for Traffic Control personnel as follows:
 Will Leininger - ATSSA's "Traffic Control Technician" certification
 Will Leininger - ATSSA's "Traffic Control Supervisor" certification
 Will Leininger - TEEX "Traffic Signals for Field Technicians" class
 Nathan Beller - ATSSA's "Traffic Control Technician" certification
 Nathan Beller - ATSSA's "Traffic Control Supervisor" certification
 Robert Craft - ATSSA's "Traffic Control Technician" certification
 Robert Craft - ATSSA's "Traffic Control Supervisor" certification
 Gary Lane - "TEEX "Traffic Signals for Field Technicians" class
- Renovations have started on an old building at the Service Center that will house our Traffic Control Operations Center as well as Public Works office space, meeting facilities, and training facilities.

Goals

- Develop and implement a striping program within resource constraints. With approved equipment funding, we would like to remark long line striping on a yearly basis and intersection markings on a 3 year rotation.
- Upgrade downtown traffic signal to full actuation. With approved funding the traffic signals at 7th, 8th, and 9th on Main Street would have vehicle detection and pedestrian pushbuttons added. These additions would provide full vehicle actuation which would reduce travel time and increase the overall efficiency of the downtown signals.
- Upgrade 3 intersections with L.E.D. countdown type pedestrian signal heads. These heads display the actual remaining time to cross the street which is a great safety improvement for pedestrians. This goal is dependant upon budget approvals.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Maintenance Worker I/II	2	2
Traffic Control Construction Safety Worker	1	1
Traffic Control Technician	1	1
Traffic Signal Technician	1	1
Traffic Control Supervisor	1	1
	<hr/> 6	<hr/> 6

Public Works - Street

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

G/L Number: 010-40-39

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$815,115	\$855,756	\$940,248	\$940,248	\$919,338
Materials/Services	\$380,325	\$418,535	\$714,019	\$705,519	\$638,658
Contract Services	\$83,903	\$128,023	\$128,661	\$122,151	\$116,361
Capital	\$41,890	\$355,934	\$782,873	\$1,838,932	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,321,233	\$1,758,248	\$2,565,801	\$3,606,850	\$1,674,357

Program Description

The Street Division is responsible for maintenance of the city streets (approximately 526 miles total), alleys, drainage, sideways, 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, miscellaneous street repairs and from the General Fund.

Accomplishments

1. All but 6 new or transferred employees have received ATSSA training. They will be taking the next available class.
2. Part of the crews have received training in Pavement Preservation, Integrating Pavement Preservation Practices, Pavement Management, Transition Plan Development. We will have two employee in March thru May taking Asphalt Materials, Materials sampling and Aggregate training thru ODOT.
3. We have started developing this plan and are waiting for the replacement Storm water Coordinator to be hired.

Goals

1. Training for employees on the proper use of electronic leveling devices.
2. Certify all employees in CPR.
3. Complete remodel on Service Center
4. Implement Street Inspection program
5. Replace 10,000 square feet of concrete and or asphalt
6. If supplier of slurry oil is located we hope to accomplish 30 plus block of slurry.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Maintenance Worker I/II	8	8
Equipment Operator I/II	6	6
Senior Equipment Operator	2	2
Street Maintenance Crew Chief	4	4
Street and Drainage Maintenance Supervisor	1	1
Street and Drainage Maintenance Superintendent	1	1
	<hr/> 22	<hr/> 22

Public Works - Fleet Management

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

G/L Number: 010-40-40

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$385,477	\$399,667	\$414,378	\$414,878	\$417,467
Materials/Services	\$848,521	\$1,104,558	\$1,030,676	\$1,020,926	\$28,474
Contract Services	\$56,987	\$53,814	\$65,200	\$78,950	\$65,700
Capital	\$42,411	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,333,396	\$1,558,039	\$1,510,254	\$1,514,754	\$511,641

Program Description

The Fleet Management Division is an internal service organization that provides repair, preventive maintenance, and servicing for 338 city vehicles. The diverse fleet includes 37 police units, 6 passenger cars, 90 light trucks, 7 vans and 11 SUV's, 72 medium & heavy trucks, 67 light, medium & heavy equipment, 3 street sweepers, and 41 trailers and 4 generators. Miscellaneous small equipment are repaired in the fleet shop as well. Field repairs and wrecker service are also provided. An internal billing system with vehicle histories, warranty/recall data is maintained.

Writing specifications for vehicles and equipment and new vehicle purchasing are provided through Fleet Management. New vehicle set-up including equipment installation are completed for all departments serviced by the division. Surplus vehicle and equipment disposal is accomplished through online auctions.

Fleet Management provides an off-site fueling system for 401 vehicles and 65 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 Management has maintained the ASE Blue Seal of Excellence designation since receiving it in April of 2007. The Blue seal of Excellence is given to facilities that have at least 75% of the mechanics ASE certified and have at least one mechanic certified in each area of service offered. An application for the Blue Seal of Excellence must be submitted every year to maintain the designation. Fleet Management has 100% of the mechanics ASE certified. Three mechanics and the Fleet Superintendent are master certified in both Automotive and Medium/Heavy Duty Truck areas and the other mechanic is Master Certified in Automotive and will attain Master Truck Certification in Heavy Truck this spring. Master Certification is accomplished by passing all tests in a given specialty area. Testing for recertification is required every five (5) years
2. Fleet Management developed Fuel Conservation and Idle Reduction guidelines. The guidelines were implemented and became effective on September 10, 2008.
3. Vehicle replacement guidelines were updated to include the recommendations of alternative fueled vehicles and fuel efficient vehicles when submitting a vehicle request. The guidelines have been combined with the vehicle acquisition guide.
4. Fleet Management has prepared specifications and purchased three (3) light trucks and two (2) pieces of equipment this year. Equipment was installed in two (2) vehicles For the Water Utility Department. Five (5) police units were also up fitted for service.
5. Fleet Management has an above average rating from our customers. A lack of complaints indicates the approval. The fleet shop is in constant contact with our customers and is responsive to their feedback. A satisfaction survey is planned for this year.

Goals

1. Maintain the Blue Seal of Excellence designation by keeping at least 75% of the mechanics in Fleet Management ASE certified and having at least one mechanic ASE certified in each area of service offered.
2. Prepare an analysis of the entire City's maintenance capabilities. Identify areas for potential improvement and efficiencies.
3. Maintain an above average or better approval rating from our customers via a quarterly satisfaction survey.
4. Evaluate the current charge back system and make recommendation for changes to the cost accounting method for fleet vehicles.
5. Complete a physical inventory of all vehicles and equipment in the City. Conduct a usage survey on these vehicles. Make a recommendation to management for inventory reductions where possible.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</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
	<hr/>	<hr/>
	9	9

Parks, Events & Recreation - Administration

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

G/L Number: 010-50-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$321,081	\$296,639	\$327,777	\$328,227	\$344,341
Materials/Services	\$17,740	\$22,981	\$19,603	\$19,603	\$22,857
Contract Services	\$44,480	\$101,285	\$123,130	\$125,130	\$117,830
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$383,301	\$420,905	\$470,510	\$472,960	\$485,028

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. Began implementation of recommendations presented to the City Manager as a result of the comprehensive analysis department programs and services. Efforts include, necessary increases in fees, increased use of contract maintenance services, reductions in mowing frequency of low visibility areas, and decreases in the park land inventory where possible. We are also beginning to look at possible development/master planning of Lake McMurtry in the hopes that it can produce significant additional revenue. These efforts will continue.
2. Began process to initiate changes in how we handle senior programs to better serve the community as a whole rather than maintaining focus on the current limited facilities at the Senior Center.
3. Established a dedicated maintenance staff at Lake McMurtry and transferred law enforcement functions to the Stillwater Police Department.
4. Completed several projects to improve the appearance of the community; Multi Arts Center Children's garden cleanup, City Hall plantings, Lowry traffic island plantings.
5. Successfully contracted out the mowing responsibilities of the horticulture crew freeing them for other more important tasks.
6. Initiated the designated natural areas program which has reduced mowing by 25%.
7. Applied for and received Lake Access Funding to repave the road on the west side of Lake McMurtry.
8. Department received recognition from NRPA as a Gold Star Charter Organization with Operation TLC. This is awarded in recognition of our comprehensive background check program for volunteers and employees who work with children. We are the only community in Oklahoma to receive this designation.
9. Increased participation in adult fall softball by 18% and adult and high school basketball by 45%.
10. Implemented new fee structures for all Department facilities and programs.
11. Multi Arts Center served 2121 students through organized classes. The gallery surpassed last years sales.
12. Cleared several thousand invasive Eastern Red Cedar Trees from 150 acres of range land at Lake McMurtry.
13. Implemented new camping reservation procedures at Lake McMurtry. We are requiring a deposit on reservations to reduce the number of no-shows.
14. Installed new concrete boat dock on the east side of Lake McMurtry to replace storm/flood damaged dock.
15. Completed picnic shelter roof renovations on the west side of Boomer Lake.
16. Completed change out of old light poles at Strickland ball fields. The old poles had structural issues and were beyond useful lifespan.
17. Completed a retrofit of all Departmental trailers to meet Department of Transportation standards.

Goals

1. Reduce reliance on part-time and seasonal personnel and direct the savings back into the depleted operating accounts.
2. Improve maintenance of existing facilities and maintenance of existing equipment to extend useful lifespan.
3. Improve the appearance of the community through improved maintenance of landscapes at existing facilities.
4. Initiate efforts to document the total cost of special events to allow for better planning of staffing and budget needs to support these events.
5. Build on past success to increase and expand contract mowing.

Personnel Authorized

2008-09

2009-10

Full-time

Director

1

1

Administrative Technician

4

4

Park Planner

1

1

Program Manager

1

1

7

7

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$1,179,595	\$1,223,981	\$1,328,005	\$1,292,636	\$1,284,357
Materials/Services	\$269,998	\$272,193	\$291,326	\$241,691	\$306,944
Contract Services	\$114,938	\$93,345	\$114,200	\$159,894	\$141,550
Capital	\$145,551	\$170,981	\$50,000	\$52,050	\$87,500
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,710,082	\$1,760,500	\$1,783,531	\$1,746,271	\$1,820,351

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 others.

Accomplishments

1. See Administrative Division for accomplished goals.

Goals

1. See Administrative Division for Departmental goals.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Full Time		
Park Equipment Maintenance Supervisor *	1	1
Park Maintenance Crew Chief	5	5
Mechanic II	1	1
Equipment Operator I	1	1
Equipment Operator II	3	3
Senior Maintenance Worker	4	4
Sanitation Equipment Operator	2	2
Maintenance Worker II	4	4
Tool Room/Mechanic Helper	1	1
Custodians	2	2
Lake McMurtry Supervisor*	1	0
Park Operations Manager**	2	2
Forestry Technician	1	1
	28	27

*Position was transferred to Stillwater Police Department.

**Facilities Manager and Parks and Grounds Manager were reclassified as Park Operations Managers. No change in pay or number of positions.

Personnel Authorized

1. Seasonal Maintenance Workers are paid by the hour. The numbers that are needed vary throughout the year.

Capital

1. \$87,500 (4054) Southern Woods Playground

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$420,293	\$469,580	\$574,611	\$514,111	\$471,632
Materials/Services	\$82,370	\$126,351	\$122,900	\$123,400	\$156,800
Contract Services	\$21,505	\$9,604	\$9,000	\$9,000	\$8,200
Capital	\$17,938	\$6,133	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$542,106	\$611,668	\$706,511	\$646,511	\$636,632

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

Full-Time

Recreation Supervisor

2008-09

2009-10

4

4

4

4

Personnel Authorized

1. Part-time and seasonal employees are paid by the hour and includes: instructors, supervisors, umpires, scorekeepers, lifeguards, office aides, and concession workers. The numbers of each that are needed vary throughout the year.

Parks, Events & Recreation - Tournaments

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

G/L Number: 010-50-51

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$8,000	\$8,000	\$8,000
Materials/Services	\$5,466	\$888	\$14,000	\$14,000	\$14,000
Contract Services	\$13,864	\$11,954	\$10,000	\$10,000	\$10,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$19,330	\$12,842	\$32,000	\$32,000	\$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.

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$110,928	\$125,094	\$195,463	\$153,920	\$136,284
Materials/Services	\$19,805	\$19,095	\$20,100	\$23,600	\$23,000
Contract Services	\$33,372	\$26,795	\$36,200	\$32,700	\$30,300
Capital	\$2,684	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$166,789	\$170,984	\$251,763	\$210,220	\$189,584

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>2008-09</u>	<u>2009-10</u>
Full-Time		
Multi Arts Center Supervisor	1	1
Children's Programmer	1	1
Part-Time		
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
	5	5

Personnel Authorized

1. Seasonal art instructors are paid by the hour. The numbers that are needed vary throughout the year.

Parks, Events & Recreation - Mini Bus

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

G/L Number: 010-50-58

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$60,824	\$63,138	\$45,951	\$45,951	\$44,167
Materials/Services	\$5,577	\$4,709	\$16,924	\$8,924	\$4,398
Contract Services	\$1,232	\$5	\$3,400	\$3,400	\$1,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$67,633	\$67,852	\$66,275	\$58,275	\$49,565

Program Description

The mini bus allows citizens access to community services including: transportation to dialysis, Life Center, work programs, and doctors appointments. Presently, the program utilizes one full-time driver, and one part-time driver with two vehicles equipped to carry wheelchairs.

Accomplishments

1. See Administrative Division for accomplished goals.

Goals

1. See Administrative Division for Departmental goals.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Full-Time		
Mini Bus Driver	1	1
Part-Time		
Mini Bus Driver *	0.75	0.5
	<hr/>	<hr/>
	1.75	1.5

*Part time driver's hours were reduced to remain within budget and due to reduced number of riders.

