



FY 2016-2017



City of Muskogee



Operating &



Capital Budget



Muskogee 2020



Strategic Plan

REAL.OKIE
MUSKOGEE, OKLAHOMA



Approved by City Council June 13, 2016

CITY OF MUSKOGEE

ANNUAL BUDGET PROPOSAL

FISCAL YEAR 2016-2017

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

Roy D. Tucker
Interim City Manager

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CITY MANAGER BUDGET MESSAGE

Fiscal Year 2017

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 2016-2017. As required by law, the budget presented is balanced with revenue and expenditures.

Budget Approach

I considered two priorities in preparing this year's budget: infrastructure and employee compensation. Lining those priorities along with typical departmental and external agency needs posed a substantial challenge. As you know, cities in Oklahoma are highly dependent on sales and use tax revenue for operations. New retail sales and use tax revenue for operations are critical to being able to provide competitive compensation for employees and critical infrastructure for our community in the future. Many of efforts in the coming years will be directed towards increasing this important revenue stream.

Additionally, over the last two fiscal years, our reorganization of City Departments and the creation of the new Retail Business Enterprise Department did not create the necessary efficiencies we had hoped. In this fiscal year, we are proposing to a reorganizational structure which will dissolve the RBE Department, combining those duties between the Administrative Services Director/Assistant City Manager and the Director of Planning and Community Development, as well as, realigning the remaining City Departments into what I believe is a more efficient reporting structure. This, of course, will require modification of certain parts of the City Code.

There are several funds totaling \$60,407,137 that are of critical importance to this budget:

- General Fund - \$34,272,314
- Special Revenue & Capital Projects Funds - \$19,081,075
- Enterprise Funds - \$1,173,748
- Internal Service Funds - \$5,580,000
- Sinking Fund - \$300,000

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

- Muskogee Municipal Authority (Water and Sewer) Trust - \$13,438,714
- Muskogee Parking Authority Trust - \$155,000

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 increase by 2%, which mirrors the actual results we have seen from fiscal year 2016 through April.

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.

Our budget continues the practice of using unspent money from past years, sometimes referred to as carry forward, as revenue for the current year. Unfortunately, because our predictions last fiscal year of a sales tax increase of 3.5% went unrealized; our cash carry forward was less than expected.

Phase I of the Urban Renewal Area has seen tremendous growth, with the first tenant in River City Plaza, Dick's Sporting Goods, opening its door in October of 2015. Currently, approximately 90% of the space in the center is leased or reserved, which means the time is ripe for Phase II of the Urban Renewal Area in FY2017. 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 to the general fund.

The city is also working closely with private landowners to develop what has commonly become known as the 3 Corners Project, at the intersection of Highway 62 and Highway 69, and trying to work with businesses interested in locating downtown as well. All of these are potential revenue streams for future years. The City will continue to be aggressive with retail development, and through our continued contract with the Port of Muskogee, will seek industrial development.

Expenses:

The city budget accurately depicts known budget expenses for the coming fiscal year. Most service budgets were held flat, with the major increases coming in wages for employees. We have cut expenses in several areas, notably through increased performance in our health insurance system, which allowed the city to save 10% in premiums this year, as well as pass on savings to employees.

Outside agencies, such as the Chamber of Commerce, Port Authority and Transit Authority have made voluntary cuts for FY2017.

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. We are currently in negotiations to reduce these expenses, but have included the budget requests from these organizations in this proposal. The total request for management fees for the Roxy, Love Hatbox Sports Complex and the Civic Center is more than \$750,000.

Important Features

While maintaining a balanced proposed budget, several important features worthy of mention are included here:

- Splitting the salary of the Administrative Services Director and the Director of Planning and Community Development with 50% of each coming from the general fund and 50% of each coming from the Economic Development Fund. This will properly reflect the allocation of duties.
- Creation of three (3) new positions within the Public Works, Water Distribution Division to create a new shift of individuals charged with repairing and renovating water lines as needed.
- Terminating the lease of the RBE Department.
- Reclassifying the reporting of the two current employees from the RBE Department to the City Manager's Department.
- Setting aside \$555,000 in general fund revenues for wages.
- Recommending allocation of \$125,000 of the .75% Dedicated Sales Tax Revenue for wages.
- Closure of the Water Distribution Facility on Chicago Street, and relocation of those operations to the Public Works Facility on Cherokee Street.
- Leaving the 2016-2017 water and sewer rate increase with the Muskogee Municipal Authority.
- Creation of one (1) new position in the Pollution Control Division of Public Works.

In summary, the proposed budget totals \$60,489,022, which represents a 5.75% decrease from the prior year. The decrease is due to the completion of several capital improvement projects. The budget for the General Fund, the city's primary operating fund, is \$34,354,199, a 3.3% increase. In preparing this budget, the city has budgeted revenues to grow at the same modest rate as the past year, cut expenses where possible and implemented pay increases for staff and maintained our strategic, restricted cash reserve for emergencies.

However, as we present this budget we see the state with a \$1 billion shortfall and public school systems facing massive layoffs. 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, rather than relying on reserves or carry forward funding.

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.

Sincerely,

Roy D. Tucker
Interim City Manager

ALL 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.



