



# MUSKOGEE

## FY 2017-2018 OPERATING & CAPITAL BUDGET

*Chris Cummings  
Photography*



Approved by City Council May 22, 2017

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# **CITY OF MUSKOGEE**

## **ANNUAL BUDGET PROPOSAL**

**FISCAL YEAR 2017-2018**

### **PRESENTED TO**

**Muskogee City Council**

**Mayor Bob Coburn  
Deputy Mayor James Gulley  
Marlon J. Coleman  
Janey Cagle-Boydston  
Dan Hall  
Wayne Johnson  
Patrick Cale  
Derrick Reed  
Ivory Vann**

### **SUBMITTED BY**

**Michael Miller  
City Manager**

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# CITY MANAGER BUDGET MESSAGE

Fiscal Year 2018

Honorable Mayor and Members of the City Council:

It is my pleasure and honor to present the City of Muskogee's recommended Operating Budget and Capital Improvement Program for Fiscal Year 2017-2018. As required by law, the budget presented is balanced with revenue and expenditures.

## Budget Approach

There were several challenges in compiling this year's budget. Our biggest challenge was that we had been spending our savings account to help balance the budget for each of the past five years. In FY2017, we budgeted to spend nearly all of our unrestricted carryover, meaning that if our expenses and revenues stayed on budget, we would have to cut \$1.3 million in expenses just to bring them in line with revenues this year. Unfortunately, our recurring sales tax is down more than 2% for the year, which compounded the problem. Sales tax is the single largest source of revenue for the city.

With that in mind, we kept our budget priorities focused on strategic plan initiatives. Our three major initiatives that we addressed this year are improving employee compensation, economic development, and infrastructure improvements.

There are several funds totaling \$57,219,787 that are of critical importance to this budget:

- General Fund - \$32,893,205
- Special Revenue & Capital Projects Funds - \$18,440,449
- Enterprise Funds - \$1,089,941
- Internal Service Funds - \$4,496,192
- Sinking Fund - \$300,000

In addition to these funds, the following trust authority funds are also used:

- Muskogee Municipal Authority (Water and Sewer) Trust - \$14,187,519
- Muskogee Parking Authority Trust - \$67,726

## Revenues

Each year, the budget includes revenue estimates for the coming 12 months. All such estimates are, by nature, tinged with the uncertainty that comes with any predictive endeavor. For the coming year, we estimate our sales tax revenue, our largest single revenue source, to decrease by 2% from the actual recurring sales tax collections we have seen from fiscal year 2017 through April. While not ideal, this leaves us more likely to experience good news, with higher than budgeted collections, than bad news, with lower collections than expected.

Our budget includes a previously approved increase in utility fees, and those increases to water and sewer rates are budgeted to remain in the Muskogee Municipal Authority for use on infrastructure improvements, as the City Council has directed.

Phase I of the Urban Renewal Area has seen tremendous growth, with River City Plaza, filling up and another developer having signed an agreement to purchase approximately 20 acres in the second phase of the URA. While Urban Renewal projects are part of a Tax Increment Financing District (TIF District), we will see significant increase in new retail shopping. 75% of the new sales tax dollars generated by these businesses goes to pay back the cost of the project and 25% is allocated as regular sales tax.

The city has also instituted a partnership program with Oklahoma Tax Commission to monitor and audit our tax revenues, which we anticipate will increase revenue in coming months and we are also looking at our schedule of fines and fees, some of which have not been changed since the 1970s, to see if those fees accurately reflect the services we are providing.

## Expenses

The city budget accurately depicts known budget expenses for the new fiscal year. As we present this budget we see the state with an \$800 million shortfall and public school systems facing crippling cuts. In this tough fiscal year, every general fund budget took a cut. A large part of the cuts are coming from leaving positions vacant through attrition. There are 14 positions that are either open currently or are projected to be open by July 1 that will remain unfilled.

Outside agencies, such as the Chamber of Commerce, Port Authority and Transit Authority have made voluntary cuts for FY2018.

One of our challenges this year is making sure the budget accurately reflects the costs of our professional management contracts with third parties to run some of our facilities. The total request for management fees for the Roxy, Love Hatbox Sports Complex and the Civic Center is nearly \$800,000.

The city must be responsible and cautious with expenditures in the coming year. Should expenses arise in this fiscal year that are not foreseen in this budget, staff and the City Council should work together to identify funding that can be used for those expenses within the current fiscal year budget.

## Important Features

The important things to know about the FY2018 budget are:

- 1) Current year expenses are lower than project current year revenues
- 2) Money is set aside for employee salary increases (a strategic plan objective)
- 3) More than \$1 million set aside for infrastructure improvements

This budget relies on realistic revenue projections and significant expense cuts to make sure that the expenses are less than revenue without using our reserves, which have been diminished over the past five years.

We have maintained our restricted cash reserve for emergencies while following the strategic initiatives set out by the city council, prioritizing infrastructure, economic development and employee compensation. In our capital budget, we are prioritizing the expenditures that will save us money in the long run.

I think it is important to note that while we are in a tough time now, I can see that we are laying the groundwork for financial stability as a city moving forward. I want to thank the city council for their support as we make decisions that can have a positive impact on our community for years to come. Finally, I wish to thank the city's department heads and their support staff for the hard work they have put into this budget. Of particular note are Jean Kingston, our Treasurer, and Chris Cummings, our IT director, who work on the details of this document.

Sincerely,

Mike Miller  
City Manager



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# ALL FUNDS



*Sound leadership continues to move Muskogee in a positive financial and economic direction. The past years prove that Muskogee's sound fiscal policy and priorities endured the economic instability experienced at a national level. Although sales tax remains flat, Muskogee leaders continue to aggressively pursue retail and industrial growth in order to provide and improve necessary infrastructure and City services.*

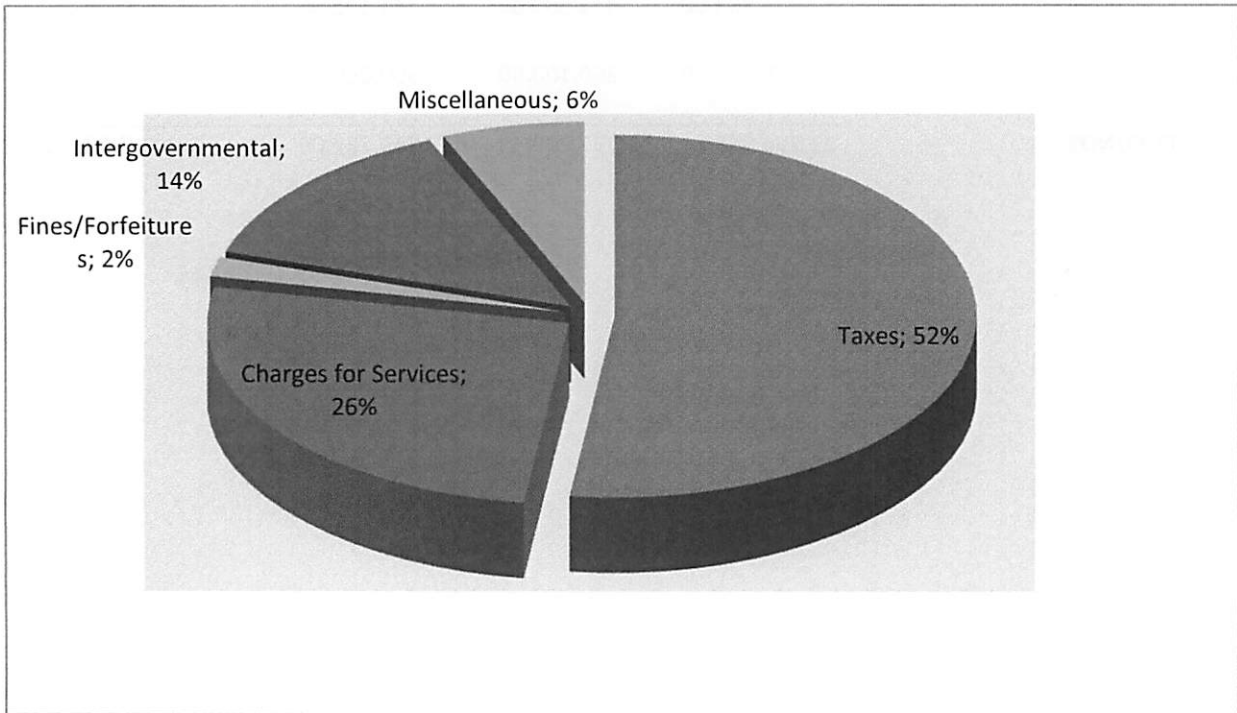
# BUDGET SUMMARY

Fiscal Year 2017 - 2018

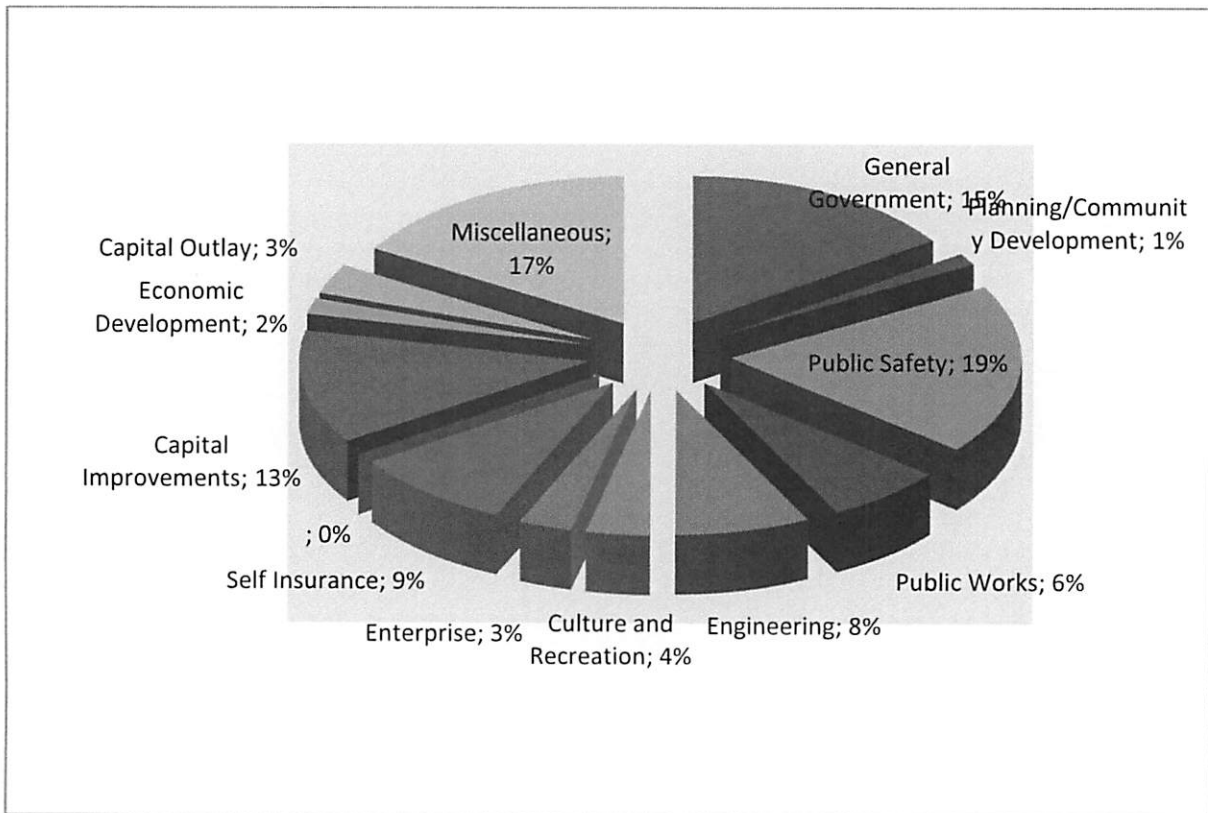
	PROJECTED BALANCE July 1, 2017	FY2017-2018 PROJECTED REVENUES	FY2017-2018 PROPOSED EXPENDITURES	FY2017-2018 PROPOSED NET TRANSFERS	PROJECTED BALANCE June 30, 2018
<b>GENERAL FUND</b>	5,196,253.23	32,908,177.00	32,893,205.00	-603,000.00	5,211,225.23
<b>ENTERPRISE FUNDS</b>					
Hatbox Waterpark	89,403.00	503,000.00	550,586.00	0.00	41,817.00
Swim and Fitness	437,900.80	517,355.00	539,355.00	0.00	415,900.80
<b>Special Revenue &amp; Capital Projects Funds</b>					
Community Clean Up	44,615.77	50,000.00	65,000.00	50,000.00	29,615.77
Street and Alley	179,061.25	509,200.00	520,360.00	0.00	167,901.25
Solid Waste	416,146.13	372,400.00	371,700.00	0.00	416,846.13
Stormwater	3,281,144.93	1,179,320.00	1,178,454.35	0.00	3,282,010.58
Sales Tax Capital Outlay	23,685.09	1,148,708.00	1,163,563.00	0.00	8,830.09
Fire Department 10% Capital Outlay	243,704.72	143,526.00	35,460.00	0.00	351,770.72
Police Department 10% Capital Outlay	40,013.36	188,626.00	157,500.00	0.00	71,139.36
Non Uniform 10% Capital Outlay	73,768.84	143,526.00	172,993.00	0.00	44,301.84
Emergency 911	0.00	0.00	0.00	0.00	0.00
CDBG Small Cities	2,187.24	217,000.00	169,000.00	100,000.00	50,187.24
Home Grants	0.00	0.00	0.00	0.00	0.00
Community Development	660.26	100,000.00	100,000.00	0.00	660.26
Park Development	212,917.86	335,200.00	377,250.00	0.00	170,867.86
Park Development-Papilion	-24,328.52	149,800.00	122,713.38		2,758.10
C. C. Hultquist Library	135,266.34	328.00	617.61	0.00	134,976.73
Repair and Replacement	90,056.58	59,050.00	80,000.00	0.00	69,106.58
Capital Improvements 3/4 Cent	2,749.95	25.00	0.00	0.00	2,774.95
Economic Development	484,805.24	1,200,100.00	1,684,224.75	0.00	680.49
2009 Sales Tax Capital Improvements	163,485.18	112.49	0.00	0.00	163,597.67
2009 Sewer Rehabilitation Sales Tax	679,810.44	0.00	0.00	0.00	679,810.44
2014 Sales Tax Capital Improvements	438,917.17	1,045,676.00	800,000.00	0.00	684,593.17
2014 Sewer Rehabilitation Sales Tax	2,821,739.34	1,837,134.00	1,961,531.00	0.00	2,697,342.34
Street Maintenance/Installation	2,048,812.38	3,934,548.00	3,952,021.00	0.00	2,031,339.38
Employee Benefits-Non Uniformed	184,372.36	1,148,308.00	1,201,660.00	0.00	131,020.36
Employee Benefits-Police	6,783.83	1,148,308.00	1,155,078.00	0.00	13.83
Employee Benefits-Fire	430,321.03	1,148,308.00	1,168,031.00	0.00	410,598.03
Cemetery Perpetual Care	170,215.14	12,500.00	88,000.00	0.00	94,715.14
75 Limited Access B Sales Tax	840.43	0.00	0.00	0.00	840.43
Davis Field Airport	337,031.88	902,632.00	969,047.00	0.00	270,616.88
Hotel/Motel Tax	551.54	950,075.00	946,245.00	0.00	4,381.54
<b>Internal Service Funds</b>					
Insurance Trust	0.00	12,000.00	12,000.00	12,000.00	0.00
Sales Tax Employee Benefits Health	170,842.87	430,578.00	443,000.00	0.00	158,420.87

<b>Insurance</b>					
Life and Medical Insurance	3,864,614.18	4,200,676.00	3,600,000.00	0.00	4,465,290.18
Workers Compensation Self Insured	808.00	441,000.00	441,192.00	441,000.00	616.00
<b>Sinking Fund</b>					
	45,831.00	300,100.00	300,000.00	0.00	45,931.00
<b>TOTAL - ALL CITY FUNDS</b>	<b>22,294,988.84</b>	<b>57,237,296.49</b>	<b>57,219,787.09</b>	<b>0.00</b>	<b>22,312,498.24</b>

# REVENUES BY SOURCES



# EXPENDITURES BY FUNCTION



# GENERAL FUND

*During FY 2016-2017, the City of Muskogee maintained its position of economic stability. With responsible management of capital needs by a staff dedicated to character and absolute high regard for all citizens, Muskogee provides a desirable environment for growth in residential, commercial, and quality job opportunities.*



# GENERAL FUND SUMMARY

Fiscal Year 2017 – 2018

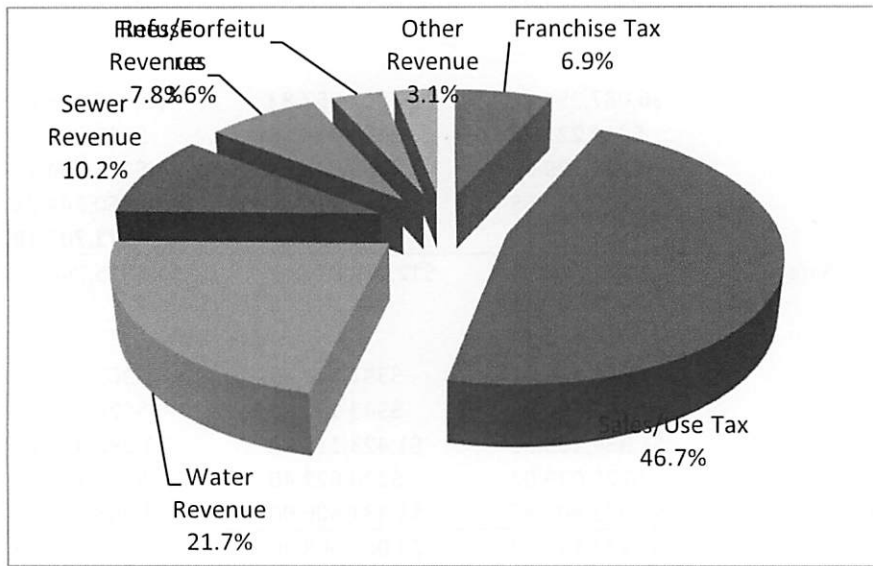
REVENUE	FY2016 ACTUAL	FY2017 BUDGET	FY2017 EST ACTUAL	FY2018 PROPOSED
Sales Tax	\$13,828,268.50	\$13,948,500.00	\$13,320,817.50	\$13,054,401.00
Cigarette/Tobacco Tax	\$291,995.93	\$280,500.00	\$303,500.00	\$303,500.00
Use Tax	\$1,961,691.43	\$1,850,000.00	\$1,854,784.46	\$2,002,784.00
Franchise Tax	\$2,160,956.51	\$2,275,000.00	\$2,275,000.00	\$2,275,000.00
Alcohol Beverage Tax	\$153,875.98	\$160,000.00	\$180,000.00	\$180,000.00
Bldg. Struct. Permits	\$91,664.84	\$140,000.00	\$140,000.00	\$140,000.00
Business Licenses/Permits	\$203,191.42	\$130,000.00	\$130,000.00	\$130,000.00
State/Federal Grants	\$77,486.33	\$25,000.00	\$25,000.00	\$25,000.00
Foundation Grants	\$101,991.59	\$86,000.00	\$86,806.00	\$86,806.00
Water Revenue	\$6,362,906.03	\$6,354,000.00	\$6,611,332.09	\$6,568,837.00
Sewer Service Fees	\$3,118,415.99	\$3,170,680.00	\$3,360,253.17	\$3,342,102.00
Refuse Coll & Disp	\$2,509,104.93	\$2,550,000.00	\$2,578,821.50	\$2,581,575.00
Penalties	\$384,017.55	\$312,000.00	\$372,280.35	\$367,465.00
Reconnect Fees	\$220,059.68	\$173,000.00	\$211,086.10	\$205,907.00
Fines & Forfeitures	\$792,926.72	\$1,007,000.00	\$1,200,000.00	\$1,200,000.00
Youth Program	\$0.00	\$0.00	\$0.00	\$0.00
Sherriff's Fees	\$19,876.75	\$23,000.00	\$23,000.00	\$23,000.00
Interest Earned	\$4,670.02	\$50,000.00	\$35,000.00	\$35,000.00
Rents & Concessions	\$0.00	\$3,600.00	\$3,600.00	\$3,600.00
Sanitary Landfill	\$195,375.82	\$187,000.00	\$193,000.00	\$193,000.00
Parking Meters & Fines	\$1,126.08	\$1,200.00	\$1,200.00	\$1,200.00
Cemetery Receipts	\$96,989.69	\$85,000.00	\$85,000.00	\$85,000.00
Sale of Surplus/Misc. Income	\$172,429.20	\$100,000.00	\$104,000.00	\$104,000.00
<b>Total Revenues</b>	<b>\$32,749,020.99</b>	<b>\$32,911,480.00</b>	<b>\$33,094,481.17</b>	<b>\$32,908,177.00</b>
Other Sources	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$32,749,020.99</b>	<b>\$32,911,480.00</b>	<b>\$33,094,481.17</b>	<b>\$32,908,177.00</b>

EXPENDITURES	FY2016 ACTUAL	FY2017 BUDGET	FY2017 EST ACTUAL	FY2018 PROPOSED
<b>General Government</b>				
General Government	\$4,098,650.44	\$3,978,032.00	\$3,858,691.04	\$3,623,610.00
City Clerk	\$445,989.88	\$749,575.40	\$727,088.14	\$731,690.00
City Attorney	\$276,217.39	\$374,028.71	\$362,807.85	\$428,015.00
City Manager	\$280,361.22	\$281,695.51	\$273,244.64	\$269,805.00
Equipment Maintenance	\$2,146,822.12	\$2,240,495.40	\$2,173,280.54	\$2,125,281.00
Facilities Management	\$723,467.63	\$581,760.00	\$564,307.20	\$575,266.00
Procurement/General Services	\$260,594.57	\$296,036.40	\$287,155.31	\$285,335.00
Personnel & Safety	\$395,839.84	\$364,271.62	\$353,343.47	\$353,343.00
Finance	\$171,889.31	\$180,799.10	\$175,375.13	\$241,720.00
Revenue	\$693,791.60	\$715,529.20	\$694,063.32	\$673,153.00
Information Technology	\$663,111.64	\$732,291.30	\$710,322.56	\$708,399.00

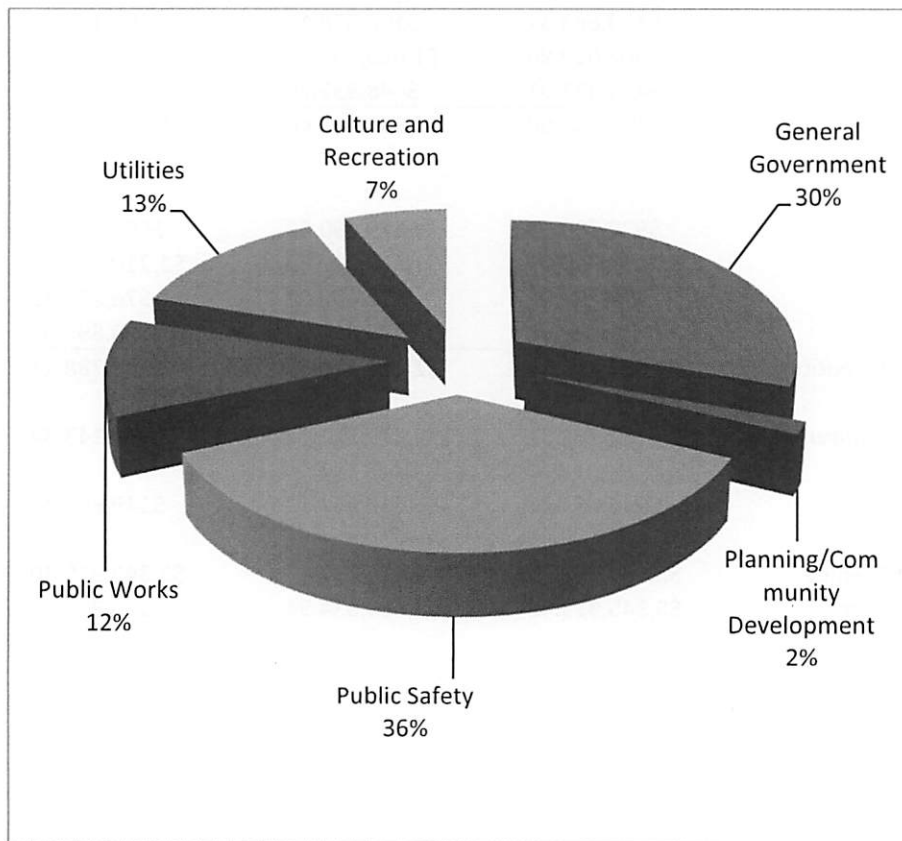
<b>Total General Government</b>	<b>\$10,156,735.64</b>	<b>\$10,494,514.64</b>	<b>\$10,179,679.20</b>	<b>\$10,015,617.00</b>
<b>Planning/Community Development</b>	<b>\$584,135.53</b>	<b>\$564,228.46</b>	<b>\$547,301.61</b>	<b>\$505,912.00</b>
<b>Public Safety</b>				
Police Services	\$6,087,354.68	\$6,017,657.82	\$5,837,128.09	\$5,922,934.00
Code Enforcement	\$214,221.79	\$237,328.00	\$230,208.16	\$188,887.00
Animal Shelter	\$226,199.03	\$232,953.30	\$225,964.70	\$226,565.00
Fire Services	\$6,100,743.55	\$5,732,210.60	\$5,560,244.28	\$5,593,135.00
Emergency Management	\$63,021.90	\$73,920.80	\$71,703.18	\$71,384.00
<b>Total Public Safety</b>	<b>\$12,691,540.95</b>	<b>\$12,294,070.52</b>	<b>\$11,925,248.40</b>	<b>\$12,002,905.00</b>
<b>Public Works</b>				
Administration	\$380,539.81	\$381,083.80	\$369,651.29	\$410,927.00
Environmental Control	\$482,574.95	\$543,182.30	\$526,886.83	\$475,456.00
Streets	\$1,332,199.31	\$1,423,113.70	\$1,380,420.29	\$1,413,331.00
Traffic Engineering	\$225,039.07	\$230,622.40	\$223,703.73	\$218,026.00
Solid Waste Management	\$1,322,801.85	\$1,431,606.00	\$1,388,657.82	\$1,297,277.00
<b>Total Public Works</b>	<b>\$3,743,154.99</b>	<b>\$4,009,608.20</b>	<b>\$3,889,319.95</b>	<b>\$3,815,017.00</b>
<b>Utilities</b>				
Administration	\$113,492.27	\$114,955.90	\$111,507.22	\$53,033.00
Water Supply	\$1,748,992.80	\$1,868,556.00	\$1,812,499.32	\$1,848,867.00
Water Distribution	\$907,239.59	\$1,043,813.20	\$1,012,498.80	\$997,856.00
Pollution Management	\$109,683.37	\$108,378.10	\$105,126.76	\$105,705.00
Waste Treatment	\$902,010.96	\$1,053,306.00	\$1,021,706.82	\$938,387.00
Pollution Collection	\$411,437.01	\$448,935.20	\$435,467.14	\$438,792.00
<b>Total Engineering</b>	<b>\$4,192,856.00</b>	<b>\$4,637,944.40</b>	<b>\$4,498,806.07</b>	<b>\$4,382,640.00</b>
<b>Culture and Recreation</b>				
Recreation	\$530,659.95	\$679,690.00	\$659,299.30	\$616,764.00
Parks and Grounds	\$1,162,906.69	\$1,247,792.80	\$1,210,359.02	\$1,220,097.00
Library	\$74,288.09	\$72,406.00	\$70,233.82	\$72,406.00
Cemetery	\$246,896.23	\$272,057.70	\$263,895.97	\$261,847.00
<b>Total Culture and Recreation</b>	<b>\$2,014,750.96</b>	<b>\$2,271,946.50</b>	<b>\$2,203,788.11</b>	<b>\$2,171,114.00</b>
<b>Total Department Expenditures</b>	<b>\$33,383,174.07</b>	<b>\$34,272,312.72</b>	<b>\$33,244,143.34</b>	<b>\$32,893,205.00</b>
<b>Change in Fund Balance</b>	<b>-\$634,153.08</b>	<b>-\$1,360,832.72</b>	<b>-\$149,662.17</b>	<b>\$14,972.00</b>
<b>Projected Beginning Fund Balance</b>	<b>\$5,980,068.48</b>	<b>\$4,994,367.66</b>	<b>\$5,345,915.40</b>	<b>\$5,196,253.23</b>
<b>Projected Ending Fund Balance</b>	<b>\$5,345,915.40</b>	<b>\$3,633,534.94</b>	<b>\$5,196,253.23</b>	<b>\$5,211,225.23</b>



# General Fund Revenues



# General Fund Expenditures



# GENERAL GOVERNMENT

## PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Professionalized, through third-party operations, the management of Civic Center and Roxy Theater.
- Healthcare changes resulting in decreased out-of-pocket and increased coverage.
- Assist in upgrades at the 911 call center.

## DESCRIPTION

The General Government budget allows for the expenditures of funds utilized in the day-to-day operations of City government not directly attributable to any single department. Examples of such expenditures include, but are not limited to, City Hall utilities, elections, copying expense, postage, and professional and technical services.

## BUDGET HIGHLIGHTS

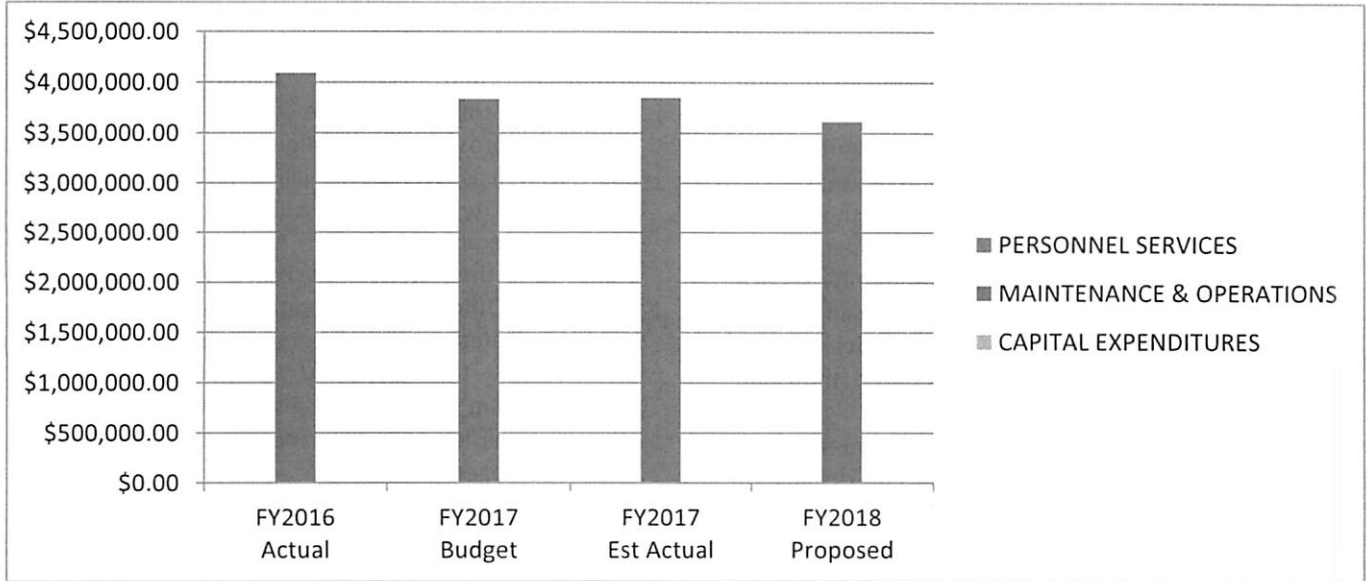
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue strategic plan updates.
- Help fund operations of the MLK Community Center
- Help fund operations for Muskogee City-County Transit Authority
- Help fund operations for the E-911 Center

*The General Government budget allows for the expenditures of funds utilized in the day-to-day operations of City government not directly attributable to any single department.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAINTENANCE & OPERATIONS	\$4,098,650.00	\$3,843,039.00	\$3,858,691.00	\$3,623,610.00	-5.71%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
No Positions Funded				

# CITY ATTORNEY

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided an opportunity for the department to engage in the following activities:

- Assumed operations of the City's Workplace Safety Division and assisted in the development and implementation of a Citywide safety plan;
- Began providing First Aid, CPR and Automated External Defibrillator (AED) Training in house;
- Applied for and received funding from the City of Muskogee Foundation to continue the operation of the successful adult and juvenile **community service programs providing nearly ten thousand, nine hundred (10,900) hours of community service equating to an excess of one hundred thousand dollars (\$100,000) in outstanding fines;**
- Assumed operation of the Community Intervention Center for the temporary housing of delinquent juvenile offenders;
- Actively pursued, with the assistance of the Code Enforcement Division, the successful **collection of delinquent Hotel/Motel tax payments in excess of \$100,000.00;**
- Engaged in community outreach through public speaking, and presentations on municipal initiatives and issues to foster community understanding and support;
- **Prosecuted in excess of six thousand (6,000) municipal law and code violations through Municipal Court;**
- Provided ongoing support to the Urban Renewal Authority and the Muskogee Redevelopment Authority to coordinate all necessary land acquisition and legal services necessary for the continued redevelopment of the Urban Renewal Area.

### DESCRIPTION

The City Attorney's office provides comprehensive legal services to the City, its public trusts, and boards and commissions of the City. Responsibilities include providing legal advice on day-to-day internal matters, preparing ordinances and contract drafting, processing and investigating claims under the Oklahoma Governmental Tort Claims Act, prosecuting violations of City Code in Municipal Court, as well as, overseeing all litigation in which the City is a party. The City's Attorney's office administers the Juvenile and Adult Community Service Program provided through a grant from the City of Muskogee Foundation. The City Attorney's Office also operates the City's Division of Workplace Safety and the Community Intervention Center. In all matters, the City's Attorney's Office asserts its professionalism to act competently, honestly, efficiently, and ethically in all legal matters and interactions governing the City of Muskogee, Oklahoma.

### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

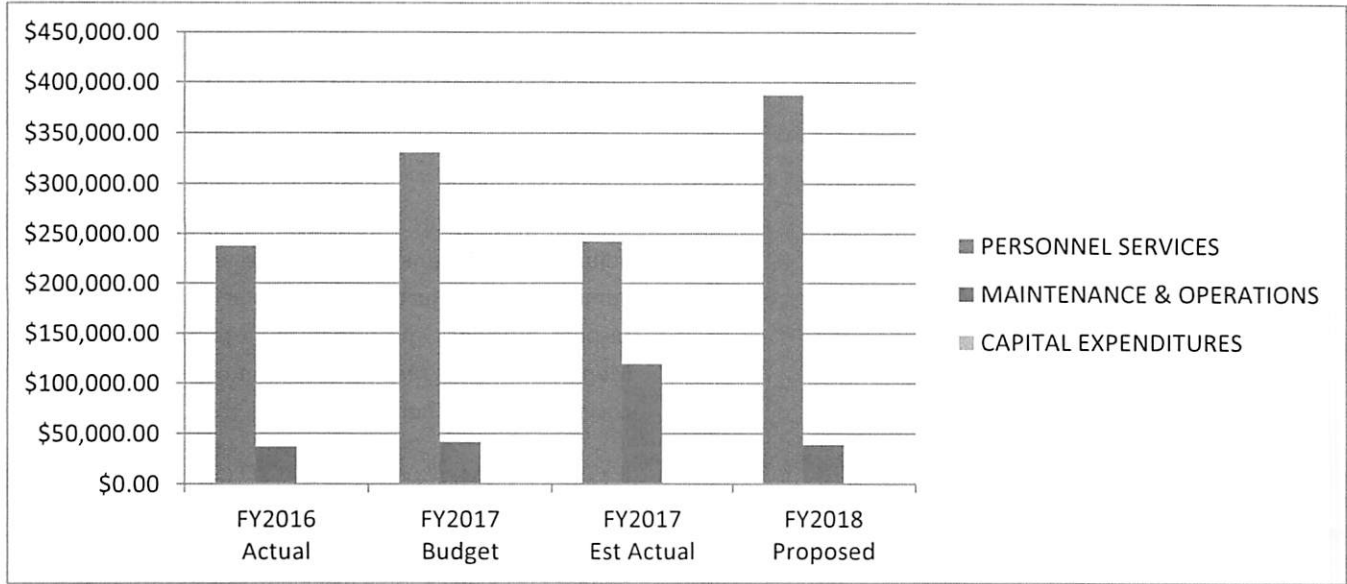
- Provide continuing legal education for all attorneys and paralegals in its employ;
- Continue to fund legal research tools necessary for efficiency;
- Hire outside counsel on matters requiring specialization;
- Continue to Improve the City's safety culture through implementation of a multi-year plan;
- Provide necessary personal protective equipment and ensure efficient distribution to employees.

*Assumed Operations of:*

- *the Division of Workplace Safety*
- *the Community Intervention Center*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$238,555.00	\$331,592.00	\$242,900.00	\$388,376.00	17.12%
MAINTENANCE & OPERATIONS	\$37,662.00	\$42,436.00	\$119,907.00	\$39,639.00	-6.59%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
City Attorney	1	1	1	1
Deputy City Attorney	1	1	1	1
Assistant City Attorney	1/2	1/2	1/2	1/2
Legal Assistant	1	1	1	1
Safety Coordinator	0	0	1	1

# CITY CLERK & COURT

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- The Court Division processed more than 6,600 citations and arrests in FY 16-17 averaging a total of \$73,500/month in cash receipts
- Continue improvement to Policy and Procedure manuals
- Improve technology and communication
- Continue development of agenda processing

### DESCRIPTION

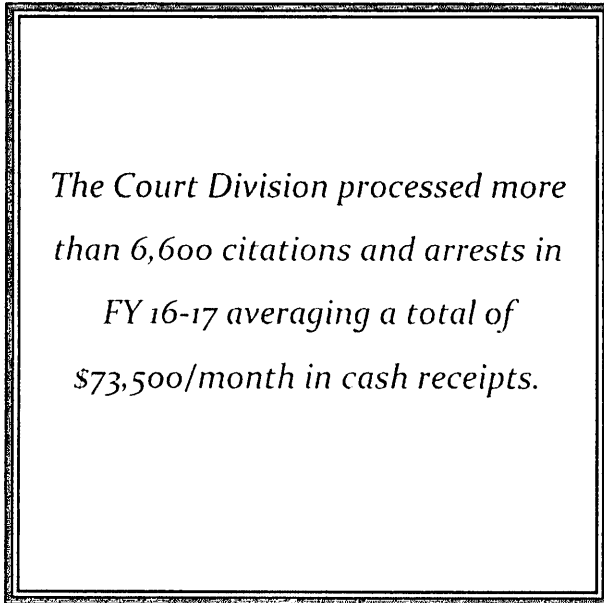
The City Clerk is appointed by the Mayor and City Council and is the official custodian of City records and oversees the operation of the City Clerk's Office, Municipal Court, and the Revenue Department. The City Clerk is responsible to keep a record of all City Council proceedings, signs and attests ordinances, resolutions, or other acts of Council. The Department also issues City Business licenses, permits, and records cemetery deeds.

The Municipal Court of Muskogee is dedicated to providing adjudication of municipal ordinance violations and a fair administration of justice. This is done with a high level of respect, efficiency and commitment to the public. The Municipal Court is responsible for imposing and collecting costs, fines and other penalties due the City of Muskogee.

### BUDGET HIGHLIGHTS

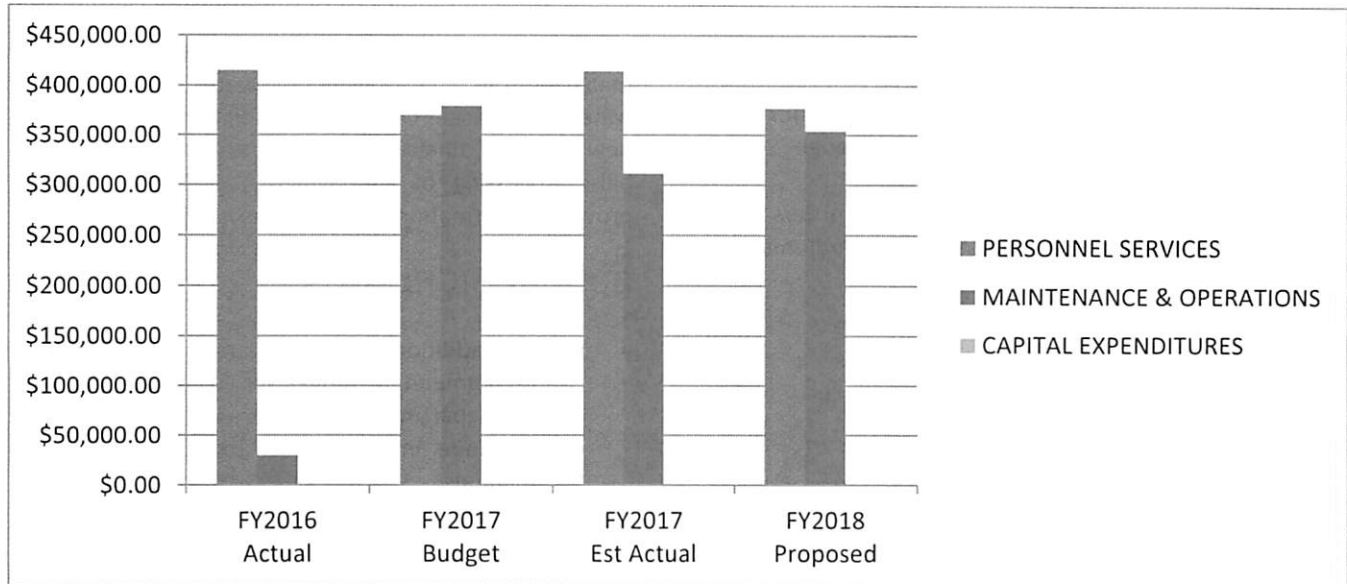
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue to improve, maintain, and organize public records and provide a productive work environment
- Increase public awareness to open records and court procedures
- Implement procedures that focus on restoration of original documents since incorporation



### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$415,499.00	\$370,255.00	\$415,075.00	\$377,281.00	1.90%
MAINTENANCE & OPERATIONS	\$30,490.00	\$380,008.00	\$312,013.00	\$354,409.00	-6.74%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
City Clerk/Support Services Dir.	1	1	1	1
Municipal Court Clerk	1	1	1	1
License and Permit Technician	1	1	1	1
City Clerk Office Administrator I	1	1	1	1
Court Clerk Administrator I	1	1	1	1
Court Clerk Office Assistant II	3	3	3	2
Municipal Judge	1	1	1	1
Part-Time Judge	3	3	3	3

# CITY CLERK / REVENUE

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Upgrade AMR software for increased accuracy and efficiency
- Provide meter technician renewal training for D-Waterworks Operation licensing through the Department of Environmental Quality
- Perform over 31,500 documented work orders for service, connections, disconnections and minor repairs

### DESCRIPTION

The Utility Billing Department handles responsibilities related to the billing of City services focusing on prompt, professional response to the needs of residential and commercial customers. Responsibilities of the department include managing the City's billing for water, wastewater, storm water, and refuse. Other responsibilities include establishing new accounts, finalizing customer accounts, processing of all bills, processing of all payments, customer inquiries and providing information to new and existing customers.

### BUDGET HIGHLIGHTS

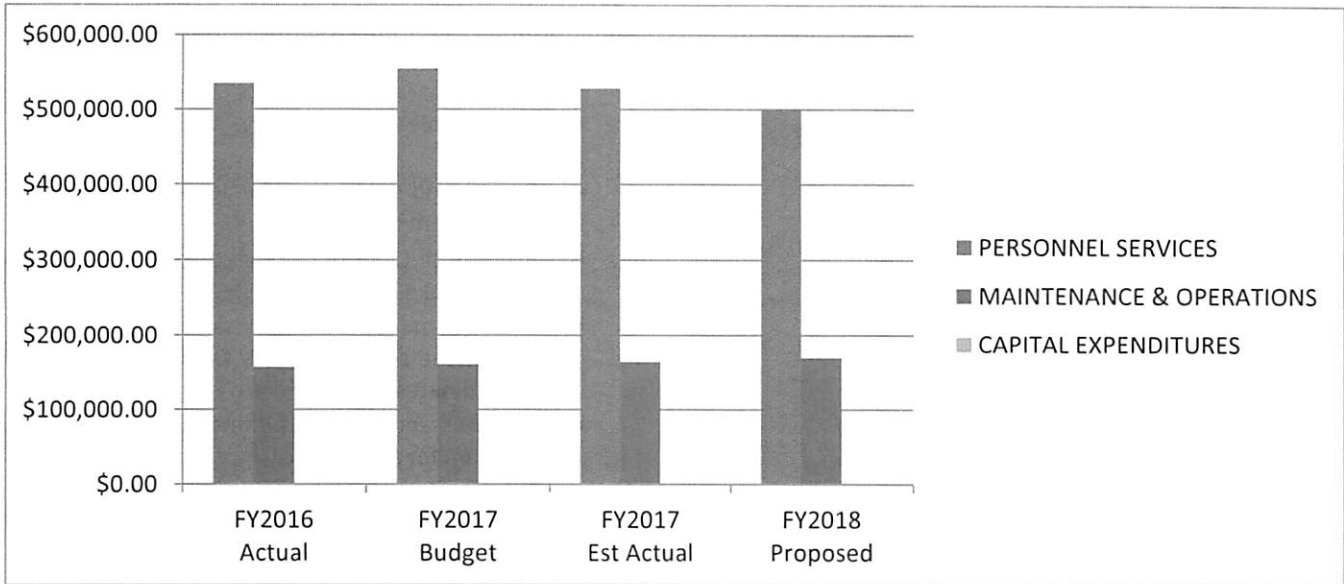
- In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:
- Continue improvements to policy and procedure manuals
- Provide efficient, cost-effective management and operation of the Revenue Division

*Continue to improve customer service through advanced processes and technology.*



### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$536,027.00	\$555,459.00	\$529,011.00	\$502,496.00	-9.53%
MAINTENANCE & OPERATIONS	\$157,764.00	\$161,860.00	\$165,052.00	\$170,657.00	5.43%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
UTILITY REVENUE MANAGER	1	1	1	1
UTILITY FIELD TECHNICIAN II	1	1	1	1
UTILITY CLERK II	1	1	1	1
UTILITY BILLING COORDINATOR	1	1	1	1
UTILITY FIELD TECHNICIAN I	3	3	3	3
UTILITY CLERK I	3	3	3	2
CASHIER	2	2	2	2
UTILITY CLERK RECEPTIONIST	1	1	1	1

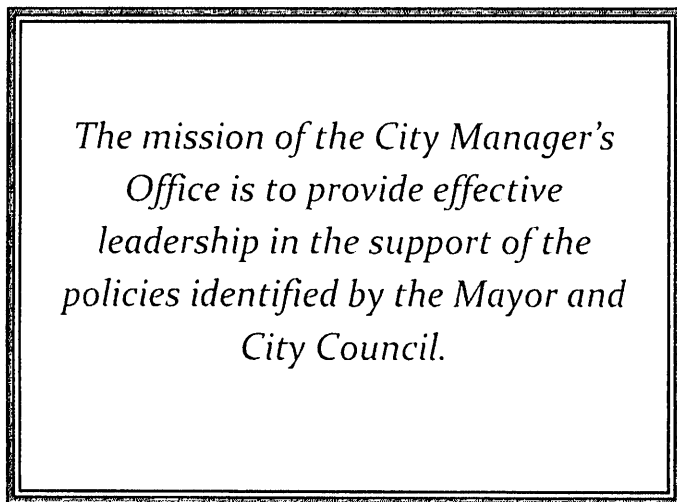
# CITY MANAGER

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Hold the inaugural three-day music festival, G-Fest
- Hiring of a new Assistant City Manager
- Add responsibility of retail economic development to the planning director.
- Change the organizational structure of departments
- Reduce insurance costs to the city and employees
- Complete MLK street improvement project.



### DESCRIPTION

The City Council appointed Mike Miller to serve as City Manager, effective October 25, 2016. As City Manager and the City's Chief Administrative officer, Mr. Miller directly reports to the Mayor and City Council regarding the administration of all affairs directed by the City charter. His duties are as follows:

- Responsible for all city employees under his authority
- Directs and supervises the administration of all City departments
- Attends all City Council meetings and shall have the right to take part in discussion, but shall not vote
- Ensures that all laws, provisions of this Charter and acts of the Mayor and City Council (under his or his subordinates' authority) are faithfully executed
- Prepares and submits an annual budget and capital program for City Council approval
- Submits a complete financial and administrative activities report to the City Council at the end of each fiscal year
- Submits other reports, as required, to the City Council concerning the City department operations, offices and agencies under his direction and authority
- Ensures the City Council is abreast of the City's financial condition and future needs
- Makes recommendations, when needed, to the City Council concerning City affairs
- Performs other duties as specified in this Charter or required by the City Council

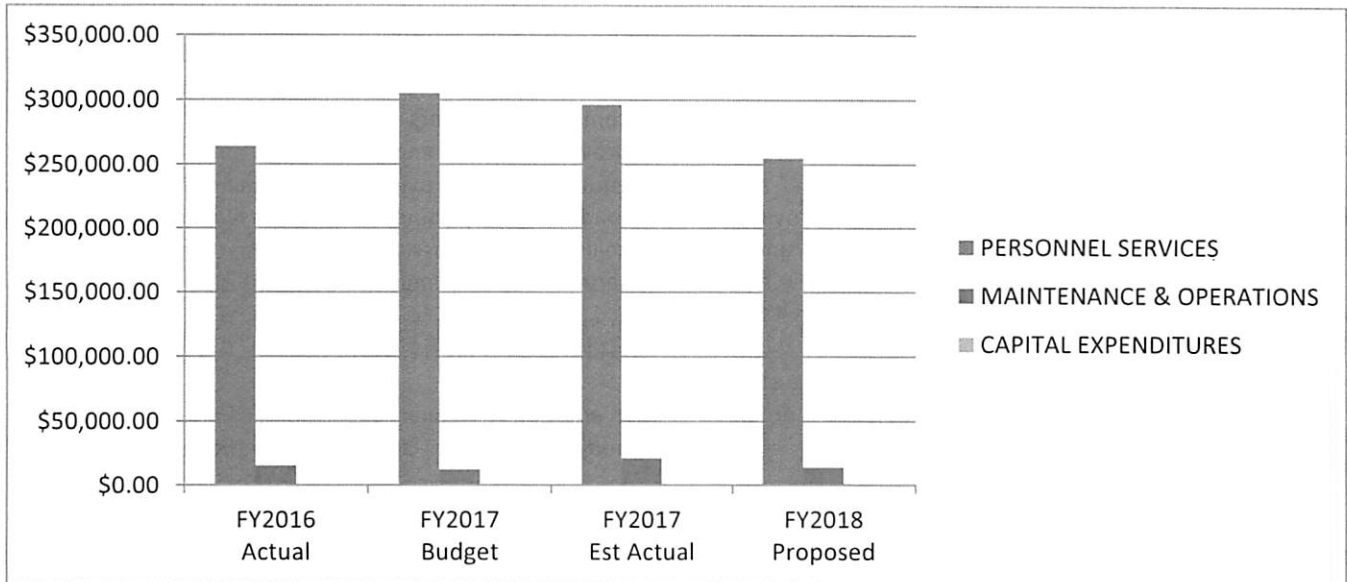
### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Further reduce insurance costs to the city and employees
- Enhance economic development projects
- Implement cost-saving technological advancements

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$264,574.00	\$305,534.00	\$296,793.00	\$255,463.00	-16.39%
MAINTENANCE & OPERATIONS	\$15,787.00	\$12,911.00	\$21,652.00	\$14,342.00	11.08%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
CITY MANAGER	1	1	1	1
ASST CITY MANAGER	0	0	1	1
EXECUTIVE ASSISTANT	1	1	1	1
SAFETY COORDINATOR	0	0	1	0

# FLEET MANAGEMENT

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Continue to purchase needed tools and equipment for the garage.
- Continue training program for the technicians and staff
- Update the fleet in our department by replacing 1 vehicle.
- Other funds including capital outlay provided funding for the purchase of 3 new vehicles and 1 new sanitation trucks, 2 mini trucks, and 1 new haul truck and trailer to improve the rolling stock in 4 City departments
- Created computer work stations on the garage shop floor, allowing the technicians to access work orders and online repair sites from their work areas

### DESCRIPTION

The City's Fleet Management Department (FMD) operates a centralized maintenance program for City vehicles and equipment. This program provides regular preventive maintenances as well as unscheduled repairs through internal maintenance operations and contracted services with commercial vendors. In addition, FMD is responsible for providing fuel, oil and grease to all on-road and off-road City equipment and provides on-site maintenance services for off-road and heavy equipment. Other responsibilities include collision repairs, assisting other departments with skilled services and fleet management services.

### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue to purchase additional tools and equipment within capital outlay budget.
- Continue training program for technicians and staff.
- Add 1 new vehicle lift and replace 1 aged vehicle lift.
- Create pilot program to add GPS/Tracking to the city fleet which will assist in better management of the fleet.

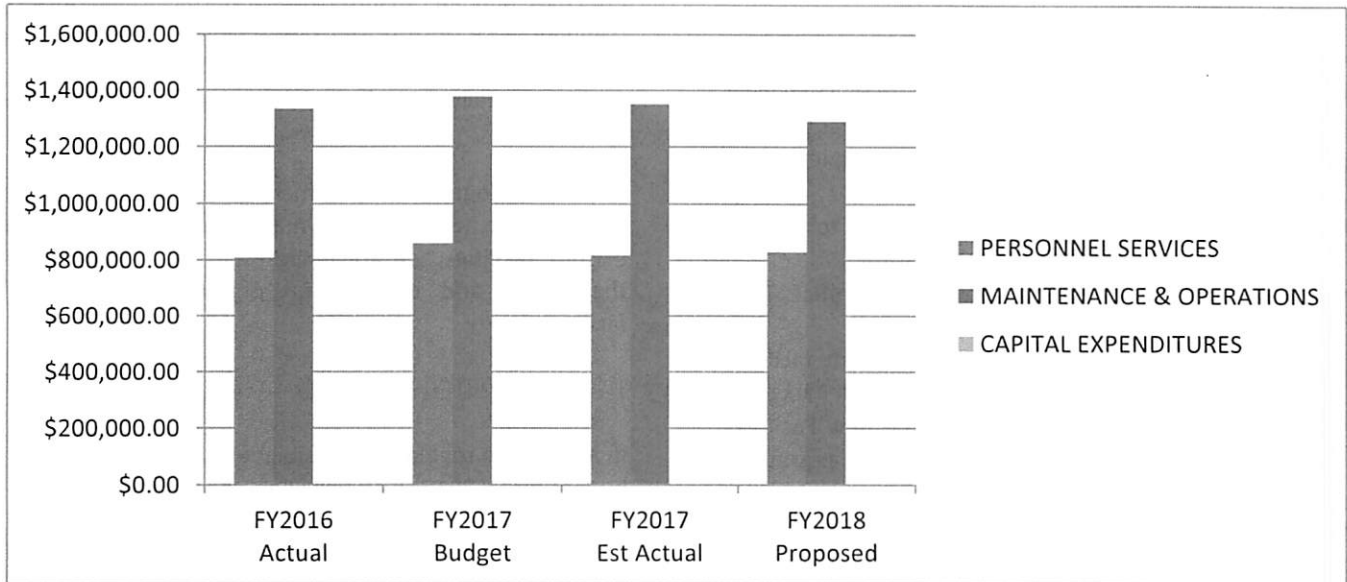
*Chosen as one of The 100 Best Fleets in North America for fourth year in a row.*

*Hosted the 2016 Oklahoma Public Fleet Management Association Annual Conference. This conference brought over 250 fleet professionals from 19 different states to Muskogee.*

*Lindy Brown was voted technician of the year by the Oklahoma Emergency Vehicle Technician Association.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$810,120.00	\$862,482.00	\$819,622.00	\$832,861.00	-3.43%
MAINTENANCE & OPERATIONS	\$1,336,702.00	\$1,379,663.00	\$1,353,658.00	\$1,292,420.00	-6.32%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
EQUIP MGMT DIRECTOR	1	1	1	1
GARAGE SUPERVISOR	1	1	1	1
VEHICLE & EQUIP MGMT LEADER II	1	1	1	1
AUTOMOTIVE MECHANIC III	1	1	0	0
AUTOMOTIVE MECHANIC II	9	9	9	9
AUTOMOTIVE MECHANIC I	2	3	3	3
AUTOMOTIVE SERVICE TECHNICIAN	2	2	2	1
OFFICE ASSISTANT II	1	1	1	1
VEHICLE & EQUIP MGMT PARTS CLERK	1	1	1	1

# FACILITIES MANAGEMENT

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Complete over 2500 maintenance service requests City wide.
- Repair the Civic Center boiler and chiller Systems.
- Installed new chiller at the Police Department.
- Complete facility improvements at City Hall making it an updated, clean, and safe environment. Fresh paint, front entry safety measures and implemented safety devices.
- Improvements project at Public Works to include new building bids and quotes.
- Repair and install new roofs on the Parks office, Teen Center and Fire station #5.
- Assisted construction of 2 new restroom facilities located at Honor Heights Park and Robison Park.
- Completion of the renovations at the new Facilities Management Department located at the Fairgrounds Wildlife Building.
- The Maintenance Management Software helps Facilities Management become more efficient in communicating with City staff *and* increase our ability to be proactive and accountable in our work management increasing our overall ability to take care of the City of Muskogee's Facilities. We have also scheduled in 30, 60 and 90 day intervals of regular maintenance that needs to be addressed.

### DESCRIPTION

The Department of Facilities Maintenance is responsible for ensuring that the maintenance of all City facilities is continually completed to the highest standards, through effective building maintenance programs and long range planning. We ensure that City buildings are safe, effective, reliable, code compliant, aesthetically pleasing and environmentally friendly, while being as cost effective as possible.

City of Muskogee owns and maintains over 150 buildings and structures. In addition to the maintenance and repair of these existing facilities, we are responsible for and committed to the design and construction management of new City facilities.

### BUDGET HIGHLIGHTS

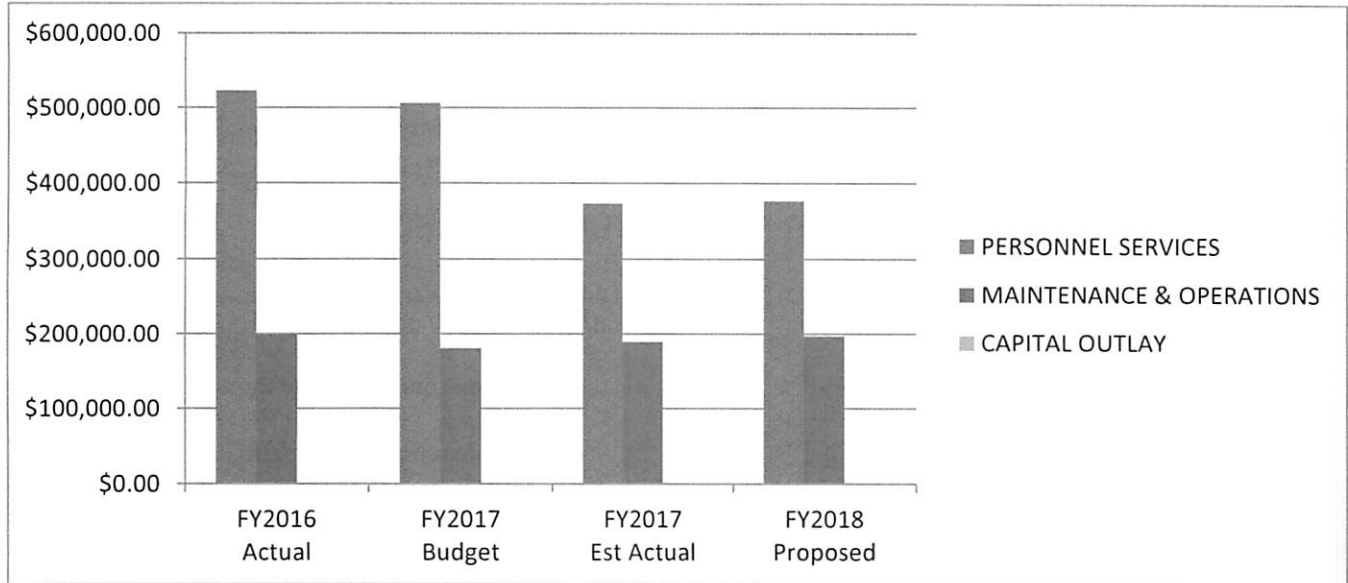
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Improvements and bringing up to date Building Heat/Air systems.
- Completed ADA improvements at the various City Facilities.
- Repair and preventative maintenance of 25 power back-up generators located throughout the City of Muskogee.
- Employees will receive training as needed in electrical, plumbing, mechanical and other areas pertaining to maintenance.
- Working to fulfill LED lighting for City Hall.
- Bid and update Agreements for chillers and boilers for Civic Center, City Hall and Library.
- Getting Alarm systems updated in City Facilities from dialer alarm systems to cellular alarm systems.

*The mission of the Facilities Maintenance Department is to provide quality services in an efficient and professional manner to ensure building safety and comfort, maintaining all City Facilities in a clean, efficient, safe, and responsible manner.*

## EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$523,926.00	\$507,168.00	\$374,214.00	\$377,596.00	-25.55%
MAINTENANCE & OPERATIONS	\$199,541.00	\$181,648.00	\$190,093.00	\$197,670.00	8.82%
CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	0%



## AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
FACILITIES MAINTENANCE MANAGER	1	1	1	1
FACILITIES MAINTENANCE LEADER III	1	1	1	0
FACILITIES MAINTENANCE MECHANIC II	1	1	1	1
FACILITIES MAINTENANCE MECHANIC I	1	1	1	1
FACILITIES MAINTENANCE WORKER I	7	7	6	1
FACILITIES MAINTENANCE WORKER III	1	1	0	2
FACILITIES MAINTENANCE COORDINATOR	0	0	1	1
FACILITIES MAINTENANCE TECHNICIAN	1	1	1	2
CUSTODIAN	2.5	2.5	0	0

# FINANCE

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Coordinate the annual audit of the City financial statements
- Provide timely, accurate, and transparent reporting of financial information
- Provide accounting services, debt service payments, compliance and new issuances, and financial management services

### DESCRIPTION

The Finance Department manages the fiduciary responsibilities of the City by providing control and recording the City's financial activity, thus ensuring transparency through accurate and reliable information available for public review, and compliance with state and local laws and regulations. Responsibilities of the department include the review and monitoring of financial activity, payroll, recording of investment activity, coordination of the annual audit, and reporting by various government agencies.

### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

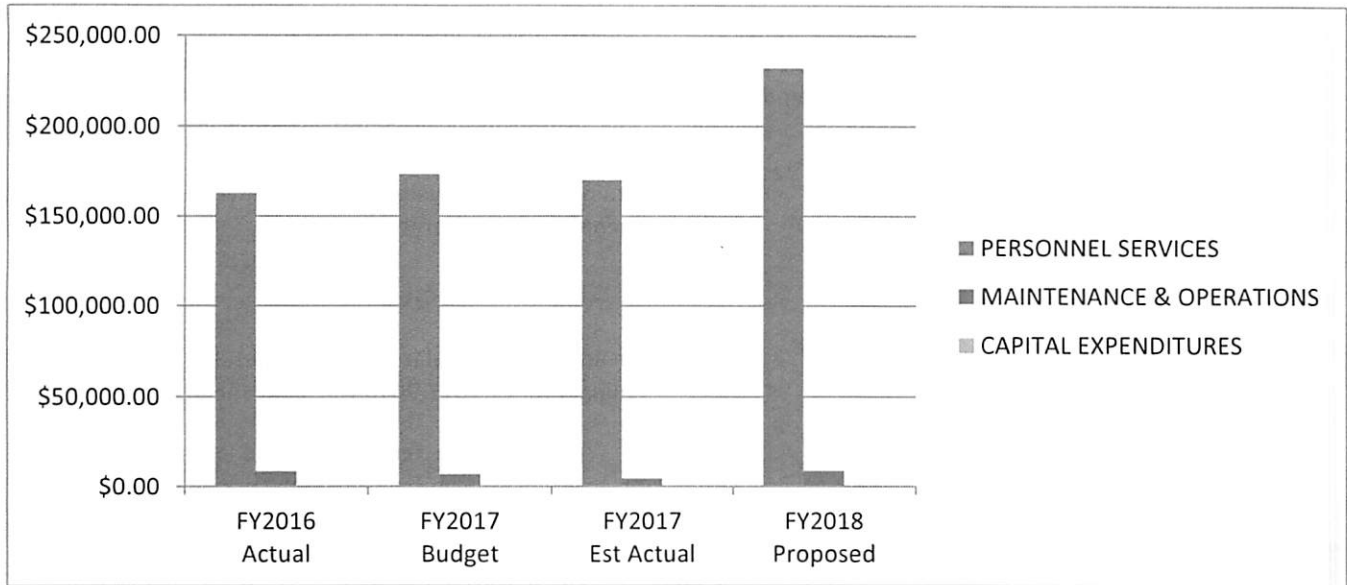
- Provide coordination of the City's annual financial audit
- Provide reporting of financial information
- Assist in preparing the annual budget for Council review and approval
- Add a Financial Statistical Analyst

*Managed and responsibly administered Muskogee's revenues and expenditures resulting in a transparent and efficient fiscal policy and complete compliance with state law as substantiated by an independent auditor's opinion.*



### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$163,069.00	\$173,742.00	\$170,556.00	\$232,569.00	33.86%
MAINTENANCE & OPERATIONS	\$8,820.00	\$7,337.00	\$4,819.00	\$9,151.00	24.72%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
City Treasurer	1	1	1	1
Accounting Clerk II	1	1	1	1
Accounting Clerk I	1	1	1	0
Financial Analyst	0	0	0	1

# HUMAN RESOURCES

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Continued to see significant savings to insurance fund and to plan participants due to expanded insurance networks and available network discounts
- Provided training opportunities to employees and provided tuition reimbursement to those attending post-secondary education
- Distributed employee service pins and held two City-wide employee appreciation events

### DESCRIPTION

The Human Resources Department is responsible for coordinating the personnel administration and labor relations activities throughout the City of Muskogee. The Human Resources Department ensures all Merit System Rules, Civil Service Rules, and all Federal, State, and local laws and regulations are met. Work includes the establishment and maintenance of effective standards, policies and procedures for all personnel programs including recruitment, selection, employee/labor relations, classification and compensation, training and development, affirmative action, insurance benefits and retirement.