Community Center - Community Center

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

G/L Number: 010-52-13

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$175,908	\$190,212	\$212,076	\$211,025	\$215,799
Materials/Services	\$40,861	\$34,657	\$35,218	\$43,568	\$39,373
Contract Services	\$142,898	\$123,314	\$178,110	\$169,950	\$217,910
Capital	\$66,138	\$173,962	\$159,945	\$312,709	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$425,805	\$522,145	\$585,349	\$737,252	\$473,082

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. Replaced theater roof and ceiling repair.
2. Removed east wing boiler and installed new HVAC system in the theater and south stage room.
3. Stillwater Community Singers provided funds to purchase new lighting instruments for the theater.
4. Received a grant from the Stillwater Community Center Foundation to purchase stage curtains for the Lowry Activity Center.
5. Signed an agreement with the Mosaic Church to purchase 200 padded chairs and audio visual equipment.
6. The following grants were received for programming.
 1. Oklahoma Arts Council \$11,500
 2. Oklahoma Arts Council Project Support Grant for the Blues Festival \$5,000
 3. Mid America Arts Alliance \$2,338
 4. Wal-Mart Foundation \$1,000
 5. AT&T \$1,000
7. The Center successfully completed the fourth annual subscription series including The Glenn Miller Orchestra, Bluegrass All Stars, Footloose the Musical-10th Anniversary Tour, All American Boys Chorus, and Missoula Children's Theatrical performance of Beauty Lou & the Country Beast. The Center also provided 444 tickets (\$6197.02) of free programming to city employees through the REAP program.
8. Presented the 11th annual Stillwater Blues Festival and expanded the festival to four days in order to expand the genres of music to draw a larger audience. The festival was presented free to the public.
9. Implemented new room and equipment rental fees, establishing resident and non-resident fees.
10. Hosted OML annual meeting, Sister Cities International Oklahoma state meeting, welcome reception for OSU President, Burns Hargis, Red Cross Blood Drive and various city department staff and committee meetings.
11. The Community Center Foundation provided a grant to hire former OSU work-study and continue employment as an intern.

Goals

1. Submit programming support grants to Oklahoma Arts Council, Mid America Arts Alliance and National Endowment for the Arts.
2. Present the 12th annual Stillwater Blues Festival, three day music festival, September 18-20, 2009.
3. The Community Center presents their first Music Series with Grammy winner ASLEEP AT THE WHEEL; the ever popular THE LEGENDS OF MOTOWN; and award winning top Alaskan folk and bluegrass group BEARFOOT. The Children's Series will also debut presenting The Adventures of HAROLD AND THE PURPLE CRAYON; a modern twist of THE EMPEROR'S NEW THREADS; and the highly requested MISSOULA CHILDREN'S THEATRE. The final two incredible shows to see would be the repeat performance of PICKIN, A BLUEGRASS ALL STARS JAM and our recognition of Black History month celebrating with the internationally acclaimed top rated, stepping group STEP AFRIKA.
4. New carpet, lighting and ceiling tiles in Room 121.
5. Replace carpet in main lobby.
6. Identify location for outside storage.
7. Paint main lobby and identify lighting needs.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
(2) Custodians - Part-Time (FTE)	1	1
Building Maintenance Worker	1	1
Programming Coordinator	1	1
Manager	1	1
Custodian /Technical Services	1	1
	<hr/>	<hr/>
	5	5

Capital

1. \$0 (4041) (C7CC01) Carry forward of east wing electric

Library - Administration

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

G/L Number: 010-55-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$798,750	\$814,129	\$877,946	\$877,946	\$880,789
Materials/Services	\$175,437	\$171,691	\$165,675	\$167,330	\$167,873
Contract Services	\$155,672	\$335,166	\$240,450	\$246,096	\$235,000
Capital	\$43,865	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,173,724	\$1,320,986	\$1,284,071	\$1,291,372	\$1,283,662

Program Description

Vision Statement: "The Stillwater Public Library will serve our community 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 2008-2010 Technology Plan meeting two priorities: 1) upgrade to public online catalog and 2) Library Board approval of social networking policy.
2. Met goals of 2006-2009 Long Range Plan by providing customers with 1) excellent meeting room services; 2) programs, services, and information to create a strong relationship with the library; 3) professional and courteous service to fulfill informational and recreational needs; 4) and inviting, comfortable, and accessible atmosphere to accommodate social and informational needs.
3. Completed 2008 State Aid report and "Library Visits Per Capita" survey to ensure receipt of State Aid.
4. Successfully reorganized library shelving to better meet customer needs.
5. Utilized Library Material Enhancement Funds to purchase furniture for main library and meeting rooms.
6. Utilized Library Material Enhancement Funds to improve library landscaping (pending Library Board approval).
7. Completed 2nd year of Spanish Literacy Grant funding received from Bill and Malinda Gates Foundation through the Oklahoma Department of Libraries.
8. Received approximately \$34,000 in state grants.
9. Completed replacement of south cooling tower.
10. Expanded Outreach and Homebound services.
11. Established partnership with 3rd party collection agency for retrieval of long overdue library materials.
12. Instituted \$2.00 fee for Interlibrary Loan requests received to offset shipping costs to return items to lending library.
13. Instituted courier system to off-set costs for returning materials to lending libraries.
14. Planned and implemented year-round successful programs and displays for all ages.
15. Participated in organization of City of Stillwater Safety Culture.
16. Received Library Board approval of 2009-2012 Long Range Plan (June, 2009)
17. Revised Library Trust Charter.
18. Implemented committee to investigate purchase and installation of sculpture on library lawn.

Goals

1. Complete 2009 State Aid report and "Age and Condition" survey as required to receive State Aid.
2. Implement 2 of 4 remaining priorities of 2008-2010 Stillwater Public Library Technology Plan: 1) re-configure library software to email pre-due, overdue, holds and ILL notices to library customers; 2) investigate downloadable books; 3) investigate new automation software offered by Sirsi; 4) investigate building a digital collection.
3. Implement 2009-2012 Stillwater Public Library Long Range Plan.
4. Continue to provide quality programs and displays for children, teens and adults.
5. Implement activities to increase funding to Stillwater Public Library Trust.
6. Continue to provide quality Outreach and Homebound Services.
7. Replace north cooling tower.
8. Implement Safety Culture committee for Library.
9. Replace telephone system.
10. Complete Library sculpture project.
11. Investigate self-check system for customer convenience and improved staff efficiency.
12. Investigate grant opportunities.
13. Evaluate and develop plan for replacing library roof.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
F.T.E. Librarian I, Mtg Rm Coord, Mtg Rm Monitor, Circ. Aides, Circ. Shelves, Child Svcs. Assts.	9	9
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	2	2
Librarian II	4	4
Library Director	1	1
Librarian I/Cataloger	1	1
	<hr/> 26	<hr/> 26

Police - DARE Program

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

G/L Number: 010-60-24

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$3,034	\$3,148	\$4,000	\$4,000	\$4,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$3,034	\$3,148	\$4,000	\$4,000	\$4,000

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 22 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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$6,335,499	\$6,881,351	\$6,736,806	\$6,784,431	\$7,534,805
Materials/Services	\$359,170	\$382,803	\$706,557	\$637,307	\$438,464
Contract Services	\$87,332	\$158,708	\$242,180	\$290,480	\$256,200
Capital	\$219,047	\$137,872	\$103,116	\$156,005	\$312,276
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$7,001,048	\$7,560,734	\$7,788,659	\$7,868,223	\$8,541,745

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. The Stillwater Police Department sought to recruit, select, hire and train six police officers to achieve 1999 authorized strength. Following a National trend we received 38 applications with only 3 of those eventually placed in full-time positions.
2. During the past year we worked with other City Departments to research, evaluate, select and begin implementing an updated computer system.

Goals

1. To seek out, develop and deliver high-quality, efficient and convenient police training (including but not limited to video, Internet, distant, and independent study) to satisfy the new unfunded State mandate that all police officers receive twenty-five (25) hours of continuing education credits within the calendar year.
2. To continue working with other City Departments to finalize the selection and implementation of a Department-wide updated police computer system.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Police Chief	1	1
Major	1	1
Captain	2	2
Lieutenant	5	5
Sergeant	9	9
Police Officer	58	58
Public Safety Systems Administrator	1	1
Data Analyst	1	1
Dispatch Supervisor	3	3
Dispatcher	11	11
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 Supervisor	1	1
Jailer	9	9
D.A.R.E. Officer	1	1
	<hr/>	<hr/>
	115	115

Capital

1. \$104,002 (4001) Police Vehicles 4 vehicles and 2 motorcycles
2. \$208,274 (4007) In-car video system
3. \$0 (4001) Carry forward (9DPL01) 2 unmarked vehicles

Police - SECCC

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

G/L Number: 010-60-26

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$64,189	\$123,778	\$163,133	\$160,133	\$169,036
Materials/Services	\$18,401	\$33,257	\$43,867	\$46,167	\$42,230
Contract Services	\$205,053	\$111,687	\$147,870	\$145,570	\$156,370
Capital	\$72,000	\$84,710	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$359,643	\$353,432	\$354,870	\$351,870	\$367,636

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. Raised ten sirens for optimal performance.
2. Completed the City of Stillwater, Stillwater Public Schools, and OSU Multi-Hazard Mitigation Plan.
3. Attained certification in the Emergency Management Institute's Advanced Professional Series Program.
4. Completed improvements to the Emergency Communications van and other response vehicles.
5. Planned, coordinated, and provided various training opportunities to the citizens of Stillwater and Payne County.

Goals

1. Continue raising designated outdoor warning sirens for maximum benefit.
2. Continue planning for alternate EOC sites.
3. Convert the existing Emergency Operations Plan to the Emergency Service Function format as recommended in the Nation Response Framework.

Personnel Authorized

Emergency Mgmt. Director	<u>2008-09</u>	<u>2009-10</u>
	1	1
Emergency Mgmt. Technician	2	2
	<u>3</u>	<u>3</u>

Police - Animal Welfare

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

G/L Number: 010-60-27

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$132,213	\$131,720	\$135,892	\$135,892	\$136,555
Materials/Services	\$18,468	\$17,672	\$30,175	\$31,175	\$21,688
Contract Services	\$10,853	\$24,216	\$28,519	\$27,519	\$28,519
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$161,534	\$173,608	\$194,586	\$194,586	\$186,762

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. Approved a proposal to discontinue providing a cremation service to businesses based on rising costs.
2. Installed a new pressure washer with energy saving features.
3. Recruit training on the Animal Welfare shelter, ordinances, safety, and felony animal statutes has been added to the Stillwater Police Department.

Goals

1. Paint the public kennel area.

Personnel Authorized

Animal Welfare Officer	<u>2008-09</u>	<u>2009-10</u>
Animal Shelter Supervisor	2	2
	1	1
	<hr style="width: 50%; margin: 0 auto;"/>	<hr style="width: 50%; margin: 0 auto;"/>
	3	3

Police - E-911

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

G/L Number: 010-60-28

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$111,521	\$114,129	\$109,380	\$109,380	\$117,203
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$36,396	\$21,624	\$39,000	\$17,000	\$39,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$147,917	\$135,753	\$148,380	\$126,380	\$156,203

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 April 2009, the City Council voted to retain the 5% percent user fee through April 2010. The user fee level will require review in March 2010.

Personnel Authorized

Dispatcher	<u>2008-09</u>	<u>2009-10</u>
	3	3
	<hr/> 3	<hr/> 3

Fire - Fire Services

Fund: General Fund
 Department: Fire
 Program: Fire Services - Marion Blackwell

G/L Number: 010-65-10

	Actual	Actual	Original	Revised	Proposed
	2006-07	2007-08	Budget	Budget	Budget
			2008-09	2008-09	2009-10
Personnel	\$5,086,824	\$6,395,709	\$5,610,919	\$5,645,674	\$5,886,518
Materials/Services	\$188,079	\$208,478	\$257,255	\$231,255	\$221,280
Contract Services	\$240,772	\$276,728	\$375,457	\$326,061	\$372,774
Capital	\$58,636	\$29,374	\$0	\$21,741	\$200,000
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$5,574,311	\$6,910,289	\$6,243,631	\$6,224,731	\$6,680,572

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 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. Stillwater Fire Department is rated as an ISO Class 3 department.

Accomplishments

1. Selected to host National Society of Executive Fire Officers 2009 annual conference.
2. Implemented changes to comply with NFPA standard on cleaning, inspection and repair of structural fire protective clothing.
3. Assisted Water Utilities in maintenance and testing of fire hydrant system to support ISO fire classification rating.
4. Hosted four education seminars to support officer development for Stillwater Fire Department and surrounding departments.
5. Completed initial training for three new employees and assigned them to shift.

Goals

1. Fully implement proposed operating software integrating Dispatch, Police and Fire.
2. Reduce workers compensation injuries through safe work practices and training.
3. Increase opportunities for public education.
4. Develop fire training support facilities.
5. Finalize SOG updates to support improved operations.
6. Conduct table top exercise for major emergency response.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Fire Chief	1	1
Assistant Fire Chief	2	2
Fire Marshal	1	1
Deputy Fire Marshal	1	1
Training Officer	1	1
Battalion Chief	3	3
Fire Captain	12	12
Fire Lieutenant	12	12
Fire Fighter	33	33
Mechanic	1	1
Administrative Coordinator	1	1
Medical Officer	3	3
Lieutenant Medical Officer	3	3
(9) Fire Interns	1	1
	<hr/>	<hr/>
	75	75

Health - Ambulance

Fund: General Fund
 Department: Health
 Program: Ambulance - Marion Blackwell

G/L Number: 010-65-29

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$170	\$151	\$800	\$800	\$800
Materials/Services	\$121,601	\$116,188	\$158,123	\$149,423	\$131,213
Contract Services	\$75,528	\$77,192	\$79,717	\$78,617	\$79,717
Capital	\$128,814	\$0	\$50,000	\$50,000	\$150,000
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$326,113	\$193,531	\$288,640	\$278,840	\$361,730

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. Completed EMS orientation for five paramedics and two intermediate emergency medical technicians.
2. Upgraded frontline ambulances with power assisted cots.
3. Assistant Chief Mott selected to the Regional Advisory Trauma board.

Goals

1. Complete EMS orientation for new employees and newly trained paramedics
2. Refine training process to assist re-licensure of current emergency medical technicians.
3. Fully integrate state health department's requirements for EMS reporting.
4. Implement future software purchase, achieving full integration between Police, Fire and Emergency Medical Service for the City of Stillwater.

General Government - City Hall Maintenance

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

G/L Number: 010-80-40

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$147,339	\$144,589	\$164,439	\$164,439	\$168,396
Materials/Services	\$19,628	\$23,350	\$34,486	\$37,486	\$36,928
Contract Services	\$79,174	\$115,231	\$160,210	\$160,210	\$156,249
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$246,141	\$283,170	\$359,135	\$362,135	\$361,573

Program Description

The Facilities Management Department provides maintenance and custodial service for the Municipal Building and the Police Department. Maintenance duties are additionally performed at the Library. Staff is also responsible for minor repairs at these locations. Outside contract services are used for HVAC, plumbing, electrical, security systems, pest control, elevators, and fire extinguisher maintenance.

Accomplishments

1. Replaced carpet with tile in high use areas of Municipal Building and Police Department.
2. Added awnings to the Municipal Building and Police Department.
3. Refinished concrete steps outside Police Department.
4. Installed baby changing stations in public restrooms.
5. Replaced fan and pump motors on cooling towers at the Library.
6. Painted hallway in Police Department.