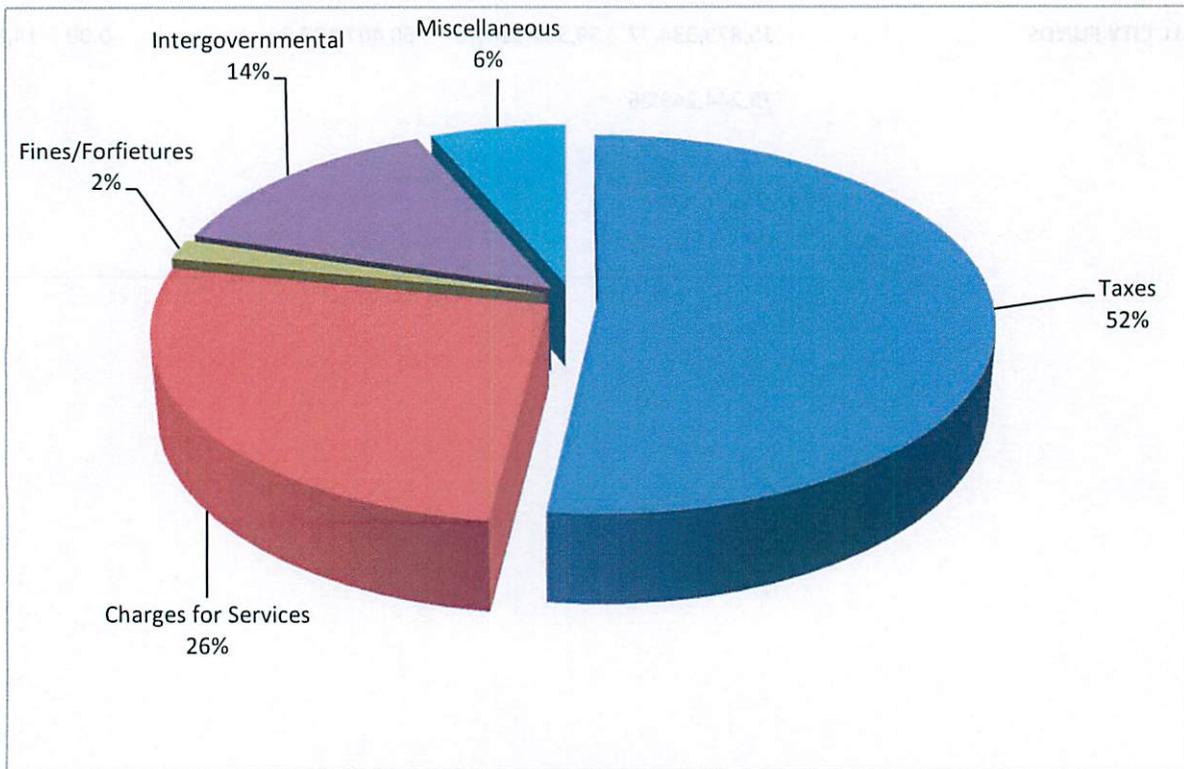
BUDGET SUMMARY

Fiscal Year 2016 - 2017

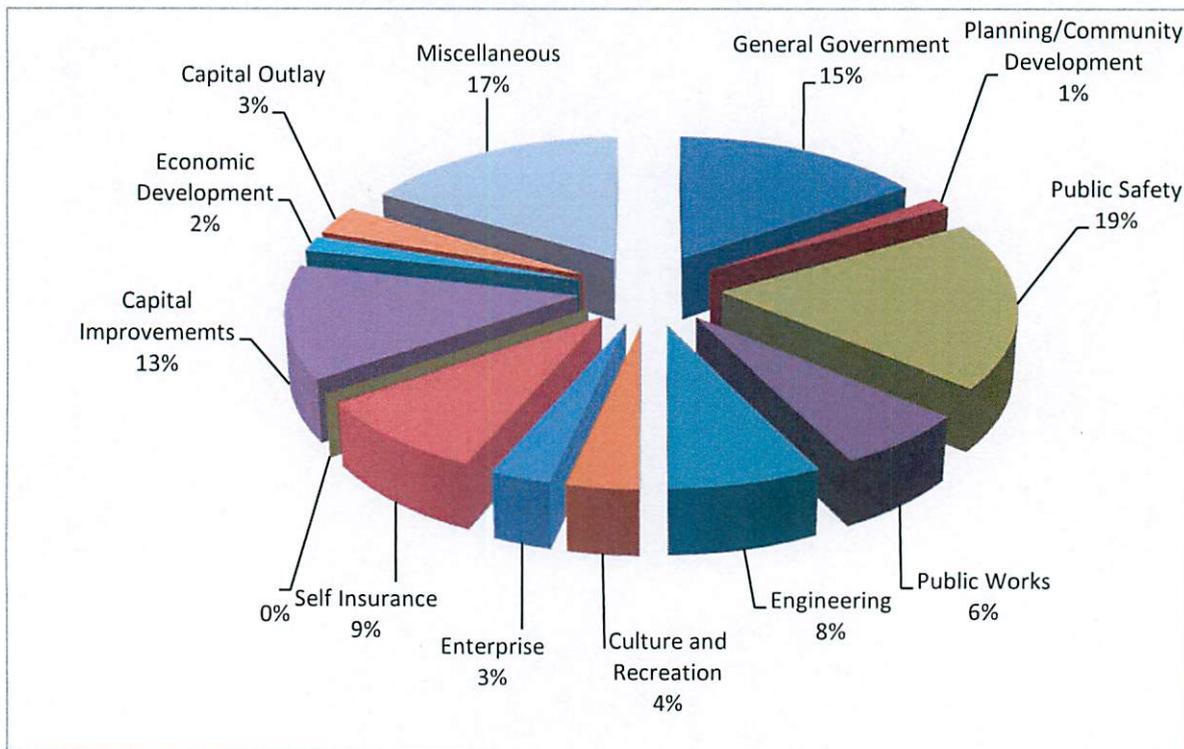
	PROJECTED BALANCE July 1, 2016	FY16-17 PROJECTED REVENUES	FY2016-2017 PROPOSED EXPENDITURES	FY2016-2017 PROPOSED NET TRANSFERS	PROJECTED BALANCE June 30, 2017
GENERAL FUND	4,994,367.00	32,911,480.00	34,272,314.00	-1,811,200.00	3,633,533.00
ENTERPRISE FUNDS					
Hatbox Waterpark	54,570.00	575,500.00	562,236.00	0.00	67,834.00
Swim and Fitness	330,904.00	573,400.00	611,512.00	0.00	292,792.00
Special Revenue & Capital Projects Funds					
Community Clean Up	17,960.00	50,000.00	65,000.00	50,000.00	2,960.00
Street and Alley	268,178.00	509,200.00	516,000.00	0.00	261,378.00
Solid Waste	246,348.00	372,400.00	368,000.00	0.00	250,748.00
Stormwater	2,031,827.00	1,179,320.00	921,454.00	0.00	2,289,693.00
Sales Tax Capital Outlay	427,230.00	1,256,063.00	1,328,715.00	0.00	354,578.00
Fire Department 10% Capital Outlay	228,531.00	153,244.00	134,132.00	0.00	247,643.00
Police Department 10% Capital Outlay	35,617.00	173,344.00	157,500.00	0.00	51,461.00
Non Uniform 10% Capital Outlay	101,201.00	153,244.00	202,993.00	0.00	51,452.00
Emergency 911	63,313.00	550,209.00	550,209.00	461,200.00	63,313.00
CDBG Small Cities	69,708.00	100,000.00	169,000.00	100,000.00	708.00
Home Grants	314.00	0.00	0.00	0.00	314.00
Community Development	0.00	750,000.00	750,000.00	0.00	0.00
Park Development	323,511.00	335,200.00	369,200.00	0.00	289,511.00
Park Development-Papilion	0.00	124,800.00	122,713.00		2,087.00
C. C. Hultquist Library	135,184.00	300.00	300.00	0.00	135,184.00
Repair and Replacement	102,567.00	98,050.00	86,000.00	0.00	114,617.00
Capital Improvements 3/4 Cent	2,747.77	25.00	0.00	0.00	2,772.77