### BUDGET HIGHLIGHTS

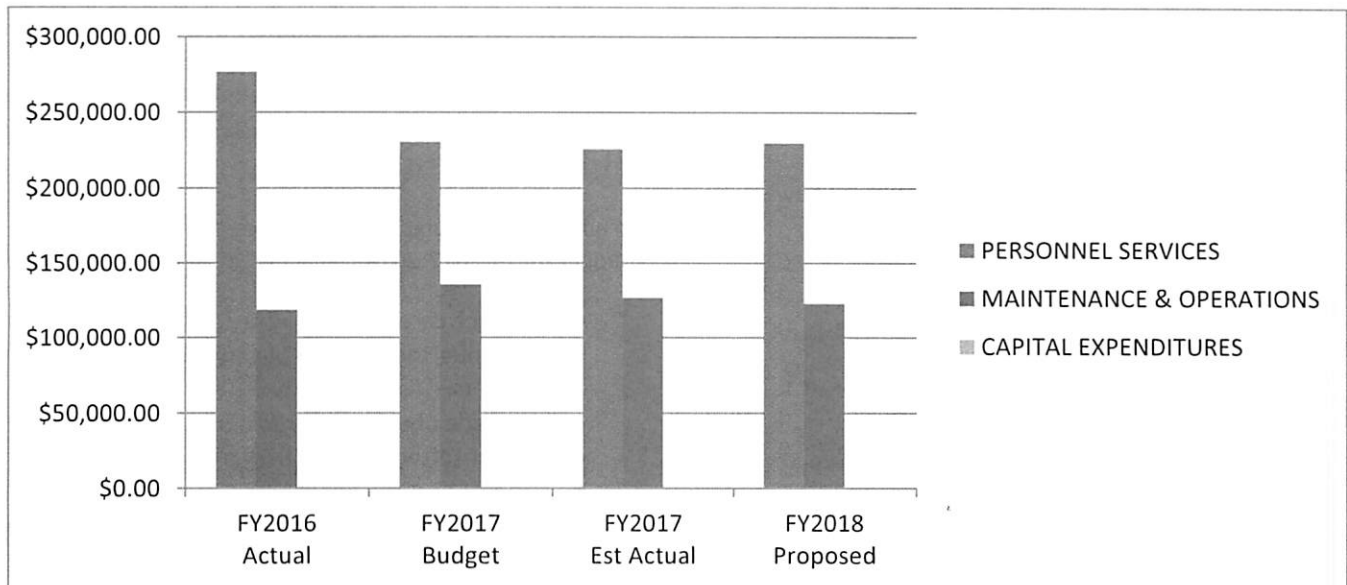
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Submit a request for and obtain a City-wide time management and applicant tracking system
- Decrease medical insurance premium contributions by 13.97% for the City and each employee election tier for May 1, 2017 through April 30, 2018
- Acknowledge employees for their years of service and dedication to the organization
- Provide increased training and educational assistance to employees who want to advance themselves within the organization
- Work towards administering a fair, equitable, and market driven compensation system

*In support of the City of Muskogee's principles, values, vision, and mission, it our mission of the Human Resources Department to support the total operation of the city in meeting our goals through our most valuable resource – our PEOPLE.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$277,034.00	\$230,854.00	\$226,283.00	\$230,273.00	-0.25%
MAINTENANCE & OPERATIONS	\$118,805.00	\$136,080.00	\$127,060.00	\$123,070.00	-9.56%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
HR Director	1	1	1	1
HR Specialist	1	1	1	1
Safety Manager	1	1	0	0
Payroll & Benefits Coordinator	1	1	1	1
HR Office Assistant I	1	1	1	1
Labor Relations Consultant (Contracted)	1	1	1	1
Assistant HR Director	0	0	0	0

# INFORMATION TECHNOLOGY

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided opportunities to:

- Refreshed half of the aging technology in the City.
- Added Wi-Fi connectivity at Love-Hatbox Sports Complex for concession stand and special events, including G-Fest and the Gap Band.
- Replace outdated firewall technology with new next-generation firewall technology in order to keep our data secure.
- Upgraded backup server and technology to allow for more complete and protected backups.

### DESCRIPTION

The Information Technology Department provides expertise for the implementation and maintenance of technology essential to the efficient execution of services of the City. The IT Department is responsible for providing leadership and vision for new technology in support of the business goals of the organization. Security, reliability, and transparency are significant considerations for all technology related decisions.

### BUDGET HIGHLIGHTS

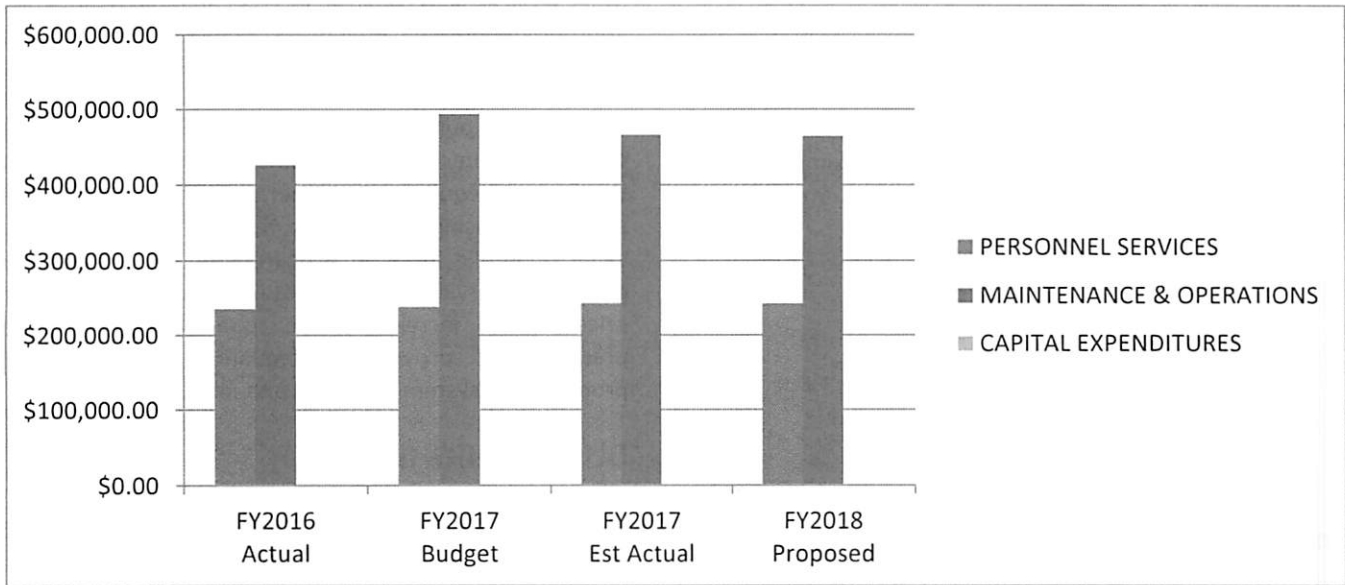
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Replace core network infrastructure.
- Continue Tech refresh of very old computers and printers.
- Upgrade obsolete WiFi System.
- Server software and hardware upgrades.
- Update security appliances.
- Add centralized time-keeping system and applicant tracking for HR.

*The goal of the IT Department is to save the City time and money while enhancing productivity through up-to-date technology.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$236,250.00	\$238,818.00	\$243,548.00	\$243,052.00	1.77%
MAINTENANCE & OPERATIONS	\$426,861.00	\$494,473.00	\$466,774.00	\$465,347.00	-5.89%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNELs

Position Title	2015	2016	2017	2018
INFORMATION TECHNOLOGY DIRECTOR	1	1	1	1
NETWORK ADMINISTRATOR	1	1	1	1
SYSTEM ADMINISTRATOR	1	1	1	1
DATA INTEGRITY SPECIALIST	1	1	1	1

# PURCHASING / GENERAL SERVICES

## General Government

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided opportunities to:

- Advertise solicitations on departments' behalf.
- Complete bid specifications.
- Secure bids and quotations.
- Open, tabulate and evaluate bids and quotes.
- Prepare contracts and purchase orders.
- Maintain current pricing data on scrap and surplus.
- Manage the surplus inventory and maximize the revenues generated.

### DESCRIPTION

The Purchasing Division provides a centralized system for the management of public funds expended for procurement of materials, supplies, equipment, professional, consulting, and other services, and construction via competitive pricing of the appropriate product quality for timely delivery. Purchasing also provides for transfer or disposal of surplus property.

The stated purpose of the division is to encourage competition among vendors and contractors, to provide for the fair and equitable treatment of all persons involved in public purchasing by this City, to maximize the purchasing value of public funds in procurement so that high quality goods and services may be obtained at the lowest possible price and to increase public confidence in procurement practices by providing safeguards for maintaining a procurement system of quality and integrity.

### BUDGET HIGHLIGHTS

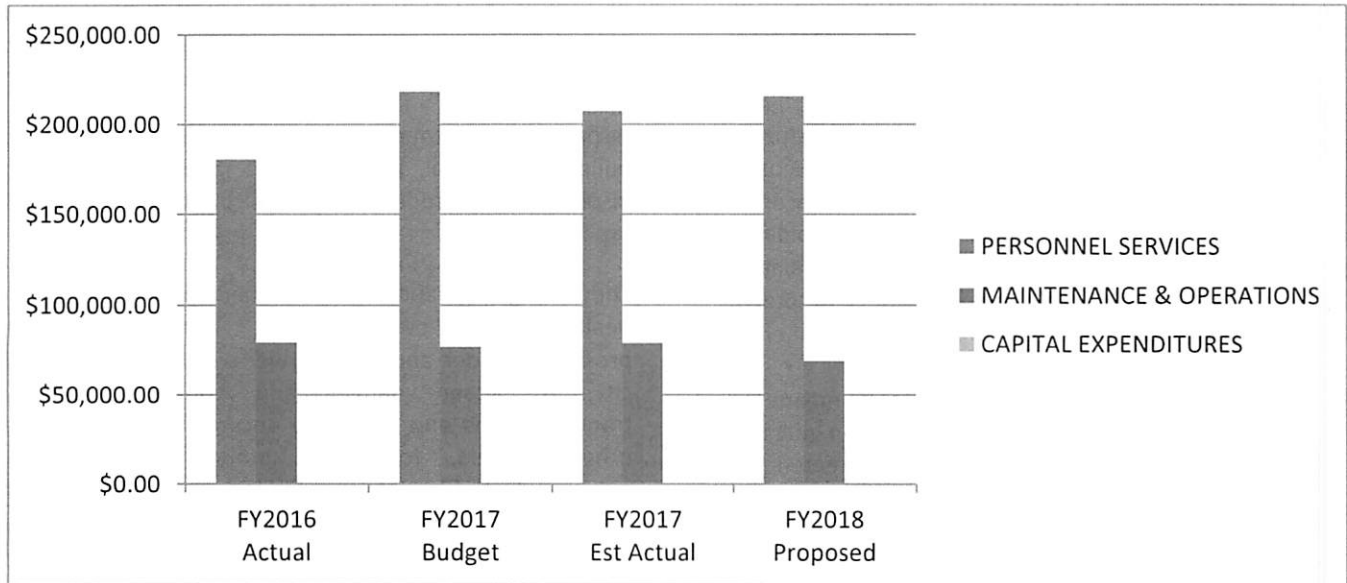
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Rewrite the Purchasing Policies and Procedures Manual.
- Combined all departments' OG&E billings.
- Centralized purchasing for janitorial supplies and uniforms rental.
- Combined Natural Gas Supply for six city buildings
- Combined all departments' Pest Control
- Combined all departments' ONG billings.
- Maintain Project-Contract documents.

*The Purchasing Department promotes competition, impartiality, conservation of funds, and fair and open operations that ensures accountability, while seeking to realize the maximum value of every dollar.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$180,861.00	\$218,667.00	\$207,831.00	\$216,030.00	-1.21%
MAINTENANCE & OPERATIONS	\$79,733.00	\$77,160.00	\$79,324.00	\$69,305.00	-10.18%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
PURCHASING MANAGER	1	1	1	1
PURCHASING CLERK II	1	1	1	1
BUILDING MAINT TECHNICIAN	1	0	0	0
CUSTODIAN	0	2	2	2
CONTRACT MANAGER	1	1	1	1

# PLANNING & COMMUNITY DEVELOPMENT

## Planning and Inspections

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 Budget provided an opportunity for the department to:

- “Foundation 400 Demolition Program” – The Demolition Program is funded through a grant from the City of Muskogee Foundation (CoMF) (\$800,000) and a match from the Capital Improvement Projects (CIP) funding (\$800,000) as approved by the citizens of Muskogee. Currently over 333 derelict structures have been demolished through this grant. Since the program began, there have been 540 dilapidated structures demolished with grant funds (Foundation & CDBG) or by individual property owners. A total of 720 condemned structures have been demolished or repaired in the past two years.
- “Housing Incentive Program” – As a means to encourage new residential development on infill lots within the City of Muskogee, the City created the Housing Incentive Program. The Program provides cash rebates for the construction of new owner-occupied single-family dwellings, waive permit and inspection fees, provide a temporary reduced water, sewer, trash rate and storm water fees. The program is funded through a grant from the CoMF in the amount of \$500,000. Nine (9) of the twenty (20) projects are completed and have a Certificate of Occupancy, building permits have been obtained and the remaining funds for remaining eleven (11) projects have been encumbered.
- “Housing Rehabilitation & Revitalization Program” – An additional seventeen (17) owner occupied homes within the Original Townsite received exterior renovations through this program. This program is funded through a grant from the CoMF in the amount of \$300,000. Since the program was initiated a total of 309 structures have received exterior repairs at a cost of \$3.9 million.

### DESCRIPTION

The City of Muskogee Planning and Community Development Department is responsible for developing, revising and administering the zoning and subdivision regulations for new development and new construction within the limits of the City of Muskogee. The Planning Department also prepares and administers community development grant applications.

Inspection Department is responsible for the issuance of all building, electrical, plumbing and mechanical permits and inspections for code compliance throughout the building process.

The Zoning Regulations are intended to promote the public health, safety, peace, morals, comfort, convenience, prosperity, order and general welfare of the citizens of the city, to lessen danger and congestion of public transportations and travel, to secure safety from fire and other dangers, to avoid undue concentration and overcrowding of land, to provide for public requirements and prevent undue encroachment thereon, and to aid in securing the intent of the comprehensive plan.

The Planning and Community Development Department provides support to the Planning Commission, Board of Adjustment, Subdivision Review Committee, Flood Plain Administration, Uniform Building Code Appeals Board, and Historic Preservation Commission, as well as, providing assistance to the Urban Renewal Authority and Economic Development Task Force.

### BUDGET HIGHLIGHTS

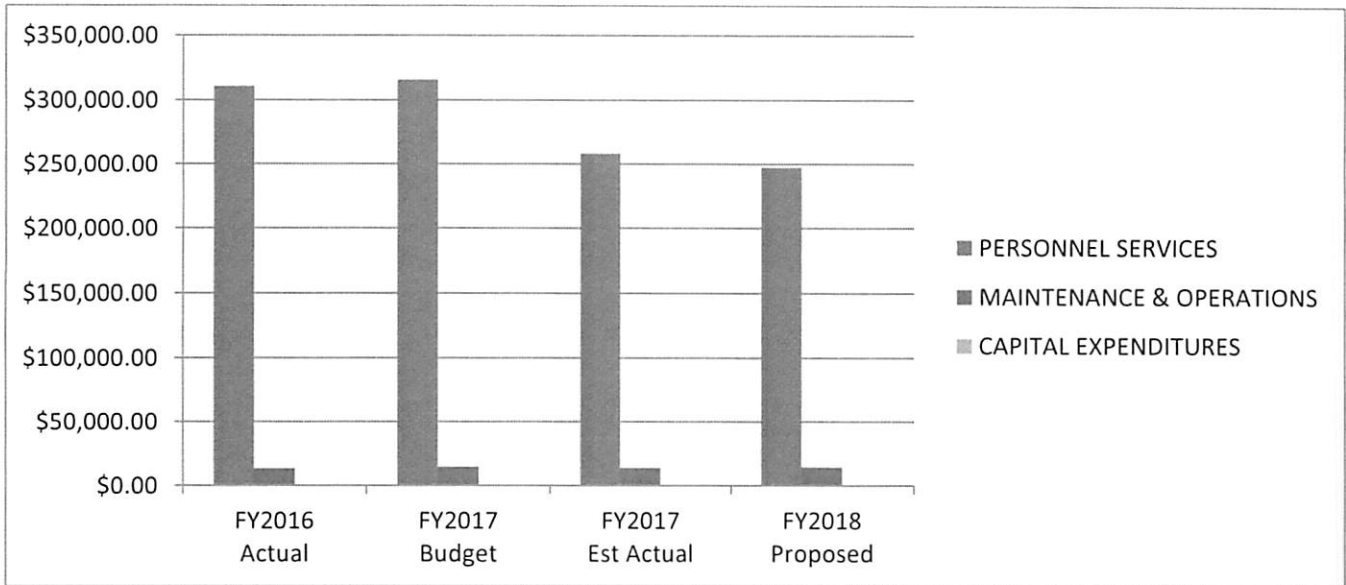
In conjunction with the Planning and Community Development Department’s normal functions, the FY 2017-2018 budget will enable the following:

- Continued training and certifications for all employees within the Planning Department and Inspection Department.
- Continued administration services of the CDBG - Demolition Program, Housing Rehabilitation & Revitalization Program, Housing Incentive Program, and Downtown Loft Apartment Incentive Program.
- Provide administration services for the Downtown Muskogee Multi-Grant Program.



**EXPENDITURE BY CATEGORY  
PLANNING AND COMMUNITY DEVELOPMENT**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$311,285.00	\$316,256.00	\$258,705.00	\$247,762.00	-21.66%
MAINTENANCE & OPERATIONS	\$13,751.00	\$15,090.00	\$14,403.00	\$14,943.00	-0.97%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

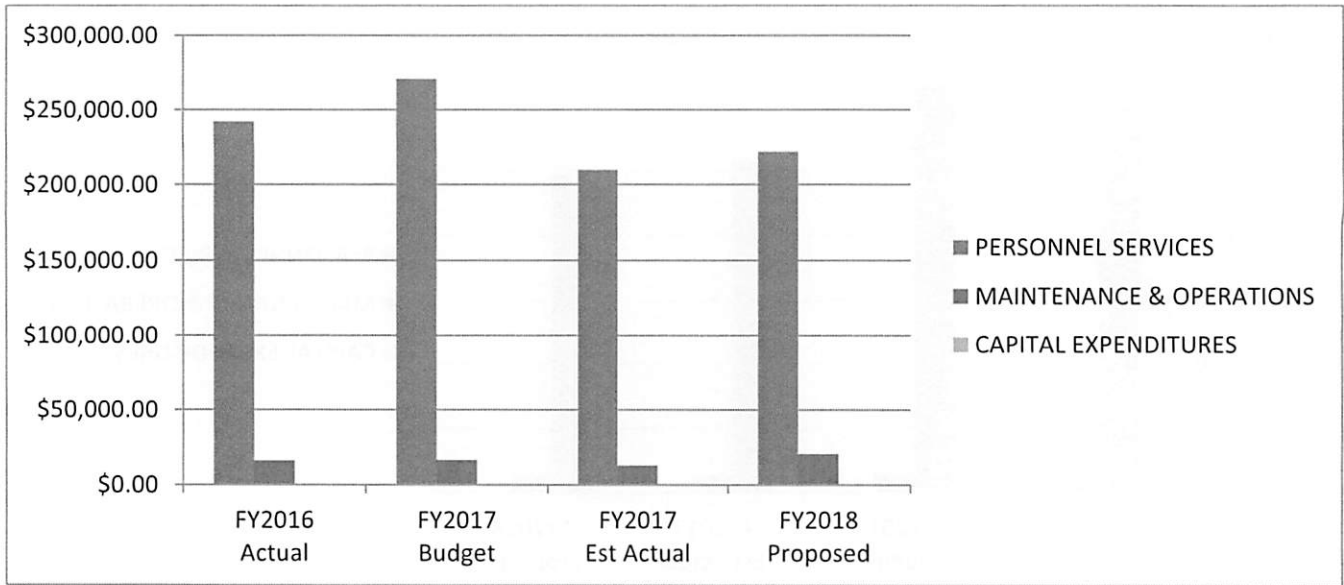


**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
DIR OF PLANNING & COMMUNITY DEV	1	1	1	1
ASST DIR OF PLANNING & COMMUNITY DEV	1	1	1	1
PLANNING & COMM DEV OFFICE ADMIN I	1	1	1	1
GIS SPECIALIST	1	1	1	1
DRAFTER/CAD OPERATOR	1	1	1	1

**EXPENDITURE BY CATEGORY  
INSPECTIONS**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$242,540.00	\$271,224.00	\$210,240.00	\$222,344.00	-18.02%
MAINTENANCE & OPERATIONS	\$16,557.00	\$16,970.00	\$13,181.00	\$20,863.00	22.94%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
DEVELOP SERVICE SUPERVISOR	1	1	1	1
CHIEF BUILDING INSPECTOR	1	1	1	0
PLUMBING/MECHANICAL INSPECTOR	1	1	1	1
ELECTRICAL/MECHANICAL INSPECTOR	1	1	1	1
PERMIT TECHNICIAN	1	1	1	1

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# POLICE DEPARTMENT

## Public Safety

### PROJECT STATUS AND ACCOMPLISHMENTS

The following activities were accomplished during the last fiscal year in the Muskogee Police Department to enhance both our strategic and tactical abilities.

- Again through our Community Policing Program and officers along with other community members and stakeholder groups sponsored the National Night Out with more than 3,000 individual community members and their children to show their commitment to say "Stop the Violence".
- The Police Department has added (2) two more officers to our Community Policing Program.
- All commissioned officers went through communications training sponsored by Bridges out of Poverty to better understand and communicate with individuals impacted by generational poverty.
- Through our Special Investigations Unit from our Investigation Department along with our District Attorney's Office, the U.S. Attorney's Office for the Eastern District of Oklahoma, the F.B.I., Regional police departments and other state, federal and local agencies created the "Regional Gang and Identification & Investigative Task Force" to combat gang criminal violence.

*The department has developed a strong relationship with community groups and other law enforcement agencies including the FBI, U.S. Marshal Service, the U.S. Attorney's Office, the D.E.A., as well as the local sheriff's office and other municipal police agencies in order to combat criminal activities.*

### DESCRIPTION

The Muskogee Police Department is first and foremost a law enforcement agency. We are responsible for the protection of people's lives, their property, the maintenance of order and the lawful arrest and prosecution of any individual(s) who violate our laws.

Additionally, to more efficiently accomplish these duties and responsibilities we have created a Community Policing Policy Model and working through our Community Resource Officers that is designed to assist and help solve problems both on the community and individual level while deepening the bonds and strengthening the relationship between our officers and citizens.

Another element our department enjoys that strengthens our agencies response to crime is a continuing and strong relationship with our District Attorney's Office, the U.S. Attorney's Office, the F.B.I., U.S. Marshal's and the Muskogee County Sheriff's Department along with other state and federal agencies.

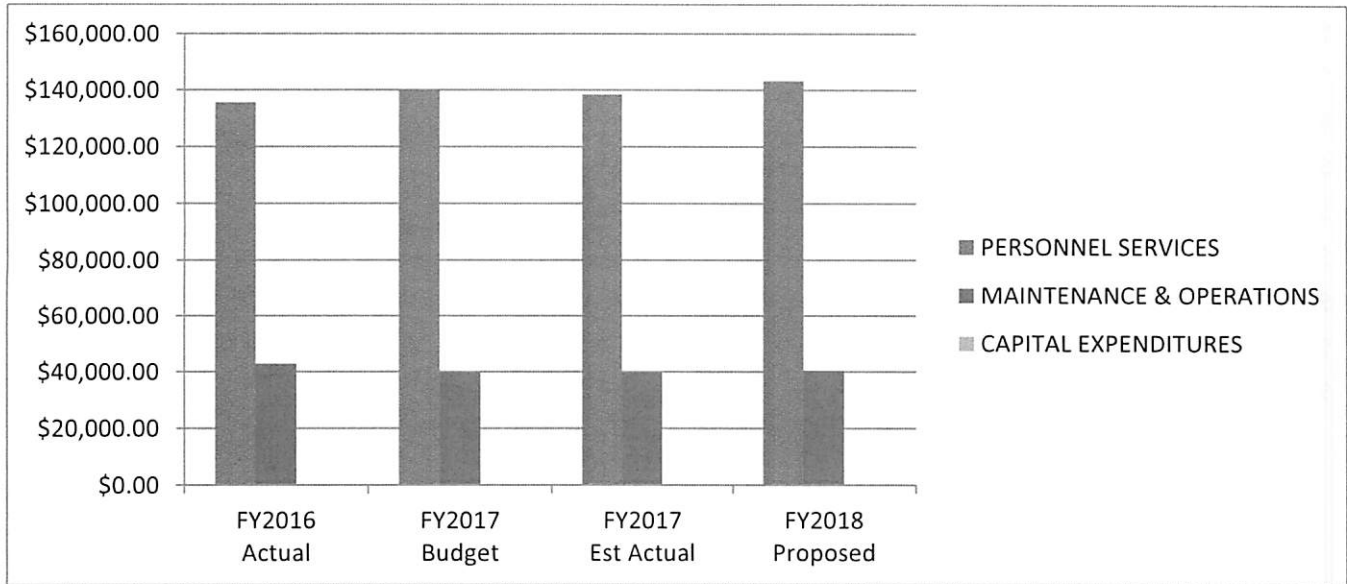
### BUDGET HIGHLIGHTS

The Department in the coming year plans to create new strategies that include the following.

- Reassess the patrol districts through crime and calls for services analysis.
- Become more pro-active through traffic enforcement to reduce the total number of vehicle accidents, which have resulted in a high number of personal injuries and fatalities.
- Evaluate staffing needs to insure the follow-up investigation process.

**EXPENDITURE BY CATEGORY  
POLICE ADMINISTRATION**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$135,784.00	\$140,293.00	\$138,582.00	\$143,440.00	2.24%
MAINTENANCE & OPERATIONS	\$43,070.00	\$40,057.00	\$40,000.00	\$40,708.00	1.63%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

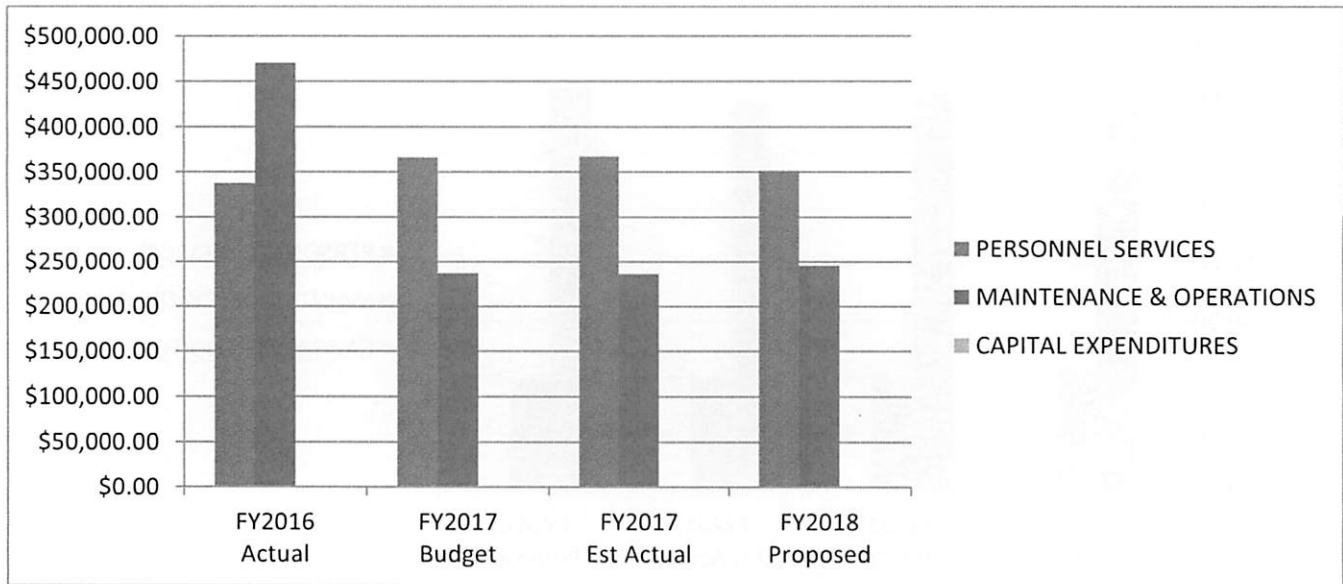


**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
POLICE CHIEF	1	1	1	1
DEPUTY CHIEF	1	1	0	0
PD OFFICE ADMIN I	1	1	1	1

**EXPENDITURE BY CATEGORY  
POLICE SUPPORT SERVICES**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$338,336.00	\$367,021.00	\$367,977.00	\$352,150.00	-4.05%
MAINTENANCE & OPERATIONS	\$471,165.00	\$237,680.00	\$237,004.00	\$246,260.00	3.61%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

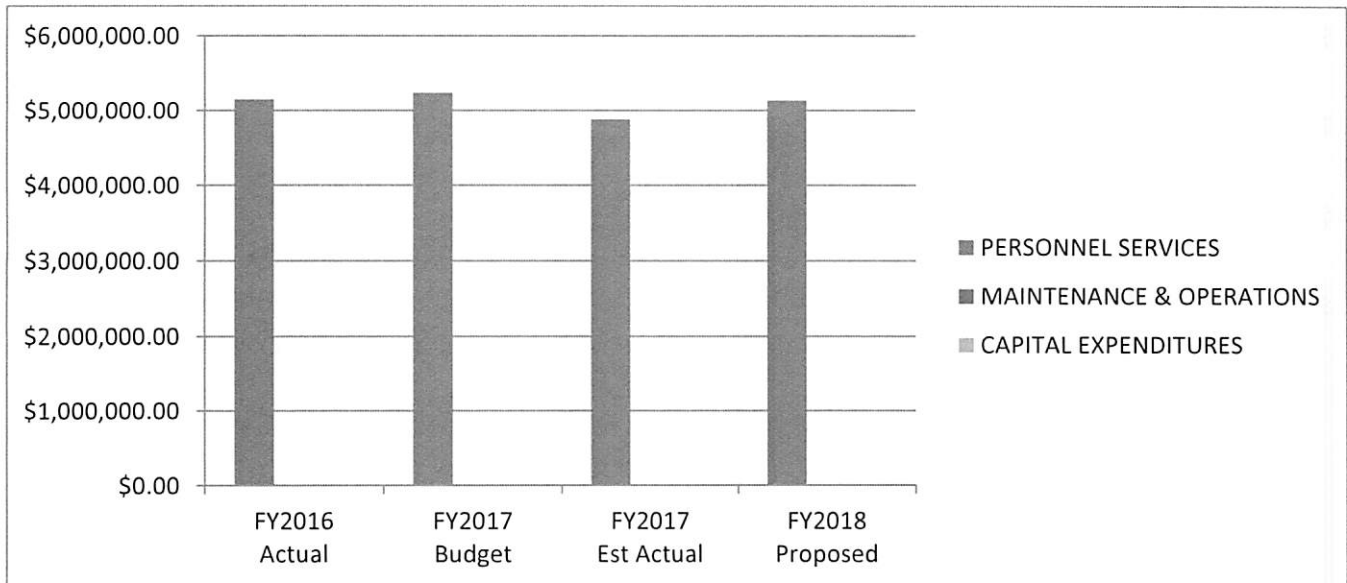


**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
DEPUTY CHIEF	1	1	0	0
MAJOR	0	0	0	0
CAPTAIN	0	0	0	0
LIEUTENANT	1	1	0	0
CSM	0	0	0	0
CORPORAL-SGT	2	1	0	0
OFFICERS	1	4	0	0
OFFICE ASSISTANT I	0	0	1	1
RECORDS SUPERVISOR	1	1	1	1
PD RECEPTIONIST	1	1	1	1
RECORDS ID TECH	4	4	4	4
PROPERTY & EVIDENCE TECH	1	1	1	1
PARKING ENFORCEMENT ATTENDANT	1	1	1	1

**EXPENDITURE BY CATEGORY  
POLICE PATROL**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$5,161,277.00	\$5,243,846.00	\$4,890,328.00	\$5,140,376.00	-1.97%
MAINTENANCE & OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

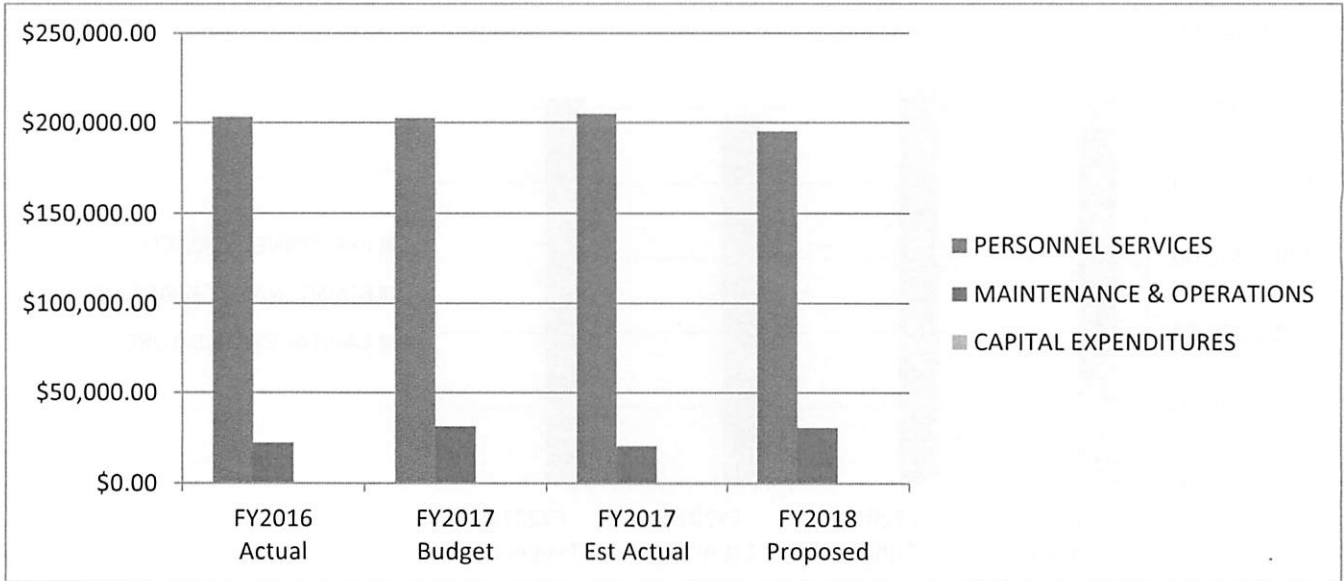


**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
DEPUTY CHIEF	1	1	3	3
MAJOR	0	0	0	0
CAPTAIN	3	3	4	4
LIEUTENANT	6	6	9	9
CSM	0	0	0	0
CORPORAL-SGT	6	8	9	9
OFFICERS	49	47	64	64

**EXPENDITURE BY CATEGORY  
ANIMAL CONTROL**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$203,707.00	\$202,868.00	\$205,186.00	\$195,664.00	-3.55%
MAINTENANCE & OPERATIONS	\$22,492.00	\$31,595.00	\$20,778.00	\$30,901.00	-2.20%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