Goals

1. Assist in the successful remodel of the 3rd floor of the Police Department.
2. Repair concrete steps on the southeast corner of the Municipal Building.
3. Install fans in the Police Department locker rooms.
4. Repair the exterior finish and insulation system sidewalls around the Municipal Building and Police Department.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</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		09/10
DEBT SERVICE		
DEBT SERVICE		1,222,025
SPECIAL REVENUES		
TOURISM AND CONVENTION		530,000
RURAL FIRE		135,000
CDBG GRANTS		372,706
PARK GRANTS		312,044
TRANSPORTATION IMPROVEMENT FUND		3,387,838
COMMUNITY DEVELOPMENT REHAB		6,600
STORMWATER MANAGEMENT FUND		256,000
TRANSPORTATION FEE		125,000
LIBRARY ENHANCEMENTS		2,000
PARK DONATIONS		21,800
EXPENDITURES		09/10
DEBT SERVICE		
DEBT SERVICE		1,222,025
SPECIAL REVENUES		
TOURISM AND CONVENTION		530,000
RURAL FIRE		121,651
CDBG GRANTS		691,102
PARK GRANTS		350,556
TRANSPORTATION IMPROVEMENT FUND		1,592,591
COMMUNITY DEVELOPMENT REHAB		6,600
STORMWATER MANAGEMENT FUND		297,314
TRANSPORTATION FEE FUND		650,000
LIBRARY ENHANCEMENTS		2,000
PARK DONATIONS		21,800
GALIE MAY KOCH DONATIONS		11,182

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$1,277,237	\$1,291,125	\$1,272,645	\$1,296,645	\$1,222,025

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$18,548	\$64,107	\$0	\$0	\$0

Delinquent payments are shown here.

Finance - Debt Service

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

G/L Number: 020-20-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$1,372,865	\$1,322,525	\$1,272,645	\$1,272,645	\$1,222,025
Total	\$1,372,865	\$1,322,525	\$1,272,645	\$1,272,645	\$1,222,025

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, 2009 - \$4,950,000

2001 City Hall/Police Building Bonds \$6,470,000. Principal balance at June 30, 2008 - \$4,090,000

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

SPECIAL REVENUE FUNDS

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

REVENUE PROJECTIONS

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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$406,552	\$439,953	\$415,000	\$415,000	\$530,000

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.

Rural Fire Membership Fees **160-0000-342-4680**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$56,680	\$57,155	\$40,000	\$84,000	\$85,000

Ordinance 3050, adopted by the City Commission on December 8th, 2008, established that rural property owners or leasees may elect to purchase a rural fire contract from the City of Stillwater for an annual charge of \$100.00; the maximum fee charged for such services shall be capped at \$1000.00 dollars per incident.

Property owners or lessee who do not qualify to contract for service or if qualified to contract elects not to contract, the full cost of any service rendered by the fire department shall be billed to the property owner or lessee in accordance with the rate schedule.

Rural Fire Runs **160-0000-342-4685**

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$16,143	\$25,891	\$14,000	\$30,000	\$30,000

Resolution No. 2008-25, adopted by the City Commission on December 15th, 2008, sets forth a fee schedule for providing fire services outside the City limits. The fees are:

- \$350.00 per unit per hour. Includes pumpers and heavy rescue apparatus.
- \$550.00 per ladder truck per hour.
- \$650.00 per unit per hour.
- \$250.00 per unit per hour.
- \$125.00 per brush unit per hour.
- \$30.00 per battalion chief unit per hour.
- \$25.00 per staff unit per hour

Personnel rates are at the following hourly rates;

- \$28.00 line personnel
- \$30.00 company officer
- \$35.00 chief officer

Rescue Runs

160-0000-342-4686

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$8,465	\$26,602	\$12,500	\$20,000	\$20,000

Resolution No. 2008-25, adopted by the City Commission on December 15th, 2008, sets forth a fee schedule for providing fire services outside the City limits. The fees are:

\$350.00	per unit per hour. Includes pumpers and heavy rescue apparatus.
\$550.00	per ladder truck per hour.
\$650.00	per unit per hour.
\$250.00	per unit per hour.
\$125.00	per brush unit per hour.
\$30.00	per battalion chief unit per hour.
\$25.00	per staff unit per hour

Personnel rates are at the following hourly rates;

\$28.00	line personnel
\$30.00	company officer
\$35.00	chief officer

Community Development Block Grant

170-0000-330-4541

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$65,028	\$207,732	\$463,575	\$407,938	\$371,706

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

HBA Miscellaneous

170-0000-380-4873

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$41,101	\$30,098	\$15,000	\$15,000	\$1,000

Funds received from recipients of HBA grants and who have repaid a portion of the grant.

Grant Revenue-Parks

180-0000-330-4541

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$40,497	\$0	\$158,000	\$0	\$312,044

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$21,155	\$9,947	\$8,200	\$8,200	\$6,600

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

Stormwater Fee

210-0000-348-4680

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$263,682	\$265,955	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$55	\$0	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$147,275	\$127,109	\$200,000	\$200,000	\$125,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$9,870	\$7,798	\$2,000	\$2,000	\$2,000

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

Donations-Parks

230-0000-365-4820

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$14,936	\$5,204	\$5,000	\$5,000	\$5,000

Donations received from members of the community for park improvements.

Artist Fees

232-0000-347-4645

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$4,853	\$3,585	\$4,200	\$4,200	\$4,200

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

Vendor Fees

232-0000-347-4647

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$1,400	\$600	\$1,000	\$1,000	\$1,000

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

Donations/Miscellaneous

232-0000-365-4820

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$7,100	\$22,050	\$11,000	\$11,000	\$6,000

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

Miscellaneous

232-0000-380-4873

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$376	\$1,658	\$600	\$600	\$600

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

Hotel/Motel Tax - Hotel/Motel Tax

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

G/L Number: 150-20-11

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$398,837	\$435,287	\$415,000	\$415,000	\$530,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$398,837	\$435,287	\$415,000	\$415,000	\$530,000

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 - Marion Blackwell

G/L Number: 160-65-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$20,000	\$21,650	\$21,650	\$21,650	\$23,090
Materials/Services	\$48,244	\$62,307	\$79,971	\$63,971	\$76,825
Contract Services	\$9,774	\$3,803	\$21,736	\$21,736	\$21,736
Capital	\$17,791	\$0	\$0	\$16,000	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$95,809	\$87,760	\$123,357	\$123,357	\$121,651

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 Subscription program 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 Subscription program fee was set at \$40 per year, per member and was collected on an individual basis or through the surrounding rural water districts. This program was replaced with the Rural Fire Contract program. This new fire contract is available to property owner located within 7 road miles to the nearest Stillwater fire station and to previous Rural Fire Subscription program members outside the 7 mile limit for the calendar year 2009. The Fire contract cost is \$100 per year for each contracted property, with a incident response fee capped at \$1000 per incident for calendar year 2009.

Accomplishments

1. Completed cost analysis for delivery of service to unincorporated areas of our rural response area.
2. Replaced Rural Fire Subscription Program with Rural Fire Contract program and revised rate structure to accurately provide cost recovery of services provided.

Goals

1. Study changes in the Rural Fire Service Contract program for cost recovery and impact to unincorporated areas of the rural response area and identify alternate funding for services provided.

Development Services - Grants

Fund: Grants
 Department: Development Services
 Program: Grants - Desiree Michaelson

G/L Number: 170-30-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$143,607	\$344,735	\$603,221	\$767,504	\$691,102
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$143,607	\$344,735	\$603,221	\$767,504	\$691,102

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 (CDBG) State Small Cities Set Aside and the Emergency Shelter Grant (ESG), both of which are funded in part by the U.S. Department of Housing and Urban Development as administered by the Oklahoma Department of Commerce (ODOC) on behalf of the State of Oklahoma, and the HOME Investment Partnership which is funded in part by the U.S. Department of Housing and Urban Development as administered by the Oklahoma Housing Finance Agency (OHFA) on behalf of the State of Oklahoma. These programs are administered by staff in the Development Services Department Administration Division. Other grant opportunities from the Oklahoma Department of Transportation (ODOT), the Oklahoma Tourism and Recreation Department, the Oklahoma Arts Council, and other federal, state and private agencies are researched and evaluated through the Development Services-Administration.

Accomplishments

1. Completion of the 2006 CDBG project, drainage channel improvement.
2. Completion of the Community Repayment Plan.
3. Completion of the 2007 ESG Grant for Stillwater Domestic Violence Services.
4. Applied for and was awarded 2008 CDBG Small cities Set Aside.
5. Held four (4) classes with a total of 88 participants.
6. Completion of 2007 HOME Partnership Program.

Goals

1. Apply for and be awarded 2009 CDBG State Small Cities Set Aside.
2. Apply for and be awarded 2009 HOME grant.
3. Begin work on 2008 CDBG project.
4. Apply for and be awarded 2009 ESG for Stillwater Domestic Violence Services.
5. Apply for and be awarded Safe Routes to School grant.

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$46,418	\$0	\$158,000	\$0	\$350,556
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$46,418	\$0	\$158,000	\$0	\$350,556

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 may include ODOT, Department of Wildlife, and the Land/Water Conservation fund.

Capital

1. \$192,556 (4954) Re-budget of Kameoka Trail grant (C8PR02)
2. \$158,000 (4954) Re-budget of Overlay of Lake McMurtry (09PR02)

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$8,200	\$8,200	\$6,600
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$8,200	\$8,200	\$6,600

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).

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/Stormwater Manager

G/L Number: 210-40-36

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$104,459	\$122,346	\$155,737	\$155,737	\$159,315
Materials/Services	\$36,317	\$47,731	\$59,431	\$59,431	\$41,799
Contract Services	\$35,852	\$66,199	\$96,200	\$96,200	\$96,200
Capital	\$72,576	\$129,350	\$0	\$79,650	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$249,204	\$365,626	\$311,368	\$391,018	\$297,314

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) stormwater regulations.

Accomplishments

1. Implemented year 3 of the 5 year City of Stillwater's Phase II OKR04 Stormwater Permit by completing the following items:
2. Stormwater educational material was developed. Stormwater education material was handed out at the following events: Home and Garden Show, Electronic Waste Collection Event, and the Household Hazardous Waste Collection Event.
3. All active construction sites were inspected. Notice of Non Compliances were issued to construction sites that were out of compliance with Chapter 9 of the City Code. All City facilities that have ODEQ permits were inspected.
4. All stormwater illicit discharge complaints were investigated and resolved.
5. Continued performing maintenance of stormwater drainage facilities throughout the city.
6. Stormwater Management Staff's contact information was provided at the following events: Home and Garden Show, Electronic Waste Collection Event, and the Household Hazardous Waste Event. Staff's information was also made available on the City's website.
7. 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 January 29, 2009.
8. Completed construction on project 07DS01 Drainage Channel Improvements, 12th Ave to 14th Ave, between Duck and Duncan Streets.

Goals

1. Implement year 4 of the 5 year City of Stillwater's Phase II OKR04 Stormwater Permit by completing the following:
2. Develop and distribute stormwater educational materials at various events in accordance with the ODEQ accepted stormwater management plan.
3. Provide stormwater management staff with training in accordance with the ODEQ accepted stormwater management plan.
4. Perform regular inspections of all active construction sites and city owned facilities for stormwater pollution discharge violations. Document and resolve violations.
5. Investigate and resolve all complaints of stormwater illicit discharge.
6. Plan at least one clean-up event to help improve stormwater quality.
7. Provide the public with Stormwater Management staff contact information to solicit information/input from the public in accordance with the accepted stormwater management plan.
8. Complete the required annual report for the City of Stillwater's Phase II Stormwater Management Program.
9. Continue performing maintenance of stormwater drainage facilities throughout the city.
10. Develop and implement drainage work plan in coordination with the drainage crew of the street division.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Stormwater Program Manager	1	1
Maintenance Workers	2	2
	<hr/> 3	<hr/> 3

Public Works - Transportation Fee

Fund: Transportation Fee
 Department: Public Works
 Program: Transportation Fee - Engineering Manager

G/L Number: 215-40-36

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$147,562	-\$8,274	\$0	\$0	\$300,000
Capital	\$0	\$0	\$0	\$125,000	\$350,000
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$147,562	-\$8,274	\$0	\$125,000	\$650,000

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.

Goals

1. Complete the design of 6th and Perkins Intersection Improvements
2. Complete the acquisition of right-of-way required for the contraction of 6th and Perkins Intersection Improvements

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

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$7,394	\$9,789	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$82,206	\$149,067	\$147,121	\$2,000
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$7,394	\$91,995	\$149,067	\$147,121	\$2,000

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. At its December 3, 2007, the City Council approved removal of restriction to spend interest on books and audio visual materials and authorized spending down this account on Library Board approved projects that will improve the library facility.

Capital

1. \$2,000 (4041) Library Material Enhancement Funds for library projects.

Park Donations - Park Donations

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

G/L Number: 230-50-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$9,899	\$1,224	\$7,800	\$7,800	\$7,800
Contract Services	\$27,176	\$16,413	\$14,000	\$14,000	\$14,000
Capital	\$6,408	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$43,483	\$17,637	\$21,800	\$21,800	\$21,800

Program Description

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, or memorials.

Public Works - Transportation Improvement Fund

Fund: Transportation Projects
 Department: Public Works
 Program: Transportation Improvement Fund - Engineering Manager

G/L Number: 260-00-00

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$102,948	\$223,321	\$358,184	\$412,736	\$334,979
Materials/Services	\$33,914	\$42,892	\$49,473	\$49,473	\$40,607
Contract Services	\$0	\$802	\$2,000	\$2,000	\$2,000
Capital	\$2,872,000	\$2,828,637	\$8,847,105	\$17,102,465	\$1,215,005
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$3,008,862	\$3,095,652	\$9,256,762	\$17,566,674	\$1,592,591

Program Description

The Five Year 1/2-Cent Transportation Sales Tax approved by voters on 2001 has generated over \$19M 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. Completed 45,000 linear feet of crack sealing.
2. Completed pavement reconstruction of Neighborhood Streets project in the Westbrook Addition.
3. Completed the design of the Lakeview and Husband Intersection Signalization Project.
4. Completed the design of the 12th Ave, Western to Duck Reconstruction Project.
5. Completed the design of the University Ave, Monroe to Knoblock project.