Economic Development	265,112.00	1,200,000.00	1,465,000.00	1,200,000.00	112.00
2009 Sales Tax Capital Improvements	4,617.00	112.49	0.00	0.00	4,729.49
2009 Sewer Rehabilitation Sales Tax	997,385.00	0.00	0.00	0.00	997,385.00
2014 Sales Tax Capital Improvements	370.00	1,115,630.00	1,116,000.00	0.00	0.00
2014 Sewer Rehabilitation Sales Tax	0.00	1,961,531.00	1,961,531.00	0.00	0.00
Street Maintenance/Installation	1,451,579.00	4,031,733.00	3,952,000.00	0.00	1,531,312.00
Employee Benefits-Non Uniformed	198,077.00	1,226,056.00	1,065,368.00	0.00	358,765.00
Employee Benefits-Police	79,730.00	1,226,056.00	1,196,624.00	0.00	109,162.00
Employee Benefits-Fire	546,915.00	1,226,056.00	1,076,336.00	0.00	696,635.00
Cemetery Perpetual Care	144,852.00	12,500.00	88,000.00	0.00	69,352.00
75 Limited Access B Sales Tax	70,642.00	0.00	0.00	0.00	70,642.00
Davis Field Airport	451,733.00	220,177.00	440,500.00	0.00	231,410.00
Hotel/Motel Tax	768.00	981,075.00	978,500.00	0.00	3,343.00
Internal Service Funds					
Insurance Trust	9,056.00	12,700.00	15,000.00	0.00	6,756.00
Sales Tax Employee Benefits Health Insurance	185,838.00	459,733.00	443,000.00	0.00	202,571.00
Life and Medical Insurance	1,992,752.00	5,138,676.00	4,735,000.00	0.00	2,396,428.00
Workers Compensation Self Insured	0.00	387,000.00	387,000.00	0.00	0.00

Sinking Fund	45,831.00	300,100.00	300,000.00	0.00	45,931.00
TOTAL - ALL CITY FUNDS	15,879,334.77	59,364,914.49	60,407,137.00	0.00	14,837,112.26
	75,244,249.26				

REVENUES BY SOURCES



EXPENDITURES BY FUNCTION



GENERAL FUND

During FY 2015-2016, 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 is provides a desirable environment for growth in residential, commercial, and quality jobs opportunities.