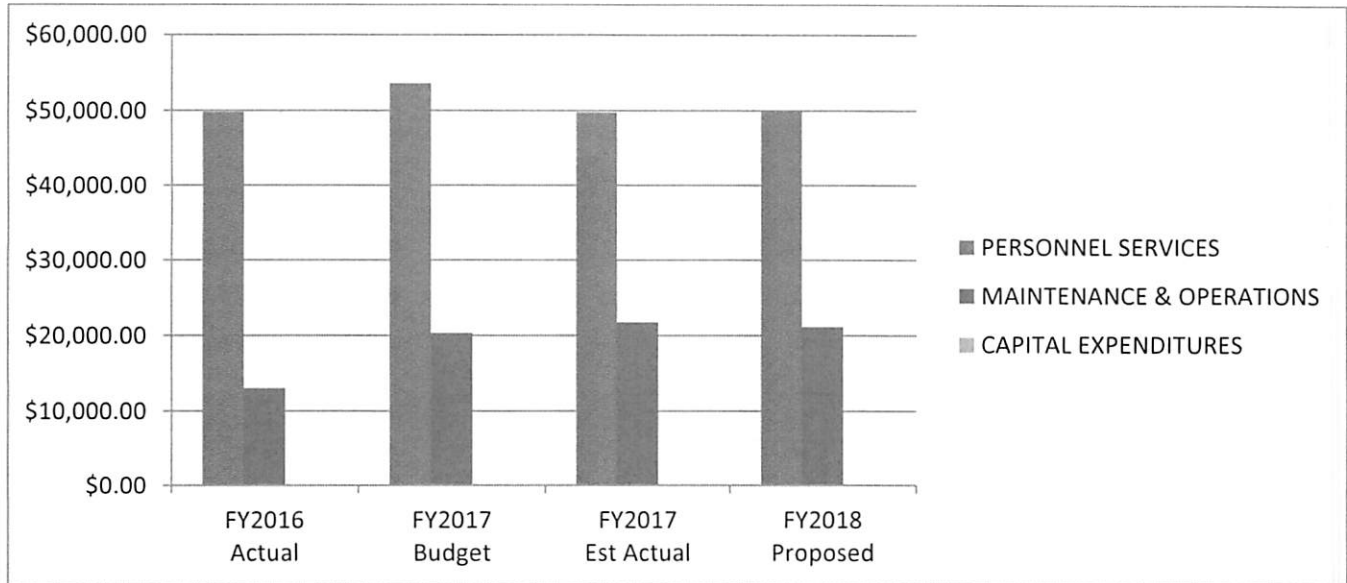
**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
ANIMAL CONTROL/SHELTER SUPERVISOR	1	1	1	1
ANIMAL CONTROL OFFICER	2	2	2	2
ANIMAL ATTENDANT	2	2	2	2



**EXPENDITURE BY CATEGORY  
EMERGENCY MANAGEMENT**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$49,908.00	\$53,710.00	\$49,839.00	\$50,154.00	-6.62%
MAINTENANCE & OPERATIONS	\$13,113.00	\$20,410.00	\$21,864.00	\$21,230.00	4.02%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

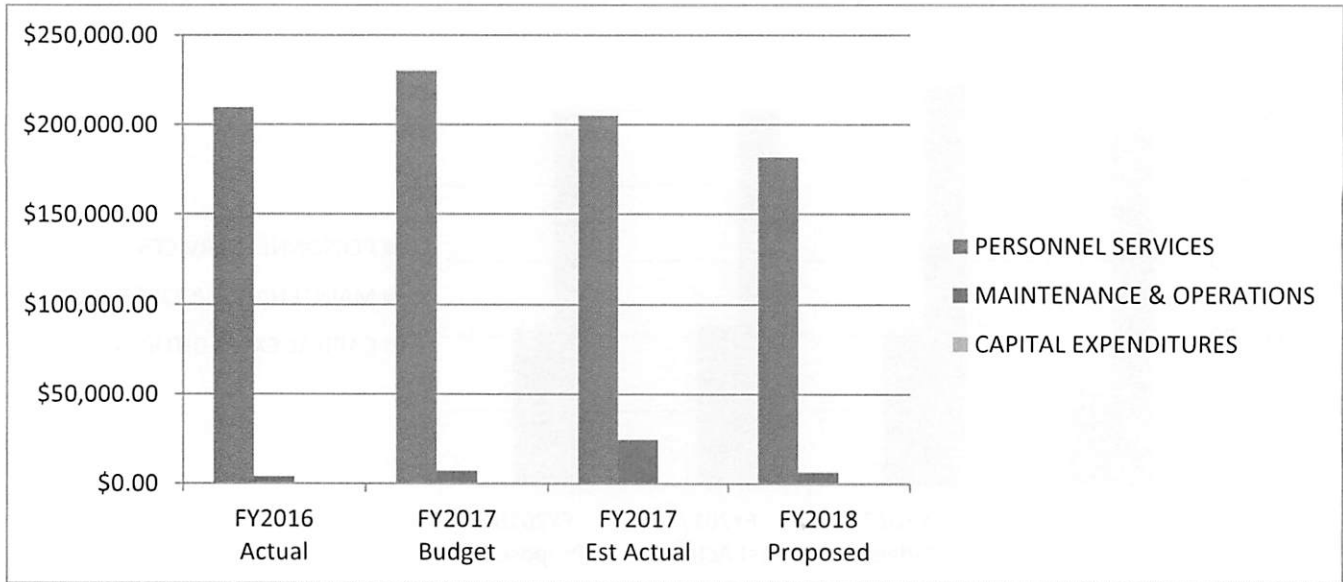


**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
Emergency Mgt. Director	1	1	1	1
Volunteers	20	20	20	20

**EXPENDITURE BY CATEGORY  
CODE ENFORCEMENT**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$210,061.00	\$230,364.00	\$205,371.00	\$182,117.00	-20.94%
MAINTENANCE & OPERATIONS	\$4,160.00	\$7,510.00	\$24,837.00	\$6,770.00	-9.85%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
CODE ENFORCEMENT OFFICER	4	4	4	4
CODE ENFORCEMENT CLERK	1	1	1	0

# FIRE DEPARTMENT

## Public Safety

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Continue expanding our training with the use of our training center. This includes live burns which are required by NFPA 1403.
- Replace outdated equipment on the Haz-Mat unit.
- Replace outdated firefighting bunker gear.
- Place iPads on all fire department apparatus.
- Hire seven new firefighters.
- Upgrade our fire prevention division with modern training and public education material for the citizens of Muskogee.

### DESCRIPTION

For over a century, the Muskogee Fire Department has protected its citizens from fire and emergencies. From the days of the bucket brigades to the horse-drawn steam pumpers, to the modern day apparatus, diesel powered 400 HP, 1500 GPM pumpers. The Muskogee Fire Department is dedicated in providing quality, timely, and professional emergency services to those who live in, work in, and visit the City of Muskogee.

The Muskogee Fire Department is an organization of dedicated professionals who are committed to serving the community by protecting life, property, and the environment through prevention, education, Emergency Medical Responders and fire services.

### BUDGET HIGHLIGHTS

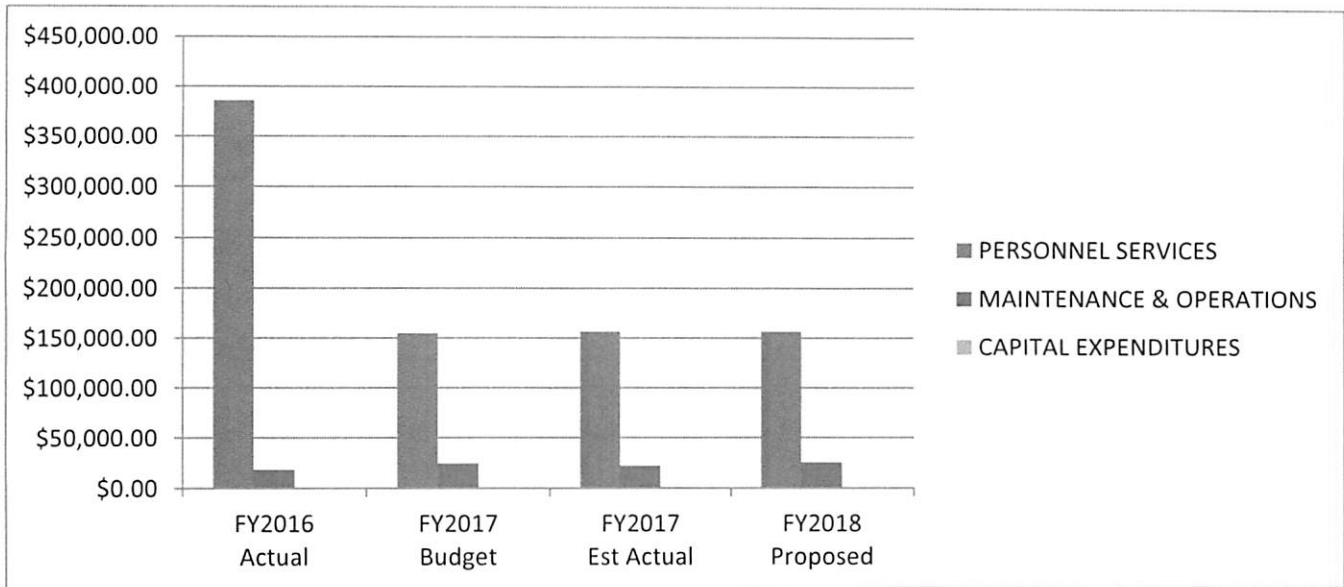
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Train our new training staff on many topics which they can teach our firefighters.
- Replace outdated and damaged wildland gear.
- Maintain and improve Muskogee's ISO Fire Classification Rating of #2.
- Continue replacing outdated and damaged bunker gear.
- Build a new fire station to house Engine Co. #5.

*Responsible for protecting our citizens from fire related emergencies and manmade and natural disasters through hazard suppression, prevention, mitigation, and educational programs.*

**EXPENDITURE BY CATEGORY  
FIRE SERVICES**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$386,494.00	\$155,438.00	\$156,919.00	\$157,143.00	1.10%
MAINTENANCE & OPERATIONS	\$18,741.00	\$24,898.00	\$22,857.00	\$26,055.00	4.65%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

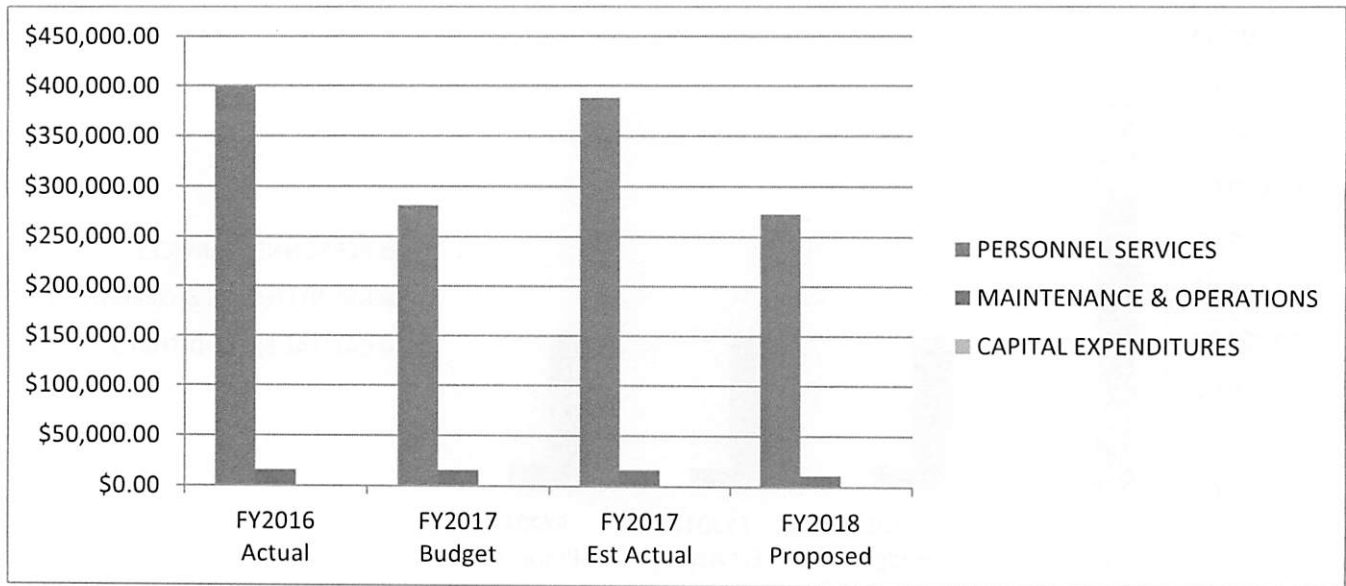


**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
FIRE CHIEF	1	1	1	1
FD OFFICE ADMIN I	1	1	1	1

**EXPENDITURE BY CATEGORY  
FIRE PREVENTION AND TRAINING**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$399,763.00	\$281,609.00	\$388,462.00	\$273,455.00	-2.90%
MAINTENANCE & OPERATIONS	\$16,754.00	\$16,300.00	\$16,858.00	\$11,711.00	-28.15%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



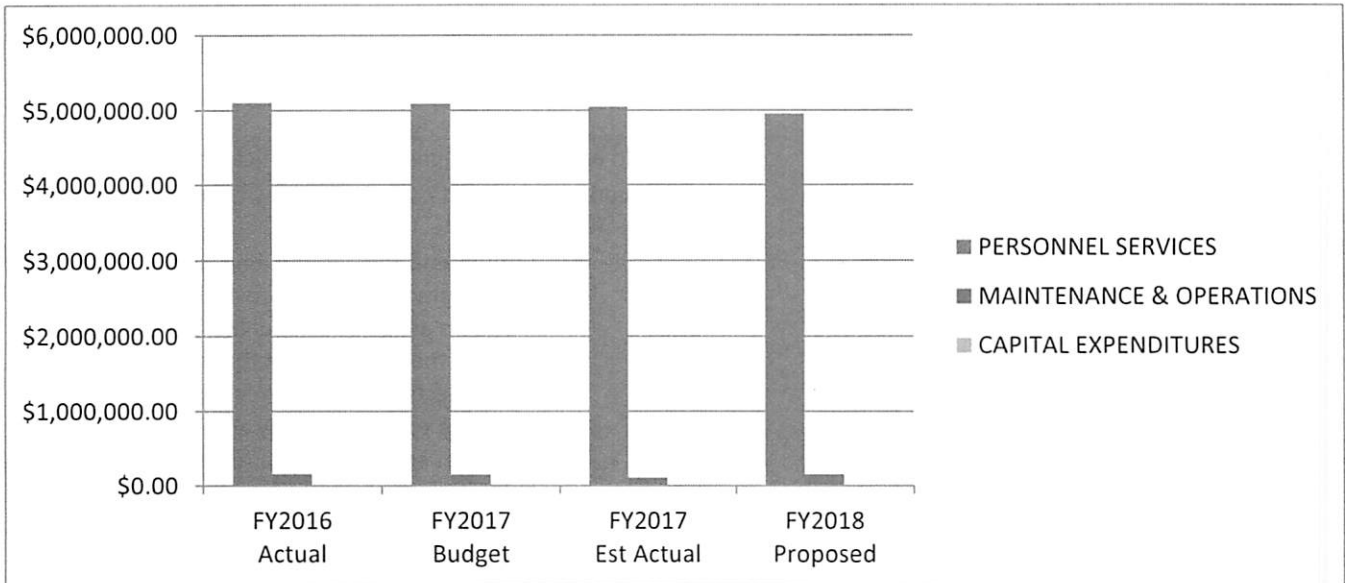
**AUTHORIZED PERSONNEL**

Position Title	2015	2016	2017	2018
FIRE MARSHAL	1	1	1	1
ASST. FIRE MARSHAL	1	1	1	1
FIRE TRAINING OFFICER	1	1	1	1
SPECIAL OP TRAINING OFFICER	1	1	1	1

## EXPENDITURE BY CATEGORY

### FIRE CONTROL OPERATIONS

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$5,113,564.00	\$5,099,037.00	\$5,056,377.00	\$4,961,293.00	-2.70%
MAINTENANCE & OPERATIONS	\$165,425.00	\$159,065.00	\$112,547.00	\$163,478.00	2.77%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
ASST FIRE CHIEF	3	3	3	3
HOUSE CAPTAIN	3	3	3	3
CAPTAIN	27	27	27	27
FIREFIGHTER DRIVER	30	30	30	30
FIREFIGHTER	26	26	26	26

# PUBLIC WORKS ADMINISTRATION

## Public Works

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Continue to work toward grants available for Public Works projects.
- Efficiently managed all Public Works Projects.
- Assisted the Muskogee County Transit to install 3 Bus Shelters which has been completed.
- Implement the Complete Streets Policy.
- Submitted an application for renewal of the Stormwater MS4 permit.

### DESCRIPTION

The Department of Public Works aims to promote objectives of economic development and efficient management of infrastructure for the public and the City organization. We will foster cooperation and team work with every employee empowered to work as a member of the team to improve the way we provide our services.

### BUDGET HIGHLIGHTS

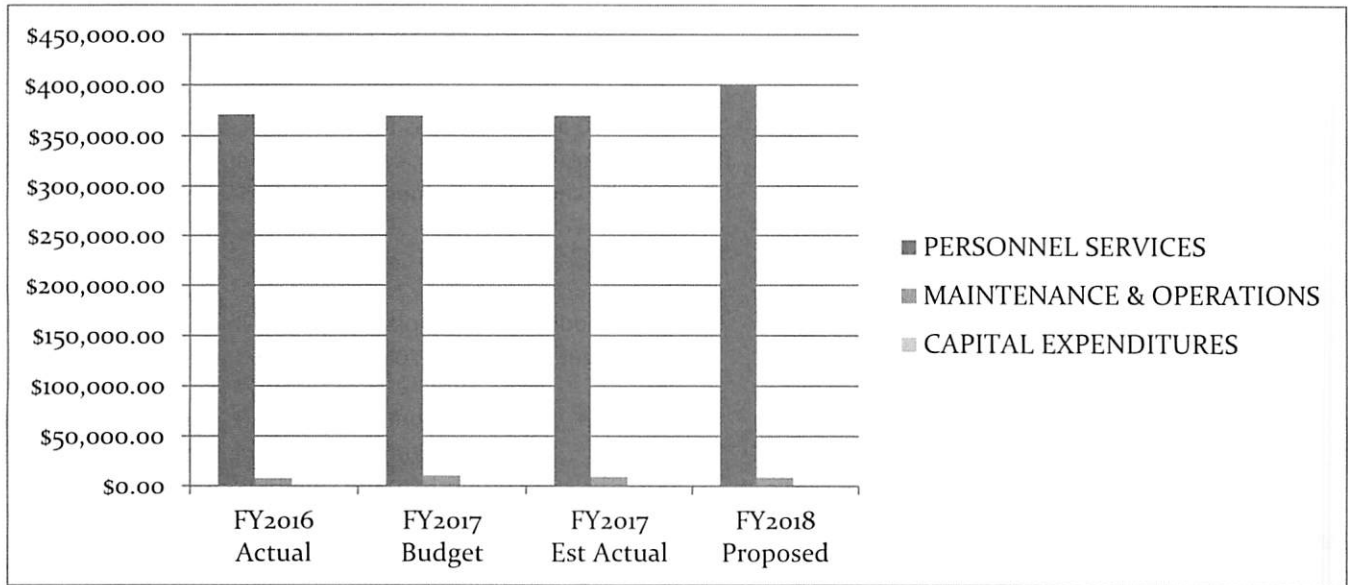
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue to foresee the long-term needs of the community in order to provide conditions which will maintain a high quality of life in the future and achieve the objectives of the organizations and of the projects that we are responsible for.
- Continue to be ultimately accountable to the citizens and must serve them in a responsible, pleasant and helpful manner, recognizing both the needs of the community and the person through our daily work.
- Continue to be fiscally responsible in the use of public funds.
- Continue to provide strategic leadership to the Construction and Property Industries.
- Continue to interpret, administer and enforce ordinances, policies and regulations governing public works functions. We endeavor to use professional judgment and discretion in order to minimize adverse impact upon individuals and businesses while achieving the intent of the law. Efficiently manage all projects.

*The mission of the Public Works Department is to provide exceptional transportation, flood control, and utility services to the citizens of Muskogee.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$371,918.00	\$370,583.00	\$370,619.00	\$401,344.00	8.30%
MAINTENANCE & OPERATIONS	\$8,621.00	\$11,400.00	\$10,000.00	\$9,583.00	-15.94%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
DIR OF PUBLIC WORKS	1	1	1	1
ASST PW DIRECTOR - OPERATIONS	1	1	1	1
ASST PW DIRECTOR - UTILITIES	1	1	1	1
PW OFFICE ADMIN II	1	1	1	1
PROJECTS & CONTRACTS COORDINATOR	1	0	0	0
STREETS DIV OFFICE ASST II	1	1	1	1



# CEMETERY

## Public Works

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Add security to grounds.
- Survey and designate the area east of the pavilion for a cremation garden.
- Dedicated the Pavilion to Vernon Martin.
- Land sale of approximately 5 acres to the county to help fund the new columbarium.

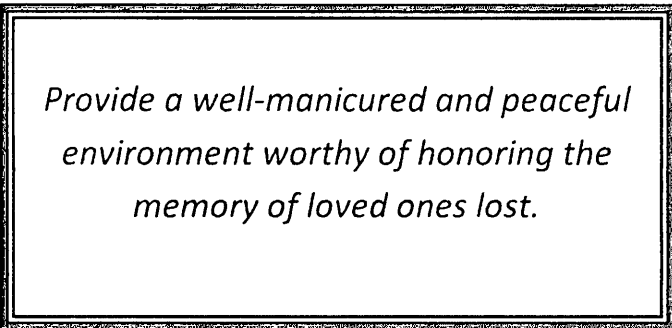
### DESCRIPTION

Greenhill Cemetery was established in the late 1800s' although not officially until 1901. Around 1911 all bodies were removed from the burial grounds known as The Muskogee Burial Association and reinterred here in various locations. The cemetery has gone thru many changes over the last 100 plus years with many of this community's leaders finding it to be their final resting place. We currently inter 185 – 210 annually but as the trend goes more towards cremation we are learning to adapt, and strive to accommodate those who chose this method over traditional burial.

### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 may allow the department to:

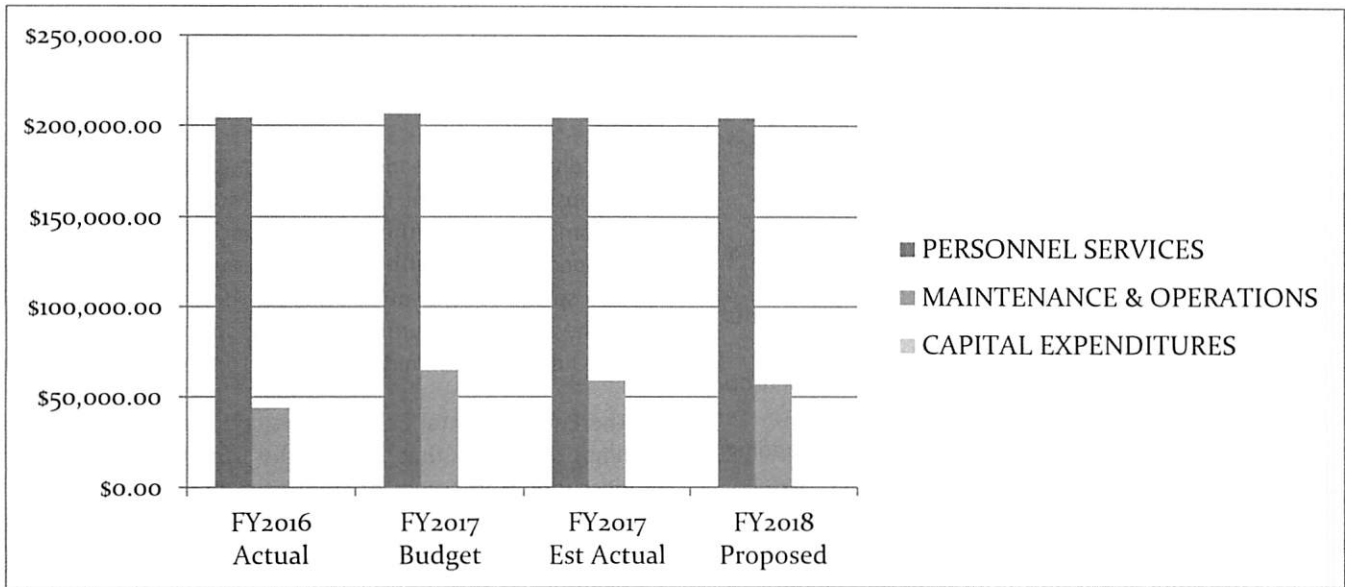
- Add a columbarium inside the newly established cremation garden ;( pending the outcome of the sale of property to the county.)
- Planning for a Bell Tower to be placed in front of the cemetery main office.
- In planning stages of reclaiming 100-year-old sold grave sites.
- Purchase mowing equipment in order to continue providing a well-manicured environment.



*Provide a well-manicured and peaceful environment worthy of honoring the memory of loved ones lost.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$204,670.00	\$206,933.00	\$204,546.00	\$204,546.00	-1.15%
MAINTENANCE & OPERATIONS	\$44,199.00	\$65,124.00	\$59,349.00	\$57,301.00	-12.01%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
CEMETERY SUPERINTENDENT	1	1	1	1
CEMETERY MAINT WORKER II	2	2	2	2
CEMETERY MAINT WORKER III	1	1	1	1
CEMETERY OFFICE ASST I	1	1	1	1
* PART TIME	2	2	2	2

# ENVIRONMENTAL CONTROL

## Public Works

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Maintain 900 acres during mowing season.
- Improved the City Wide Cleanup Program to two (2) times per year.
- Improved Azalea Spring Cleanup Program to Mayor's Azalea 1500 Cleanup to encourage more volunteer participation.
- Participated in the Touch-A-truck event.
- Cleaning up and restoring areas and yards after water main leak repairs.
- Held two (2) household pollutant collection events and removed 5.32 tons.
- Organized seven (7) free days of limb and brush drop off days.
- Maintained and improved mowing routes by adding contractors to mow Turnpike, Shawnee Bypass, drainage ditches and the two new detention basins.
- Purchased "Litter Free Starts with Me" logos to put on Environmental Control pick-up in support of Stormwater education.

### DESCRIPTION

The Environmental Control division is responsible for the mowing of all Right-of-Ways, Medians, Triangles and City owned lots within the city limits of Muskogee. The service is performed throughout the growing season. The Environmental Control division removes grass and vegetation from curbs and sidewalks in the Central Business District and on major streets.

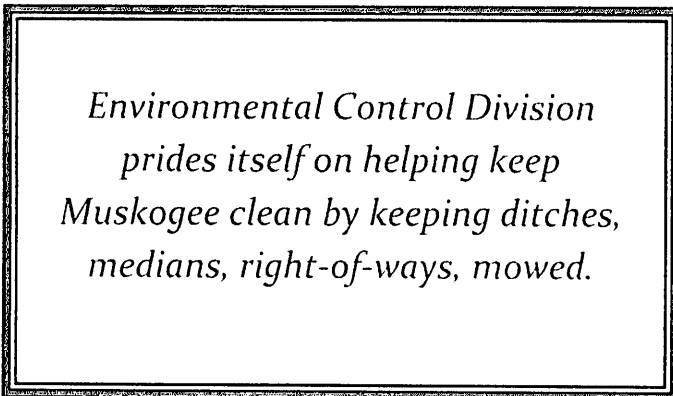
The division also cleans up City lots, ditches, creeks and illegal dumpsites within the City limits of Muskogee. Weed control is accomplished with the use of chemicals and this is done only in specific areas with weather permitting. This department also sprays for mosquito's during the two mosquito seasons of the spring and summer months; starting in late April up to mid-July and from mid-September to the end of November.

The Environmental Control Division removes and disposes of limbs & brush that are in the street obstructing traffic, obscuring traffic signs or creating sight hazards. After a storm the limbs that have been broken or blown down from trees and are in the streets are picked up and disposed of by this division.

### BUDGET HIGHLIGHTS

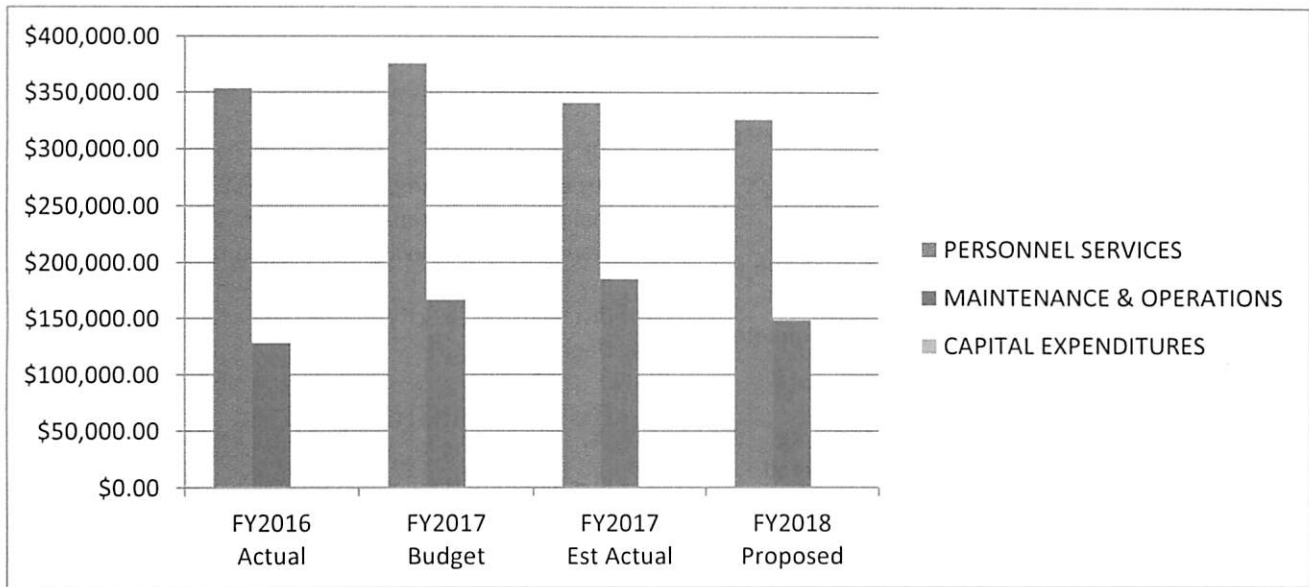
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Maintain and improve on mowing around traffic signs.
- Be more aggressive on locating and cleaning up illegal dump sites.
- Be more aggressive on herbicide spraying on Rights-of-Way.



### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$353,953.00	\$376,189.00	\$341,100.00	\$326,623.00	-13.18%
MAINTENANCE & OPERATIONS	\$128,621.00	\$167,273.00	\$185,786.00	\$148,833.00	-11.02%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
ENV CONTROL SUPERVISOR	1	1	1	1
ENV CONTROL MAINT LEADER I	1	1	1	1
PUB WORKS EQUIPT OPERATOR I	4	4	4	4
ENV CONTROL MAINT WORKER II	2	2	2	1
ENV CONTROL OFFICE ASST II	1	1	1	1

# STREETS

## Public Works

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Rehabilitate 43<sup>rd</sup> Street and 45<sup>th</sup> Street between Chandler and Gibson.
- Martin Luther King Street construction is completed.
- Plans for 24<sup>th</sup> Street reconstruction between Okmulgee and Shawnee are in the final design stage. Right-of-Way acquisitions are in progress.
- Crack sealed and micro surfaced 7 miles of city streets has been completed.
- Completing the improvements to access road to the Muskogee Police Firing range and Parking lot.
- Subgrade reconstruction of Military Blvd. completed.
- Participated in the Touch-A-truck event.
- Co-ordinate Mayor's Azalea 1500 Cleanup.
- Co-ordination of the improvements to the Fairgrounds for the Livestock show is completed.
- Co-ordinate information to the Streets Improvements and Advisory Commission.
- Paving of No. 6<sup>th</sup> Street in the URA has been completed.
- Completed permanent repairs to 3 drainage crossings at Meadows, West Shawnee Street and on Country Club.
- 3<sup>rd</sup> and Columbus parking lot completed.
- City Hall parking lot completed.

### DESCRIPTION

The Street Maintenance Division maintains the public streets of Muskogee including those of concrete, asphalt, chip seal and gravel. Planned services include, but are not limited to: pot hole patching, crack sealing, asphalt overlays, street utility cut repairs, gravel street maintenance, shoulder repair and stockpiling of materials. The Street Division also responds to emergency calls as situations merit.

All street lighting with the exception of the downtown streetscape lighting, within the city limits of Muskogee are maintained and repaired by OG&E. The City of Muskogee is responsible for having street lighting installed on city streets. If you would like to submit a request for a street light to be installed on a city street, please contact Public Works Department.

### BUDGET HIGHLIGHTS

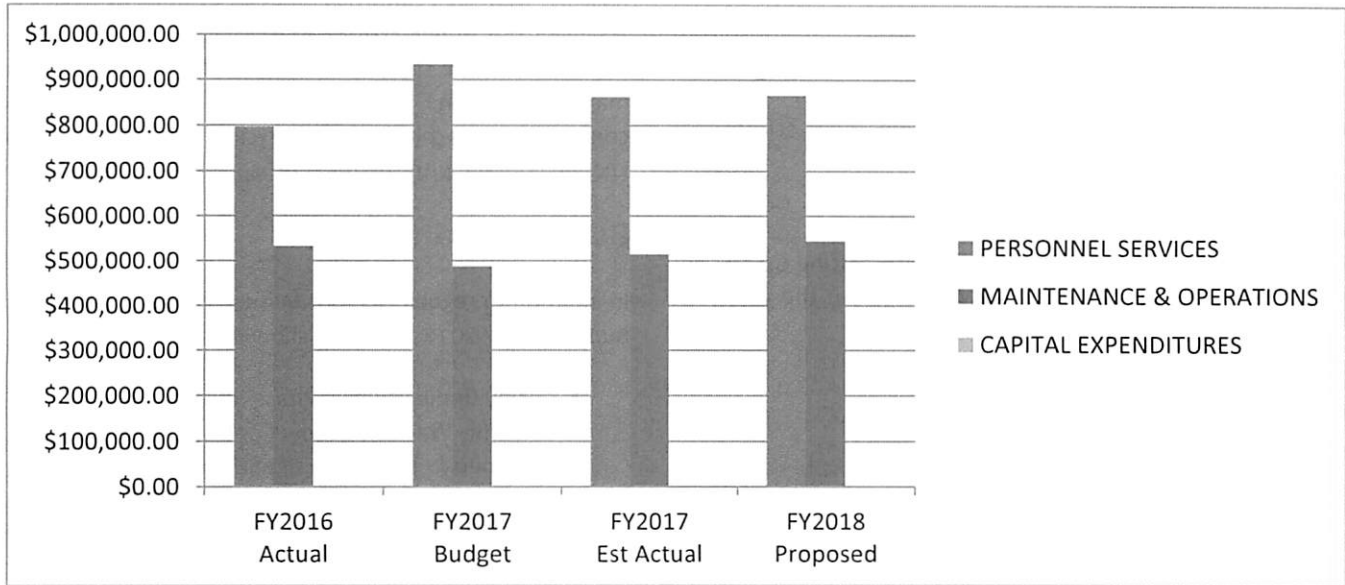
In addition to regular responsibilities, the recommended budgets for FY 2017-2018 will allow the department to:

- Chip seal or pave city streets.
- Micro-pave city streets.
- Buy new equipment.
- Sidewalk repairs.
- Maintain the Stormwater system.
- 24<sup>th</sup> Street Reconstruction Project.