Goals

1. Complete the construction of the University Ave., Monroe to Knoblock Project.
2. Complete the construction of the 12th Ave. Western to Duck Reconstruction Project
3. Complete the design and construction of the 19th Ave. Main to Jardot Reconstruction Project
4. Completed the design and construction of the Washington, Hall of Fame to Richmond Project.
5. Complete the construction of the Lakeview and Husband Intersection Signalization Project.
6. Complete the design and construction of the 2010 Neighborhood Street Project

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Construction Inspector	1	1
Right-of-Way/Real Property Manager (This position is funded 50% from the Transportation Improvement Fund and 50% from the General Fund.)	0.5	0.5
Project Manager	1	1
Program Manager	1	1
Crack Seal Crew Equipment Operator	1	1
Crack Seal Crew Maintenance Workers	2	2
	6.5	6.5

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

REVENUES		09/10
INTERNAL SERVICE FUNDS		
SELF INSURANCE		837,607
S.P.W.A.		3,510
S.I.R.A.		151,211
TRUST AND AGENCY FUNDS		
LIBRARY TRUST		
ENTERPRISE FUNDS		
AIRPORT		1,798,300
SPGA		763,974
EXPENDITURES		09/10
INTERNAL SERVICE FUNDS		
SELF INSURANCE		6,270,323
S.P.W.A.		-
S.I.R.A.		174,809
TRUST AND AGENCY FUNDS		
LIBRARY TRUST		
ENTERPRISE FUNDS		
AIRPORT		2,058,538
SPGA		987,487

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$168,534	\$162,756	\$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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$354,408	\$418,100	\$521,100	\$521,100	\$662,607

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

SELF INSURANCE FUND

Program Description

In 1986, the City Council 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 Council.

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 Council 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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$309,349	\$343,235	\$464,000	\$474,000	\$461,750
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$309,349	\$343,235	\$464,000	\$474,000	\$461,750

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, adjuster license fee to State of Oklahoma Insurance Commission, and general training expenses for employees.

Accomplishments

1. Obtained education update on new and ongoing public risk management issues. Attended Annual PRIMA Conference.
2. Coordinated with city departments to track and file subrogation claims to increase reimbursements to City regarding property damage and medical costs of employees.

Goals

1. Obtain continuing educational training for property and automobile claims handling.
2. Obtain educational update on risk management issues affecting public entities.
3. Coordinate establishment of Medicare reporting procedures for claims.

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$3,673,979	\$4,075,523	\$4,483,573	\$4,458,573	\$4,483,573
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$1,624,627	\$603,710	\$1,275,000	\$1,300,000	\$1,325,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$5,298,606	\$4,679,233	\$5,758,573	\$5,758,573	\$5,808,573

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.

SPWA - SPWA

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

G/L Number: 530-20-11

	Actual	Actual	Original	Revised	Proposed
	2006-07	2007-08	Budget	Budget	Budget
			2008-09	2008-09	2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$6,751	\$13,961	\$10,000	\$10,000	\$15,000

Interest on investments of the Library Trust Fund.

Donations-Library Trust

640-0000-365-4820

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$150	\$17,955	\$2,500	\$35,500	\$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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$0	\$2,000	\$2,000	\$0

Rents received for the lease of airport office space.

Landing Fees-Airport

810-7010-341-4662

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$3,253	\$5,116	\$5,000	\$5,000	\$5,000

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

Stand By ARFF Fees

810-7010-341-4667

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$11,800	\$15,960	\$14,000	\$14,000	\$14,000

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

Security Fees

810-7010-341-4668

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$9,400	\$17,070	\$15,000	\$15,000	\$15,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$4	\$113	\$50	\$50	\$50

Fees collected for document reproduction.

Land Usage Fee-Airport

810-7010-363-4661

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$27,178	\$30,976	\$36,000	\$36,000	\$36,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$507	\$45,600	\$500	\$500	\$500

Revenue generated from donations received.

Sales of Merchandise

810-7010-370-4660

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$0	\$0	\$250	\$250	\$250

Sale of radio equipment.

Concessions-Airport

810-7010-370-4663

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$641	\$717	\$500	\$500	\$500

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

Miscellaneous Fees-Airport

810-7010-380-4873

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10	2008-09	2009-10
\$2,341	\$3,265	\$1,000	\$1,000	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10	2008-09	2009-10
\$50	\$356	\$200	\$200	\$200

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10	2008-09	2009-10
\$59,954	\$59,996	\$62,000	\$62,000	\$62,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10	2008-09	2009-10
\$154	\$83	\$0	\$0	\$0

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10	2008-09	2009-10
\$14,655	\$15,346	\$15,000	\$15,000	\$15,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$10,063	\$10,362	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$63,250	\$68,261	\$66,000	\$66,000	\$69,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$17,088	\$26,705	\$39,600	\$39,600	\$41,600

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$928,250	\$1,209,355	\$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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$139,721	\$116,037	\$0	\$217,130	\$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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$5,321	\$25,338	\$0	\$0	\$309,600

State only grants are shown here. State grants are usually offered on a 90%/10% matching basis (90% State and 10% Local match). The State also offers a 2.5% match for some federal grants up to \$2,000,000 (limit \$100,000 total participation). A typical example is a federal grant of 95%: State match 2.5%, Local match 2.5%.

STILLWATER PUBLIC GOLF COURSE AUTHORITY

Annual Pass Sales/ Cart Storage

930-0000-347-4650

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$126,056	\$123,424	\$143,857	\$143,857	\$116,300

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$217,749	\$245,400	\$264,673	\$264,673	\$247,562

Revenues received from golfers who do not have an annual pass.

Cart Rentals/ Trail Fees

930-0000-347-4652

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$140,523	\$144,954	\$169,487	\$169,487	\$167,477

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$900	\$240	\$1,296	\$1,296	\$1,296

Revenues received from the rental of lockers on an annual basis.

Range Sales

930-0000-347-4654

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$28,618	\$32,137	\$35,713	\$35,713	\$36,938

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$84,492	\$96,621	\$96,444	\$96,444	\$86,904

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$19,115	\$17,135	\$32,693	\$32,693	\$29,459

Revenues received from the sales of food at the Snack Bar.

Beverage Sales

930-0000-370-4662

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$50,901	\$61,133	\$65,386	\$65,386	\$58,918

Revenues received from the sales of beverages from the Snack Bar and on-course services.

Miscellaneous-SPGA

930-0000-380-4873

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$25,449	\$6,965	\$23,420	\$23,420	\$19,120

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$120,264	\$126,635	\$163,503	\$163,503	\$142,215
Materials/Services	\$3,283	\$3,859	\$9,250	\$9,550	\$8,050
Contract Services	\$29,661	\$63,013	\$53,575	\$54,675	\$54,275
Capital	\$3,414	\$859	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$156,622	\$194,366	\$226,328	\$227,728	\$204,540

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 and 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 SPCCP (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 Convention Visitors Bureau in matters of economic development issues for the city. The airport director is an active member of the City Management Team and works closely with the City Manager, City Attorney, and City Planner on 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), Immediate Past President of the South Central Chapter of AAAE and on the Policy Board of the United States Contract Tower Association.

Accomplishments

1. Obtained and managed Non-Primary Entitlement Grant funds in the amount \$99,000 for or the Taxiway/Apron Realignment Plan (FAA 95% Local 5%).
2. Maintained on-going Airport user’s meetings/luncheons which include events such as the Customer Appreciation Dinner, Holiday Luncheon, and supported Aviation Safety meetings.
3. Maintained on-going liaison with FAA, Oklahoma Aeronautics Commission, state and congressional legislative officials.
4. Economic development: Negotiated and implemented long term lease agreement with Special Energy, Inc. to build a hangar facility. Hangar facility was completed in December of 2008.
5. Completed webpage design and implementation in concert with City of Stillwater IT department.
6. Administer grant for Master Plan/Wildlife Hazard Management Plan.
7. Coordinated and Hosted "Business after Hours" in concert with three airport tenants, and the Stillwater Chamber of Commerce, with approximately 200 attendees.
8. Coordinated and accepted a state grant from the Oklahoma Aeronautics Commission for design of the RW 17-35 partial rehabilitation and Taxiway realignment.
9. Coordinated OSU Flying Aggie Spring Fly-in event. The event activities include a fly-in, aircraft displays and breakfast for attendees.
10. Coordinated and conducted drivers training for tenants, emergency personnel and businesses who have access to the aircraft movement area.

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 as approved by the City of Stillwater City Council.
2. Conduct ongoing public information program concerning the airport including the development and maintaining of a webpage.
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 contract for the FAA contract tower for air traffic control.
5. Administer grant in connection with the apron/taxiway relocation engineering report.
6. Continue ongoing promotional development and fund raising for the OSU Aerospace Research and Education Center.
7. Coordinate design for RW 17-35 rehabilitation and taxiway/apron realignment projects.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Administrative Assistant	1	1
Airport Director	1	1
Caretaker/Janitor *	0.5	0.5
	<hr/>	<hr/>
	2.5	2.5

*Part-time

Airport - Customer Service

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

G/L Number: 810-70-13

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$59,475	\$62,630	\$64,226	\$64,226	\$64,034
Materials/Services	\$912,539	\$1,238,422	\$1,212,735	\$1,212,335	\$1,212,505
Contract Services	\$6,128	\$5,081	\$7,600	\$7,600	\$7,600
Capital	\$49,802	\$0	\$40,000	\$124,725	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,027,944	\$1,306,133	\$1,324,561	\$1,408,886	\$1,284,139

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 mobile 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) assist in inspection, maintenance and repair of all airport facilities including, but not limited to runway, taxiway and ramp surfaces, and airfield structures; 7) all airport lighting, marking and fencing; 8) assist/perform maintenance and repair to airport equipment and mechanical systems; 9) 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 10) perform and oversee repair and maintenance of the Control Tower and associated equipment and systems.

Accomplishments

1. Participated in perimeter fence installation
2. Maintained ARFF and First Responder certifications
3. Performed repairs on taxiway E
4. Provided oversight and coordinated ongoing personnel training required by FAR part 139
5. Provided oversight on fuel farm containment project
6. Assisted in administration of pasture grazing plan
7. Promoted productivity and positive attitude with airport staff
8. Insured safe operation of airport equipment
9. Assisted in preparation of specifications for bids for Jet A AST

Goals

1. Maintain and promote positive attitude and productivity with airport staff
2. Continue pasture improvement project
3. Extend perimeter fencing on Wright Drive and at fuel farm
4. Continue repairs on taxiway E
6. Take advantage of pertinent training opportunities
7. Upgrade/replace airport guidance signs
8. Contribute to reduction of airport operating costs
9. Perform maintenance and repair of ATC equipment
10. Remark Runway 17-35
11. Paint Rock Hangar fascia
12. Construct genset containment structure
13. Promote and follow safety procedures

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Operations Supervisor	1	1
	<hr/>	<hr/>
	1	1

Airport - Maintenance

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

G/L Number: 810-70-40

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$74,407	\$77,234	\$97,092	\$97,092	\$84,195
Materials/Services	\$47,669	\$29,514	\$53,922	\$37,222	\$27,388
Contract Services	\$20,403	\$58,153	\$24,550	\$25,050	\$24,550
Capital	\$22,943	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$165,422	\$164,901	\$175,564	\$159,364	\$136,133

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, 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, and the aircraft fire station.

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. Assisted with preparation work for new 12,000 gallon JET-A tank installation
2. Performed repairs on taxiway Echo
3. Worked with Will Rogers World Airport and Tinker AFB, to maintain ARFF certifications
4. Coordinated with Stillwater Central Dispatch, Stillwater Air Traffic Control Tower, Stillwater Fire, and airport staff to work together for better understanding our roles during an emergency
5. Participated in FAA Part 139 training, including fuel quality control and handling
6. Reviewed NFPA standards, identified ones we should be familiar with. As funds are available we will start purchasing these.
7. Researched Crash Bollards for terminal, as funds are available we will prioritize and consider installation. Worked with, and continue to work to keep MSDS files up to date and accurate
8. Designed landscape for Lakeview and Western sign, to be installed spring 2009
9. Participated on Strategic Safety Team and Department Safety Team

Goals

1. Continue repairs of taxiway Echo and other paved surfaces
2. Repaint Runway 17-35
3. Rock Hangar repairs and painting
4. Assist with construction of Genset containment
5. Continue to work with Strategic Safety Team and continue to develop safety training plan for the Airport
6. Attend ASOS school for Part 139 airport self-inspection program
7. Maintain ARFF and EMT-B certifications

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Operations Maintenance Assistant	1	1
Maintenance Supervisor	1	1
	<hr/>	<hr/>
	2	2

Airport - Airport Special

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

G/L Number: 820-70-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$0	\$0	\$0	\$0
Capital	\$130,052	\$149,955	\$0	\$193,392	\$433,726
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$130,052	\$149,955	\$0	\$193,392	\$433,726

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.

Accomplishments

1. Obtained State of Oklahoma Aeronautics Commission Grant for design fees connected to the RW 17-35 rehabilitation project and Taxiway/Apron Realignment Project. Project total for 70% design was \$344,000. State Grants are participated on the following basis: State 90% and local 10%
2. Coordinated to final stages the 20 Year Airport Master Plan and the USDA Wildlife Assessment Projects

Goals

1. Seek funding for capital projects from federal and state sources as approved by City Council
2. Staff continues to work with Oklahoma Aeronautics and Space Commission to maintain a "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
5. Continue to seek development and funding for the OSU Aerospace Research and Education Center to be located on the airport

Personnel Authorized

1. No personnel are included in the division. It is managed through Airport administration.

Still. Industrial and Redevelopment Auth. - Business Improvement District #1

Fund: SIRA
 Department: Still. Industrial and Redevelopment Auth.
 Program: Business Improvement District #1 - Dan Galloway

G/L Number: 850-10-15

	Actual	Actual	Original	Revised	Proposed
	2006-07	2007-08	Budget	Budget	Budget
			2008-09	2008-09	2009-10
Personnel	\$0	\$23,090	\$47,502	\$50,000	\$64,699
Materials/Services	\$0	\$518	\$1,000	\$25,000	\$20,000
Contract Services	\$0	\$7,678	\$58,000	\$184,982	\$74,211
Capital	\$0	\$0	\$0	\$19,200	\$5,000
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$31,286	\$106,502	\$279,182	\$163,910

Program Description

In 2007, the City Council established Business Improvement District #1 (Ordinance #3007) and created the Business Improvement District Board (Ordinance #3009). A new staff position of Business Improvement District Coordinator was hired to coordinate the Business Improvement District (BID) program and work with the BID board, City administration, business and property owners, and developers to fully implement the purposes and goals of the District. The BID is funded by annual assessments paid by the property owners in the District. Funds created by the District will be used to create interest in the District, provide incentives for development and redevelopment in the District, funding for authorized services and improvements, and to create opportunities to connect property owners with potential tenants, businesses and developers interested in locating in the District.