GENERAL FUND SUMMARY

Fiscal Year 2016 – 2017

REVENUE	FY2015 ACTUAL	FY2016 BUDGET	FY2016 EST ACTUAL	FY2017 PROPOSED
Sales Tax	\$13,674,689.00	\$14,283,180.00	\$13,675,000.00	\$13,948,500.00
Cigarette/Tobacco Tax	\$280,474.00	\$280,000.00	\$284,000.00	\$280,500.00
Use Tax	\$1,742,622.00	\$1,600,000.00	\$1,836,868.00	\$1,850,000.00
Franchise Tax	\$2,336,070.00	\$2,235,000.00	\$2,250,000.00	\$2,275,000.00
Alcohol Beverage Tax	\$156,062.00	\$150,000.00	\$159,000.00	\$160,000.00
Bldg. Struct. Permits	\$144,157.00	\$125,000.00	\$140,990.00	\$140,000.00
Business Licenses/Permits	\$134,509.00	\$125,000.00	\$126,000.00	\$130,000.00
State/Federal Grants	\$12,500.00	\$25,000.00	\$25,000.00	\$25,000.00
Foundation Grants	\$76,878.00	\$107,000.00	\$107,000.00	\$86,000.00
Water Revenue	\$5,410,582.00	\$6,148,400.00	\$6,268,400.00	\$6,354,000.00
Sewer Service Fees	\$2,650,925.00	\$3,170,680.00	\$3,125,000.00	\$3,170,680.00
Refuse Coll & Disp	\$2,332,825.00	\$2,232,000.00	\$2,504,677.00	\$2,550,000.00
Penalties	\$336,470.00	\$312,000.00	\$312,000.00	\$312,000.00
Reconnect Fees	\$215,095.00	\$173,000.00	\$173,000.00	\$173,000.00
Fines & Forfeitures	\$1,035,085.00	\$955,000.00	\$900,000.00	\$1,007,000.00
Youth Program	\$0.00	\$0.00	\$0.00	\$0.00
Sherriff's Fees	\$22,542.00	\$24,000.00	\$23,555.00	\$23,000.00
Interest Earned	\$191,195.00	\$50,000.00	\$50,000.00	\$50,000.00
Rents & Concessions	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00
Sanitary Landfill	\$175,326.00	\$167,000.00	\$187,000.00	\$187,000.00
Parking Meters & Fines	\$1,117.00	\$1,200.00	\$1,200.00	\$1,200.00
Cemetery Receipts	\$87,994.00	\$85,000.00	\$85,000.00	\$85,000.00
Honeywell settlement	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Surplus/Misc. Income	\$111,479.00	\$100,000.00	\$47,500.00	\$100,000.00
Total Revenues	\$31,132,196.00	\$32,352,060.00	\$32,284,790.00	\$32,911,480.00
Other Sources	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$31,132,196.00	\$32,352,060.00	\$32,284,790.00	\$32,911,480.00