*The Street Maintenance Division is also responsible for snow removal, ice control, and repairs to maintain roadway conditions during inclement weather.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$797,708.00	\$935,445.00	\$863,986.00	\$867,355.00	-7.28%
MAINTENANCE & OPERATIONS	\$534,491.00	\$488,418.00	\$516,434.00	\$545,976.00	11.78%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
STREET SUPERINTENDENT	1	1	1	1
STREET MAINTENANCE LEADER II	1	1	1	1
STREET MAINTENANCE LEADER I	1	1	1	1
PUBLIC WORKS EQUIP OPERATOR II	4	4	4	4
PUBLIC WORKS EQUIP OPERATOR I	9	9	9	9
STREETS MAINTENANCE WORKER II	3	3	3	3
STREETS MAINTENANCE WORKER I	1	1	1	0

# TRAFFIC ENGINEERING

## Public Works

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Annual Traffic Signal Report received.
- Improve maintenance of traffic signals.
- Set-up work zones for all city crews while performing maintenance on the streets.
- Painted crosswalks and road markings near school zones.
- Way finding signs – Phase I is completed.
- AIM Gateways is completed.
- Purchase new barricades to help with setting up all parades and events for the city throughout the year e.g., Christmas, Azalea, Boo-nanza, etc.

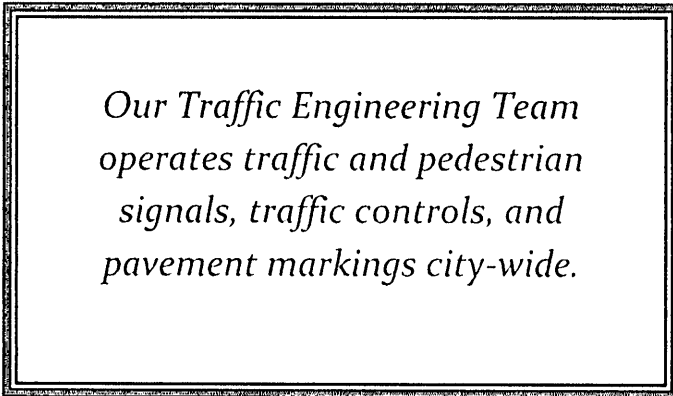
### DESCRIPTION

The Traffic Division consists of the Traffic Signal Maintenance, Radio communication and the Sign Shop. Their duties are to provide the installation and maintenance of traffic control devices that will improve public safety for the citizens traveling the public streets of Muskogee. This is done with the use of traffic signals, school signals, signs and pavement markings within the city limits of Muskogee. Radio communications plays a part in this by letting employees keep in contact with the main office and each other.

### BUDGET HIGHLIGHTS

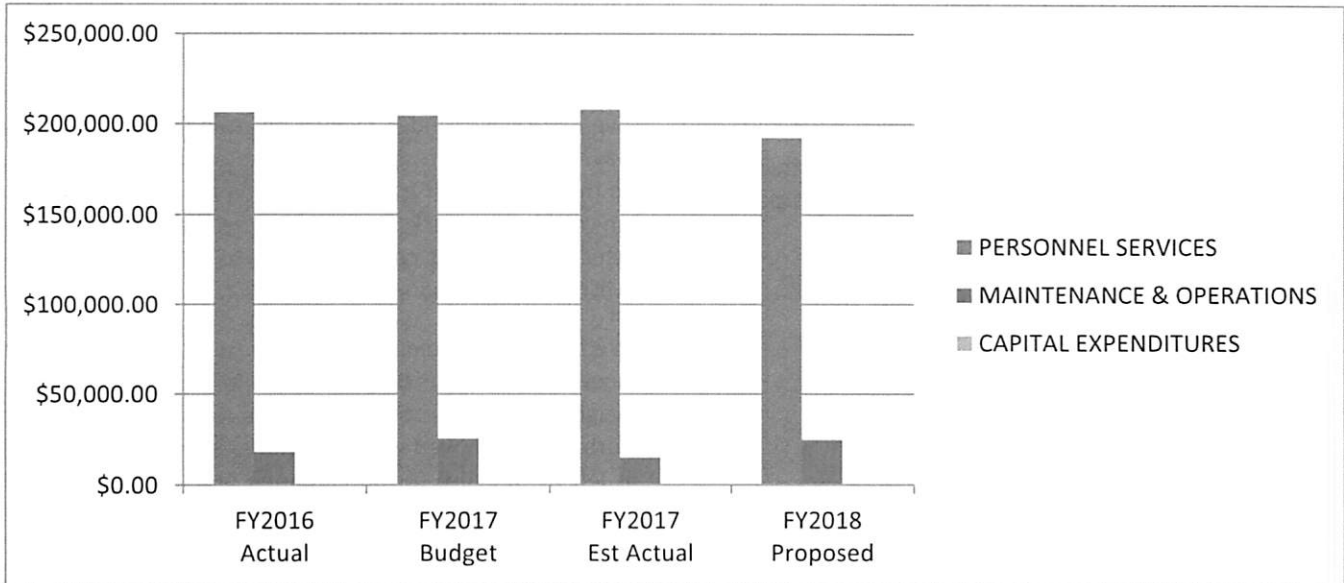
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Way finding signs – Phase II.
- Traffic Warrant study Contract with TEC for the 4 Corners, improve signal at Country Club and Shawnee intersection, improve downtown traffic signalization and be used to review the signalized intersection and advice on a design. In process of grant funding.
- Yearly Traffic Signal Maintenance Agreement with Signal Tek Inc.
- Improve school signals at Parkview School to solar panels.



### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$206,581.00	\$204,845.00	\$208,261.00	\$192,856.00	-5.85%
MAINTENANCE & OPERATIONS	\$18,458.00	\$25,777.00	\$15,442.00	\$25,170.00	-2.35%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
TRAFFIC SUPERVISOR	1	1	1	1
TRAFFIC SIGNAL TECHNICIAN	0	0	0	0
TRAFFIC MAINTENANCE LEADER I	1	1	1	1
PUBLIC WORKS EQUIP OPERATOR I	1	1	1	1
TRAFFIC MAINTENANCE WORKER II	1	1	1	1



# SOLID WASTE MANAGEMENT

## Public Works

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Purchased one (1) new solid waste truck.
- Refurbished 24 2- yard dumpsters.
- Purchased "Litter Free Starts with Me" logos to be placed on solid waste truck in support of Stormwater education.
- Purchased Breast Cancer Awareness and Domestic Violence logos to be placed on solid waste pick-up truck in support of those issues.
- Recycle Center:
  - Glass 23 tons
  - Plastic 40 bales
  - Aluminum/Metal 677 tons
  - Lead Batteries 36
  - Paper 2,520 yards
  - Pollutant Events 5.32 tons
  - Tire Collections 1,882 tires

### DESCRIPTION

The City of Muskogee uses a Poly Cart system for residential garbage collection. Residence will be furnished a ninety-gallon plastic cart at no additional cost. The cart is mounted on wheels, balanced so that it is easily moved when full and is not easily blown over during high wind.

The Sanitation Department will dump the Poly cart and up to five extra bags (under 35 lbs.) on residence's regular pick up day. We ask that residence roll the cart as close (within 3 ft.) to the curb or near traveled portion of the road (by 7:00 a.m.) on residences pick up morning, or the evening before, whichever is most convenient. Carts not placed on the curb will not be emptied.

We suggest returning the cart to residence house as soon as possible after it has been emptied. In the interest of a cleaner neighborhood, the city requests all refuse containers at the curb to be removed within 12 hours after being emptied. If it is left at the curb for an extended period of time, there is a possibility of the cart being stolen or damaged beyond repair. If this occurs, residence will be responsible to pay for a replacement cart (actual cost plus 10%). Ordinary repairs will be done at no cost to the customer.

Although citizens may choose to hire a license private hauler service for residential curbside collection of refuse, the City of Muskogee Sanitation Department has prided itself on the quality of work done at a low cost.

### BUDGET HIGHLIGHTS

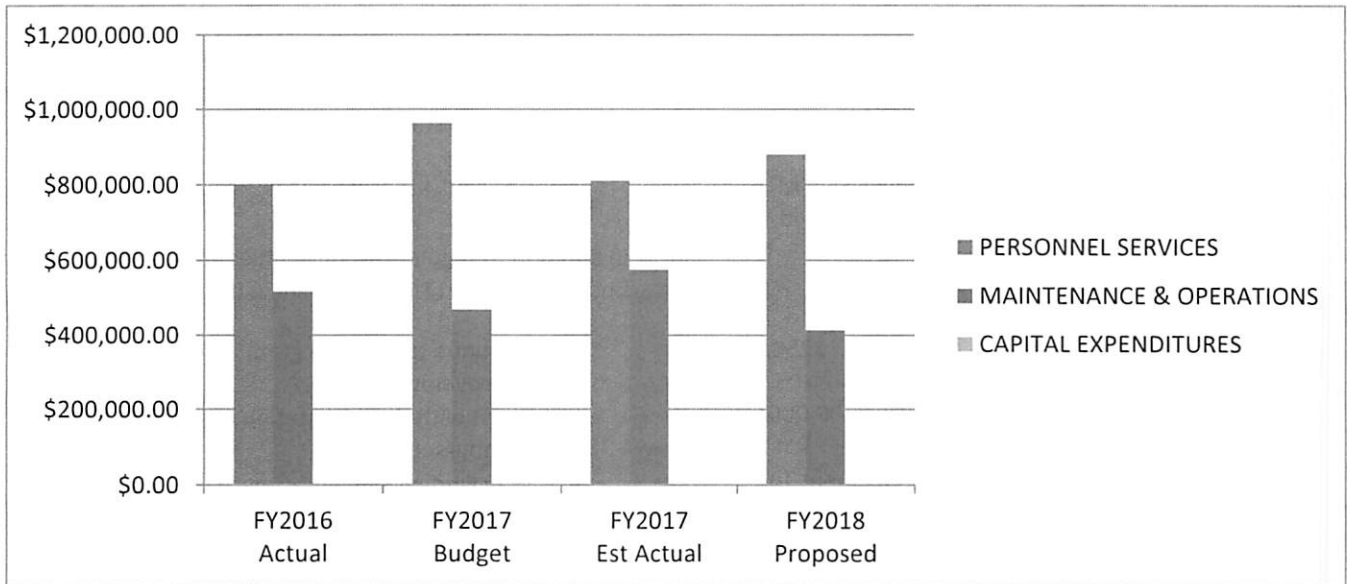
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue to update equipment in Solid Waste.
- Continue to work toward automated trucks and update new route changes to better serve the residents and commercial businesses of the City of Muskogee.
- Buy 100 new 2-yard dumpsters.
- Buy 1 new truck.
- Buy new residential poly carts.

*This division keeps Muskogee clean and environmentally safe by collecting all solid waste by disposing of it in compliance with Federal and State regulations. This division also manages the City Recycling Center.*

## EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$804,320.00	\$964,471.00	\$812,052.00	\$881,925.00	-8.56%
MAINTENANCE & OPERATIONS	\$518,481.00	\$470,135.00	\$576,605.00	\$415,352.00	-11.65%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



## AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
SOLID WASTE SUPERVISOR	1	1	1	1
SOLID WASTE MAINTENANCE LEADER I	1	1	1	1
SOLID WASTE OFFICE ASSISTANT I	1	1	1	0
SOLID WASTE PACKER OPERATOR	1	1	0	0
SOLID WASTE LABORER	0	2	7	4
SOLID WASTE OPERATOR	19	20	15	16

# UTILITIES ADMINISTRATION

## Utilities

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Capital and Special Projects under Construction:
  - Eastside Interceptor - \$ 9 M – completed.
  - 43<sup>rd</sup> and 45<sup>th</sup> Street in process.
  - AIM Gateway Project - \$750,000 completed.
  - Way Finding Signage - \$160,000 – Phase I completed.
  - Collection System Evaluation/Rehab-\$5.5 M
  - MLK St. Improvements - \$3.5 M- completed.
  - First Responders Training Center - \$ 1.5 M – completed.
  - Elliot Street Drainage - \$1.5 M – completed.
  - Water Line Improvements (Annexed) - \$250,000 – completed.
  - Water leak repair contract \$100,000 – completed.
  - Bid documents and project management for G-Fest Hatbox Road improvements – completed.
  - RV utility hook-ups for G-Fest – completed.
  
- Public Works new building at material yard

### DESCRIPTION

The department oversees all construction related to the city's infrastructure. The engineering department is dedicated to ensuring residents, investors and visitors will enjoy an excellent quality of life in Muskogee due to high standards which roads, storm water and sewer projects are held to. The engineering department coordinates the execution of construction contracts within budgetary limits and in compliance with state statutes.

### BUDGET HIGHLIGHTS

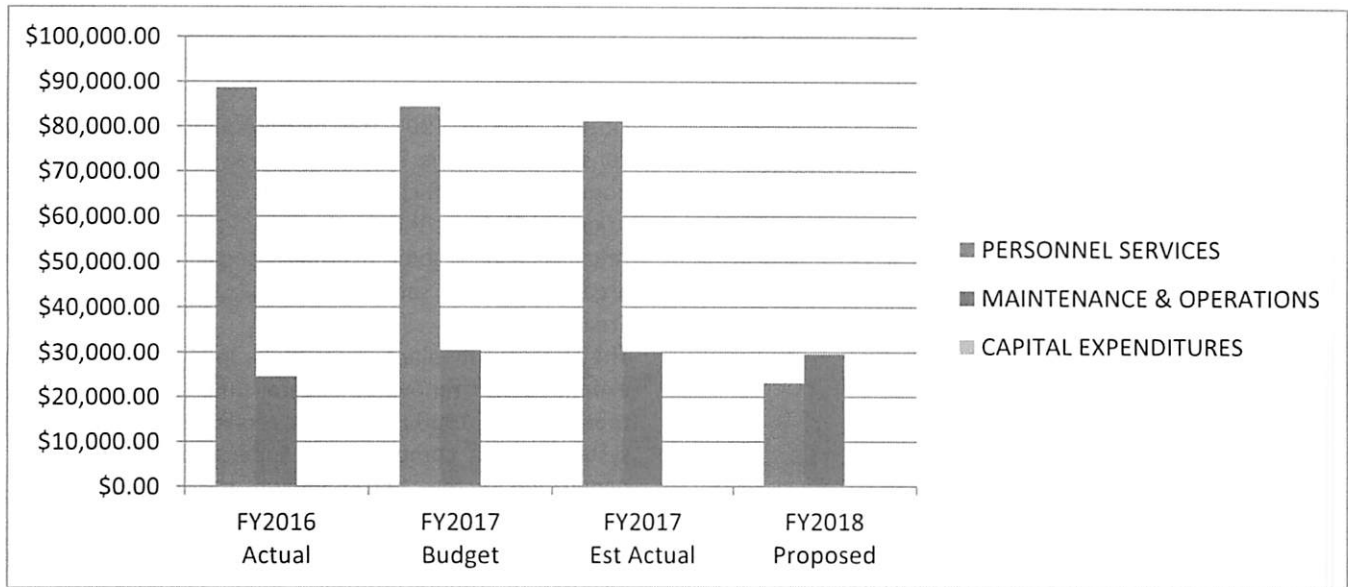
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue to work on grants for Capital Improvements.
- Assist with documentation to get FEMA reimbursements.
- Way Finding Signage – Phase II

*Provides the administration and technical review of public and private improvements within the city. Also, administers the flood plain permitting process.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$88,751.00	\$84,545.00	\$81,329.00	\$23,290.00	-72.45%
MAINTENANCE & OPERATIONS	\$24,741.00	\$30,650.00	\$30,178.00	\$29,743.00	-2.96%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
CIVIL ENGINEER	1	1	1	0
ENGINEER TECH PT	0	0	1	1

# WATER TREATMENT

## Utilities

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Providing quality water at a very economic rate.
- Provide ample water even during the highest use time.
- High service pumps installed and in service
- Chlorine regulations devices have been upgraded to be in compliance with risk management programs.
- Provide adequate supplies of safe water for our customers.
- Perform additional testing to help maintain disinfectant by-product levels within limits.

*Provides environmentally safe, efficient, and cost-effective source of potable water for the needs of citizens and businesses.*

### DESCRIPTION

Through the 1890's this community depended entirely on springs and cistern for water. In 1899 the town was virtually destroyed by fire. Realizing the need for fire protection, construction soon began on the first water system which consisted of a four-inch line taking water from a nearby lake to a large cistern near the center of the downtown district.

By 1900 the population had increased to more than 4,000 citizens and in 1901 the first Bond Issue was passed for construction of the first water works to serve the expanding population. The facility was built on the west bank of the Arkansas River, at the confluence of the Verdigris, Grand and Arkansas Rivers, some five miles northeast of the downtown area, and is the same location as the present day Water Treatment Plant.

The treatment plant was built in 1934 and has been expanded and renovated several times. The last renovation took place in 1996. This work replaced the existing control system with a computerized Supervisory Control and Data Acquisition system better known as a SCADA system. This allows the operators to monitor and control all of the treatment plant functions on a real time basis from a central location. In addition, the filter media was replaced and new chemical feed systems were installed.

As a result of these improvements along with the dedication and hard work of the City's staff, Muskogee's water treatment plant was voted "Plant of the Year" in 1997 and 1998 by the Oklahoma Operators Association.

The City of Muskogee provides drinking water to six rural water districts and four towns. The city receives its raw water from the Fort Gibson Reservoir, located approximately 7 miles north of Muskogee. Occasionally the city uses a secondary water supply which comes from the Grand River. These sources of water are classified as a surface water supply.

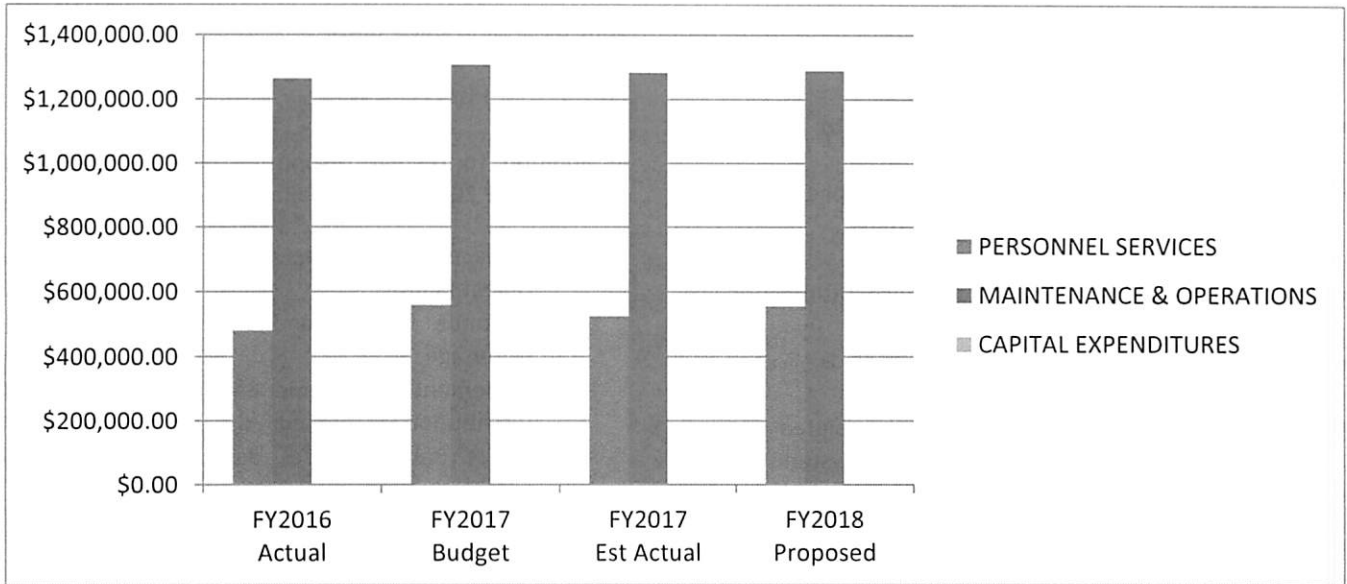
### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Continue to improve plant facilities.
- Annual Contract for residuals removal from the backwash lagoons.
- Work on new strategies to reduce disinfectant by-product levels

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$482,743.00	\$560,906.00	\$527,085.00	\$557,759.00	-0.56%
MAINTENANCE & OPERATIONS	\$1,266,249.00	\$1,309,050.00	\$1,285,414.00	\$1,291,108.00	-1.37%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
WATER PLANT SUPERINTENDENT	1	1	1	1
WATER PLANT OPERATIONS SUPERVISOR	1	1	1	1
WATER PLANT MAINTENANCE SUPERVISOR	1	1	1	1
PLANT MAINTENANCE MECHANIC I	1	1	1	1
WATER ANALYST	1	1	1	1
PLANT OPERATOR II	4	4	4	4
PLANT OPERATOR I	2	2	2	2
WATER PLANT MAINTENANCE WORKER I	1	0	0	0
WATER PLANT OFFICE ASSISTANT II	1	1	1	1

# WATER DISTRIBUTION

## Utilities

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Instituting a plan to address deficiencies within our network of fire hydrants.
- Continuing to address the accuracy of our water meters to ensure proper water revenue.
- Maintained water leak repair contract to help in catching up on the backlog of leaks.
- Move distribution equipment and supplies from Chicago Street location to old fairgrounds
- Performed repairs on 24" mains.
- Installed additional flushers to reduce Disinfection Byproducts (DBPs).
- Trained 2 employees as entry level D license operators.
- Water Distribution System analysis completed and establishing plan for upgrading complete system.
- Water Line Improvements (Annexed) - \$250,000.

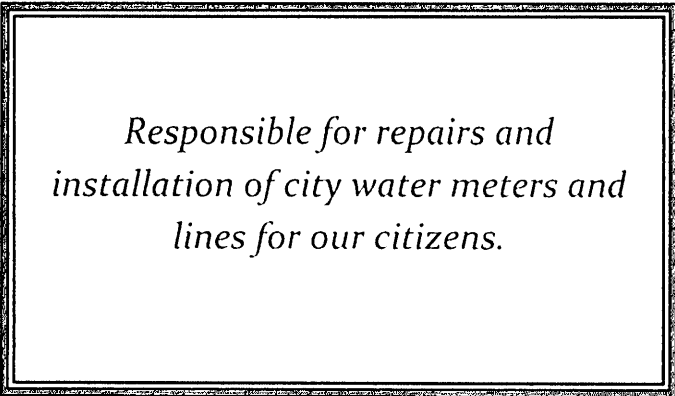
### DESCRIPTION

Our goal at Water Distribution is to provide a reliable supply of quality water to our customers. Working with an aging system, we try to repair leaks and breaks in a manner that minimizes inconvenience to customers and limits damage done by broken water lines.

### BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

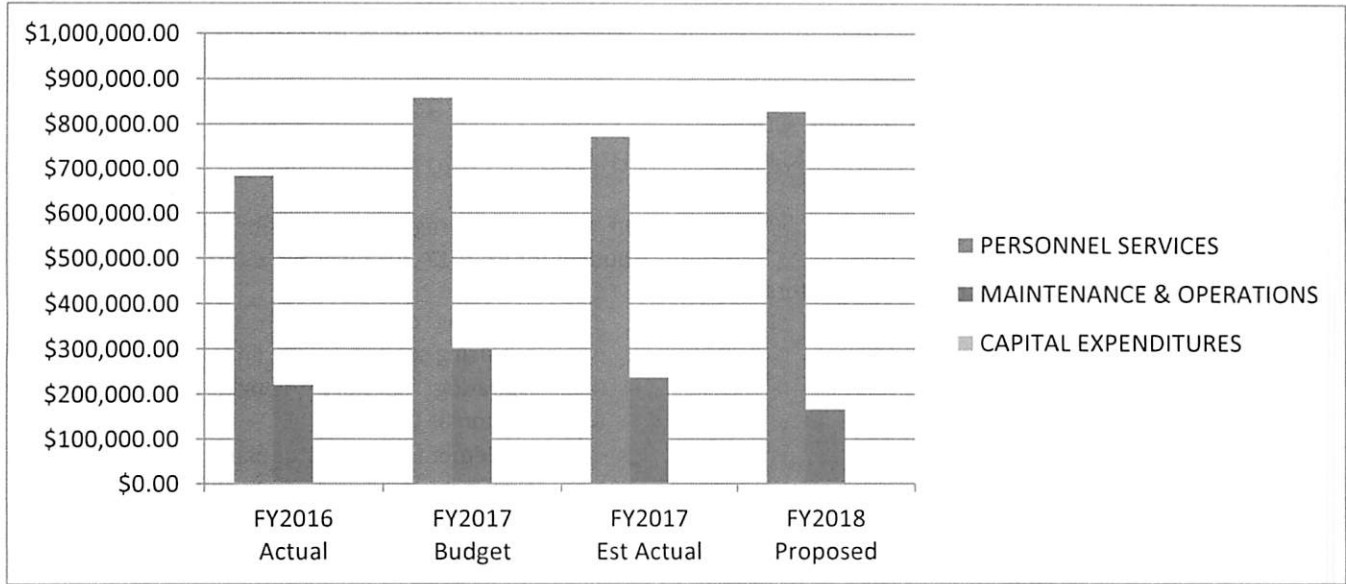
- Replacement of water lines that have shown to be repeat failures.
- Continue flushing and water routing to address water age.
- Implement recommendations of the Water Distribution System analysis.
- Utilize Rate increases dedicated to water utility enterprise fund.
- Continuing to deal with issues on water meters which affect the water meter accuracy.



*Responsible for repairs and  
installation of city water meters and  
lines for our citizens.*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$685,047.00	\$860,176.00	\$773,738.00	\$829,819.00	-3.53%
MAINTENANCE & OPERATIONS	\$222,192.00	\$300,074.00	\$238,760.00	\$168,037.00	-44.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
WATER DISTRIBUTION SUPERINTENDENT	1	1	1	1
WATER DISTRIBUTION LEADER II	2	2	2	2
WATER DISTRIBUTION LEADER I	1	1	1	1
PUBLIC WORKS EQUIP OPERATOR I	5	4	4	4
INVENTORY CONTROL CLERK	1	1	1	1
WATER DIST MAINT WORKER II	6	6	9	9
WATER DIST TECHNICIAN	0	1	1	1
WATER DIST OFFICE ASSISTANT II	1	1	1	1



# POLLUTION MANAGEMENT

## Utilities

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Continuing repair and replacement of sewer collection lines to avoid sewer by-passes and to limit inflow and infiltration.
- Identifying deficiencies within our collection system to maintain compliance with our current ODEQ consent order. Phase II which includes the Master plan Update.
- Construction completed on the Eastside Sewer Interceptor line.
- Repaired trickling filter and cleaned two digesters.
- Annual Contract for the bio-solids removal.

### DESCRIPTION

Here at Muskogee Pollution Control we treat a yearly average flow of 7.0 MGD (million gallons per day or 28,400 cubic meters /day). Our permitted flow is 13.5 MGD (49,210 cubic meters/day). The average influent BOD is 150.7 mg/L per day with an average effluent BOD of 19.0 mg/L per day. See Lab for permit limits. Please look around our site to see the treatment plant for the City of Muskogee, Oklahoma.

### BUDGET HIGHLIGHTS

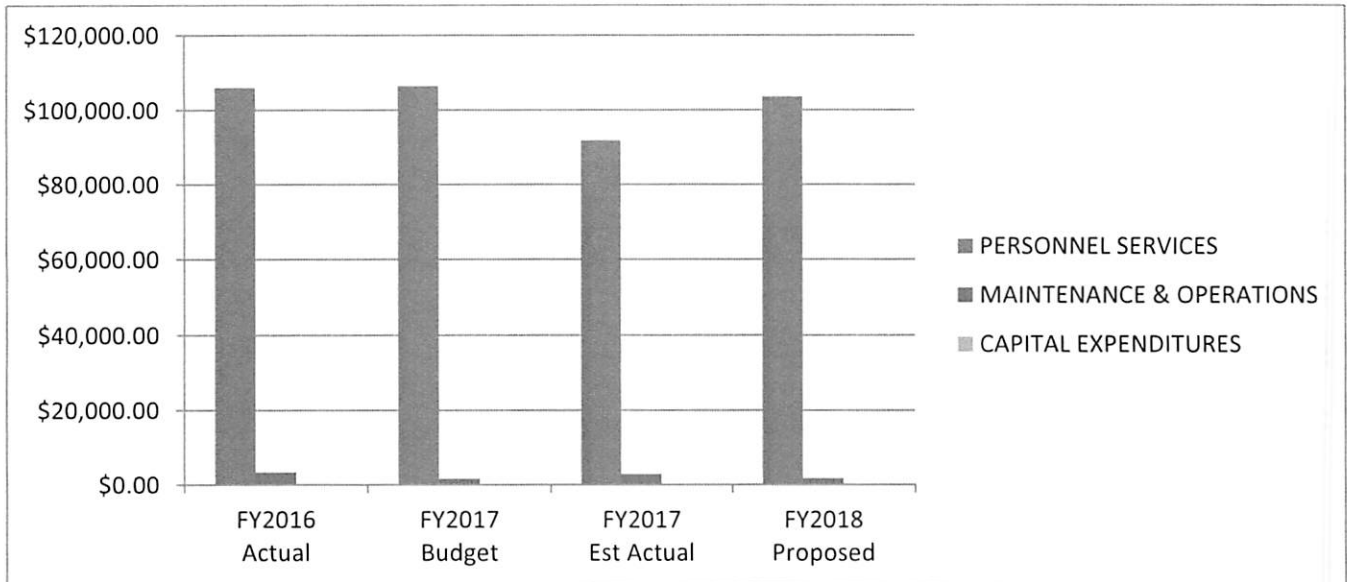
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Updating our collection system by repairing and replacing sanitary sewer lines.
- Updating sanitary sewer pump stations (Lift Stations).
- Implement New Master plan.
- New pumps.
- Refurbish pumps at the RSPS.
- Revise local limits.
- Upgrade SCADA system
- Annual Contract for the bio-solids removal.