Personnel Authorized

BID Coordinator

<u>2008-09</u>	<u>2009-10</u>
1	1
<hr/>	<hr/>
1	1

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

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$0	\$0	\$0	\$0	\$0
Materials/Services	\$0	\$0	\$0	\$0	\$0
Contract Services	\$0	\$14,454	\$25,000	\$55,000	\$25,000
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$14,454	\$25,000	\$55,000	\$25,000

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$251,112	\$267,053	\$272,098	\$273,098	\$274,951
Materials/Services	\$136,330	\$135,464	\$138,950	\$138,950	\$182,450
Contract Services	\$98,407	\$105,816	\$126,505	\$122,505	\$117,505
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$485,849	\$508,333	\$537,553	\$534,553	\$574,906

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. Increased the number of golf outings by 10% up to 62 events. Hosted the South Central PGA Section Senior Pro - Pro event, the Oklahoma Senior Golf Ass'n Two Man Scramble event, and the Oklahoma Central Women Golf Ass'n event.
2. Received a 3 1/2 star rating in the 2008-09 edition of Golf Digest's "Best Place to Play". Play Golf America has recognized Lakeside as "PGA Family Course" facility.
3. Increased college student play by the excellent condition of the course and the reasonable rates.
4. Coupons for Tulsa, Oklahoma City, and surrounding areas to play at Lakeside.
5. Junior summer programs were very successful with over 75 boys and girls participating.
6. The completion of the Lakeside's Web Site.

Goals

1. Increase daily fees revenues and annual fees through cross marketing and different plans. Cut cost and still maintain golf course excellence.
2. Increase number of golf outings. Organize a men's golf league on Tuesday nights to promote more rounds of golf and competition.
3. Publicize the quality of the golf course to the golf community in and out of Stillwater.
4. Create more golf events for the couples & families of Stillwater.
5. Improve customer service in the pro shop, snack bar, and beverage cart.
6. Provide an electronic tee sheet for golfers to make tee times on line.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
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
	<hr/> 9	<hr/> 9

Golf Course - Course Maintenance

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

G/L Number: 930-57-40

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$282,471	\$315,511	\$294,406	\$293,406	\$277,181
Materials/Services	\$133,599	\$159,203	\$141,550	\$149,413	\$126,550
Contract Services	\$75,548	\$68,028	\$69,201	\$65,338	\$8,850
Capital	\$9,998	\$0	\$30,000	\$30,000	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$501,616	\$542,742	\$535,157	\$538,157	\$412,581

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. Completed signs and landscaping at front entrance.
2. Completed irrigation at South side of entrance.
3. Removed 38 trees from golf course.
4. Planted 21 large bald cypress trees on course. Planted 13 large red maple trees.
5. Painted exterior of Clubhouse.
6. Installed drainage pipe on # 16 to divert water of #16 and #15 fairways.
7. Landscaped residence.
8. Removed steep drop off and #12 and planted love grass and pampas grass.
9. Built wash bay for golf cart cleaning.
10. Painted old metal on cart barn to improve appearance.
11. Added bunker lining to three sand traps on #4 and # 17.
12. Rebuilt decks on mowers and replaced reels on two mowers.
13. Replaced motor in one greens mower and the range cart.
14. Replaced roof on bathrooms and shelter on #4.
15. Repaired irrigation from lightening strike. Replaced 58 solenoids and one control satellite.
16. Replaced 14 valves on the irrigation system.
17. Pruned roots on trees that are close to greens to improve grass on greens.

Goals

1. Continue to improve playing conditions of course for customers.
2. Repair bridge in front of #1 green.
3. Continue to improve drainage on course by installing drainage.
4. Plant trees in areas that trees are needed.
5. Plant tree nursery for future tree replacement program.
6. Use pipe given to use by water dept to install 6" line to tie in irrigation on #3 and #16.

Personnel Authorized

2008-09

2009-10

Maintenance Worker- I
Irrigation Technician
Mechanic
Assistant Superintendent
Superintendent

1
1
1
1
1

1
0
1
1
1

Seasonal

Laborer (FTE)

7

7

12

11

**STILLWATER UTILITIES
AUTHORITY
REVENUES/EXPENDITURES**

STILLWATER UTILITY AUTHORITY REVENUES

09/10

GENERAL	
INTEREST ON INVESTMENTS	375,000
MISC. OTHER	1,281,200
TOTAL DEPARTMENT	1,656,200
ELECTRIC	
SALES	39,599,500
MISCELLANEOUS	850,000
TOTAL DEPARTMENT	40,449,500
WATER	
SALES	8,147,999
MISCELLANEOUS	7,000
TOTAL DEPARTMENT	8,154,999
WASTEWATER	
SALES	4,355,578
MISCELLANEOUS	1,000
TOTAL DEPARTMENT	4,356,578
WASTE MANAGEMENT	
SALES	3,894,000
TOTAL DEPARTMENT	3,894,000
TOTAL REVENUES	58,511,277

STILLWATER UTILITY AUTHORITY EXPENDITURES

09/10

CUST. SERV/METER READING	
ADMIN. LABOR & EXP	1,016,608
ACCOUNTING	
ADMIN. LABOR & EXP	1,645,539
ELECTRIC	
GEN. MGMT. & ADMIN.	33,455,053
WATER	
WATER ADMIN.	3,077,960
TREATMENT	1,343,313
DISTRIBUTION	3,745,959
TOTAL DEPARTMENT	8,167,232
WASTEWATER	
ADMIN. LABOR & EXP	2,574,398
COLLECTION	3,046,596
TREATMENT	1,050,933
TOTAL DEPARTMENT	6,671,927
WASTE MANAGEMENT	
ADMIN. LABOR & EXP	2,840,917
TOTAL EXPENDITURES	53,797,276

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 councilors 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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$31,591	\$32,353	\$30,000	\$30,000	\$30,000

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$101,363	\$72,565	\$100,000	\$20,000	\$20,000

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 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$905,375	\$666,122	\$750,000	\$300,000	\$300,000

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

Bond Fund-Long Term Interest

900-0000-361-4451

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$66,934	\$105,311	\$55,000	\$55,000	\$55,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$3,697	\$3,994	\$2,000	\$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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$26,925	\$25,175	\$26,000	\$26,000	\$18,200

Reconnect fee for connection subsequent to turn-off for non-payment. Resolution CC-2008-13, SUA 2008-6 adopted July 7, 2008 established this fee at \$25 for normal office hours (8:00am-5:00pm, Monday through Friday).

Late Charges-Utility Sale

900-2013-340-4787

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$133,242	\$159,742	\$400,000	\$705,000	\$795,000

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 10% per month.

Reconnect After Hours

900-2013-340-4790

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$390	\$910	\$1,000	\$1,000	\$1,000

Reconnection fee for connection subsequent to turn-off for non-payment. Resolution CC-2008-13, SUA 2008-6 adopted July 7, 2008 established this fee at \$200 for connections done on weekday evenings after 7pm or on weekends.

Reconnect Stand-By

900-2013-340-4792

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10		
\$4,800	\$4,000	\$5,000	\$5,000	\$2,000

Reconnection fee for connection subsequent to turn off for non-payment. Resolution CC-2008-13, SUA 2008-6, adopted July 7, 2008 set this fee at \$50 for weekday evenings (5:00pm - 7pm).

Cut-off Notice Fee

900-2013-340-4795

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10		
\$39,402	\$31,144	\$75,000	\$95,000	\$87,000

Cut-off notice fee charged once an account receives more than one cut-off notice in the last 12 months. Resolution CC-2008-13, SUA 2008-6 adopted July 7, 2008 established this fee at \$5.

Disconnect Fee

900-2013-340-4797

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10		
\$52,469	\$48,175	\$48,000	\$48,000	\$51,000

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-2008-13, SUA 2008-6 adopted July 7, 2008 established this fee at \$40.

Utility Connection Fees

900-2013-380-4775

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10		
\$230,200	\$226,300	\$230,000	\$230,000	\$240,000

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

Charge Offs Collected

900-2013-380-4777

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2008-09	2008-09	2009-10		
\$42,330	\$46,203	\$42,000	\$42,000	\$40,000

Collections received from collection agencies for recovered accounts receivable.

Returned Check Charges**900-2013-380-4875**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$17,925	\$14,990	\$16,000	\$16,000	\$15,000

Charges for returned checks. Resolution CC-2008-13, SUA 2008-6 adopted July 7, 2008, set this fee at \$25.

SANITATION**Refuse Collection****900-4018-344-4764**

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$3,113,322	\$3,930,929	\$3,700,000	\$3,700,000	\$3,825,000

On December 18, 1995, Resolution CC-95-25 raised the residential rate to \$7.45 curbside and \$12.10 house side 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 house side. 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 house side.

On June 25, 2001, Resolution SUA-2001-3 raised residential to \$10.01 curbside and \$14.66 house side.

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%.

On January 5, 2009 Resolution CC-2009-2; SUA-2009-3 raised residential curbside fees to \$15.60 in the city limits and \$27.50 outside the city limits. House-side fees were raised to \$23.40 inside city limits and \$35.00 outside city limits. Residential Waste Drop-Off fee was raised to \$38.00 for residents living outside city limits. The monthly fee for street sweeping was raised to \$1.80. Commercial weekly pickup schedule rates were increased by 3%. Commercial customers outside the city of limits have to pay additional 1.1 times the weekly pickup schedule.

Convenience Collection Center Recycling

900-4018-344-4765

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$6,727	\$5,000	\$17,000	\$18,000

Revenue generated from the sale of collected recyclable material to include used motor oil, used cooking oil, scrap metal, paper, plastic batteries, and cardboard.

Convenience Collection Center Refuse

900-4018-344-4766

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$479	\$5,000	\$5,000	\$5,000

Revenue generated from the sale of collected household waste.

Roll-Off Container Service

900-4018-344-4767

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$0	\$10,000	\$10,000	\$46,000

Revenue generated from the rental and lease of various sized roll off containers.

ELECTRIC**Utility Sales/Electric**

900-9000-340-4761

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$38,285,462	\$37,941,334	\$40,634,991	\$38,314,100	\$39,598,500

Electric rates are set by the Stillwater Utilities Authority and are kept on file with the City Clerk. The projected income for FY 09/10 is based upon a projected usage increase of 1.2% above that projected for FY 08/09.

Pole Rental

900-9000-363-4465

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$19,041	\$19,041	\$20,000	\$20,000	\$20,000

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).

Reimbursement for Costs

900-9000-380-4815

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$0	\$0	\$0	\$750,000

Developers reimbursements for charges related to electric system extensions.

Miscellaneous Charges-Electric

900-9000-380-4873

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$2,164	\$70,787	\$60,000	\$60,000	\$80,000

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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$4,923,463	\$5,285,625	\$5,424,500	\$5,424,500	\$7,426,072

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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$44	\$44	\$100	\$100	\$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

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$117,645	\$60,369	\$100,000	\$100,000	\$75,000

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

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$111,511	\$119,952	\$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 Tie-On Fees

900-9200-340-4785

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$73,775	\$41,252	\$50,000	\$50,000	\$50,000

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

Water Tower Rental

900-9200-363-4692

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$28,380	\$28,380	\$30,000	\$30,000	\$28,380

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

Misc. Charges-Water

900-9200-380-4873

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$11,432	\$111,429	\$5,000	\$401,748	\$7,000

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

Rural Water Charges

900-9275-340-4761

Actual	Actual	Original	Revised	Proposed
2006-07	2007-08	Budget	Budget	Budget
2006-07	2007-08	2008-09	2008-09	2009-10
\$141,566	\$361,833	\$400,000	\$400,000	\$468,447

Sales of water to customers of Rural Water District #3.

WASTEWATER

Utility Sales/Waste Water

900-9300-340-4761

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$3,933,393	\$4,138,718	\$4,312,000	\$4,312,000	\$4,245,578

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.

Capacity Fee

900-9300-340-4783

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$0	\$0	\$0	\$0	\$10,000

Charges to developers for usage of wastewater system capacity.

Utility Tie-On Fees

900-9300-340-4785

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$8,300	\$19,387	\$10,000	\$10,000	\$0

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

Water Closet Fee

900-9300-340-4786

Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
\$162,900	\$90,100	\$100,000	\$100,000	\$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

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$121,440	\$103,530	\$109,397	\$107,997	\$104,058
Materials/Services	\$0	\$10	\$0	\$1,400	\$0
Contract Services	\$207,237	\$328,484	\$335,050	\$297,805	\$395,050
Capital	\$0	\$0	\$0	\$0	\$0
Debt	\$130,227	\$159,519	\$983,068	\$994,425	\$1,162,309
Total	\$458,904	\$591,543	\$1,427,515	\$1,401,627	\$1,661,417

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 used in the water and wastewater cost of service study.
2. Helped in the continued development of record keeping and tracking procedures for credit card transactions including utility credit card payments made via the internet.
3. Provided background financial information used in capital planning, budgeting and financing.

Goals

1. Provide financial information needed for debt analysis, rate analysis or cost analysis.
2. Obtain educational updates on governmental accounting issues.
3. Continue routine audit procedures and update as necessary.

Personnel Authorized

Authority Accountant	<u>2008-09</u>	<u>2009-10</u>
Internal Auditor	1	1
	1	1
	2	2

Customer Service/Meter Reading - Customer Service-Admin. Labor & Exp.

Fund: Stillwater Utilities Authority
 Department: Customer Service/Meter Reading
 Program: Customer Service-Admin. Labor & Exp. - Dana Mattox

G/L Number: 900-20-13

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$671,212	\$866,055	\$739,824	\$739,779	\$776,212
Materials/Services	\$158,615	\$178,834	\$182,635	\$193,335	\$168,177
Contract Services	\$33,878	\$36,425	\$66,326	\$55,626	\$66,326
Capital	\$0	\$0	\$38,500	\$38,500	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$863,705	\$1,081,314	\$1,027,285	\$1,027,240	\$1,010,715

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 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 .50% compared to a goal of .50%.
2. Continue to emphasize the need for courteous efficient service to our customers. Staff attends seminars when time and budget allows. All staff attends quarterly Customer Service Training put on by MESO.
3. Changed out 151 water meters which were dead or unable to be read by the meter readers and 175 electric meters.
4. Retired 124 water meters and 53 electric meters which were no longer needed in the field.
5. Tested 354 electric meters.
6. Meet with water department on a regular basis to resolve water meter issues.
7. Updated handheld reading devices.
8. Updated 90% of Rural Water 1 meter numbers with serial numbers.
9. Redesigned meter reading routes for more efficiency.

Goals

1. Continue to emphasize courteous and efficient service to customers in all units and provide service-related training to all staff members.
2. Continue to assist water and electric department in changing out meters.
3. Continue to test electric meters.
4. Continue to GPS water and electric meters.
5. Continue to meet with water department on a regular basis to identify problems.