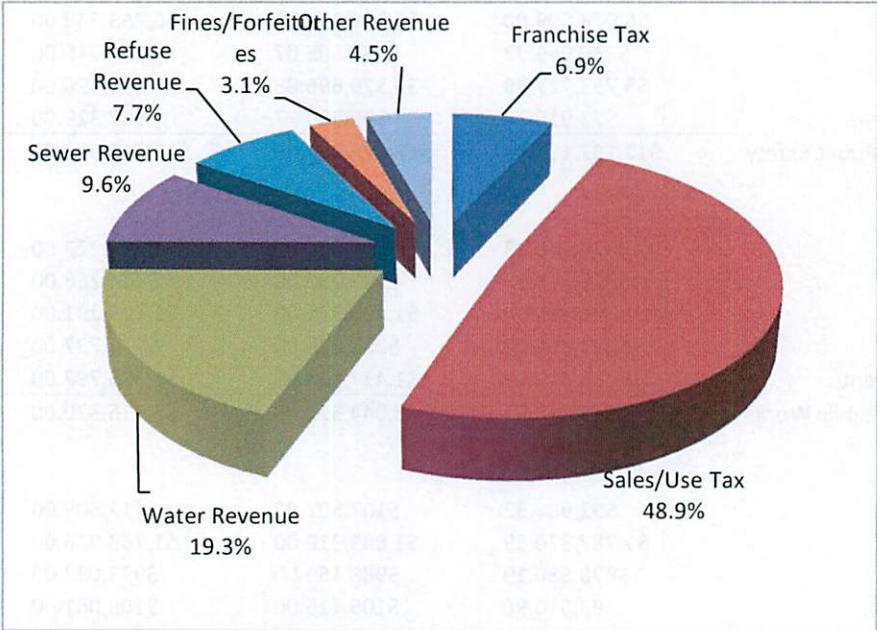
EXPENDITURES

General Government

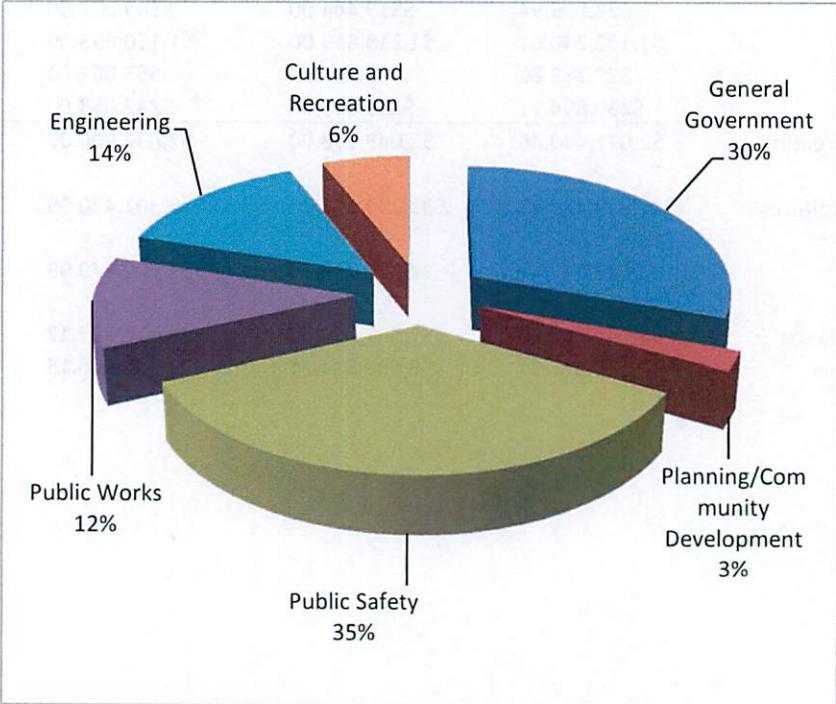
General Government	\$3,675,993.83	\$3,480,943.00	\$4,032,816.80	\$3,761,154.00
City Clerk	\$441,934.78	\$462,896.40	\$447,277.19	\$750,263.60
City Attorney	\$303,309.86	\$307,492.00	\$275,070.00	\$334,753.71
City Manager	\$221,742.04	\$299,148.00	\$275,934.00	\$376,390.51
Equipment Maintenance	\$2,223,182.41	\$2,200,000.00	\$2,020,528.00	\$2,242,145.40
Facilities Management	\$288,314.05	\$855,115.00	\$674,608.00	\$688,816.80
Procurement/General Services	\$259,468.06	\$177,673.00	\$246,701.00	\$295,827.20
Personnel & Safety	\$382,222.01	\$461,816.00	\$380,403.00	\$366,934.12
Finance	\$176,781.40	\$176,316.00	\$168,910.00	\$181,079.10
Revenue	\$698,694.87	\$692,614.00	\$689,740.00	\$717,319.20
Information Technology	\$559,652.82	\$656,967.00	\$633,999.00	\$733,291.30
Total General Government	\$9,231,296.13	\$9,770,980.40	\$9,845,986.99	\$10,447,974.94

Planning/Community Development	\$829,611.84	\$841,869.33	\$809,280.00	\$857,415.46
Public Safety				
Police Services	\$6,078,509.00	\$6,159,094.34	\$6,253,349.00	\$6,028,897.82
Animal Shelter	\$230,966.32	\$237,605.07	\$238,716.00	\$234,463.30
Fire Services	\$5,753,727.38	\$5,579,696.88	\$6,056,596.00	\$5,736,348.10
Emergency Management	\$73,915.23	\$95,920.77	\$67,329.00	\$74,120.80
Total Public Safety	\$12,137,117.93	\$12,072,317.06	\$12,615,990.00	\$12,073,830.02
Public Works				
Administration	\$379,720.13	\$361,056.00	\$394,227.00	\$381,983.80
Environmental Control	\$410,718.12	\$523,790.00	\$474,268.00	\$543,462.30
Streets	\$1,390,365.54	\$1,400,325.00	\$1,295,291.00	\$1,423,863.70
Traffic Engineering	\$224,864.20	\$222,028.00	\$226,737.00	\$230,622.40
Solid Waste Management	\$1,269,447.92	\$1,437,123.00	\$1,325,797.00	\$1,434,606.00
Total Public Works	\$3,675,115.91	\$3,944,322.00	\$3,716,320.00	\$4,014,538.20
Engineering				
Administration	\$92,986.32	\$107,502.00	\$117,609.00	\$115,195.90
Water Supply	\$1,787,370.59	\$1,849,910.00	\$1,763,916.00	\$1,869,956.00
Water Distribution	\$878,880.19	\$988,159.00	\$973,033.00	\$1,160,250.40
Pollution Management	\$93,510.90	\$105,116.00	\$109,081.00	\$108,458.10
Waste Treatment	\$735,146.46	\$1,081,946.00	\$905,249.00	\$1,054,344.00
Pollution Collection	\$386,962.10	\$438,000.00	\$418,066.00	\$449,935.20
Total Engineering	\$3,974,856.56	\$4,570,633.00	\$4,286,954.00	\$4,758,139.60
Culture and Recreation				
Recreation	\$628,806.94	\$519,444.00	\$545,087.00	\$525,527.10
Parks and Grounds	\$1,132,240.61	\$1,218,813.00	\$1,180,693.00	\$1,249,843.80
Library	\$79,788.80	\$72,406.00	\$65,067.00	\$72,406.00
Cemetery	\$230,604.11	\$238,495.00	\$242,053.00	\$272,639.00
Total Culture and Recreation	\$2,071,440.46	\$2,049,158.00	\$2,032,900.00	\$2,120,415.90
Total Department Expenditures	\$31,919,438.83	\$33,249,279.79	\$33,307,430.99	\$34,272,314.12
Change in Fund Balance	-\$787,242.83	-\$897,219.79	-\$1,022,640.99	-\$1,360,834.12
Projected Beginning Fund Balance	\$6,804,570.00	\$7,507,054.00	\$6,017,327.17	\$4,994,686.18
Projected Ending Fund Balance	\$6,017,327.17	\$6,609,834.21	\$4,994,686.18	\$3,633,852.06