*Provides an environmentally safe, efficient, and cost effective wastewater treatment to the community for discharge to the Arkansas River.*

**EXPENDITURE BY CATEGORY  
ADMINISTRATION**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$106,229.00	\$106,666.00	\$92,071.00	\$103,835.00	-2.65%
MAINTENANCE & OPERATIONS	\$3,457.00	\$1,792.00	\$3,000.00	\$1,870.00	4.35%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

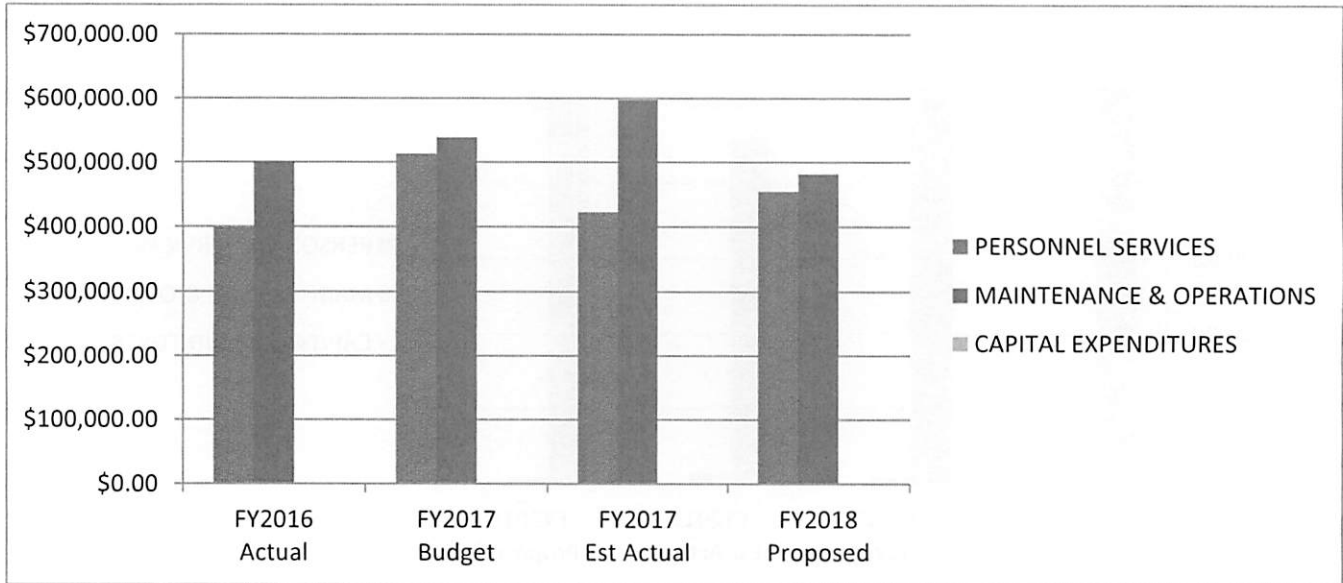


**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
POLL CONTROL SUPERINTENDENT	1	1	1	1
POLL CONTROL OFFICE ASST II	1	1	1	1

**EXPENDITURE BY CATEGORY  
WASTE TREATMENT**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$399,641.00	\$514,380.00	\$423,352.00	\$455,646.00	-11.42%
MAINTENANCE & OPERATIONS	\$502,369.00	\$539,964.00	\$598,354.00	\$482,741.00	-10.60%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

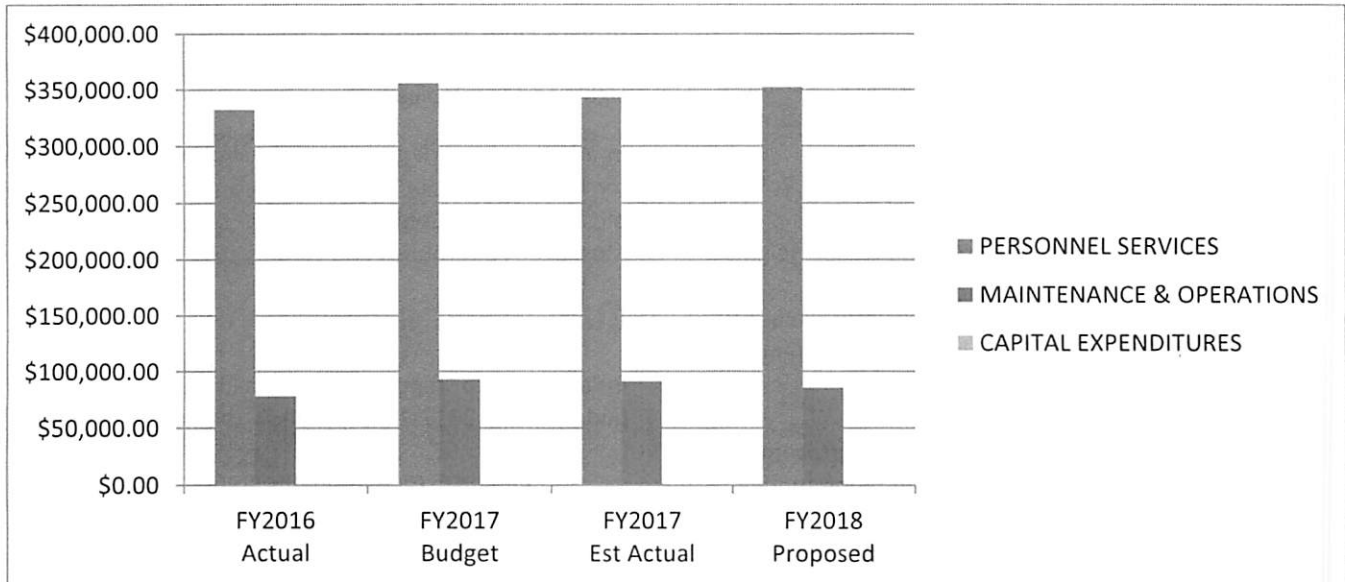


**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
CHIEF OPERATOR	1	1	1	1
PLANT MECHANIC III	1	1	1	1
CHEMIST	1	1	1	1
ENVIRONMENTAL TECHNICIAN	1	1	1	1
ENVIRONMENTAL TECHNICIAN ASST	1	1	1	1
PLANT OPERATOR II	3	2	2	2
PLANT OPERATOR I	1	2	3	3
WATER ANALYST	1	1	1	1

**EXPENDITURE BY CATEGORY  
COLLECTIONS**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$332,802.00	\$356,333.00	\$343,711.00	\$352,676.00	-1.03%
MAINTENANCE & OPERATIONS	\$78,635.00	\$93,602.00	\$91,756.00	\$86,116.00	-8.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
POLL CONTROL MAINT LEADER II	1	1	1	1
WATER / SEWER MAINT LEADER I	2	2	2	2
PLANT MAINT MECHANIC III	1	1	1	1
PUBLIC WORKS EQUIP OPERATOR I	1	1	1	1
WATER / SEWER MAINT WORKER II	3	3	3	3

# RECREATION

## Culture and Recreation

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Honor Heights Park Development Plan funded by the City of Muskogee Foundation.
- Completed the new Children's Garden at the Papilion.
- Entered into 3<sup>rd</sup> year with Sports Facilities Management to operate Love Hatbox Sports Complex
- Renovated Spaulding Park tennis courts and Rotary Park basketball courts.
- Built 2 new restrooms at Robison and Honor Heights Park.
- Completed the Hatbox infrastructure improvements prior to GFest including, RV hookups, streets, fencing and utility extensions.
- Grant Funding
  - Completed the year 5 park improvement plan, City of Muskogee Foundation funding, of \$2,500,000.
  - Received \$1,000,000 grant from the City of Muskogee Foundation for Honor Heights Park.
  - Received \$720,423 from Oklahoma Department of Transportation for Centennial Trail phase IV.
  - Received \$100,000 from the City of Muskogee Foundation and \$100,000 from the Oklahoma Recreation Trail Fund Grant to complete the Hatbox Trail Loop project.
  - Received \$50,000 from the City of Muskogee Foundation for the phase 1 design work of the Depot District greenway and trail extension.
  - Received \$105,000 from Friends of Honor Heights Park for the new Children's Garden at the Papilion.

### DESCRIPTION

The Parks and Recreation Department provides recreational opportunities that complement quality of life for Muskogee residents. The department accomplishes this through planning, securing developing, and maintaining recreational areas. The Parks Division oversees and maintains 731 acres of park land, 15 miles of walking trails and 17 parks. Honor Heights Park is home to the Azalea Festival and Garden of Lights and the Papilion.

In addition to park grounds the Parks Division is responsible for trees within city right of ways and grounds maintenance of the Civic Center, Library, Downtown Streetscape, Muskogee Fairgrounds and various street medians.

### BUDGET HIGHLIGHTS

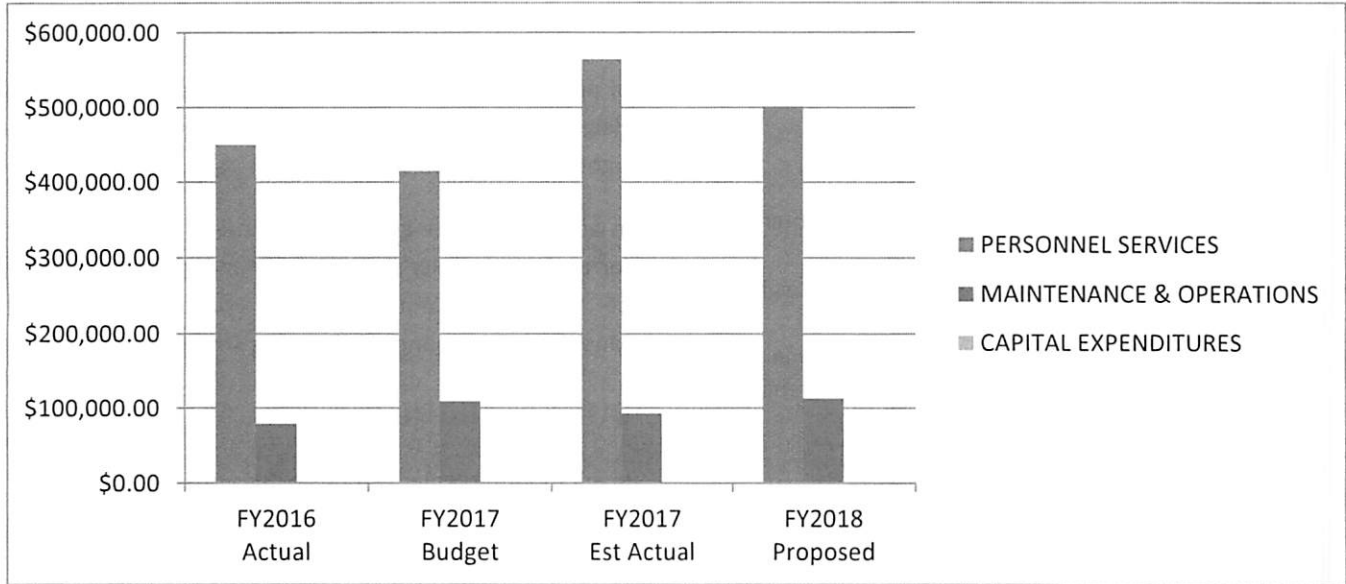
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Enhance recreation programs offered through the community. Hosting G Fest Music Festival at Love Hatbox in June 2017.
- Various capital improvements at Love Hatbox.

*Recreational facilities include the Muskogee Teen Center, the Kiwanis Senior Center, Hatbox Sports Complex, River Country Family Waterpark and the Muskogee Swim and Fitness Center*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$450,778.00	\$415,426.00	\$565,400.00	\$502,629.00	20.99%
MAINTENANCE & OPERATIONS	\$79,881.00	\$110,101.00	\$93,899.00	\$114,135.00	3.66%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
ASST DIRECTOR OF P&R - RECREATION	1	1	1	1
P&R MAINT LEADER III	1	0	1	1
P&R PLAYGROUND & CUST MAINT LEADER I	1	1	1	1
P&R MAINT LEADER I	1	1	1	1
POOL MAINT MECHANIC II	1	0	0	0
P&R MAINT WORKER III	1	1	1	1
POOL MAINT MECHANIC I	1	0	1	1
P&R MAINT WORKER I	1	0	1	1
RECREATION COORDINATOR	3	2	2	2
RECREATION LEADER (PT)	1	0	0	0
PROGRAMS COORDINATOR	1	1	1	1
RECREATION AIDE (PT)	1	1	1	1
CUSTODIAN	1	0	1	0
P&R OFFICE ASSITANT II	1	1	1	1
CLERICAL AIDE (PT)	1	1	0	0

# PARKS GROUNDS

## Culture and Recreation

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 provided an opportunity for the department to:

- Honor Heights Park Development Plan funded by the City of Muskogee Foundation.
- Completed the new Children’s Garden at the Papilion.
- Entered into 3<sup>rd</sup> year with Sports Facilities Management to operate Love Hatbox Sports Complex
- Renovated Spaulding Park tennis courts and Rotary Park basketball courts.
- Built 2 new restrooms at Robison and Honor Heights Park.
- Completed the Hatbox infrastructure improvements prior to GFest including, RV hookups, streets, fencing and utility extensions.
- Grant Funding
  - Completed the year 5 park improvement plan, City of Muskogee Foundation funding, of \$2,500,000.
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  - Received \$105,000 from Friends of Honor Heights Park for the new Children’s Garden at the Papilion.

### DESCRIPTION

The Parks and Recreation Department provides recreational opportunities that complement quality of life for Muskogee residents. The department accomplishes this through planning, securing developing, and maintaining recreational areas. The Parks Division oversees and maintains 731 acres of park land, 15 miles of walking trails and 17 parks. Honor Heights Park is home to the Azalea Festival, the Garden of Lights and the Papilion.

In addition to park grounds the Parks Division is responsible for trees within city right of ways and grounds maintenance of the Civic Center, Library, Downtown Streetscape, Muskogee Fairgrounds and various street medians.

### BUDGET HIGHLIGHTS

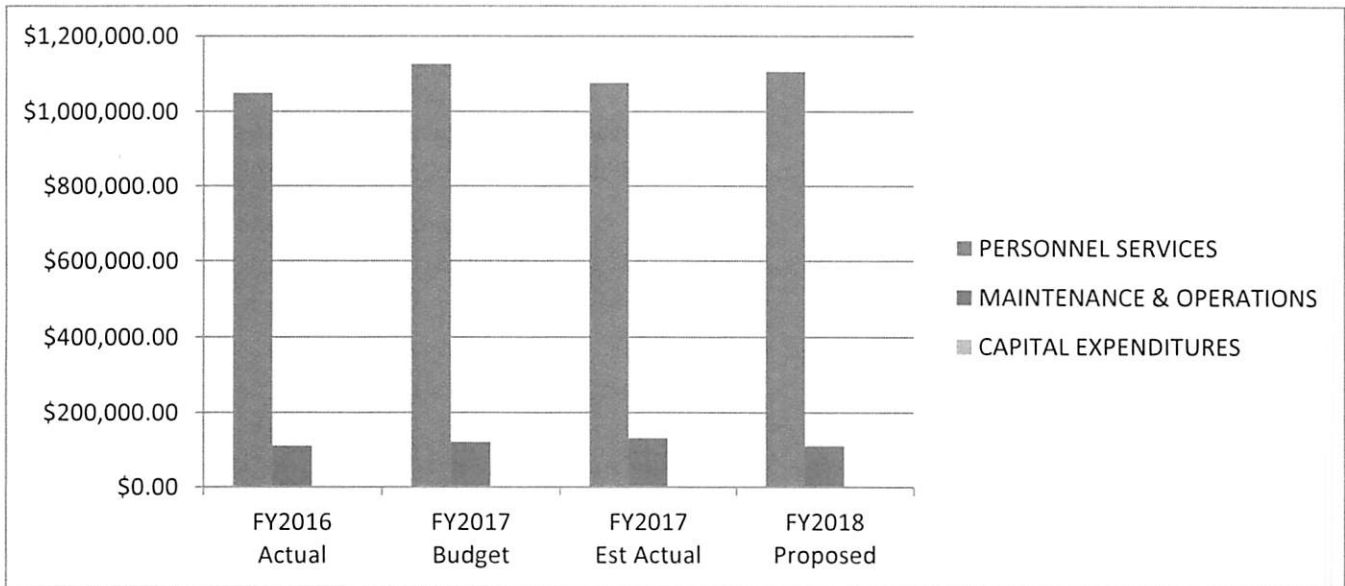
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Perform Park updates, repairs and maintenance.
- Acquire grounds maintenance equipment to necessary to parks/grounds upkeep.

*Recreational facilities include the Muskogee Teen Center, the Kiwanis Senior Center, Hatbox Sports Complex, River Country Family Waterpark and the Muskogee Swim and Fitness*

### EXPENDITURE BY CATEGORY

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$1,051,138.00	\$1,127,238.00	\$1,077,361.00	\$1,107,549.00	-1.75%
MAINTENANCE & OPERATIONS	\$111,768.00	\$122,605.00	\$132,998.00	\$112,548.00	-8.20%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



### AUTHORIZED PERSONNEL

Position Title	2015	2016	2017	2018
PARKS & RECREATION DIR	1	1	1	1
ASST DIRECTOR OF P&R - PARKS	1	1	1	1
P&R PROGRAMS COORDINATOR	1	1	1	1
P&R MAINTENANCE LEADER II	2	2	2	2
BUTTERFLY PAPILION - HORT & ZLGCL TECH	1	1	1	1
P&R OFFICE ADMINISTRATOR II	1	1	1	1
P&R MAINTENANCE LEADER I	2	2	2	2
P&R MAINT WORKER III	2	2	2	2
FORESTRY SUPERVISOR	1	1	1	1
P&R MAINT WORKER II	9	9	9	9
P&R OFFICE ASST I	1	1	1	1
FORESTRY MAINT WORKER	2	2	2	2
FORESTRY MAINT LEADER I	1	1	1	1



# LIBRARY

## Culture and Recreation

### PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2016-2017 budget provided an opportunity for the department to:

- Complete roof replacement
- Repaired HVAC system

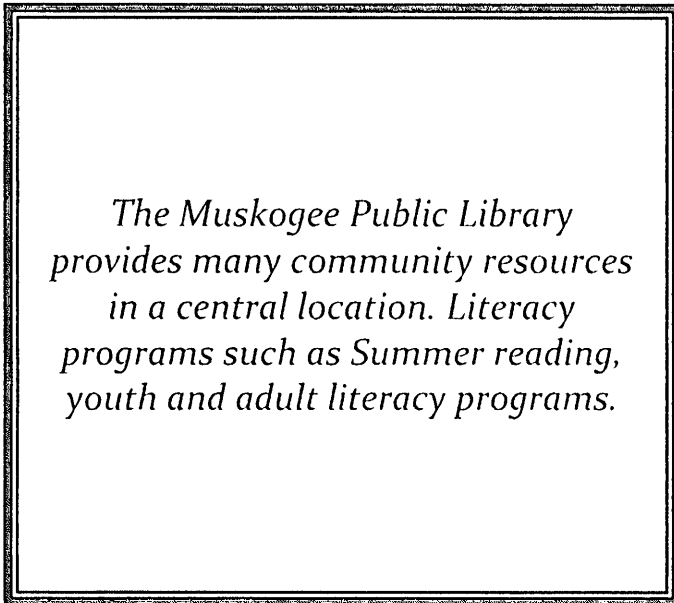
### DESCRIPTION

Eastern Oklahoma District Library System welcomes and supports all people through equal access to information and quality services that build on traditions of the past and innovate for the future in pursuit of enhanced quality of life.

### BUDGET HIGHLIGHTS

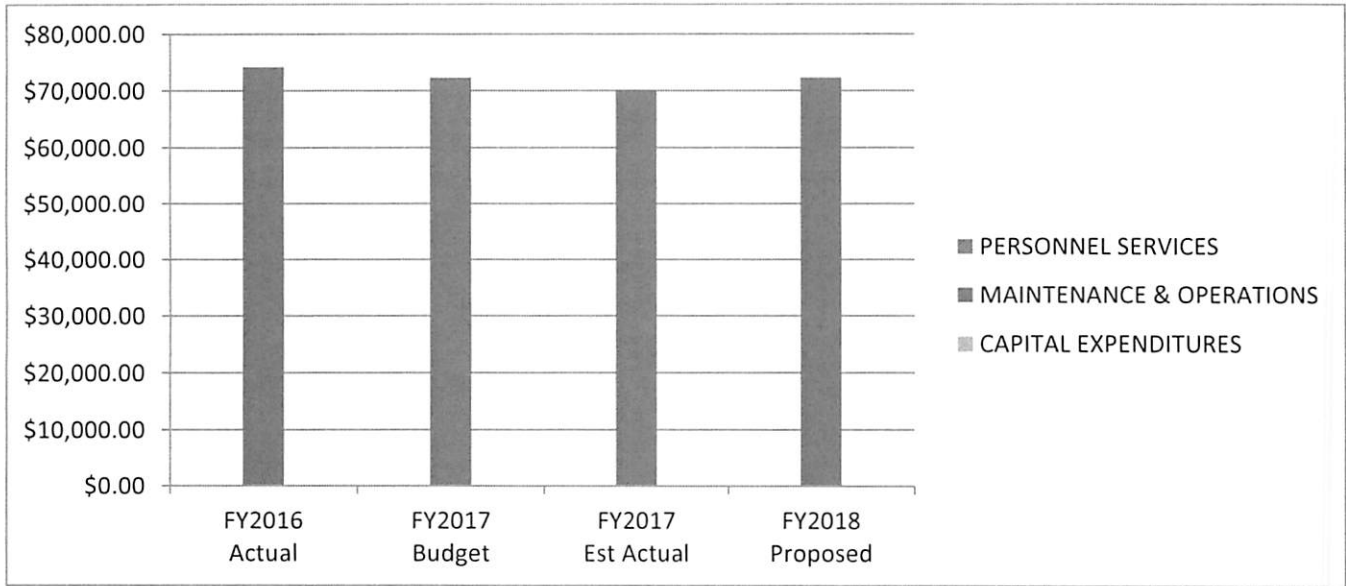
In addition to regular responsibilities, the recommended budget for FY 2017-2018 will allow the department to:

- Provide proper maintenance and care for the library facilities



**EXPENDITURE BY CATEGORY**

Expenditure Category	FY2016 Actual	FY2017 Budget	FY2017 Est Actual	FY2018 Proposed	Percent Change
PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAINTENANCE & OPERATIONS	\$74,288.00	\$72,406.00	\$70,233.00	\$72,406.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



**AUTHORIZED PERSONNEL**

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
No Positions Funded				

# OTHER FUNDS

*The past 5 years have proven that Muskogee's sound fiscal policy and priorities have endured the economic instability experienced at a national level. Although sales tax remains flat, Muskogee leaders are aggressively pursuing retail and industrial growth in order to continue to provide and improve necessary infrastructure and City services.*

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# RIVER COUNTRY WATER PARK

## Enterprise Funds

### DESCRIPTION

River Country is a 5-acre family water park that provides a vast array of attractions that appeal to people of all ages. Features designed for toddlers and smaller children include a zero-depth entrance leisure pool, water playground, and wet/dry sand playground. Older children and teens tend to enjoy the water walk and high-energy flume slides. The lazy river, sand volleyball court, open green space, and plenty of shade are attractions especially enjoyed by the adult visitors. Provide for 75 seasonal operating staff; Perform facility updates, repairs and maintenance; Provide marketing funds for regional advertising.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$0.00	\$100.00	\$0.00	\$0.00
Charge for Services	\$546,723.83	\$575,500.00	\$527,000.00	\$503,000.00
<b>TOTAL REVENUES</b>	<b>\$546,723.83</b>	<b>\$575,600.00</b>	<b>\$527,000.00</b>	<b>\$503,000.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$546,723.83</b>	<b>\$575,600.00</b>	<b>\$527,000.00</b>	<b>\$503,000.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$278,084.27	\$286,421.10	\$246,281.00	\$258,421.10
Other Services	\$249,493.95	\$275,815.00	\$264,715.00	\$292,165.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$527,578.22</b>	<b>\$562,236.10</b>	<b>\$510,996.00</b>	<b>\$550,586.10</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$19,145.61</b>	<b>\$13,363.90</b>	<b>\$16,004.00</b>	<b>-\$47,586.10</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$54,253.63</b>	<b>\$4,239.37</b>	<b>\$73,399.24</b>	<b>\$89,403.24</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$73,399.24</b>	<b>\$17,603.27</b>	<b>\$89,403.24</b>	<b>\$41,817.14</b>

<u>Position Title</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
WATERPARK POOL MANAGER (SEASONAL)	3	3	3	3
WATERPARK ASSISTANT POOL MANAGER (SEASONAL)	0	0	0	0
WATERPARK HEAD GUARD (SEASONAL)	3	3	3	3
WATERPARK LIFEGUARD (SEASONAL)	52	52	52	52

# SWIM AND FITNESS CENTER

## Enterprise Funds

### DESCRIPTION

The Muskogee Swim & Fitness Center has an estimated 2,000 members, offering an array of exercise equipment, an extensive selection of land and aquatic exercise classes, lap swimming and competitive swimming programs. The 20,000 sq. ft. facility includes the following programs: Cardio/Strength/Stretch, Aerobic Center; and Aquatic Center.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Charge for Services	\$606,328.68	\$573,400.00	\$574,093.00	\$517,355.00
<b>TOTAL REVENUES</b>	<b>\$606,328.68</b>	<b>\$573,400.00</b>	<b>\$574,093.00</b>	<b>\$517,355.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$606,328.68</b>	<b>\$573,400.00</b>	<b>\$574,093.00</b>	<b>\$517,355.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$301,538.54	\$354,201.00	\$315,620.00	\$325,500.00
Other Services	\$199,832.94	\$257,311.00	\$197,503.08	\$213,855.00
Capital Outlay		\$0.00		
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$501,371.48</b>	<b>\$611,512.00</b>	<b>\$513,123.08</b>	<b>\$539,355.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$104,957.20</b>	<b>-\$38,112.00</b>	<b>\$60,969.92</b>	<b>-\$22,000.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$271,973.68</b>	<b>\$4,239.37</b>	<b>\$376,930.88</b>	<b>\$437,900.80</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$376,930.88</b>	<b>-\$33,872.63</b>	<b>\$437,900.80</b>	<b>\$415,900.80</b>

Position Title	2015	2016	2017	2018
RECREATION FACILITY MANAGER	1	1	1	1
RECREATION FACILITY MEMBERSHIP COORDINATOR	1	1	1	1
AQUATIC SUPERVISOR	1	1	1	1
CUSTODIAN (PT)	1	1	1	1
FITNESS COORDINATOR	2	2	2	2
FITNESS TECHNICIAN (PT)	5	5	5	5
FRONT DESK ATTENDANT	5	5	5	5
LIFEGUARD (PT)	10	10	10	10

# COMMUNITY CLEANUP

## Other Funds

### DESCRIPTION

The Community Clean Up Fund provides revenue to the City Wide Cleanup Program of the Public Works Department, which provides bulk item pick up from households across the city and funds the City's regular Free Dump Days at the city landfill. This fund is primarily funded through weed abatement.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Charge for Services	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$79,629.20	\$95,005.00	\$2,006.44	\$0.00
<b>TOTAL REVENUES</b>	<b>\$79,629.20</b>	<b>\$95,005.00</b>	<b>\$2,006.44</b>	<b>\$0.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$45,000.00	\$50,000.00	\$45,000.00	\$50,000.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$124,629.20</b>	<b>\$145,005.00</b>	<b>\$47,006.44</b>	<b>\$50,000.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00			
Other Services	\$94,980.07	\$95,000.00	\$50,000.00	\$65,000.00
Miscellaneous	\$0.00			
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$94,980.07</b>	<b>\$95,000.00</b>	<b>\$50,000.00</b>	<b>\$65,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$29,649.13</b>	<b>\$50,005.00</b>	<b>-\$2,993.56</b>	<b>-\$15,000.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$17,960.20</b>	<b>-\$7,187.00</b>	<b>\$47,609.33</b>	<b>\$44,615.77</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$47,609.33</b>	<b>\$42,818.00</b>	<b>\$44,615.77</b>	<b>\$29,615.77</b>

# STREET AND ALLEY

## Other Funds

### DESCRIPTION

The Street and Alley Fund provides revenue to fund street maintenance and improvements by the Public Works Department. The fund is primarily funded by taxation on motor vehicles, commercial vehicles, and gasoline sales.

### Summary of Revenues and Expenditures

	<b>Actual FY 2016</b>	<b>Budget FY 2017</b>	<b>Est. Actual FY 2017</b>	<b>Proposed FY 2018</b>
<b>REVENUES</b>				
Commercial Vehicle Tax	\$278,264.40	\$295,000.00	\$289,000.00	\$289,000.00
Sales Taxes	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
Gasoline Tax	\$72,794.22	\$70,000.00	\$70,000.00	\$70,000.00
Miscellaneous	\$264.22	\$100.00	\$88,154.00	\$200.00
<b>TOTAL REVENUES</b>	<b>\$501,322.84</b>	<b>\$515,100.00</b>	<b>\$597,154.00</b>	<b>\$509,200.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$501,322.84</b>	<b>\$515,100.00</b>	<b>\$597,154.00</b>	<b>\$509,200.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$473,394.59	\$518,474.00	\$721,573.39	\$520,360.00
Miscellaneous	\$0.00			
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$473,394.59</b>	<b>\$518,474.00</b>	<b>\$721,573.39</b>	<b>\$520,360.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$27,928.25</b>	<b>-\$3,374.00</b>	<b>-\$124,419.39</b>	<b>-\$11,160.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$275,552.39</b>	<b>\$139,753.00</b>	<b>\$303,480.64</b>	<b>\$179,061.25</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$303,480.64</b>	<b>\$136,379.00</b>	<b>\$179,061.25</b>	<b>\$167,901.25</b>

# SOLID WASTE

## Other Funds

### DESCRIPTION

The Solid Waste fund is monies set aside for capital purchase of sanitation trucks and equipment.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Refuse Collection and Disposal	\$372,300.00	\$372,300.00	\$372,300.00	\$372,300.00
Miscellaneous	\$230.45	\$100.00	\$100.00	\$100.00
<b>TOTAL REVENUES</b>	<b>\$372,530.45</b>	<b>\$372,400.00</b>	<b>\$372,400.00</b>	<b>\$372,400.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$372,530.45</b>	<b>\$372,400.00</b>	<b>\$372,400.00</b>	<b>\$372,400.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$281,982.83	\$368,000.00	\$206,346.41	\$371,700.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$281,982.83</b>	<b>\$368,000.00</b>	<b>\$206,346.41</b>	<b>\$371,700.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$90,547.62</b>	<b>\$4,400.00</b>	<b>\$166,053.59</b>	<b>\$700.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$159,544.92</b>	<b>-\$1,276.78</b>	<b>\$250,092.54</b>	<b>\$416,146.13</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$250,092.54</b>	<b>\$3,123.22</b>	<b>\$416,146.13</b>	<b>\$416,846.13</b>



# STORMWATER

## Other Funds

### DESCRIPTION

The Storm Water Maintenance Division ensures drainage systems of public right-of-way and improved drainage systems accepted by the City are free of uncontrolled growth and blockages. The stormwater budget has allowed for the building of the Elliot-Belmont Detention Pond and the Chandler Detention Pond in the past few years helping to resolve problems with area flooding.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Stormwater Fees	\$1,160,012.86	\$1,178,320.00	\$1,153,576.59	\$1,178,320.00
Miscellaneous	\$625,653.02	\$1,000.00	\$1,225,857.00	\$1,000.00
<b>TOTAL REVENUES</b>	<b>\$1,785,665.88</b>	<b>\$1,179,320.00</b>	<b>\$2,379,433.59</b>	<b>\$1,179,320.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,785,665.88</b>	<b>\$1,179,320.00</b>	<b>\$2,379,433.59</b>	<b>\$1,179,320.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$39,081.16	\$44,054.35	\$37,898.00	\$44,054.00
Other Services	\$721,636.13	\$871,400.00	\$680,400.00	\$534,400.35
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$477,033.41	\$600,000.00	\$600,000.00	\$600,000.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,237,750.70</b>	<b>\$1,515,454.35</b>	<b>\$1,318,298.00</b>	<b>\$1,178,454.35</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$547,915.18</b>	<b>-\$336,134.35</b>	<b>\$1,061,135.59</b>	<b>\$865.65</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$1,672,094.16</b>	<b>\$1,291,550.87</b>	<b>\$2,220,009.34</b>	<b>\$3,281,144.93</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$2,220,009.34</b>	<b>\$955,416.52</b>	<b>\$3,281,144.93</b>	<b>\$3,282,010.58</b>

Position Title	2015	2016	2017	2018
STORMWATER QUALITY TECHNICIAN	1	1	1	1

# SALES TAX CAPITAL OUTLAY

## Other Funds

### DESCRIPTION

The Capital Outlay Fund provides revenue to fund major purchases of new equipment for the City. It is funded primarily by a special earmarked 0.5% permanent sales tax adopted in 1991.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Sales Taxes	\$1,214,470.62	\$1,255,563.90	\$1,171,412.00	\$1,148,208.00
Miscellaneous	\$424,187.87	\$500.00	\$443,363.79	\$500.00
<b>TOTAL REVENUES</b>	<b>\$1,638,658.49</b>	<b>\$1,256,063.90</b>	<b>\$1,614,775.79</b>	<b>\$1,148,708.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,638,658.49</b>	<b>\$1,256,063.90</b>	<b>\$1,614,775.79</b>	<b>\$1,148,708.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$1,775,440.77	\$1,648,351.00	\$2,130,000.00	\$1,163,563.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,775,440.77</b>	<b>\$1,648,351.00</b>	<b>\$2,130,000.00</b>	<b>\$1,163,563.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$136,782.28</b>	<b>-\$392,287.10</b>	<b>-\$515,224.21</b>	<b>-\$14,855.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$675,691.58</b>	<b>\$1,291,550.87</b>	<b>\$538,909.30</b>	<b>\$23,685.09</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$538,909.30</b>	<b>\$899,263.77</b>	<b>\$23,685.09</b>	<b>\$8,830.09</b>

# FIRE DEPARTMENT 10% CAPITAL OUTLAY

## Other Funds

### DESCRIPTION

The Sales Tax Capital Outlay is a permanent sales tax for capital purchases for Fire Department.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Sales Taxes	\$151,808.82	\$153,244.56	\$146,426.00	\$143,526.00
Miscellaneous	\$120.86	\$0.00	\$100.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$151,929.68</b>	<b>\$153,244.56</b>	<b>\$146,526.00</b>	<b>\$143,526.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$151,929.68</b>	<b>\$153,244.56</b>	<b>\$146,526.00</b>	<b>\$143,526.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$35,460.00
Capital Outlay	\$2,284.67	\$0.00	\$0.00	\$0.00
Debt Service	\$129,339.18	\$134,132.00	\$125,333.69	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$131,623.85</b>	<b>\$134,132.00</b>	<b>\$125,333.69</b>	<b>\$35,460.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$20,305.83</b>	<b>\$19,112.56</b>	<b>\$21,192.31</b>	<b>\$108,066.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$202,206.58</b>	<b>\$1,291,550.87</b>	<b>\$222,512.41</b>	<b>\$243,704.72</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$222,512.41</b>	<b>\$1,310,663.43</b>	<b>\$243,704.72</b>	<b>\$351,770.72</b>

# POLICE DEPARTMENT 10% CAPITAL OUTLAY

## Other Funds

### DESCRIPTION

The Sales Tax Capital Outlay is a permanent sales tax for capital purchases for Police Department.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Sales Taxes	\$151,808.82	\$157,500.00	\$146,426.00	\$143,526.00
Special Fees for Vehicles	\$19,611.16	\$35,000.00	\$45,000.00	\$45,000.00
Miscellaneous	\$52,083.97	\$69,810.00	\$52,180.00	\$100.00
<b>TOTAL REVENUES</b>	<b>\$223,503.95</b>	<b>\$262,310.00</b>	<b>\$243,606.00</b>	<b>\$188,626.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$223,503.95</b>	<b>\$262,310.00</b>	<b>\$243,606.00</b>	<b>\$188,626.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$89,931.00	\$52,080.00	\$101,983.00	\$0.00
Debt Service	\$145,448.77	\$157,500.00	\$145,448.00	\$157,500.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$235,379.77</b>	<b>\$209,580.00</b>	<b>\$247,431.00</b>	<b>\$157,500.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$11,875.82</b>	<b>\$52,730.00</b>	<b>-\$3,825.00</b>	<b>\$31,126.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$55,714.18</b>	<b>\$115,602.86</b>	<b>\$43,838.36</b>	<b>\$40,013.36</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$43,838.36</b>	<b>\$168,332.86</b>	<b>\$40,013.36</b>	<b>\$71,139.36</b>

# NON-UNIFORM 10% CAPITAL OUTLAY

## Other Funds

### DESCRIPTION

The Sales Tax Capital Outlay is a permanent sales tax for capital purchases for non-uniformed departments.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Sales Taxes	\$151,808.82	\$153,244.56	\$146,426.00	\$143,526.00
Miscellaneous	\$131.57	\$100.00	\$200.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$151,940.39</b>	<b>\$153,344.56</b>	<b>\$146,626.00</b>	<b>\$143,526.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$151,940.39</b>	<b>\$153,344.56</b>	<b>\$146,626.00</b>	<b>\$143,526.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$304,891.04	\$202,993.00	\$212,162.60	\$172,993.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$304,891.04</b>	<b>\$202,993.00</b>	<b>\$212,162.60</b>	<b>\$172,993.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$152,950.65</b>	<b>-\$49,648.44</b>	<b>-\$65,536.60</b>	<b>-\$29,467.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$292,255.89</b>	<b>\$396,688.68</b>	<b>\$139,305.24</b>	<b>\$73,768.64</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$139,305.24</b>	<b>\$347,040.24</b>	<b>\$73,768.64</b>	<b>\$44,301.64</b>