<u>Personnel Authorized</u>	<u>2008-09</u>	<u>2009-10</u>
Customer Service Division		
Customer Service Manager	1	1
Customer Service Lead Representative	1	1
Utility Billing Technician	1	1
Part-Time: Customer Service Representative (FTE)	3.5	3.5
Meter Reading & Service		
Utility Service Supervisor	1	1
Utility Service Representative	2	2
Senior Meter Reader	1	1
Meter Reader	4	4
Utility Meter Technician	1	1
Credit & Collections		
Credit Supervisor	1	1
Credit Representative	2	2
	<hr/> 18.5	<hr/> 18.5

Public Works - Waste Management

Fund: Waste Management
 Department: Public Works
 Program: Waste Management - David Higgins/Chris Knight

G/L Number: 900-40-18

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$1,183,168	\$1,607,704	\$1,594,984	\$1,592,265	\$1,450,440
Materials/Services	\$358,400	\$508,782	\$478,037	\$535,675	\$328,111
Contract Services	\$581,714	\$562,850	\$650,300	\$766,491	\$639,859
Capital	\$20,000	\$13,590	\$110,000	\$0	\$0
Debt	\$0	\$2,847	\$0	\$0	\$0
Total	\$2,143,282	\$2,695,773	\$2,833,321	\$2,894,431	\$2,418,410

Program Description

The Waste Management Division provides residential and commercial solid waste collection, bulk item removal, and yard waste collection for single family units, multi-family units, and mobile home spaces. The division provides and supports community-wide clean-up events and special events for the city and other charities. This division has partial responsibility for collection and disposal of right of way litter from the Adopt A Street program, clean-up of illegal dumping, and maintenance of recycling sites. The division now offers a centralized professionally managed location for the drop-off of various recyclable materials. Roll-Off container service is also provided to enhance large scale waste collection capability.

Accomplishments

1. With City Council approval, began and completed the pilot program for the automated residential waste collection program.
2. In just a year we have transformed our Convenience Collection Center into a very successful and popular recycling center for our community.
3. Through monitoring route sizes, were able to make routes more efficient by equalizing workloads to 750 stops per residential route, and 225 per commercial route.

Goals

1. Continue safety training to educate personnel on how to prevent unnecessary accidents.
2. Develop plan for further development of recycling collection sites.
3. With City Council approval, continue implementation of automated residential waste collection program by adding an additional automated truck to include another route.
4. Implement trial downtown recycling program.
5. Expand the pilot program route for the automated residential waste collection.
6. Complete concrete at Convenience Collection Center to include entire site (currently the whole site is not paved).

<u>Personnel Authorized</u>	<u>2008-09</u>	<u>2009-10</u>
Sweeper Operator	3	3
Waste Management Worker (Part-Time)	0.5	0.5
Waste Management Supervisor	1	1
Waste Management Residential Supervisor	1	1
Waste Management Commercial Supervisor	1	1
Waste Management Collection Center Coordinator	1	1
Waste Management Customer Service Representative	1	1
Welder (transferred from Fleet)	1	1
Waste Management Equipment Operators	10	10
Waste Management Workers	18	18
	<hr/> 37.5	<hr/> 37.5

Electric - Electric Utilities

Fund: Stillwater Utilities Authority
 Department: Electric
 Program: Electric Utilities - Jeff Tullis

G/L Number: 900-90-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$4,077,363	\$4,172,391	\$4,104,746	\$4,080,746	\$3,974,281
Materials/Services	\$512,441	\$791,741	\$987,428	\$1,011,478	\$892,872
Contract Services	\$26,833,778	\$24,122,846	\$28,415,290	\$26,914,090	\$26,457,600
Capital	\$1,028,093	\$1,377,713	\$1,364,750	\$1,757,432	\$1,368,152
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$32,451,675	\$30,464,691	\$34,872,214	\$33,763,746	\$32,692,905

Program Description

The mission of the Electric Utility 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.

The Electric Utility 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 the Electric Utility: Administration; Engineering; Generation and Transmission; Distribution; and Warehouse. The Electric Administration Division personnel provide utility management, internal budget control, and 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 Customer Service and 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 of over 1,000 items with a total value in excess of \$2.5 Million dollars. This group also maintains the warehouse facility and surrounding grounds.

The Electric Utility system includes: Boomer Lake Station 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 Electric Utility budget includes the cost of power provided at no charge to all City buildings and facilities.

Accomplishments

1. Will complete a Front End Processor (FEP) Upgrade project for the utility's SCADA system before fiscal year end.
2. By fiscal year end, expect to substantially complete the \$1.3 Million 19th Ave. Substation Upgrade project initiated during FY07/08.
3. Contracted for inspection and/or treatment of approximately 2,000 transmission and distribution poles.
4. Assisted SECCC Emergency Management personnel by replacing wood poles at 10 storm siren locations.

5. Provided 243 man hours of mutual aid assistance to City of Siloam Springs, AR municipal utility following Jan. 2009 ice storm.
6. Distribution Division has initiated 24 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.
7. Received approval of a net metering agreement and connected first retail customer having generation from renewable resources.
8. Received approval for the first comprehensive update to the utility's Rules of Service in 30 years.

Goals

1. Support citywide safety culture initiative and lower department incident rate.
2. Purchase equipment and services as approved in the budget.
3. Complete any approved capital projects.
4. Manage and support any approved utility projects involving smart grid or renewable energy technologies.
5. Respond to developer's needs for installation of underground services as requested.
6. Relocate utility infrastructure as needed to support transportation enhancement projects.

<u>Personnel Authorized</u>	<u>2008-09</u>	<u>2009-10</u>
Administrative Division		
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
Custodian (Part Time)	0.5	0.5
Engineering Division		
System Engineer	1	1
Electric Engineering Technician	2	2
GIS/CAD Technician	1	1
Electric Meter Technician	1	1
Substation/Relay Technician	1	1
G & T Division		
Operations Foreman	1	1
Maintenance Foreman	1	1
Power Station Foreman	1	1
Substation Foreman	1	1
Administrative Assistant	1	1
Power System Technician/Operator	4	4
Power System Technician/Maintenance	8	8
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
	64	64

Capital

1. \$26,000 (4001) Pole transport trailer
2. \$35,000 (4004) SCADA radio system upgrade
3. \$750,000 (4064) 10CEL01 Distribution Division: New electric construction/system extensions including street lighting and miscellaneous extensions throughout City as requested/required.
4. \$472,563 (4041) Re-budget BLS upgrade phase I
5. \$76,400 (4064) Re-budget of systems relocations Jardot 12th to McElroy (C8EL02
6. \$8,189 (4041) Re-budget of 19th Ave. substation construction
7. \$0 (4041) Carry forward (09EL01) 69 KV circuit breakers
8. \$0 (4064) Carry forward (9CEL01) systems extensions

Water - Water Administration

Fund: Stillwater Utilities Authority
 Department: Water
 Program: Water Administration - Anthony Daniel

G/L Number: 900-92-10

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$147,565	\$176,526	\$184,418	\$184,418	\$191,569
Materials/Services	\$11,001	\$7,863	\$11,741	\$11,741	\$10,774
Contract Services	\$195,300	\$306,268	\$191,630	\$249,630	\$179,100
Capital	\$0	\$0	\$0	\$26,166	\$0
Debt	\$2,491,694	\$2,772,747	\$2,685,689	\$2,710,625	\$2,278,213
Total	\$2,845,560	\$3,263,404	\$3,073,478	\$3,182,580	\$2,659,656

Program Description

Water Administration is responsible for the overall management of the Water Utilities Department. The department oversees:

1. The treatment and distribution of potable water.
2. The collection and treatment of all wastewater discharged.
3. The supply of treated water within the City and surrounding service areas served
4. The collection and conveyance of all wastewater generated for treatment and disposal

The department ensures that all facilities are operated in accordance with ODEQ guidelines and the finished products (potable water and treated effluent) meet state (DEQ) and Federal (EPA) standards.

Staff work closely with field personnel to identify system deficiencies and make needed improvements as funds become available. Engineering staff work closely with Development Services on CDBG sewer improvement projects and with Public Works on Street projects.

Interaction and communication with both external and internal customers to resolve problems is widely promoted at all levels.

Accomplishments

1. Finalized and closed out the Water Resources Master Plan and Sewer Master Plan contracts.
2. Completed the Thompson CDBG sewer project.
3. Completed the Rate Study (RW Beck Report) that identified the true cost of providing water and wastewater service.
4. Initiated the data gathering and development of the first water loss report.
5. Worked with council on the development of water and sewer capacity tie on fees for new services.
6. Worked closely with Public Works on water and sewer line replacement along street and drainage improvement projects.
7. Worked closely with Oklahoma State University on a treated back up water supply system for Stillwater.
8. Completed the construction of the 56th Ave and Western Rd 1.0 MG elevated storage tank.
9. Worked with Department of Environmental Quality to provide the required information and draft CMOM report per the wastewater Consent Order.
10. Kept City Council informed about the condition of the buried water and sewer infrastructure and the need for ongoing renewal of lines.

Goals

1. Closely monitor the water loss in the distribution system and work towards reducing the amount of water lost.
2. Implement an ongoing long term water and sewer line replacement program to systematically replace deteriorated water and sewer mains.
3. Make the needed piping improvements and test the back up water system from OSU Water Treatment Plant to Stillwater Water Treatment Plant.
4. Complete the Adams Street CDBG sewer project.
5. Initiate construction of the following projects:
 - i. Highland Park CDBG sewer
 - ii. 07/08 sewer line improvements
 - iii. 07/08 water line improvements
6. Work closely with Public Works on water and sewer line replacement at identified street projects.
7. Work closely with Development Services on projects that require water system improvements and Water Utilities participation.
8. Proceed making agreed improvements in the wastewater collection system per the consent order with ODEQ.
9. Staff at all levels shall communicate with customers to address any concerns or problems reported with water and sewer service.
10. Seek ways to reduce costs of doing business in all areas of the Water Department.

Personnel Authorized

Water

Director	0.5	0.5
Administrative Assistant	0.5	0.5
Deputy Director/Engineering Manager	0.5	0.5
Water Planner	0.5	0.5
GIS/CADD Technician	0.5	0.5

Wastewater

Director	0.5	0.5
Administrative Assistant	0.5	0.5
Deputy Director/Engineering Manager	0.5	0.5
Water Planner	0.5	0.5
GIS/CADD Technician	0.5	0.5

5

5

Water - Water Distribution

Fund: Stillwater Utilities Authority
 Department: Water
 Program: Water Distribution - Duane Shank

G/L Number: 900-92-66

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$606,860	\$755,898	\$682,501	\$682,501	\$717,340
Materials/Services	\$365,179	\$579,667	\$640,722	\$680,522	\$620,497
Contract Services	\$65,919	\$136,042	\$205,700	\$192,900	\$205,700
Capital	\$448,827	\$968,958	\$1,075,500	\$2,064,921	\$1,918,115
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,486,785	\$2,440,565	\$2,604,423	\$3,620,844	\$3,461,652

Program Description

The Water Distribution division is responsible for the delivery of clean and safe potable water to the Stillwater residents, businesses and surrounding communities. The water is delivered with adequate pressure and volume as per the guidelines set by the Oklahoma Department of Environmental Quality. The division is responsible for the O & M of approximately 450 miles of water lines, 5,325 valves, 1,743 fire hydrants, 9 water towers and 7 booster pump stations that are located in three service areas (City of Stillwater, Rural Water Corp #3 and Rural Water District #1).

Accomplishments

1. Installation of new water service and water meters:
 Fiscal year 06/07 - 234
 Fiscal year 07/08 - 455
 Fiscal year 08/09 - 130 (thru Feb 09)
2. Meters changed out - all sizes:
 Fiscal year 06/07 - 136
 Fiscal year 07/08 - 1431
 Fiscal year 08/09 - 1093 (thru Feb 09)
3. Meter boxes replaced, repaired and adjusted:
 Fiscal year 06/07 - 3
 Fiscal year 07/08 - 73
 Fiscal year 08/09 - 149 (thru Feb 09)
4. Fire hydrants exercised flow tested and painted:
 Fiscal year 06/07 - unknown
 Fiscal year 07/08 - 807
 Fiscal year 08/09 - 430 (thru Feb 09)
5. Fire hydrants repaired, raised, replaced and/or removed:
 Fiscal year 06/07 - 4
 Fiscal year 07/08 - 196
 Fiscal year 08/09 - 119 (thru Feb 09)
6. Service line leaks repaired/replaced:
 Fiscal year 06/07 - 40
 Fiscal year 07/08 - 25
 Fiscal year 08/09 - 30 (thru Feb 09)
7. Main line leaks repaired:
 Fiscal year 06/07 - 252
 Fiscal year 07/08 - 176
 Fiscal year 08/09 - 173 (thru Feb 09)

8. Samples collected per ODEQ sampling program and new water lines:
 Fiscal year 06/07 - unknown
 Fiscal year 07/08 - 509
 Fiscal year 08/09 - 532 (thru Feb 09)
9. Water/Sewer lines located per OKIE Call One:
 Fiscal year 06/07 - 1528
 Fiscal year 07/08 - 7963
 Fiscal year 08/09 - 4703 (thru Feb 09)
10. Fire Hydrants flushed per flushing program to maintain water quality in the distribution system:
 Fiscal year 06/07 - unknown
 Fiscal year 07/08 - 434
 Fiscal year 08/09 - 500

Goals

1. Address all customer concerns (water quality and pressure issues) reported promptly and in a timely manner.
2. Continue with the Fire Hydrant exercising, flushing and repair program to ensure existing appurtenances are in working condition.
3. Continue with the scheduled flushing program to maintain water quality in the distribution system.
4. Track water loss in the distribution system and strive towards reducing water loss by completing repairs to reported leaks as soon as possible.
5. Continue with the meter change out program and work closely with Customer Service to address dead meters and unsafe meter boxes.
6. Update system maps to incorporate information reported by field crews and progressively develop a true map of the water distribution system.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Water Distribution Supervisor	1	1
Crew Chief	3	3
Warehouse Supervisor	0.5	0.5
Senior Utility Maintenance Worker	3	3
Utility Maintenance Worker I/II	7	7
Administrative Technician	0.5	0.5
	15	15

Capital

1. \$190,000 (4001) Replace truck mounted sewer jet cleaner
2. \$900,000 (4062) Annual water line replacements
3. \$72,500 (4062) Fire protection upgrades
4. \$72,500 (4062) New development water line extensions
5. \$514,807 (4062) Re-budget (C8WT01) Waterline improvements
6. \$280,000 (4062) Re-budget (07WT01) RWD #3 pump station
7. \$78,308 (4062) Re-budget (C2WT04) 56th Avenue water tower construction
8. \$0 (4041) Carry forward (C6WT04) Design of 56th Avenue water tower
9. \$0 (4062) Carry forward (C2WT04) 56th Avenue water tower construction
10. \$0 (4062) Carry forward (C8WT01) Waterline improvements
11. \$0 (4062) Carry forward (9DWT18) RWD #1 mapping project

Water - Water Treatment

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

G/L Number: 900-92-70

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$517,520	\$489,149	\$537,482	\$537,482	\$525,734
Materials/Services	\$375,182	\$410,498	\$409,584	\$505,238	\$431,579
Contract Services	\$301,422	\$233,006	\$381,000	\$295,524	\$386,000
Capital	\$485,239	\$248,549	\$775,535	\$1,350,151	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,679,363	\$1,381,202	\$2,103,601	\$2,688,395	\$1,343,313

Program Description

Water Treatment division is responsible for the operation and maintenance of the 18 MGD water treatment plant, about 45 miles of raw water transmission pipeline, Kaw raw water pump station, five offsite storage reservoirs and four booster pump stations. The treated water produced is made safe, potable and meets all federal and state drinking water standards.