General Fund Revenues



General Fund Expenditures



GENERAL GOVERNMENT

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 budget provided opportunities to:

- Help fund election for Sunday sales of mixed-beverage, high-point beer and wine.
- Complete JDC relocation.
- Complete MLKCC new construction.
- Provided funding for operation of MLKCC by NBN.
- Completion and first tenants of URA.
- Professionalized, through third party operations, management of Civic Center and Roxy Theater.
- Healthcare changes resulting in decreased out-of-pocket and increased coverage.

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

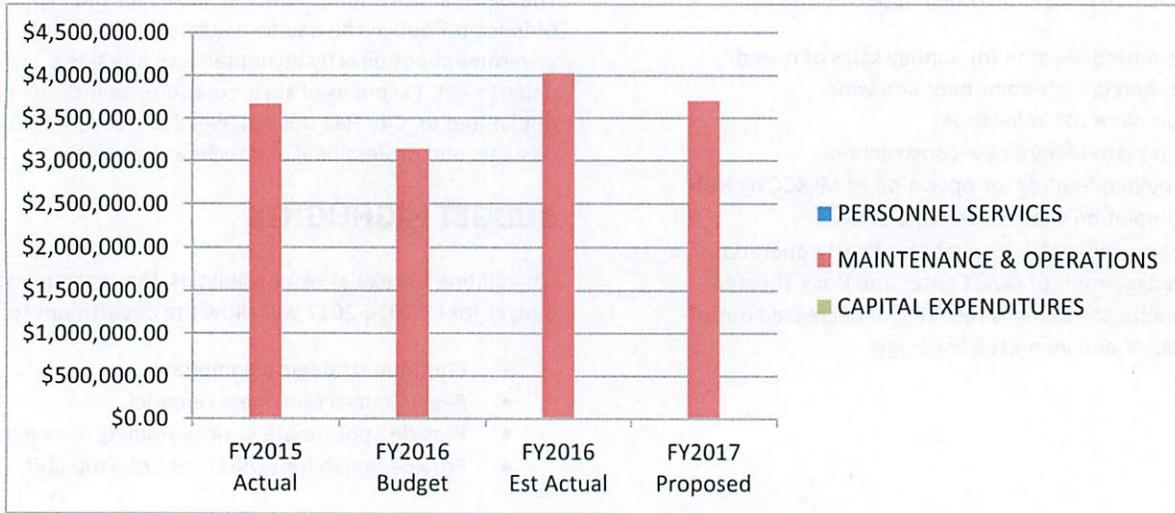
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Continue strategic plan updates.
- Begin Council Chambers remodel.
- Provide appropriate Council training as needed.
- Provide match for CDBG Grant of \$100,000.

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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAINTENANCE & OPERATIONS	\$3,675,993.00	\$3,139,868.00	\$4,032,816.00	\$3,843,039.00	22.39%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
No Positions Funded				

CITY ATTORNEY

General Government

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 budget provided an opportunity for the department to engage in the following activities:

- Applied for and received funding from the City of Muskogee Foundation to continue the operation of the successful adult and juvenile community programs providing nearly **ten thousand hours of community service equating to one hundred thousand dollars in outstanding fines.**
- Facilitated the creation of the Dr. Martin Luther King Jr. Trust Authority.
- Actively pursued the successful collection of in excess of \$30,000.00 in delinquent Hotel/Motel tax payments.
- Engaged in community outreach through public speaking and presentations on municipal initiatives and issues to foster community understanding and support.
- Prosecuted in excess of four thousand 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 redevelopment of the Urban Renewal Area.

Facilitated the creation of the Dr. Martin Luther King, Jr. Trust Authority

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. 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.

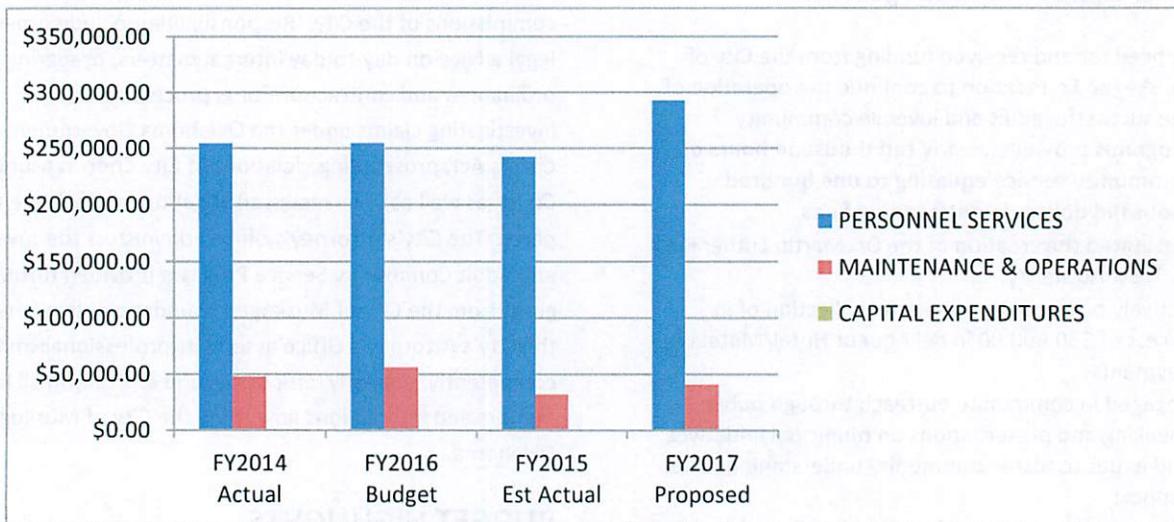
BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2016-2017 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
- Provide funding necessary for professional membership and development