# CDBG SMALL CITIES

## Other Funds

### DESCRIPTION

The CDBG (Community Development Block Grant) Small Cities Fund provides revenue to fund community development activities, particularly the Community Development Department's dilapidated structure demolition program. Funding primarily comes from state grants from the Oklahoma Department of Commerce and transfers from General Fund.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
State Grants	\$138,926.60	\$0.00	\$0.00	\$117,000.00
Collections	\$46,235.27	\$0.00	\$15,819.40	\$0.00
Miscellaneous	\$18.14	\$0.00	\$50.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$185,180.01</b>	<b>\$0.00</b>	<b>\$15,869.40</b>	<b>\$117,000.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$100,000.00	\$0.00	\$100,000.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$185,180.01</b>	<b>\$100,000.00</b>	<b>\$15,869.40</b>	<b>\$217,000.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$319,971.37	\$169,000.00	\$50,025.00	\$169,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$319,971.37</b>	<b>\$169,000.00</b>	<b>\$50,025.00</b>	<b>\$169,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$134,791.36</b>	<b>-\$69,000.00</b>	<b>-\$34,155.60</b>	<b>\$48,000.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$171,134.20</b>	<b>\$263,091.81</b>	<b>\$36,342.84</b>	<b>\$2,187.24</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$36,342.84</b>	<b>\$194,091.81</b>	<b>\$2,187.24</b>	<b>\$50,187.24</b>

# COMMUNITY DEVELOPMENT

## Other Funds

### DESCRIPTION

The Community Development Fund provides revenue to fund community development activities, particularly the Community Development Department's Housing Rehabilitation Program. This funding comes primarily by grants from City of Muskogee Foundation.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Foundation Grants	\$884,496.63	\$750,000.00	\$831,356.64	\$100,000.00
Collections	\$412,407.40	\$0.00	\$0.00	\$0.00
Miscellaneous	\$2,400.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,299,304.03</b>	<b>\$750,000.00</b>	<b>\$831,356.64</b>	<b>\$100,000.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$390,238.00	\$349,851.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,299,304.03</b>	<b>\$1,140,238.00</b>	<b>\$1,181,207.64</b>	<b>\$100,000.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$1,288,044.63	\$850,000.00	\$1,184,279.99	\$100,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,288,044.63</b>	<b>\$850,000.00</b>	<b>\$1,184,279.99</b>	<b>\$100,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$11,259.40</b>	<b>\$290,238.00</b>	<b>-\$3,072.35</b>	<b>\$0.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$3,294.06</b>	<b>\$3,732.61</b>	<b>\$3,732.61</b>	<b>\$660.26</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$14,553.46</b>	<b>\$293,970.61</b>	<b>\$660.26</b>	<b>\$660.26</b>

# PARK DEVELOPMENT

## Other Funds

### DESCRIPTION

The Park Development Fund provides revenue to fund the Parks and Recreation Department's maintenance, development, and improvement of City parks. Funded primarily by grants from the City of Muskogee Foundation, fees from the rental of park space, and contributions.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Foundation Grants	\$1,325,610.57	\$0.00	\$385,931.00	\$0.00
Charges for Services	\$191,432.26	\$80,220.00	\$144,179.33	\$335,200.00
Transfer to Papillion	\$0.00	\$0.00	\$50,000.00	
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,517,042.83</b>	<b>\$80,220.00</b>	<b>\$580,110.33</b>	<b>\$335,200.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,517,042.83</b>	<b>\$80,220.00</b>	<b>\$580,110.33</b>	<b>\$335,200.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$1,098,923.62	\$0.00	\$951,648.46	\$377,250.00
Capital Outlay	\$0.00	\$868,950.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,098,923.62</b>	<b>\$868,950.00</b>	<b>\$951,648.46</b>	<b>\$377,250.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$418,119.21</b>	<b>-\$788,730.00</b>	<b>-\$371,538.13</b>	<b>-\$42,050.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$166,336.78</b>	<b>\$78,137.06</b>	<b>\$584,455.99</b>	<b>\$212,917.86</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$584,455.99</b>	<b>-\$710,592.94</b>	<b>\$212,917.86</b>	<b>\$170,867.86</b>



# PARK DEVELOPMENT / PAPILION

## Other Funds

### DESCRIPTION

The Honor Heights Papillion Fund, an enterprise fund, provides revenue to fund the Parks and Recreation Butterfly Papillion at Honor Heights Park. This is funded primarily by user fees generated by the operations of the Butterfly Papillion.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Merchandise Sales	\$0.00	\$20,000.00	\$0.00	\$20,000.00
Admissions/Concessions	\$18,896.88	\$57,000.00	\$21,000.00	\$57,000.00
Rentals	\$0.00	\$27,800.00	\$3,000.00	\$27,800.00
Program Fees/Miscellaneous	\$46,480.32	\$20,000.00	\$5,890.00	\$20,000.00
<b>TOTAL REVENUES</b>	<b>\$65,377.20</b>	<b>\$124,800.00</b>	<b>\$29,890.00</b>	<b>\$124,800.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$50,000.00	\$25,000.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$65,377.20</b>	<b>\$124,800.00</b>	<b>\$79,890.00</b>	<b>\$149,800.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$65,949.41	\$77,213.38	\$65,440.00	\$77,213.38
Other Services	\$33,603.52	\$55,250.00	\$34,085.00	\$45,500.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$99,552.93</b>	<b>\$132,463.38</b>	<b>\$99,525.00</b>	<b>\$122,713.38</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$34,175.73</b>	<b>-\$7,663.38</b>	<b>-\$19,635.00</b>	<b>\$27,086.62</b>
PROJECTED BEGINNING FUND BALANCE	\$0.00	-\$4,693.52	-\$4,693.52	-\$24,328.52
PROJECTED ENDING FUND BALANCE	-\$34,175.73	-\$12,356.90	-\$24,328.52	\$2,758.10

Position Title	2015	2016	2017	2018
GIFTSHOP WORKER/BB CONCESSIONS (SEASONAL)	6	6	6	6
PAPILION OPERATIONS MANAGER (PT)	0	0	0	0
PAPILION OPERATIONS MANAGER (FT)	1	1	1	1
ASSISTANT PAPILION MANAGER (PT)	1	1	1	1

# CC HULTQUIST LIBRARY

## Other Funds

### DESCRIPTION

This fund is money bequeathed for Muskogee Public Library use that the City maintains in an investment for disbursement of interest to the library.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$462.20	\$500.00	\$687.54	\$328.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$462.20</b>	<b>\$500.00</b>	<b>\$687.54</b>	<b>\$328.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$462.20</b>	<b>\$500.00</b>	<b>\$687.54</b>	<b>\$328.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$421.20	\$0.00	\$421.20	\$617.61
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$421.20</b>	<b>\$0.00</b>	<b>\$421.20</b>	<b>\$617.61</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$41.00</b>	<b>\$500.00</b>	<b>\$266.34</b>	<b>-\$289.61</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$134,959.00</b>	<b>\$135,150.31</b>	<b>\$135,000.00</b>	<b>\$135,266.34</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$135,000.00</b>	<b>\$135,650.31</b>	<b>\$135,266.34</b>	<b>\$134,976.73</b>

# REPAIR AND REPLACEMENT

## Other Funds

### DESCRIPTION

This fund provides revenue to fund the repair and replacement of utility meters. This fund is primarily funded by the sale of water meters to the City's new utility customers.

### Summary of Revenues and Expenditures

	Actual FY 2026	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Meter Sales	\$83,041.52	\$70,000.00	\$59,000.00	\$59,000.00
Miscellaneous	\$30,345.12	\$28,050.00	\$125.00	\$50.00
<b>TOTAL REVENUES</b>	<b>\$113,386.64</b>	<b>\$98,050.00</b>	<b>\$59,125.00</b>	<b>\$59,050.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$113,386.64</b>	<b>\$98,050.00</b>	<b>\$59,125.00</b>	<b>\$59,050.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$82,497.08	\$86,000.00	\$85,400.00	\$80,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$82,497.08</b>	<b>\$86,000.00</b>	<b>\$85,400.00</b>	<b>\$80,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$30,889.56</b>	<b>\$12,050.00</b>	<b>-\$26,275.00</b>	<b>-\$20,950.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$85,442.02</b>	<b>\$43,928.47</b>	<b>\$116,331.58</b>	<b>\$90,056.58</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$116,331.58</b>	<b>\$55,978.47</b>	<b>\$90,056.58</b>	<b>\$69,106.58</b>

# CAPITAL IMPROVEMENT $\frac{3}{4}$ CENT SALES TAX

Other Funds

## DESCRIPTION

Money from the Capital Improvement Sales Tax from 2003 for water and sewer improvements. This tax has expired and this fund contains the balance of those funds.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$2.18	\$25.00	\$10.00	\$25.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$2.18</b>	<b>\$25.00</b>	<b>\$10.00</b>	<b>\$25.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$2.18</b>	<b>\$25.00</b>	<b>\$10.00</b>	<b>\$25.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$2.18</b>	<b>\$25.00</b>	<b>\$10.00</b>	<b>\$25.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$2,737.77</b>	<b>\$39,107.57</b>	<b>\$2,739.95</b>	<b>\$2,749.95</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$2,739.95</b>	<b>\$39,132.57</b>	<b>\$2,749.95</b>	<b>\$2,774.95</b>

# ECONOMIC DEVELOPMENT

## Other Funds

### DESCRIPTION

The Retail Business Enterprise Department is responsible for Downtown Development implementation, development of Davis Field, management of the Civic Center and the Roxy, recruitment of retail businesses, management of the Planning and Community Development Department, and the management of contracts with the Chamber of Commerce and the Port of Muskogee.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$120.78	\$50.00	\$100.00	\$100.00
Foundation Grant	\$0.00	\$0.00		
Miscellaneous	\$5,068.00	\$0.00	\$23,000.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,188.78</b>	<b>\$50.00</b>	<b>\$23,100.00</b>	<b>\$100.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$1,200,000.00	\$1,200,000.00	\$1,200,000.00	\$1,200,000.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,205,188.78</b>	<b>\$1,200,050.00</b>	<b>\$1,223,100.00</b>	<b>\$1,200,100.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$190,476.93	\$205,677.00	\$179,274.00	\$186,948.00
Other Services	\$1,275,249.80	\$873,701.00	\$823,844.14	\$1,497,276.75
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,465,726.73</b>	<b>\$1,079,378.00</b>	<b>\$1,003,118.14</b>	<b>\$1,684,224.75</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$260,537.95</b>	<b>\$120,672.00</b>	<b>\$219,981.86</b>	<b>-\$484,124.75</b>
PROJECTED BEGINNING FUND BALANCE	\$525,361.33	\$28,730.97	\$264,823.38	\$484,805.24
PROJECTED ENDING FUND BALANCE	\$264,823.38	\$149,402.97	\$484,805.24	\$680.49

Position Title	2015	2016	2017	2018
DIRECTOR OF ECONOMIC DEVELOPMENT	0	1	0	0
ASST DIRECTOR OF ECONOMIC DEVELOPMENT	0	0	0	0
ECONOMIC DEVELOPMENT OFC ADMIN	0	1	1	1
SPECIAL EVENTS COORDINATOR	0	0	1	0

# 2009 SALES TAX CAPITAL IMPROVEMENTS

Other Funds

## DESCRIPTION

The 2009 Capital Improvement Fund provides revenue to fund the major capital improvements for City departments. The fund is funded by a 0.18% sales tax approved in 2009 to continue until 2014. This is expired.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$0.00	\$0.00	\$0.00	\$112.49
Grants	\$385,000.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$60,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$445,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$112.49</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$445,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$112.49</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$675,550.42	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$675,550.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$230,550.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$112.49</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$394,035.60</b>	<b>\$526,776.61</b>	<b>\$163,485.18</b>	<b>\$163,485.18</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$163,485.18</b>	<b>\$526,776.61</b>	<b>\$163,485.18</b>	<b>\$163,597.67</b>

# 2014 SALES TAX CAPITAL IMPROVEMENTS

## Other Funds

### DESCRIPTION

The 2014 Capital Improvement fund provide revenue to fund the major capital improvements for City departments. The fund is funded by a .18% sales tax approved in 2014 to continue until 2019.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$0.00	\$12,269.00	\$0.00	\$20.00
Foundation Grant	\$2,750,000.00	\$0.00	\$0.00	
Contributions and Donations	\$0.00	\$0.00	\$0.00	
Sales Tax	\$1,093,951.47	\$1,103,360.81	\$1,054,271.00	\$1,033,387.00
Foundation Loan Gap Funding	\$1,812,808.48	\$0.00	\$0.00	\$12,269.00
<b>TOTAL REVENUES</b>	<b>\$5,656,759.95</b>	<b>\$1,115,629.81</b>	<b>\$1,054,271.00</b>	<b>\$1,045,676.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$5,656,759.95</b>	<b>\$1,115,629.81</b>	<b>\$1,054,271.00</b>	<b>\$1,045,676.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$5,574,540.28	\$916,000.00	\$738,097.00	\$600,000.00
Equipment	\$0.00	\$0.00	\$0.00	
Land and Right of Way	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$5,574,540.28</b>	<b>\$1,116,000.00</b>	<b>\$938,097.00</b>	<b>\$800,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$82,219.67</b>	<b>-\$370.19</b>	<b>\$116,174.00</b>	<b>\$245,676.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$240,523.50</b>	<b>\$526,776.61</b>	<b>\$322,743.17</b>	<b>\$438,917.17</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$322,743.17</b>	<b>\$526,406.42</b>	<b>\$438,917.17</b>	<b>\$684,593.17</b>

# 2009 SEWER REHABILITATION

## Other Funds

### DESCRIPTION

The 2009 Capital Improvement Fund provides revenue to fund the major capital improvements for City departments. The fund is funded by a 0.32% sales tax approved in 2009 to continue until 2014.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	
Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>OTHER SOURCES</b>				
Transfers In Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$500.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$317,074.94	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$317,574.94</b>	<b>\$0.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$317,574.94</b>	<b>\$0.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$997,385.38</b>	<b>\$865,322.37</b>	<b>\$997,385.38</b>	<b>\$679,810.44</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$997,385.38</b>	<b>\$865,322.37</b>	<b>\$679,810.44</b>	<b>\$679,810.44</b>



# 2014 SEWER REHABILITATION

## Other Funds

### DESCRIPTION

The 2014 Capital Improvement Fund provides revenue to fund the major capital improvements for City departments. The fund is funded by a 0.32% sales tax approved in 2014 to continue until 2019.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$0.00	\$0.00	\$12,000.00	\$0.00
Loan Proceeds	\$3,346,084.08	\$0.00	\$0.00	
Sales Tax	\$1,944,802.58	\$191,530.32	\$1,874,260.00	\$1,837,134.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,290,886.66</b>	<b>\$191,530.32</b>	<b>\$1,886,260.00</b>	<b>\$1,837,134.00</b>
<b>OTHER SOURCES</b>				
Transfers In Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$5,290,886.66</b>	<b>\$191,530.32</b>	<b>\$1,886,260.00</b>	<b>\$1,837,134.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$2,843,785.28	\$1,361,531.00	\$1,240,668.08	\$1,361,531.00
Debt Service	\$0.00	\$600,000.00	\$600,000.00	\$600,000.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$2,843,785.28</b>	<b>\$1,961,531.00</b>	<b>\$1,840,668.08</b>	<b>\$1,961,531.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$2,447,101.38</b>	<b>-\$1,770,000.68</b>	<b>\$45,591.92</b>	<b>-\$124,397.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$329,046.04</b>	<b>\$865,322.37</b>	<b>\$2,776,147.42</b>	<b>\$2,821,739.34</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$2,776,147.42</b>	<b>-\$904,678.31</b>	<b>\$2,821,739.34</b>	<b>\$2,697,342.34</b>

# STREET MAINTENANCE / INSTALLATION

Other Funds

## DESCRIPTION

The Street Improvement Fund provides revenue to fund major improvements to the City's streets. The fund is primarily funded by a 0.25% permanent sales tax approved in 2009.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$4,888.52	\$0.00	\$2,000.00	\$0.00
Loan Proceeds	\$616,773.61	\$2,499,288.00	\$1,920,247.79	\$2,499,288.00
Sales Tax	\$1,518,088.25	\$1,532,445.56	\$1,464,266.00	\$1,435,260.00
Grant Revenue	\$0.00	\$0.00	\$933,569.62	\$0.00
<b>TOTAL REVENUES</b>	<b>\$2,139,750.38</b>	<b>\$4,031,733.56</b>	<b>\$4,320,083.41</b>	<b>\$3,934,548.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$2,139,750.38</b>	<b>\$4,031,733.56</b>	<b>\$4,320,083.41</b>	<b>\$3,934,548.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$2,714,750.95	\$3,100,000.00	\$2,750,000.00	\$3,100,021.00
Debt Service	\$717,854.10	\$852,000.00	\$852,000.00	\$852,000.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$3,432,605.05</b>	<b>\$3,952,000.00</b>	<b>\$3,602,000.00</b>	<b>\$3,952,021.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$1,292,854.67</b>	<b>\$79,733.56</b>	<b>\$718,083.41</b>	<b>-\$17,473.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$2,623,583.64</b>	<b>\$1,197,926.00</b>	<b>\$1,330,728.97</b>	<b>\$2,048,812.38</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$1,330,728.97</b>	<b>\$1,277,659.56</b>	<b>\$2,048,812.38</b>	<b>\$2,031,339.38</b>

# EMPLOYEE BENEFITS – NON UNIFORMED

## Other Funds

### DESCRIPTION

The Employee Salary and Benefits Fund provides revenue to fund pay increases and extend employment benefits for City of Muskogee employees. The fund is primarily funded by 90% of the revenue from a 0.75% permanent sales tax approved in 2004.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$65.36	\$100.00	\$100.00	\$100.00
Sales Tax	\$1,215,501.60	\$1,225,956.00	\$1,171,412.00	\$1,148,208.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,215,566.96</b>	<b>\$1,226,056.00</b>	<b>\$1,171,512.00</b>	<b>\$1,148,308.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,215,566.96</b>	<b>\$1,226,056.00</b>	<b>\$1,171,512.00</b>	<b>\$1,148,308.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$1,207,005.60	\$1,065,368.00	\$1,185,282.00	\$1,201,660.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,207,005.60</b>	<b>\$1,065,368.00</b>	<b>\$1,185,282.00</b>	<b>\$1,201,660.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$8,561.36</b>	<b>\$160,688.00</b>	<b>-\$13,770.00</b>	<b>-\$53,352.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$189,581.00</b>	<b>\$263,125.96</b>	<b>\$198,142.36</b>	<b>\$184,372.36</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$198,142.36</b>	<b>\$423,813.96</b>	<b>\$184,372.36</b>	<b>\$131,020.36</b>

# EMPLOYEE BENEFITS - POLICE

## Other Funds

### DESCRIPTION

The Employee Salary and Benefits Fund provides revenue to fund pay increases and extend employment benefits for City of Muskogee employees. The fund is primarily funded by 90% of the revenue from a 0.75% permanent sales tax approved in 2004.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$37.78	\$100.00	\$50.00	\$100.00
Sales Tax	\$1,215,501.60	\$1,225,956.00	\$1,171,412.00	\$1,148,208.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,215,539.38</b>	<b>\$1,226,056.00</b>	<b>\$1,171,462.00</b>	<b>\$1,148,308.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,215,539.38</b>	<b>\$1,226,056.00</b>	<b>\$1,171,462.00</b>	<b>\$1,148,308.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$1,258,144.46	\$1,196,624.34	\$1,219,453.00	\$1,155,078.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,258,144.46</b>	<b>\$1,196,624.34</b>	<b>\$1,219,453.00</b>	<b>\$1,155,078.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$42,605.08</b>	<b>\$29,431.66</b>	<b>-\$47,991.00</b>	<b>-\$6,770.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$97,379.91</b>	<b>\$263,125.96</b>	<b>\$54,774.83</b>	<b>\$6,783.83</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$54,774.83</b>	<b>\$292,557.62</b>	<b>\$6,783.83</b>	<b>\$13.83</b>

# EMPLOYEE BENEFITS - FIRE

## Other Funds

### DESCRIPTION

The Employee Salary and Benefits Fund provides revenue to fund pay increases and extend employment benefits for City of Muskogee employees. The fund is primarily funded by 90% of the revenue from a 0.75% permanent sales tax approved in 2004.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$354.01	\$100.00	\$400.00	\$100.00
Sales Tax	\$1,215,501.60	\$1,225,956.00	\$1,171,412.00	\$1,148,208.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,215,855.61</b>	<b>\$1,226,056.00</b>	<b>\$1,171,812.00</b>	<b>\$1,148,308.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,215,855.61</b>	<b>\$1,226,056.00</b>	<b>\$1,171,812.00</b>	<b>\$1,148,308.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$1,150,239.78	\$1,076,336.18	\$1,290,468.00	\$1,168,031.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,150,239.78</b>	<b>\$1,076,336.18</b>	<b>\$1,290,468.00</b>	<b>\$1,168,031.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$65,615.83</b>	<b>\$149,719.82</b>	<b>-\$118,656.00</b>	<b>-\$19,723.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$483,361.20</b>	<b>\$538,431.64</b>	<b>\$548,977.03</b>	<b>\$430,321.03</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$548,977.03</b>	<b>\$688,151.46</b>	<b>\$430,321.03</b>	<b>\$410,598.03</b>

# CEMETERY PERPETUAL CARE

## Other Funds

### DESCRIPTION

The Cemetery Perpetual Care Fund provides revenue to fund building and ground improvements to Greenhill Cemetery. This is primarily funded by the sale of cemetery plots at the cemetery.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$156.17	\$500.00	\$500.00	\$500.00
Cemetery Receipts	\$13,855.10	\$12,000.00	\$12,000.00	\$12,000.00
Miscellaneous	\$0.00	\$0.00	\$8,000.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$14,011.27</b>	<b>\$12,500.00</b>	<b>\$20,500.00</b>	<b>\$12,500.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$14,011.27</b>	<b>\$12,500.00</b>	<b>\$20,500.00</b>	<b>\$12,500.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$53,669.01	\$88,000.00	\$5,000.00	\$88,000.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$53,669.01</b>	<b>\$88,000.00</b>	<b>\$5,000.00</b>	<b>\$88,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$39,657.74</b>	<b>-\$75,500.00</b>	<b>\$15,500.00</b>	<b>-\$75,500.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$194,372.88</b>	<b>\$289,083.23</b>	<b>\$154,715.14</b>	<b>\$170,215.14</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$154,715.14</b>	<b>\$213,583.23</b>	<b>\$170,215.14</b>	<b>\$94,715.14</b>

# 75 LIMITED ACCESS B

## Other Funds

### DESCRIPTION

This fund is to be used for improvement of the Court Street Viaduct.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$56.56	\$50.00	\$53.50	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$56.56</b>	<b>\$50.00</b>	<b>\$53.50</b>	<b>\$0.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$56.56</b>	<b>\$50.00</b>	<b>\$53.50</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$19,912.50	\$0.00	\$50,000.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$19,912.50</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$19,855.94</b>	<b>\$50.00</b>	<b>-\$49,946.50</b>	<b>\$0.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$70,642.87</b>	<b>\$70,589.00</b>	<b>\$50,786.93</b>	<b>\$840.43</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$50,786.93</b>	<b>\$70,639.00</b>	<b>\$840.43</b>	<b>\$840.43</b>

# DAVIS FIELD AIRPORT

## Other Funds

### DESCRIPTION

Davis Field is a Regional Business Airport owned and operated by the City of Muskogee that serves as critical airport infrastructure to Muskogee and the surrounding region. The airport's 1,622 acres of land has sites available for development to fill any commercial and industrial aviation and non-aviation needs. Davis Field's runways can accommodate light through heavy transport jet aircraft and the airport's state of the art terminal provides comfort and convenience for personal and business aviation customers. The Airport Fund is funded by revenue generated by the lease of commercial, personal, and private hangars as well as land leases and fuel-flow fees. FY 2016-2017 Highlights: Runway 04/22 Rehabilitation Project completed. FY 2017-2018 Highlights: Runway 13/31, Aircraft Parking Apron, and Taxiway Bravo Rehabilitation Project; Large-scale T-Hangar and Commercial Hangar maintenance and improvements.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$288.05	\$290.00	\$290.00	\$250.00
Grants	\$0.00	\$0.00	\$0.00	\$688,540.00
Hangar Rentals	\$177,009.03	\$176,600.00	\$176,600.00	\$171,076.00
Grazing Leases	\$22,350.97	\$21,300.00	\$21,300.00	\$21,313.00
Miscellaneous	\$20,643.40	\$21,987.00	\$46,170.00	\$21,453.00
<b>TOTAL REVENUES</b>	<b>\$220,291.45</b>	<b>\$220,177.00</b>	<b>\$244,360.00</b>	<b>\$902,632.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$220,291.45</b>	<b>\$220,177.00</b>	<b>\$244,360.00</b>	<b>\$902,632.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$49,686.16	\$64,369.00	\$72,743.00	\$73,022.00
Other Services	\$240,790.22	\$376,131.70	\$159,259.00	\$171,225.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$724,800.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$290,476.38</b>	<b>\$440,500.70</b>	<b>\$232,002.00</b>	<b>\$969,047.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$70,184.93</b>	<b>-\$220,323.70</b>	<b>\$12,358.00</b>	<b>-\$66,415.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$394,858.81</b>	<b>\$50,455.00</b>	<b>\$324,673.88</b>	<b>\$337,031.88</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$324,673.88</b>	<b>-\$169,868.70</b>	<b>\$337,031.88</b>	<b>\$270,616.88</b>

Position Title	2015	2016	2017	2018
AIRPORT MANAGER	1	1	1	1



# HOTEL/MOTEL TAX

## Other Funds

### DESCRIPTION

The Hotel/Motel tax is funded by taxes on lodging within the City of Muskogee. These funds may only be used for certain expenditures related to convention and tourism.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Interest	\$7.43	\$75.00	\$75.00	\$75.00
Hotel/Motel Taxes	\$912,793.34	\$981,000.00	\$930,000.00	\$950,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$912,800.77</b>	<b>\$981,075.00</b>	<b>\$930,075.00</b>	<b>\$950,075.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$274,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$1,186,800.77</b>	<b>\$981,075.00</b>	<b>\$930,075.00</b>	<b>\$950,075.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$1,268,915.61	\$978,500.00	\$992,845.00	\$946,245.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$1,268,915.61</b>	<b>\$978,500.00</b>	<b>\$992,845.00</b>	<b>\$946,245.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$82,114.84</b>	<b>\$2,575.00</b>	<b>-\$62,770.00</b>	<b>\$3,830.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$145,436.38</b>	<b>\$252,966.35</b>	<b>\$63,321.54</b>	<b>\$551.54</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$63,321.54</b>	<b>\$255,541.35</b>	<b>\$551.54</b>	<b>\$4,381.54</b>

# INSURANCE TRUST

## Internal Service Funds

### DESCRIPTION

Fund for unemployment insurance.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$12,700.00	\$12,000.00	\$12,000.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$12,700.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$11,413.64	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$11,413.64</b>	<b>\$12,700.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$11,413.64	\$12,700.00	\$12,000.00	\$12,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$11,413.64</b>	<b>\$12,700.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# SALES TAX EMPLOYEE BENEFITS

## Internal Service Funds

### DESCRIPTION

The Sales Tax Employee Benefits fund provides revenue to fund pay increases and extend employment benefits for City employees. This is primarily funded by 90% of the revenue from a 0.75% permanent sales tax approved in 2004.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00
Sales Taxes	\$455,813.07	\$459,733.00	\$439,279.00	\$430,578.00
<b>TOTAL REVENUES</b>	<b>\$455,813.07</b>	<b>\$459,733.00</b>	<b>\$439,279.00</b>	<b>\$430,578.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$455,813.07</b>	<b>\$459,733.00</b>	<b>\$439,279.00</b>	<b>\$430,578.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$449,124.58	\$443,000.00	\$443,000.00	\$443,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$449,124.58</b>	<b>\$443,000.00</b>	<b>\$443,000.00</b>	<b>\$443,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$6,688.49</b>	<b>\$16,733.00</b>	<b>-\$3,721.00</b>	<b>-\$12,422.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$167,875.38</b>	<b>\$159,834.00</b>	<b>\$174,563.87</b>	<b>\$170,842.87</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$174,563.87</b>	<b>\$176,567.00</b>	<b>\$170,842.87</b>	<b>\$158,420.87</b>

# LIFE AND MEDICAL

## Internal Service Funds

### DESCRIPTION

The Employee Health Insurance Fund, an internal services fund, provides revenue to fund group health insurance benefits for City employees. This fund is funded by the portion of the revenues from a 0.75% permanent sales tax approved in 2004 and from contributions by both the City and employees.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Charge for Services	\$4,630,330.66	\$4,695,676.00	\$4,695,676.00	\$4,200,676.00
Transfer from Employee Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$4,630,330.66</b>	<b>\$4,695,676.00</b>	<b>\$4,695,676.00</b>	<b>\$4,200,676.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$4,630,330.66</b>	<b>\$4,695,676.00</b>	<b>\$4,695,676.00</b>	<b>\$4,200,676.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Claims	\$3,371,511.04	\$4,600,000.00	\$3,524,699.00	\$3,500,000.00
Miscellaneous	\$98,660.66	\$135,000.00	\$98,660.00	\$100,000.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$3,470,171.70</b>	<b>\$4,735,000.00</b>	<b>\$3,623,359.00</b>	<b>\$3,600,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$1,160,158.96</b>	<b>-\$39,324.00</b>	<b>\$1,072,317.00</b>	<b>\$600,676.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$1,632,138.22</b>	<b>-\$207,837.81</b>	<b>\$2,792,297.18</b>	<b>\$3,864,614.18</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$2,792,297.18</b>	<b>-\$247,161.81</b>	<b>\$3,864,614.18</b>	<b>\$4,465,290.18</b>

# WORKERS COMPENSATION

## Internal Service Funds

### DESCRIPTION

This fund, an internal services fund, provides revenue to fund group workers compensation insurance benefits for the City employees. This is primarily funded by transfers from the General Fund.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Charges for Services	\$331,976.18	\$387,000.00	\$442,000.00	\$441,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$331,976.18</b>	<b>\$387,000.00</b>	<b>\$442,000.00</b>	<b>\$441,000.00</b>
<b>OTHER SOURCES</b>				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>\$331,976.18</b>	<b>\$387,000.00</b>	<b>\$442,000.00</b>	<b>\$441,000.00</b>
<b>EXPENDITURES</b>				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Claims	\$182,627.58	\$387,000.00	\$305,044.00	\$305,044.00
Miscellaneous	\$149,348.60	\$0.00	\$136,148.00	\$136,148.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$331,976.18</b>	<b>\$387,000.00</b>	<b>\$441,192.00</b>	<b>\$441,192.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$808.00</b>	<b>-\$192.00</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$808.00</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$808.00</b>	<b>\$616.00</b>

# TRUST FUNDS



*The City's Trust Authority funds are comprised of the Muskogee Municipal Authority and the Muskogee Parking Authority.*

*The MMA provides drinking water to six rural water districts and four towns. The City receives raw water from the Fort Gibson Reservoir and a secondary water supply from the Grand River.*

*The MPA owns and maintains several parking lots within the City. Some spaces are rented on a monthly basis and the remainder are provided for public parking.*

# MUSKOGEE MUNICIPAL AUTHORITY

## Trust Authority Funds

### DESCRIPTION

The MMA provides drinking water to six rural water districts and four towns. The City receives raw water from the Fort Gibson Reservoir and a secondary water supply from the Grand River.

### Summary of Revenues and Expenditures

	<b>Actual FY 2016</b>	<b>Budget FY 2017</b>	<b>Est. Actual FY 2017</b>	<b>Proposed FY 2018</b>
<b>REVENUES</b>				
Water Revenue	\$7,913,428.00	\$9,118,200.00	\$9,485,868.00	\$9,574,110.00
Sewer Revenue	\$3,791,899.00	\$3,889,914.00	\$4,016,762.00	\$4,084,409.70
Other Charges	\$556,760.00	\$430,600.00	\$534,098.00	\$529,000.00
<b>TOTAL REVENUES</b>	<b>\$12,262,087.00</b>	<b>\$13,438,714.00</b>	<b>\$14,036,728.00</b>	<b>\$14,187,519.70</b>
<b>EXPENDITURES</b>				
Transfer to General Fund	\$10,001,311.00	\$9,749,680.00	\$10,070,091.00	\$10,484,311.00
Debt Service Transfer	\$3,069,600.00	\$3,069,600.00	\$3,069,600.00	\$3,069,600.00
Water/Sewer Infrastructure Projects	\$0.00	\$511,500.00	\$508,500.00	\$1,023,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$13,070,911.00</b>	<b>\$13,330,780.00</b>	<b>\$13,648,191.00</b>	<b>\$14,576,911.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>-\$808,824.00</b>	<b>\$107,934.00</b>	<b>\$388,537.00</b>	<b>-\$389,391.30</b>
<b>PROJECTED BEGINNING FUND BALANCE</b>	<b>\$809,679.00</b>	<b>\$855.00</b>	<b>\$855.00</b>	<b>\$389,392.00</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$855.00</b>	<b>\$108,789.00</b>	<b>\$389,392.00</b>	<b>\$0.70</b>

# MUSKOGEE PARKING AUTHORITY

## Trust Authority Funds

### DESCRIPTION

The MPA owns and maintains several parking lots within the City. Some spaces are rented on a monthly basis and the remainder are provided for public parking.