Accomplishments

1. Treated water produced and supplied met all current drinking water standards.
2. Completed the refurbishment and painting of the raw water tank; installed a removable door to facilitate frequent cleaning and disposal of accumulated sediment.
3. Refurbished and painted the 0.75 MG Perkins Rd elevated storage tank.
4. Completed the purchase and installation of two dry lime feeders and slaker units used for feeding hydrated lime.
5. Replaced the two gas chlorinators and made improvements to the gas feed system.
6. Completed refurbishment of the high voltage motor controls and protective equipment at the Kaw pump station.
7. Implemented a water loss tracking system to record water lost during the treatment process and reported all losses to the city wide water loss reporting database..

Goals

1. Complete the refurbishment of the 0.5 MG Rang Road elevated storage tank.
2. Clean out one of the sludge holding lagoons and haul off accumulated lime alum sludge.
3. Complete making needed improvements to improve security at the water treatment plant and offsite facilities.
4. Complete inputting equipment data and setting up service report schedules into the CMMS system (full implementation).
5. Track water loss closely by completing the installation of all measuring instruments at various locations and reporting accurate numbers each month.
6. Evaluate all areas of the division closely and seek ways to reduce costs and identify savings.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Superintendent	1	1
Operator	5	5
Maintenance Mechanic	2	2
Electronic Technician	1.8	1.8
Laborer	1	1
	10.8	10.8

Capital

1. \$0 (4008) Carry forward (9DWT03) Backwash lagoon pumps

Water - Rural Water

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

G/L Number: 900-92-75

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$39,143	\$70,735	\$124,151	\$124,151	\$116,003
Materials/Services	\$8,250	\$59,199	\$113,200	\$110,900	\$95,104
Contract Services	\$17,408	\$47,887	\$94,200	\$69,500	\$73,200
Capital	\$1,106,000	\$198,201	\$500,000	\$509,798	\$0
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$1,170,801	\$376,022	\$831,551	\$814,349	\$284,307

Program Description

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).

Accomplishments

1. Completed the mapping project that resulted in:
 - i. Development of an atlas map of the water system that enables O & M personnel to locate water lines for call OKIE and to discuss with prospective customers on the availability of water service.
 - ii. Identification of easements that need to be obtained from property owners.
2. Completed the system modeling project that identified:
 - i. Improvements (3 phases) that need to be made to improve pressure and delivery problems, and resolve water quality issues.
 - ii. Storage tanks that could be taken out of service to improve water quality (water age).
3. Work closely with the Rural Water Advisory Board to advise them at the monthly meetings of issues pertaining to the rural water system.
4. Crews performed the following O & M activities:
 - i. Flushed dead end lines at several locations to eliminate stagnant water and tested for chlorine residual.
 - ii. Installed taps and meter sets to initiate new services.
 - iii. Repaired water leaks in a timely manner.
 - iv. Completed line locates across the system per call OKIE requests.

Goals

1. Work closely with City Attorney's office and Rural Water Corp #3 attorney to acquire the needed easements as identified in the Meshek report.
2. Make the recommended improvements to the system as identified in the modeling project to resolve both pressure and water quality issues.
3. Maintain water quality in the distribution system by undertaking periodical flushing and testing for chlorine residual.
4. Work closely with Customer Service (meter issues) and Development Services (meter set requests).
5. Address all customer concerns and requests for water service in a timely manner.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Crew Chief	1	1
Maintenance Worker II	1	1
Maintenance Worker I	1	1
	<hr/>	<hr/>
	3	3

Capital

1. \$0 (4062) Carry forward (9CWT03) RWC #3 systems improvements
2. \$0 (4062) Carry forward (9CWT04) RWC #3 interconnect waterline

Water - Wastewater Administration

Fund: Stillwater Utilities Authority
 Department: Water
 Program: Wastewater Administration - Anthony Daniel

G/L Number: 900-93-10

	Actual	Actual	Original	Revised	Proposed
	2006-07	2007-08	Budget	Budget	Budget
			2008-09	2008-09	2009-10
Personnel	\$154,343	\$174,375	\$184,416	\$184,416	\$191,569
Materials/Services	\$323	\$1,698	\$5,334	\$5,334	\$3,748
Contract Services	\$0	\$9,494	\$24,000	\$24,000	\$24,000
Capital	\$8,264	\$0	\$0	\$12,815	\$0
Debt	\$1,407,165	\$1,417,797	\$1,440,590	\$1,476,797	\$2,143,868
Total	\$1,570,095	\$1,603,364	\$1,654,340	\$1,703,362	\$2,363,185

Program Description

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

Capital

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

Water - Wastewater Collection

Fund: Stillwater Utilities Authority
 Department: Water
 Program: Wastewater Collection - Don Bishop

G/L Number: 900-93-66

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$442,583	\$440,850	\$426,435	\$426,435	\$448,314
Materials/Services	\$93,483	\$129,424	\$126,284	\$135,784	\$122,206
Contract Services	\$60,668	\$49,868	\$68,800	\$109,300	\$221,300
Capital	\$65,308	\$83,368	\$892,195	\$216,315	\$2,254,776
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$662,042	\$703,510	\$1,513,714	\$887,834	\$3,046,596

Program Description

Wastewater Collection division is responsible for the operation and maintenance of the wastewater collection system. The primary activities are: cleaning sewer mains to prevent backups, internal inspection (CCTV) of sewer lines to identify problems, repair damaged sewer lines and manholes, respond to customer complaints, verify location and condition of manholes, apply root control chemicals to root infested lines and clearing of easements for access to facilitate line maintenance. The collection system has about 260 miles of sewer lines with about 5000 manholes.

Accomplishments

1. Manholes inspected, GPS verified
 06/07 No record
 07/08 No record
 08/09 488 manholes (thru Feb 09)
2. Manholes raised, repaired, or located
 06/07 No record
 07/08 Included in accomplishment number 5
 08/09 36(thru Feb. 09)
3. Jet rod main lines to flush, clean and clear blockages and root cut (basin cleaning program)
 06/07 330,015 ft.
 07/08 599,212 ft.
 08/09 874,704 ft.
4. Main lines CCTV inspected to investigate overflows, back ups and CIP project assistance
 06/07 142 line segments
 07/08 43,640 ft.
 08/09 134,960 ft
5. Spot repairs on main lines to repair bad pipe segments, remove bad taps and remove roots
 06/07 No record
 07/08 102
 08/09 131
6. Responded to sewer emergency calls (customers, BLS, and plumbers)
 06/07 199
 07/08 192
 08/09 258
7. Other
 Vacuumed out wet well at 15 lift stations and wwtp tanks, vacuumed out pit behind fire station several times per year, vacuumed out pit in sanitation several times per year

8. Microsoft Access database was implemented for tracking the work performed by the division. The information gathered has allowed us to maintain accurate records for our CMOM program
9. A new annually prioritized top ten list of sewer lines in need of replacement has been provided to the Engineering Division for project development
10. GPS/Manhole inspection program has began this year and so far 488 manholes have been located, inspected and documented.

Goals

1. Provide assistance to customers to help resolve the problem on service lines.
2. Continue with the ongoing basin line cleaning program and simultaneously address problems identified by the crews.
3. Continue with the manhole locations, inspection and GPS program. Locate missing manhole, repair/raise manholes to stop inflow.
4. Complete TV inspection of new main lines before acceptance; locate root cause of sewer overflows and other problems identified in the system.
5. Conduct all O & M practices in accordance with the CMOM report submitted to ODEQ with the ultimate goal of reducing sewer overflows and protecting the waters of the state.
6. Continuously update maps to develop a true map of the collection system.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Wastewater Collection Supervisor	1	1
Crew Chief	2	2
Warehouse Supervisor	0.5	0.5
Senior Utility Maintenance Worker	2	2
Utility Maintenance Worker I/II	4	4
Administrative Technician	0.5	0.5
	<hr/>	<hr/>
	10	10

Capital

1. \$900,000 (4063) Annual sewer line replacements
2. \$72,500 (4063) New development sewer line extensions
3. \$318,856 (4063) Re-budget (09DS01) CDBG 2008
4. \$368,440 (4063) Re-budget (C8WT02) Waste water improvements
5. \$200,000 (4063) Re-budget (C7WT04) Westpark lift station
6. \$204,980 (4063) Re-budget (C5WT04) Airport/Husband lift station
7. \$0 (4063) Carry forward (C8WT02) Waste water improvements
8. \$0 (4063) Carry forward (C5WT04) Airport/Husband lift station

Water - Wastewater Treatment

Fund: Stillwater Utilities Authority
 Department: Water
 Program: Wastewater Treatment - Dennis Taggart

G/L Number: 900-93-70

	Actual 2006-07	Actual 2007-08	Original Budget 2008-09	Revised Budget 2008-09	Proposed Budget 2009-10
Personnel	\$373,545	\$427,339	\$531,400	\$514,266	\$485,351
Materials/Services	\$104,018	\$125,430	\$125,737	\$133,921	\$122,912
Contract Services	\$145,987	\$151,096	\$178,650	\$187,600	\$187,670
Capital	\$195,588	\$267,209	\$199,000	\$183,956	\$255,000
Debt	\$0	\$0	\$0	\$0	\$0
Total	\$819,138	\$971,074	\$1,034,787	\$1,019,743	\$1,050,933

Program Description

Wastewater Treatment division is responsible for the proper treatment and disposal of all wastewater conveyed to the facility. The level of treatment is mandated by the discharge permit (NPDES) issued to the City of Stillwater, Oklahoma by the Oklahoma Department of Environmental Quality.

The staff at the treatment plant are responsible for:

- i. The O & M of the 10 MGD treatment plant
- ii. Land application of all biosolids generated
- ii. The O & M of the 15 lift stations located in the collection system

Accomplishments

1. The Wastewater Treatment Plant produced and discharged effluent that met the NPDES permit with two excursions.
2. Completed the following equipment and systems controls improvement projects:
 - i. Replaced the sludge transfer pumps
 - ii. Replaced the grit transfer pumps at the headworks
 - iii. Upgraded the SCADA controls at the headworks
3. Made improvements to the lift stations to enhance the reliability of the stations.
4. Implemented the Computerized Maintenance Management System (CMMS) to track all maintenance activities at the plant and lift stations.

Goals

1. Treat all wastewater conveyed to the treatment plant in accordance with the NPDES permit with no permit excursions.
2. Provide adequate O & M of the 15 lift stations and be in compliance with the consent order issued by ODEQ.
3. Install radio telemetry for all lift stations to enable monitoring and supervision from the plant thus reducing frequency of visits and also improve response time in the event of an emergency.
4. Demolish, remove and dispose of all unused equipment and structures at the plant.
5. Evaluate the operation of the digesters and use of natural gas for heating with a goal of reducing natural gas use and fuel cost.
6. Evaluate all areas of the division closely and seek ways to reduce costs and identify savings.

Personnel Authorized

	<u>2008-09</u>	<u>2009-10</u>
Superintendent	1	1
Operator	4	4
Maintenance Mechanic	2	2
Laboratory Technician	2	2
Utility Maintenance Worker	1	1
Laborer	<u>1</u>	<u>1</u>
	11	11

Capital

1. \$110,000 (4008) Radio telemetry for west 13 lift stations
2. \$15,000 (4008) Radio telemetry for West Park & Quail Ridge lift stations
3. \$55,000 (4008) Portable generator
4. \$75,000 (4008) Switch gear for 15 lift stations
5. \$0 (4041) Carry forward (9DWT04) Replace SCADA at influent lift station

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 Council 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. An emergency reserve fund was established in 2006 with a balance of \$13,000,000. Each fiscal year the balance is recommended to be increased by 3% or an amount equal to the region's Consumer Price Index (CPI) which ever is greater. The current balance is \$13,791,700.
5. The replacement of vehicles should follow a schedule based on years of use and actual operation and maintenance costs.
6. 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.
7. 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.
8. Use of any unobligated cash balance must have the approval of the City Council.
9. 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 Council; approval.
10. A budgetary control procedure shall be maintained to insure compliance with the budget and that expenses are charged to the appropriate accounts.
11. Any changes in the approved annual capital improvement fund shall be approved by the City Council.

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 2009-10 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 Monday, June 1, 2009. The hearing will be conducted at the Municipal Building, 723 South Lewis, during the regular City Council meeting that begins at 5:30 p.m. 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.