EXPENDITURE BY CATEGORY

Expenditure Category	FY2014 Actual	FY2016 Budget	FY2015 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$255,021.00	\$255,205.00	\$242,900.00	\$293,178.00	14.88%
MAINTENANCE & OPERATIONS	\$48,178.00	\$56,432.00	\$32,170.00	\$41,325.00	-26.77%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$250.00	0.00%



AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
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

CITY CLERK & COURT

General Government

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 budget provided opportunities to:

- The Court Division processed more than 5,000 citations and arrests in FY 15-16 averaging a total of \$84,000/month in cash receipts
- Continued improvement to Policy and Procedure manuals
- Improved technology and communication
- Continued 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

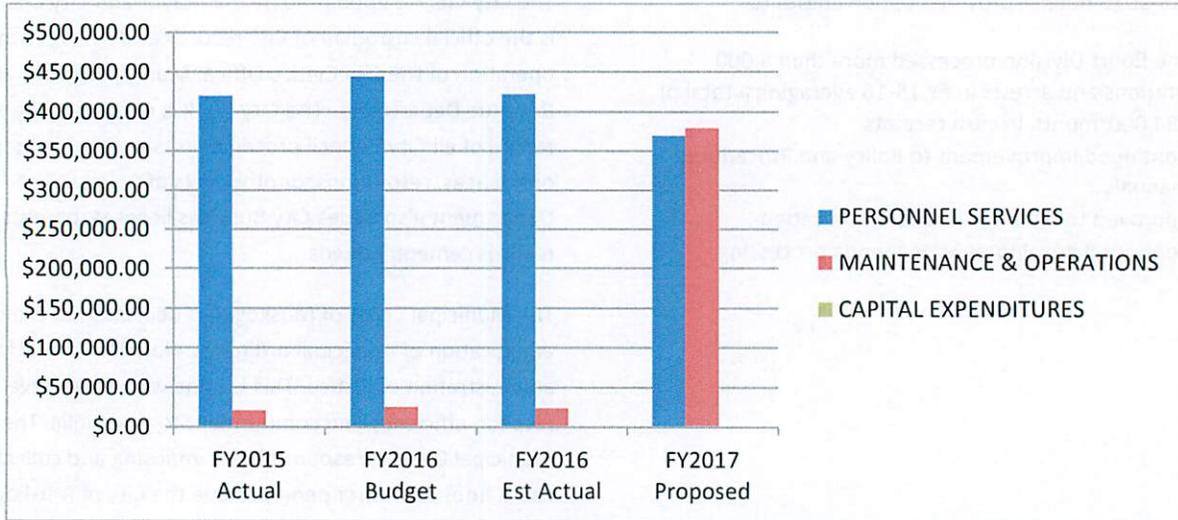
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- 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.

The Court Division processed more than 5,000 citations and arrests in FY 15-16 averaging a total of \$40,000/month in cash receipts.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$420,769.00	\$444,621.00	\$422,801.00	\$370,255.00	-16.73%
MAINTENANCE & OPERATIONS	\$21,165.00	\$26,026.00	\$24,476.00	\$380,008.00	1360.11%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	2	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 2015-2016 provided an opportunity for the department to:

- Introduce “Real-Time” payments via Paymentus Corporation’s online utility payment system. This new service allows customers’ utility payments to be applied to their accounts for immediate credit via telephone or online access.
- Provided meter technician renewal training for D-Waterworks Operation licensing through the Department of Environmental Quality
- Distribution of “New Customer Packets” for new residents, informing them of City services, City events, contact phone numbers, voter registration, city maps and general community information.
- Performed over 32,107 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