### Summary of Revenues and Expenditures

	Actual FY 2016	Budget FY 2017	Est. Actual FY 2017	Proposed FY 2018
<b>REVENUES</b>				
Parking Rental	\$68,369.00	\$37,726.00	\$68,369.00	\$68,369.00
Other Charges	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$68,369.00</b>	<b>\$37,726.00</b>	<b>\$68,369.00</b>	<b>\$68,369.00</b>
<b>EXPENDITURES</b>				
Parking Lot Improvements	\$2,703.00	\$155,000.00	\$309,970.00	\$10,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENT EXPENDITURES</b>	<b>\$2,703.00</b>	<b>\$155,000.00</b>	<b>\$309,970.00</b>	<b>\$10,000.00</b>
<b>SURPLUS/(EXCESS EXPENDITURES)</b>	<b>\$65,666.00</b>	<b>-\$117,274.00</b>	<b>-\$241,601.00</b>	<b>\$58,369.00</b>
PROJECTED BEGINNING FUND BALANCE	\$847,719.00	\$913,385.00	\$913,385.00	\$671,784.00
PROJECTED ENDING FUND BALANCE	\$913,385.00	\$796,111.00	\$671,784.00	\$730,153.00



# CAPITAL OUTLAY DETAIL

*The Capital Outlay Fund provides revenue to fund major purchases of new equipment for the City. It is funded primarily by a special earmarked 0.5% permanent sales tax adopted in 1991.*

*Following is the detail of departmental requests and the status of the request.*



# CAPITAL OUTLAY SUMMARY

Department	FY2018 Requested	FY2018 Recommended
Animal Control		
Cemetery	\$20,000.00	\$12,500.00
City Attorney	\$63,540.00	\$33,540.00
City Clerk	\$250.00	\$250.00
Code Enforcement	\$0.00	\$0.00
Emergency Management	\$57,000.00	\$28,500.00
Engineering Admin		
Environmental Control	\$12,000.00	\$4,500.00
Equipment Management	\$1,011,000.00	\$62,500.00
Facilities	\$120,000.00	\$25,000.00
Fairgrounds	\$50,000.00	\$35,000.00
Fire	\$19,000.00	\$0.00
General Government	\$18,000.00	\$18,000.00
Human Resources	\$0.00	\$0.00
Information Technology	\$620,500.00	\$407,500.00
Inspections	\$0.00	\$0.00
Library	\$10,000.00	\$10,000.00
Parks	\$167,278.00	\$59,778.00
Planning	\$11,647.00	\$11,647.00
Police	\$246,270.00	\$144,770.00
Pollution Collection		
Public Works Admin	\$30,000.00	\$30,000.00
Purchasing		
Recreation	\$45,300.00	\$56,778.00
Revenue	\$25,800.00	\$800.00
Solid Waste		
Streets	\$431,000.00	\$206,000.00
Traffic Engineering	\$84,000.00	\$0.00
Treasurer		
Waste Treatment	\$24,800.00	\$0.00
Water Distribution	\$117,500.00	\$6,500.00
Water Supply	\$65,000.00	\$10,000.00
Total All Departments	\$3,249,885.00	\$1,163,563.00

# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Animal Control	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2018 TOTAL
Cemetery	2X MARK MOWERS	\$20,000.00	\$12,500.00	
				\$12,500.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
City Attorney	DESK CHAIRS	\$800.00	\$800.00	\$0.00
	SAFETY TRUCK	\$25,000.00	\$0.00	
	SAFETY EQUIPMENT	\$37,740.00	\$32,740.00	
				\$33,540.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
City Clerk	TELEVISION FOR VIEWING MEETINGS	\$250.00	\$250.00	\$250.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Code Enforcement	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Emergency Management	SIRENS	\$57,000.00	\$28,500.00	\$28,500.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Engineering Admin	NONE	\$0.00	\$0.00	\$0.00

# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Environmental Control	100 GAL SKID SPRAYER	\$4,000.00	\$0.00	
	PULL BEHIND SKID SPRAYER	\$3,500.00	\$0.00	
	CHAIN SAWS, WEED EATERS, ETC	\$4,500.00	\$4,500.00	
				\$4,500.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Equipment Management	FENCE TO ENCLOSE AREA	\$95,000.00	\$25,000.00	
	1/2 TON TRUCK	\$30,000.00	\$0.00	
	DIAGNOSTIC SCANNER	\$17,500.00	\$17,500.00	
	DIAGNOSTIC SCANNER CARS	\$17,500.00	\$0.00	
	2 POST LIFT	\$6,000.00	\$0.00	
	FLOOR SCRUBBER	\$10,000.00	\$0.00	
	FORKLIFT	\$35,000.00	\$0.00	
	CAR WASH	\$150,000.00	\$0.00	
	FUEL SYSTEM	\$600,000.00	\$0.00	
	FLEET TRACKING	\$50,000.00	\$20,000.00	
				\$62,500.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Facilities Management	REMODEL COUNCIL CHAMBERS	\$100,000.00	\$0.00	
	TRUCK	\$20,000.00	\$25,000.00	
				\$25,000.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Fairgrounds	BUILDING MAINTENANCE/REPAIRS	\$50,000.00	\$35,000.00	\$35,000.00

# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Fire	FIRST RESPONDER PROGRAM	\$15,000.00	\$0.00	
	IPADS	\$4,000.00	\$0.00	
				\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
General Government	HONEYWELL LEASE	\$18,000.00	\$18,000.00	
				\$18,000.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2018 TOTAL
Human Resources	TIME AND ATTENDANCE IN			
	IT BUDGET \$150,000			
				\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Information Technology	SUDDENLINK WAN ANNUAL	\$75,000.00	\$75,000.00	
	COPIER LEASE AND MAINTENANCE	\$52,500.00	\$52,500.00	
	SERVER REPLACEMENT	\$15,000.00	\$0.00	
	MICROSOFT UPDATES	\$45,000.00	\$45,000.00	
	EXCHANGE SERVER	\$30,000.00	\$0.00	
	TECH REFRESH COMPUTERS / PRINTERS (UP TO 50 DEVICES)	\$40,000.00	\$30,000.00	
	SECURITY CAMERAS	\$60,000.00	\$0.00	
	FORTIS UPGRADE	\$25,000.00	\$25,000.00	
	TIME/ATTENDANCE	\$150,000.00	\$150,000.00	
	UPGRADE WLIAN PARTIAL	\$30,000.00	\$30,000.00	
	APPLICANT TRACKING	\$10,000.00	\$0.00	
	MOBILE DEVICES CODE ENF	\$3,000.00	\$0.00	
	MLK HONEYWELL	\$25,000.00	\$0.00	
	REPLICATE SERVER SYSTEM	\$50,000.00	\$0.00	
				\$407,500.00

# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Inspections	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Library	GENERAL REPAIRS AND MAINTENANCE	\$10,000.00	\$10,000.00	\$10,000.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Parks	CONCRETE FLOOR HHP BLDG	\$25,000.00	\$0.00	
	MISC TRAIL MAINT	\$30,000.00	\$30,000.00	
	HB ATHLETIC LIGHTING	\$7,078.00	\$7,078.00	
	SPAULDING TENNIS COURT LIGHTS	\$1,250.00	\$0.00	
	HHP TENNIS COURT LIGHTS	\$1,250.00	\$0.00	
	BLEACHERS AT ROTARY PARK BB COURT	\$2,700.00	\$2,700.00	
	KNUCKLE BOOM TRUCK	\$80,000.00		
	THREE GANG MOWER	\$20,000.00	\$20,000.00	

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Planning	PICTOMETRY	\$11,647.00	\$11,647.00	\$11,647.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Police	POLICE CAR DEBT SERVICE	\$120,000.00	\$92,000.00	
	TASER CATRIDGES	\$15,270.00	\$15,270.00	
	TASER DASH CAMS	\$75,000.00	\$37,500.00	
	ANNUAL UPKEEP	\$36,000.00	\$0.00	

# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Pollution Collection	NONE	\$0.00	\$0.00	
				\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Public Works Admin	VEHICLE	\$30,000.00	\$30,000.00	
				\$30,000.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Purchasing	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Recreation	SINGLE CAB TRUCK W/BED	\$25,000.00	\$35,000.00	
	MOWER	\$10,300.00	\$10,300.00	
	TORO SAND PRO	\$10,000.00	\$11,478.00	
				\$56,778.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Revenue	TRUCK	\$25,000.00	\$0.00	
	HEATER IN METER ROOM	\$800.00	\$800.00	
				\$800.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Solid Waste	NONE	\$0.00	\$0.00	\$0.00

# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Streets	FINISH BLDG AT MAT YARD	\$31,000.00	\$31,000.00	
	PW BLDG IMPROVEMENTS	\$125,000.00	\$125,000.00	
	2 USED 10 WHEEL DUMP TRUCKS	\$130,000.00	\$0.00	
	SKID STEER WITH ATTACHMENTS	\$95,000.00	\$0.00	
	MISC TOOLS	\$5,000.00	\$5,000.00	
	DOWNTOWN STREETScape	\$45,000.00	\$45,000.00	\$206,000.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Traffic Engineering	TRAFFIC SIGNAL EQUIPMENT	\$30,000.00	\$0.00	
	STOP SIGNS, STREET MAKERS, ETC	\$20,000.00	\$0.00	
	WORK ZONE EQUIPMENT	\$30,000.00	\$0.00	
	TRAFFIC CONTROL TOOLS	\$4,000.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Treasurer	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Waste Treatment	GAS SENSING EQUIPMENT	\$16,000.00	\$0.00	
	ZERO TURN MOWER	\$8,800.00		\$0.00

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Water Distribution	VALVE EXERCISER	\$55,000.00	\$0.00	
	SUBMERSIBLE PUMP	\$46,000.00	\$0.00	
	METER PORTABLE TESTER	\$6,500.00	\$6,500.00	
	INVENTORY CONTROL SYSTEM	\$10,000.00	\$0.00	\$6,500.00



# CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2018 REQUESTS	FY2018 RECOMMENDED	FY2018 TOTAL
Water Supply	6 CHEMICAL FEED PUMPS	\$50,000.00	\$0.00	
	TRASH PUMP	\$3,000.00	\$0.00	\$0.00
	SULLAIR SCREW COMPRESSOR	\$10,000.00	\$10,000.00	\$10,000.00

# GLOSSARY

## A

### ACCOUNT

An entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department.

### ACCOUNTING SYSTEM

The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of the entity. (See also Accrual Basis, Modified Accrual Basis, and Cash Basis).

### ACCRUAL BASIS

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time), and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

### APPROPRIATION

An authorization or allocation made by the legislative body that permits officials to incur obligations against, and to make expenditures of, governmental resources (revenues).

### APPROPRIATION BALANCE

The available appropriation remaining after expenditures, encumbrances, and commitments have been subtracted from the appropriation.

### ASSET

Resources owned or held by a government, which have monetary value. **AUTHORIZED PERSONNEL** Employee positions, which are authorized in the adopted budget, to be filled during the year.

## Terms & Definitions

## B

### BOND

A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

### GENERAL OBLIGATION BOND

A type of bond that is backed by the full faith, credit, and taxing power of the government.

### REVENUE BOND

A type of bond that is backed only by the revenues from a specific enterprise or project, such as a utility system.

### BOND REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

### BUDGET

A plan of financial activity for a fiscal year indicating all planned revenues and expenditures or expenses for the budget period. The City of Muskogee's fiscal year is July 1 through June 30.

### BUDGET CALENDAR

The schedule of key dates which a government follows in preparation and adoption of the budget.

### BUDGET RESOLUTION

The legal means by which the budget is adopted.

### BUDGET SUPPLEMENT

The legal means by which an adopted estimated revenue or expenditure appropriation is increased or decreased.

### BUDGET TRANSFER

Allows for the movement of appropriation funds between accounts within the same department or between departments. This action only requires City Manager approval.

#### BUDGETARY BASIS

This refers to the basis of accounting used to estimate financing sources and uses in the budget. It is different from GAAP basis of accounting.

#### BUDGETARY CONTROL

The control or management of a governmental expenditures in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

### C

#### CAPITAL ASSETS

Assets of significant value and having a useful life of ten years. Capital assets are also called fixed assets.

#### CAPITAL IMPROVEMENT FUND

The appropriation of other revenue for improvements to facilities and other infrastructure. The City budgets for Capital projects or new capital projects. Approval of capital projects is granted through the Capital Improvements Committee and the City Council. The Third Penny Sales Tax accounts for the majority of financing resources of capital projects.

#### CAPITAL IMPROVEMENT

Any significant physical acquisition, construction, replacement, or improvement to a City.

#### CAPITAL IMPROVEMENT PROGRAM (CIP)

The process of planning, monitoring, programming, and budgeting over a multi-year period used to allocate the City's capital moneys, undertaken by the City's Capital Improvement Committee.

#### CAPITAL OUTLAY

One of five expenditure account categories used to account for the purchase of any item with a useful

life greater than one year. Included are vehicles, heavy equipment, other equipment, personal computers, and some office furniture.

#### CAPITAL PROJECT

Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful lives. Also called capital improvements.

#### CARRYOVER

Appropriated funds that are encumbered during the fiscal year and are allowed to be retained in the budget of the next fiscal year for the purpose designated.

#### CASH BASIS

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

#### CHARGES FOR SERVICES

Revenues received for services performed or delivered by the City.

#### COMMODITIES

Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor tools, and road salt.

#### CONTINGENCY

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

#### CONTRACTUAL SERVICES

Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

#### COST-OF-LIVING ADJUSTMENT (COLA)

An increase in salaries to offset the adverse effect of inflation or rising prices.

#### CURRENT BUDGET

The original budget as approved by the City Council, along with any carryover encumbrances from the prior fiscal year, and any transfers or amendments that have been made since July 1.

## D

### DEBT SERVICE

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

### DEFICIT

The excess of an entity's liabilities over its assets or the excess of expenses over revenues during a single accounting period.

### DEPARTMENT

The basic organizational unit of government which is functionally unique in its delivery of services.

### DEPRECIATION

Expiration in the service life of capital assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

### DEVELOPMENT-RELATED FEES

Those fees and charges generated by building, development, and growth in the community. Included are building permits, development review fees, and zoning, platting, and subdivision fees.

### DISBURSEMENT

The expenditure of monies from an account.

### DIVISION

A sub-unit of a department which encompasses a substantial portion of the duties assigned to a department. May consist of several activities.

## E

### EMPLOYEE BENEFITS

Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of

costs for Social Security and the various pensions, medical, and life insurance plans.

### ENCUMBRANCE

Obligations made by a government to meet commitments or obligations.

### ENTERPRISE (PROPRIETARY) FUNDS

Established to account for revenues and expenditures generated by City functions for which customers are charged a fee. (For example: Muskogee Public Works Authority)

### EXPENDITURE

The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered are recognized whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

### EXPENSE

Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

## F

### FINES AND FORFEITURES

A revenue source that consists primarily of fines from the Municipal Court.

### FISCAL POLICY

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

### FISCAL YEAR

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Muskogee's fiscal year is July 1 through June 30.

#### FIXED ASSETS

Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. Capital assets are also called fixed assets.

#### FULL FAITH AND CREDIT

A pledge of a government's taxing power to repay debt obligations.

#### FULL-TIME EQUIVALENT POSITION

A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

#### FUNCTION

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g. - public safety).

#### FUND

An independent accounting entity with a self-balancing set of accounts for recording all revenues and all related liabilities and residual equities or balances, along with any changes to the above. In other words, each fund is separate from every other fund and maintains records of all income and expenditures for the fund. By law, expenditures cannot exceed the revenues. As an example, a fund is like an individual checking account. Income is recorded in, expenditures are recorded out, and one cannot spend more than one has available in the account.

#### FUND BALANCE

The excess of assets of a fund over its liabilities, reserves, and carryover. The following fund balance distinctions are in accordance with Governmental Accounting Standards Board (GASB) #54 guidelines:

#### **ASSIGNED FUND BALANCE**

This refers to the fund's intended use of resources. Such intent would have to be established by the governing body itself or by a body or official delegated by the governing body.

#### **COMMITTED FUND BALANCE**

Reflects the amount of the fund balance that is constrained by limitations that the government imposes upon itself at its highest level of decision making and that remain binding unless removed in the same manner.

#### **NON-SPENDABLE FUND BALANCE**

Represents resources that are not in spendable form or are legally or contractually required to be maintained intact. Non-spendable form may include, but is not limited to, supplies inventories and prepaid items, the long-term portion of loans receivable, and non-financial assets held for resale. Legal or contractual requirements may include but are not limited to the principal of an endowment or a revolving loan fund.

#### **RESTRICTED FUND BALANCE**

Resources of a fund that are subject to externally enforceable legal restrictions. Such restrictions can be externally imposed by creditors, grantors, contributors, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation.

#### **UNASSIGNED FUND BALANCE**

The total fund balance in the general fund in excess of the non-spendable, restricted, committed, and assigned fund balance.

## **G**

#### GAAP

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and

recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

#### GENERAL FUND

Serves as the primary operating fund for the City of Muskogee. All general operations that are not accounted for otherwise are financed from this primary operating fund.

#### GOAL

A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

#### GRANTS

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

### H

#### HOURLY EMPLOYEE

An employee who is paid on a per-hour basis.

### I

#### INFRASTRUCTURE

The physical assets of a government (streets, waterlines, sewers, public buildings, parks, etc.).

#### INTERFUND TRANSFERS

The movement of monies between funds of the same governmental entity.

#### INTERGOVERNMENTAL REVENUE

Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

#### INTERNAL SERVICE CHARGES

The charges to user departments for internal services provided by another department of the city.

#### INTERNAL SERVICE FUNDS

Funds used to account for Internal Service charges and expenditures (e.g. - Workers' Compensation, General Liability/Property, and Healthcare Self-Insurance Funds).

### L

#### LEVY

To impose taxes for the support of government activities.

#### LICENSES AND PERMITS

Revenues that come from the City's efforts to provide licenses to business and inspection services to enforce compliance with minimum requirements for building and operating safety.

#### LONGEVITY

Employee compensation payments made in recognition of a certain minimum number of years employed full-time with the same entity.

#### LONG-TERM DEBT

Debt with a maturity of more than one year after the date of issuance.

### M

#### MATCHING FUNDS

Requirement that a grant recipient contribute resources to a program that equal or exceed a pre-determined percentage of amounts provided by the grantor.

#### MATERIALS AND SUPPLIES

May include articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies, and repair and maintenance supplies, as well as all items of expense to any person, firm, or corporation rendering a service in connection with repair, sale, or trade of such articles or commodities.

#### MILL

The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of net assessed property valuation.

conditions. Sales Tax Revenues and Utility Billing Charges provide the majority of the resources available for use within the operating budget.

MISCELLANEOUS REVENUE

A revenue category that is comprised of revenue sources that do not fit the other categories of Taxes, Licenses and Permits, Intergovernmental Revenue, Charges for Services, and Fines and Forfeitures.

MODIFIED ACCRUAL BASIS

The method of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred, and revenues are recorded when received in cash, except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and the revenue earned.

N

NET BUDGET

The legally adopted budget, less all inter-fund transfers and inter-departmental charges.

O

OBJECT OF EXPENDITURE

An expenditure classification, referring to the lowest and most detailed level of classification, such as utilities, office supplies, chemicals, or furniture.

OBJECTIVE

Something to be accomplished in specific, well-defined, and measurable terms, and that is achievable within a specific time frame.

OBLIGATIONS

Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

OPERATING BUDGET

This sets the plan for the day-to-day operations of the City. The City budgets operating funds annually, based on historical expenditures, priorities set forth by the elected officials, and economic

**OPERATING EXPENSES**

The cost of personnel, materials, and equipment required for a department to function.

**OPERATING REVENUE**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**ORIGINAL BUDGET**

The adopted budget, as approved by the City Council before the start of a new fiscal year.

**OTHER SERVICES AND CHARGES**

One of five expenditure account categories used to account for the purchase of contractual services and other intangible products such as security, temporary employment, professional and landscaping services, leases, utilities and communications, and employee education and travel.

**P**

**PART-TIME EMPLOYEE/POSITION**

An employee who works less than forty (40) hours per week and, generally, does not receive benefits.

**PERSONAL SERVICES**

One of five expenditure account categories used to account for all costs related to compensating employees, including employee benefits such as pension, social security, uniform allowance, health insurance, workers' compensation, etc.

**PRIOR-YEAR ENCUMBRANCES**

Obligations from previous fiscal years in the form of purchase orders or contracts, which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**PROJECT NUMBER**

Used to identify any special activity, especially where specific reporting requirements exist regarding the activity. These numbers are always used with capital projects and grants.

**R**

**RESERVE**

A portion of fund equity legally restricted for a specific purpose, or not available for appropriation and subsequent spending. It is normally a set aside of funds for emergencies or unforeseen expenditures not otherwise budgeted.

**RESOURCES**

Total amounts available for appropriation, including estimated revenues, fund transfers, and beginning balances.

**REVENUE**

The yield from sources of income (such as taxes, licenses, fines, etc.) that the City collects and receives for public use. Revenue increases the assets of a fund, while not increasing a liability, or representing a repayment of expenditure, a cancellation of a liability, or an increase in contributed capital.

**REVENUE ESTIMATES**

Projected revenue using both time series analyses and deterministic methods.

**S**

**SEASONAL EMPLOYEE/POSITION**

An employee hired during a peak period at an hourly rate (e.g. - Bailey Ranch Food & Beverage workers, Stormwater & Drainage Control workers).

**SHARED REVENUE**

Taxes collected by the state are distributed, in part, back to the cities within the state in proportion to their population. This apportionment is determined by the census conducted every ten years. Includes revenues such as the Alcoholic Beverage Tax, Gasoline Tax, and Tobacco Tax.



#### SINKING FUND

A fund established to pay for General Obligation Bond debt and judgments against the City.

#### SITE-BASED BUDGETING

A decentralized budget process, whereby budget preparation and development are based on individual departmental sites.

#### SOURCES OF REVENUE

Revenues are classified according to their source or point of origin.

#### SUPPLEMENTAL APPROPRIATION

An additional appropriation made by the governing body after the budget year has started.

### I

#### TAXES

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments. Examples of tax revenues to the City of Muskogee are franchise, sales, and use taxes.

#### TRANSFERS IN/OUT

Amounts transferred from one fund to another to comply with legal requirements or to assist in financing the services for the recipient fund.

### U

#### UNENCUMBERED BALANCE

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

#### USER CHARGES

The payment of a fee for direct receipt of a public service by the party who benefits from the service.

### V

#### VARIABLE COST

A cost that increases/decreases with increases/decreases in the amount of service provided.

# Proof of Publication

In the \_\_\_\_\_ Court of \_\_\_\_\_ County,  
State of Oklahoma

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

**CASE: Budget Summary**

SS:

Muskogee County

Kristina Hight, of lawful age, being duly sworn, upon oath states that she is the Sales Rep of the Newspaper Holdings, Inc., a corporation, owner and publisher of the Muskogee Phoenix, a daily newspaper, printed in the English language, that said newspaper is printed and published in Muskogee County, Oklahoma and has a paid general subscription circulation therein; that said newspaper is admitted and delivered to the United States Mails within Muskogee County, Oklahoma as second class mail matter, that said newspaper has been published in said county continuously and uninterrupted during a period of one hundred four (104) week consecutively, prior to the first publication of the notice or advertisement of which a copy is here too attached.

Affiant states that said newspaper has complied with all the provisions of Section 1 of Senate Bill No. 47 of the Nineteenth Legislature of the State of Oklahoma, passed and approved April 13, 1943, and the amendments thereto, and has complied with all the laws of the State of Oklahoma necessary to authorize it to publish legal notices and legal advertisements,

The advertisement above referred to, a true and printed copy of which is hereto attached, was published in said newspaper on the following dates, to-wit:

- 1<sup>st</sup> Insertion May 11, 2017
- 2<sup>nd</sup> Insertion
- 3<sup>rd</sup> Insertion
- 3<sup>rd</sup> Insertion
- 4<sup>th</sup> Insertion
- 5<sup>th</sup> Insertion

Said Notice was published in the regular edition of Said Newspaper and not in a supplement thereof.

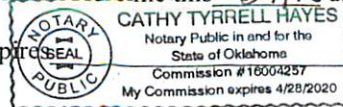
Publication Fees \$273.80

Signature \_\_\_\_\_

Account 151

Subscribed and sworn to before me this 12<sup>th</sup> day of May A.D., 2017

My Commission expires \_\_\_\_\_



Cathy Tyrrell Hayes  
Notary Public

**Public Hearing**

Notice is hereby given the City of Muskogee, Oklahoma will conduct a Public Hearing at 4:00 p.m. on the 16th day of May, 2017, at the Municipal Building at 229 W Okmulgee, in Council Chambers on the Third Floor (3rd and Okmulgee) for the purpose of discussing the Municipal Budget for the City of Muskogee, Oklahoma for the Fiscal year 2017-2018. Citizens of the City of Muskogee, Oklahoma will have an opportunity to provide written and oral comments.

**BUDGET SUMMARY**

	<u>PROJECTED BALANCE July 1, 2017</u>	<u>FY2017-2018 PROJECTED REVENUES</u>	<u>FY2017-2018 PROPOSED EXPENDITURES</u>	<u>FY2017-2018 PROPOSED NET TRANSFERS</u>	<u>PROJECTED BALANCE June 30, 2018</u>
<b>GENERAL FUND</b>	4,621,052.86	32,908,177.00	32,893,205.00	-603,000.00	4,636,024.86
<b>ENTERPRISE FUNDS</b>					
Hatbox Waterpark	89,403.00	503,000.00	550,586.00	0.00	41,817.00
Swim and Fitness	437,900.80	517,355.00	539,355.00	0.00	415,900.80
<b>Special Revenue &amp; Capital Projects Funds</b>					
Community Clean Up	44,615.77	50,000.00	65,000.00	50,000.00	29,615.77
Street and Alley	179,061.25	509,200.00	520,360.00	0.00	167,901.25
Solid Waste	416,146.13	372,400.00	371,700.00	0.00	416,846.13
Stormwater	3,299,494.27	1,179,320.00	1,178,454.35	0.00	3,300,359.92
Sales Tax Capital Outlay	7,797.09	1,171,875.00	1,163,563.00	0.00	16,109.09
Fire Department 10% Capital Outlay	218,657.72	125,000.00	0.00	0.00	343,657.72
Police Department 10% Capital Outlay	14,966.36	170,100.00	157,500.00	0.00	27,566.36
Non Uniform 10% Capital Outlay	48,721.64	125,000.00	0.00	0.00	728.64
Emergency 911	0.00	0.00	0.00	0.00	0.00
CDBG Small Cities	2,187.24	211,801.00	169,000.00	100,000.00	44,988.24
Home Grants	0.00	0.00	0.00	0.00	0.00
Community Development	31,634.56	400,000.00	400,000.00	0.00	31,634.56
Park Development	128,494.82	335,200.00	377,250.00	0.00	86,444.82
Park Development-Papillion	544.07	124,800.00	122,713.38		2,630.69
C. C. Hultquist Library	135,185.44	500.00	685.44	0.00	135,000.00
Repair and Replacement	90,056.58	59,050.00	80,000.00	0.00	69,106.58
Capital Investment 3/4 Cent	2,747.77	25.00	0.00	0.00	2,772.77
Economic Development	484,805.24	1,200,100.00	1,684,224.75	0.00	680.49
2009 Sales Tax Capital Improvements	163,485.18	0.00	0.00	0.00	163,485.18
2009 Sewer Rehabilitation Sales Tax	679,810.44	0.00	0.00	0.00	679,810.44
2014 Sales Tax Capital Improvements	484,646.17	1,036,971.75	800,000.00	0.00	721,617.92
2014 Sewer Rehabilitation Sales Tax	2,784,317.34	1,836,838.00	1,961,531.00	0.00	2,659,624.34
Street Maintenance/Installation	2,121,089.38	4,031,733.56	3,952,000.00	0.00	2,200,822.94
Employee Benefits-Non Uniformed	148,307.36	1,197,624.00	1,205,469.00	0.00	140,472.36
Employee Benefits-Police	0.00	1,197,624.00	1,222,095.00	0.00	-24,471.00
Employee Benefits-Fire	414,433.03	1,197,624.00	1,168,031.00	0.00	444,026.03
Cemetery Perpetual Care	170,215.14	12,500.00	88,000.00	0.00	94,715.14
75 Limited Access B Sales Tax	840.43	50.00	0.00	0.00	890.43
Davis Field Airport	337,031.88	902,632.00	969,047.00	0.00	270,616.88
Hotel/Motel Tax	551.54	950,075.00	946,245.00	0.00	4,381.54
<b>Internal Service Funds</b>					
Insurance Trust	0.00	12,000.00	12,000.00	12,000.00	0.00
Sales Tax Employee Benefits Health Ins	191,296.87	459,733.00	443,000.00	0.00	208,029.87
Life and Medical Insurance	3,864,614.18	4,695,676.00	3,600,000.00	0.00	4,960,290.18
Workers Compensation Self Insured	808.00	441,000.00	441,192.00	441,000.00	616.00
<b>Sinking Fund</b>	45,831.00	300,100.00	300,000.00	0.00	45,931.00
<b>TOTAL - ALL CITY FUNDS</b>	<b>21,660,750.55</b>	<b>58,235,084.31</b>	<b>57,555,189.92</b>	<b>0.00</b>	<b>23,340,644.94</b>

**RESOLUTION NO. 2692**

**A RESOLUTION APPROVING THE MUSKOGEE MUNICIPAL AUTHORITY, MUSKOGEE, OKLAHOMA, BUDGET FOR FISCAL YEAR 2017-2018 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY.**

**WHEREAS**, the Muskogee Municipal Authority desires to adopt the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216, where applicable; and

**WHEREAS**, the City Manager, acting as Executive Director, has prepared a budget for the fiscal year ending June 30, 2018 (FY 2017-2018) consistent with the Act; and

**WHEREAS**, The Act in Section 17-215 provides for the City Manager of the city, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

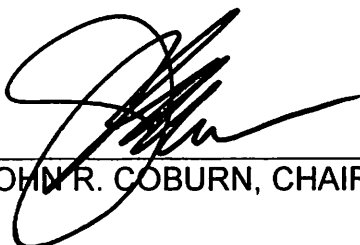
**NOW, THEREFORE, BE IT RESOLVED BY THE MUSKOGEE MUNICIPAL AUTHORITY, MUSKOGEE, OKLAHOMA:**

**SECTION 1:** The Muskogee Municipal Authority does hereby adopt the FY2017-2018 Budget on the 22nd day of May, 2017, with total resources available in the amount of \$14,576,911.00 and total fund/department appropriations in the amount of \$14,576,911.00. Legal appropriation (spending/encumbering limits) are hereby established as attached hereto.

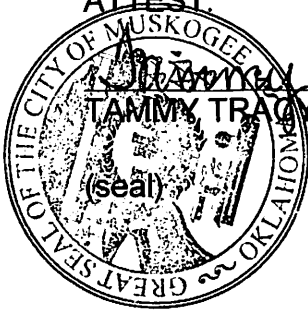
**SECTION 2.** The Muskogee Municipal Authority does hereby authorize the City Manager to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2017-2018, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Muskogee Municipal Authority.

**SECTION 3.** All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Muskogee Municipal Authority and filed with the State Auditor and Inspector.

**ADOPTED AND APPROVED**, by the Trustees of the Muskogee Municipal Authority a public trust of the City of Muskogee, Oklahoma, this 22nd day of May 2017.

  
\_\_\_\_\_  
JOHN R. COBURN, CHAIRMAN

ATTEST:



*Tammy L. Tracy*  
TAMMY TRACY, CITY CLERK

APPROVED as to form and legality this <sup>07th</sup> day of May, 2017.

A handwritten signature in black ink, appearing to read "Roy D. Tucker", written over a horizontal line.

ROY D. TUCKER, CITY ATTORNEY

APPROVED FOR FUNDING:

*Jean Kingston*  
JEAN KINGSTON, CITY TREASURER

**RESOLUTION NO. 2693**

**A RESOLUTION APPROVING THE MUSKOGEE PARKING AUTHORITY, MUSKOGEE OKLAHOMA BUDGET FOR FISCAL YEAR 2017-2018 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY.**

**WHEREAS**, the Muskogee Parking Authority desires to adopt the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216, where applicable; and

**WHEREAS**, the City Manager, serving as Executive Director, has prepared a budget for the fiscal year ending June 30, 2018 (FY 2017-2018) consistent with the Act; and

**WHEREAS**, The Act in Section 17-215 provides for the City Manager of the city, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MUSKOGEE PARKING AUTHORITY, MUSKOGEE, OKLAHOMA:**

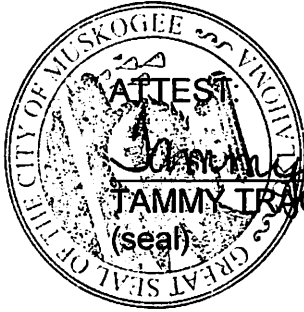
**SECTION 1:** The Muskogee Parking Authority does hereby adopt the FY 2017-2018 Budget on the 22nd day of May, 2017, with total resources available in the amount of \$740,153.00 and total fund/department appropriations in the amount of \$10,000.00. Legal appropriations (spending/encumbering limits) are hereby established as attached hereto.

**SECTION 2.** The Muskogee Parking Authority does hereby authorize the City Manager to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2017-2018, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Muskogee Parking Authority.

**SECTION 3.** All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Muskogee Parking Authority and filed with the State Auditor and Inspector.

**ADOPTED AND APPROVED**, by the Trustees of the Muskogee Parking Authority, a public trust of the City of Muskogee, Oklahoma this 22nd day of May 2017.

  
\_\_\_\_\_  
JOHN R. COBURN, CHAIRMAN



ATTES

*Tammy L. Tracy*

TAMMY TRACY, CITY CLERK

(seal)

APPROVED as to form and legality this 22nd day of May, 2017.

ROY D. TUCKER, CITY ATTORNEY

APPROVED FOR FUNDING:

JEAN KINGSTON, CITY TREASURER

**RESOLUTION NO. 2694**

**A RESOLUTION APPROVING THE CITY OF MUSKOGEE,  
OKLAHOMA BUDGET FOR FISCAL YEAR 2017-2018 AND  
ESTABLISHING BUDGET AMENDMENT AUTHORITY.**

**WHEREAS**, the City of Muskogee has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

**WHEREAS**, the City Manager has prepared a budget for the fiscal year ending June 30, 2018 (FY 2017-2018) consistent with the Act; and

**WHEREAS**, The Act in Section 17-215 provides for the City Manager of the city, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

**WHEREAS**, The City of Muskogee City Council has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing on May 11, 2017 in compliance with Section 17-208 of the Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA:**

**SECTION 1:** The City Council of the City of Muskogee does hereby adopt the FY 2017-2018 Budget on the 22nd day of May, 2017, with total resources available in the amount of \$79,532,284.00 and total fund/department appropriations in the amount of \$57,219,787.00. Legal appropriations (spending/encumbering limits) are hereby established as attached hereto.


**SECTION 2.** The City Council does hereby authorize the City Manager to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2017-2018, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the City Council.

**SECTION 3.** All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the City Council and filed with the State Auditor and Inspector.

**ADOPTED AND APPROVED**, by the City Council of Muskogee this 22nd day of May, 2017.




  
\_\_\_\_\_  
JOHN R. COBURN, MAYOR

  
ATTEST  
  
\_\_\_\_\_  
TAMMY TRACY, CITY CLERK

APPROVED as to form and legality this 22nd day of May, 2017.

  
\_\_\_\_\_  
ROY TUCKER, CITY ATTORNEY

APPROVED FOR FUNDING:

  
\_\_\_\_\_  
JEAN KINGSTON, CITY TREASURER