FUND	BEGINNING BALANCE	ESTIMATED REVENUE	ESTIMATED EXPENDITURES	TRANSFERS FOR INSURANCE AND SALES TAX		FUNDS AVAILABLE	OPERATING TRANSFERS		ENDING BALANCE
				IN	OUT		IN	OUT	
1 GENERAL	-	29,354,072	29,785,057	(13,629,341)	-	(14,060,326)	14,775,840	(715,514)	-
2 DEBT SERVICE	148,746	1,222,025	1,222,025	-	-	148,746	-	-	148,746
15 TOURISM & CONVENTION	13,150	530,000	530,000	-	-	13,150	-	-	13,150
16 RURAL FIRE	228,062	135,000	121,651	-	-	241,411	-	-	241,411
17 CDBG GRANTS	-	186,484	318,658	-	-	(132,174)	132,174	-	-
18 PARK GRANTS	-	-	-	-	-	-	-	-	-
20 COMMUNITY DEVEL. REHAB.	64,882	6,600	6,600	-	-	64,882	-	-	64,882
21 STORMWATER MANAGEMENT	550,778	256,000	297,314	(42,294)	-	467,170	-	-	467,170
215 TRANSPORTATION FEE	847,868	125,000	650,000	-	-	322,868	-	-	322,868
22 LIBRARY MATERIALS ENHANC	-	2,000	2,000	-	-	-	-	-	-
23 PARK DONATIONS	105,083	21,800	21,800	-	-	105,083	-	-	105,083
26 TRANSPORTATION FUND	4,304	10,000	1,592,591	3,377,838	(110,632)	1,688,919	(1,688,919)	-	-
28 GALIE MAY KOCH DONATION	11,182	-	11,182	-	-	-	-	-	-
285 CVB ENTRYWAY SIGN	-	-	-	-	-	-	-	-	-
33 POLICE/MUNICIPAL BUILDING	-	-	-	-	-	-	-	-	-
50 SELF INSURANCE	1,000,000	837,607	6,270,323	5,412,716	-	980,000	-	-	980,000
53 SPWA	205,905	3,510	-	-	-	209,415	-	-	209,415
81 AIRPORT	-	1,488,700	1,714,538	(36,469)	-	(262,307)	262,307	-	-
85 S.I.R.A.	12,956	151,211	174,809	(14,101)	-	(24,743)	25,000	-	257
90 STW UTILITIES AUTHORITY	-	58,511,277	51,335,314	6,755,676	(1,640,873)	12,290,766	5,078,392	(17,369,158)	-
93 SPGA	-	763,974	987,487	(72,520)	-	(296,033)	296,033	-	-
EMERGENCY RESERVE	13,791,700	-	-	-	-	13,791,700	413,751	-	14,205,451
RATE STABILIZATION	-	-	-	-	-	-	-	-	-
WATER CAPITAL IMPROVEMENT	-	-	-	-	-	-	2,179,567	-	2,179,567
UNDESIGNATED BALANCE AVAILABLE	3,393,956	-	-	-	-	3,393,956	(3,389,473)	-	4,483
TOTAL:	20,378,572	93,605,260	95,041,349	15,546,230	(15,546,230)	18,942,483	23,163,064	(23,163,064)	18,942,483

RESOLUTION NO. CC-2009-12; SUA-2009-9; SPGA-2009-2; SIRA-2009-1

"A RESOLUTION OF THE STILLWATER CITY COUNCIL; THE TRUSTEES OF THE STILLWATER UTILITIES AUTHORITY; THE TRUSTEES OF THE STILLWATER PUBLIC GOLF AUTHORITY; AND THE TRUSTEES OF THE STILLWATER INDUSTRIAL AND REDEVELOPMENT AUTHORITY, ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2009-2010."

WHEREAS, the Oklahoma Municipal Budget Act, 11 O.S. §17-201 *et. seq.* establishes procedures for adopting an annual municipal budget; and

WHEREAS, the requirements of said statutes have been met; and

WHEREAS, agreement has been reached relative to the estimated revenues, and necessary appropriations for the various accounts within various funds for the 2009-2010 fiscal year; and

WHEREAS, such appropriations must be approved by resolution.

NOW, THEREFORE BE IT RESOLVED BY THE STILLWATER CITY COUNCIL; THE TRUSTEES OF THE STILLWATER UTILITIES AUTHORITY; THE TRUSTEES OF STILLWATER PUBLIC GOLF AUTHORITY AND THE TRUSTEES OF THE STILLWATER INDUSTRIAL AND REDEVELOPMENT AUTHORITY:


Section 1. That the 2009-2010 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. §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.

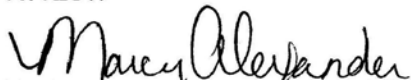
PASSED, APPROVED AND ADOPTED by the Stillwater City Council, Trustees of the Stillwater Utilities Authority, Trustees of the Stillwater Public Golf Authority; and Trustees of the Stillwater Industrial and Redevelopment Authority and SIGNED by the Mayor of the City of Stillwater, the Chairman of the Stillwater Utilities Authority, the Chairman of the Stillwater Public Golf Authority and Chairman of the Stillwater Industrial and Redevelopment Authority, this 8th day of June, 2009.

CITY OF STILLWATER, OKLAHOMA
STILLWATER UTILITIES AUTHORITY
STILLWATER PUBLIC GOLF AUTHORITY
STILLWATER INDUSTRIAL AND REDEVELOPMENT AUTHORITY

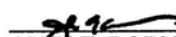

NATHAN BATES, MAYOR/CHAIRMAN

(SEAL)

ATTEST:


MARCY ALEXANDER
CITY CLERK/SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 8th day of June, 2009.


JOHN E. DORMAN
CITY ATTORNEY/GENERAL COUNSEL

Department	Personnel	Materials/ Supplies	Contract Services	Capital	Debt and Inter-Fund	Total
General Fund						
Administration	1,558,846	96,845	961,892	-	-	2,617,583
Finance	685,402	64,225	176,257	-	-	925,884
Development Services	1,144,962	23,276	138,650	3,200	-	1,310,088
Public Works	2,280,631	781,867	240,461	812,700	-	4,115,659
Parks And Recreation	2,288,781	525,199	311,680	87,500	-	3,213,160
Community Center	215,799	39,373	217,910	-	-	473,082
Library	880,789	167,873	235,000	-	-	1,283,662
Police	7,957,599	502,382	484,089	312,276	-	9,256,346
Fire	5,886,518	221,280	372,774	200,000	-	6,680,572
Health	800	131,213	79,717	150,000	-	361,730
General Government	747,548	66,428	967,199	-	-	1,781,175
Total General Fund	23,647,675	2,619,961	4,185,629	1,565,676	-	32,018,941
Debt Service Fund	-	-	-	-	1,222,025	1,222,025
Special Revenue Funds						
Hotel/Motel Tax	-	-	530,000	-	-	530,000
Rural Fire	23,090	76,825	21,736	-	-	121,651
CDBG Grant	-	-	691,102	-	-	691,102
Park Grants	-	-	-	350,556	-	350,556
Rental Rehab	-	-	6,600	-	-	6,600
Storm Water Management	159,315	41,799	96,200	-	-	297,314
Library Materials Enhancements	-	2,000	-	-	-	2,000
Transportation Fee Fund	-	-	650,000	-	-	650,000
Park Donations	-	7,800	14,000	-	-	21,800
Galie May Koch Donation	-	-	11,182	-	-	11,182
CVB Entry Sign	-	-	22,681	-	-	22,681
Transportation Fund	334,979	40,607	2,000	1,215,005	-	1,592,591
Total Special Revenue Funds	517,384	169,031	2,045,501	1,565,561	-	4,297,477
Self Insurance	4,483,573	-	1,786,750	-	-	6,270,323
Stillwater Public Works Authority	-	-	-	-	-	-
Total Internal Service Funds	4,483,573	-	1,786,750	-	-	6,270,323
Enterprise Funds						
Airport	290,444	1,242,943	91,425	433,726	-	2,058,538
Stillwater Industrial Redevelopment Auth	50,598	20,000	99,211	5,000	-	174,809
Stillwater Utilities Authority						
Accounting	104,058	-	235,050	-	1,162,309	1,501,417
Customer Service	776,212	168,177	66,326	-	-	1,010,715
Electric	3,974,284	892,872	26,473,419	1,368,152	-	32,708,727
Water	1,550,646	1,157,954	844,000	1,918,115	2,278,213	7,748,928
Wastewater	1,125,234	248,866	432,970	2,509,776	2,143,868	6,460,714
Waste Management	1,450,440	328,111	624,040	-	-	2,402,591
Total Utilities Authority	8,980,874	2,795,980	28,675,805	5,796,043	5,584,390	51,833,092
Stillwater Public Golf Authority	552,132	309,000	126,355	-	-	987,487
Total Enterprise Funds	9,874,048	4,367,923	28,992,796	6,234,769	5,584,390	55,053,926
Total Budgeted expenditures						
City of Stillwater	38,522,680	7,156,915	37,010,676	9,366,006	6,806,415	98,862,692

In the above schedule, the total expenditures of the General Fund and the Stillwater Utility Authority differ from the Budgeted Cash Flow schedule because General Fund expenditures were reduced by Direct and Indirect cost in the amount of \$1,964,184 and the costs were included in the SUA.

CASH BALANCE AT JUNE 30, 2008 AND CAFR RECONCILIATION

The Total Restricted, Unrestricted, and Pooled Investment Balances for the City, SUA, and SPWA at June 30, 2008 Were As Follows:

Governmental	11,629,906	
SUA	28,343,396	
SPWA	202,395	
SPGA	60,310	
Fiduciary Funds	408,640	
Other Proprietary Funds	<u>218,432</u>	
 TOTAL		 <u><u>40,863,079</u></u>

RESTRICTED CASH:

Debt Service	124,745	
Police/Municipal Building Fund II	101,886	
Rural Fire	217,419	
Tourism & Convention	13,149	
CDBG Grant	3,332	
Park Donations	105,083	
Community Development Rehab	64,881	
Library Enhancements	145,121	
Stormwater Management	728,090	
Transportation Fund	10,015,505	
Park Grants	1,038	
Public Library Donations	326,952	
Galie May Koch Donations	80,733	
Transportation Fee	772,868	
CVB Entry way	22,682	
Airport Operations	(83,382)	
Various Escrow accounts	81,688	
SUA Restricted for debt	5,752,201	
SPWA	<u>202,395</u>	
 TOTAL:		 18,676,386

COMMITTED FUNDS:

SIRA	218,432	
Self-Insurance	<u>955,745</u>	
 TOTAL:		 1,174,177
INTERFUND PAYABLES		136,663

Accounts Payable

AVAILABLE FUNDS:

SPGA	60,310	
SUA	22,591,195	
General	<u>(1,775,652)</u>	
TOTAL		<u>20,875,853</u>
TOTAL:		<u><u>40,863,079</u></u>

RECONCILIATION WITH THE COMPREHENSIVE ANNUAL FINANCIAL REPORT

CAFR Total	40,863,079	
Less:		
SUA Debt Service and Reservations	(5,752,201)	
Accounts Payable	(136,663)	
Funds not included in cash available calculation	<u>(81,688)</u>	
TOTAL:		<u><u>34,892,527</u></u>

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

	<u>2009-10</u>
Administration	
City Manager	5.5
Human Resources	6
Information Technology	7
Environmental Programs	2
Finance	
Accounting	6
Municipal Court	3
Customer Service	15
SUA Accounting	2
Development Services	
Administration	6
Development Review	4
Building Safety	5
Property Maint. Housing	2
GIS	3
Public Works	
Administration	4
Engineering Services	5.5
Traffic Control	6
Street	22
Fleet Management	9
Waste Management	37
Storm Water Management	3
Transportation Improvement	6.5
Parks, Events, & Recreation	
Administration	7
Mini Bus	1
Park Operations	27
Multi Arts	2
Recreation Programs	4
Golf	9
Police	
Patrol and Investigation	115
Animal Welfare	3
SECC	3
Fire	74
Library	17
Legal	5.5
City Hall Maintenance	4
Community Center	4
Electric	
Administration	3
Engineering	6
Distribution	32
Warehouse	3
Generation & Transmission	19
Water	
Administration	5
Water Distribution	15
Water Treatment	10
Wastewater Collection	10
Wastewater Treatment	11
Rural Water	3
Airport	5
BID District	1
Total	558

INDEX

	<u>Page</u>
Accounting – Finance	62
Accounting – SUA	157
Airport - Administration	135
Airport - Customer Service	137
Airport - Maintenance	139
Airport - Special	141
Ambulance Services	99
Animal Welfare	95
Attachment to Resolution No. CC-2009-12	vi
Budget Message from the City Manager	2
Budget Resolution	v
Budget Scheduling Deadlines	iii
Cash Balance and CAFR Reconciliation	vii
City Hall Maintenance	100
City Engineer	74
City Manager	50
City Garage	77
Community Center	87
Community Development Rehab	113
Customer Service/Meter Reading	158
Debt Service	104
Definitions	ii
Development Services – Administration	64
Development Services – Building Safety/Property Maintenance	68
Development Services – Development Review	65
Development Services – GIS	70
Development Services – Grants	111
Development Services – Stillwater Industrial and Redevelopment Authority	143
Electric	162
Environmental Programs Division	55
Expenditure Pages Explanation	46
Finance Department - Accounting Division	62
Finance Department - Municipal Court	63
Financial Trends	17
Financial Policies	i
Financial Summaries	6
Fire Department	97
Fire Department – Ambulance Services	99
Fire Department – Rural Fire	110
Fleet Maintenance	77

General Fund Expenditures.....	13
General Fund Revenues	12
General Government – City Hall Maintenance	100
General Government – Miscellaneous.....	53
General Government – Property Management	54
GIS	70
Golf Course.....	144
Golf Course – Course Maintenance.....	145
Grants – Development Services.....	111
Grants – Parks.....	112
Hotel/Motel Tax Fund.....	109
Human Resource Insurance	125
Human Resources	60
Information Technology	58
Legal	61
Library.....	89
Library Materials Enhancement.....	117
Library Trust Fund.....	127
Mini Bus.....	86
Multi Arts Center	85
Municipal Court.....	63
Organizational Chart (City of Stillwater)	1
Park Donations.....	118
Parks, Events & Recreation – Administration	79
Parks, Events & Recreation – Mini Bus	86
Parks, Events & Recreation – Multi Arts Center.....	85
Parks, Events & Recreation – Park Operations	81
Parks, Events & Recreation – Recreation Programs.....	83
Parks, Events & Recreation – Tournaments	84
Park Grants.....	112
Personnel Comparison	ix
Police Department.....	92
Police Department – Animal Welfare.....	95
Police Department – DARE Program.....	91

Police Department – E-911	96
Police Department – Stillwater Emergency Coordination & Communications	94
Public Hearing Notice	iv
Public Works – Administration	72
Public Works – Construction Projects	73
Public Works – Engineering Division	74
Public Works – Fleet Maintenance	77
Public Works – Storm Water Management	114
Public Works – Street	76
Public Works – Traffic Control	75
Public Works – Transportation Fee	116
Public Works – Transportation Improvement Fund	119
Public Works – Waste Management	160
Purpose of the budget.....	4
Revenue Projections	
Debt Service Fund.....	104
Enterprise Fund.....	128
Internal Service Fund.....	122
General Fund.....	22
Special Revenue Fund.....	105
Stillwater Utilities Authority.....	149
Trust and Agency Fund.....	127
Rural Fire	110
Rural Water	170
Sanitation (Public Works - Waste Management).....	160
Self Insurance Fund	123
Self Insurance - Human Resource Insurance	125
Self Insurance - Risk Management	124
Sister Cities Program	57
Stillwater Community Center	87
Stillwater Emergency Coordination & Communications	94
Stillwater Public Works Authority.....	126
Stillwater Utilities Authority.....	149
Storm Water Drainage	114
Street	76
SUA - Accounting.....	157
Waste Management.....	160
Wastewater.....	172
Wastewater Collection	173
Wastewater Treatment	175
Water	165
Water Distribution	167
Water Treatment	169