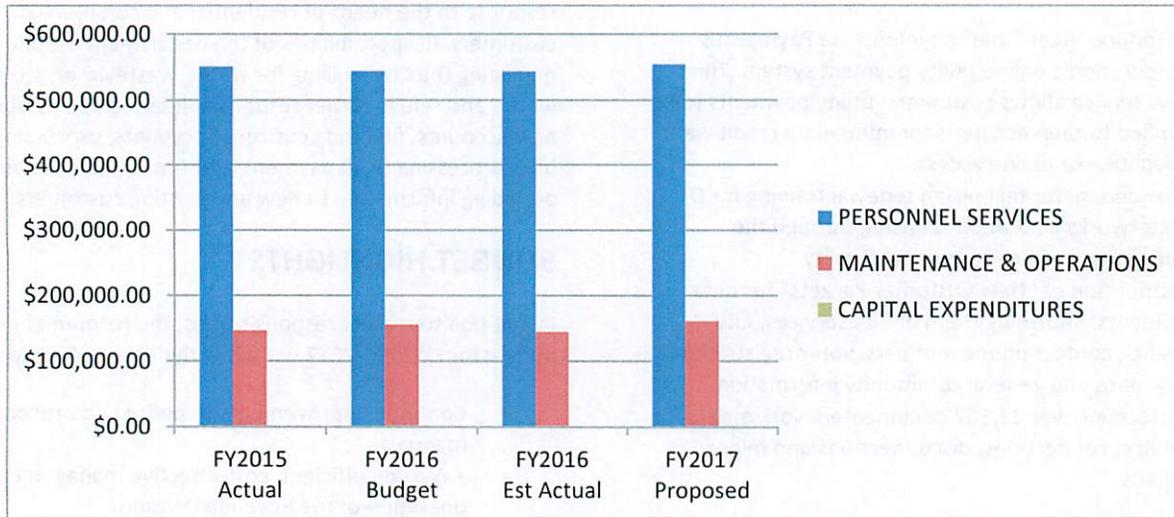
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$551,797.00	\$544,503.00	\$544,389.00	\$555,459.00	2.01%
MAINTENANCE & OPERATIONS	\$147,197.00	\$156,615.00	\$145,351.00	\$161,860.00	3.35%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	3
CASHIER	2	2	2	2
UTILITY CLERK RECEPTIONIST	1	1	1	1

CITY MANAGER

General Government

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 budget provided opportunities to:

- Implemented Citizen Action Center for citizen interaction with the City.
- Deployed new City website.
- Hiring of an Administrative Services Director
- Migrated Retail Business activities into Administrative Services Director.
- Modified Safety Manager's Direct report.
- Began Land Banking for redevelopment infill lot.
- Assisted in the creation of a new MLKCC Trust Authority.
- Hired a new full time safety manager to report to the Administrative Services Director.

DESCRIPTION

Since the resignation of City Manager Howard W. Brown, Jr. effective January 1, 2016, Roy D. Tucker has served as the Interim City Manager. As City Manager and the City's Chief Administrative officer, Mr. Tucker 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

The mission of the City Manager's Office is to provide effective leadership in the support of the policies identified by the Mayor and City Council.

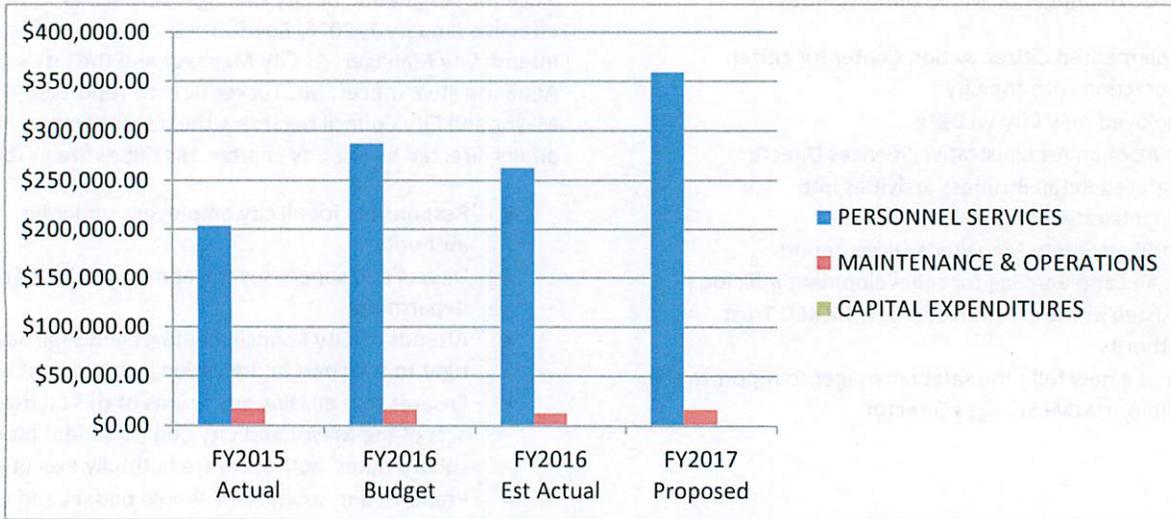
BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Migrated Retail Business activities into Administrative Service Director.
- Change of Organization Structure of Departments.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$204,029.00	\$287,756.00	\$263,071.00	\$359,680.00	24.99%
MAINTENANCE & OPERATIONS	\$17,712.00	\$16,710.00	\$12,863.00	\$16,710.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
CITY MANAGER	1	1	1	1
CITY MANAGER OFFICE ADMIN I	1	1	1	1
EXECUTIVE ASSISTANT	0	0	0	1
SAFETY COORDINATOR	0	0	0	1

FLEET MANAGEMENT

General Government

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 budget provided opportunities 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 2 new sanitation trucks, and 1 new dump truck to improve the rolling stock in 5 City departments

Chosen as one of The 100 Best Fleets in North America for third year in a row. Muskogee ranked 54th overall, our highest ranking to date.

Hosted the 2015 Oklahoma Public Fleet Management Association Annual Conference. This conference brought over 250 fleet professionals from across the nation to Muskogee.

Technician Kasey Thomson obtained the Fleet Departments first ASE certification.

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.

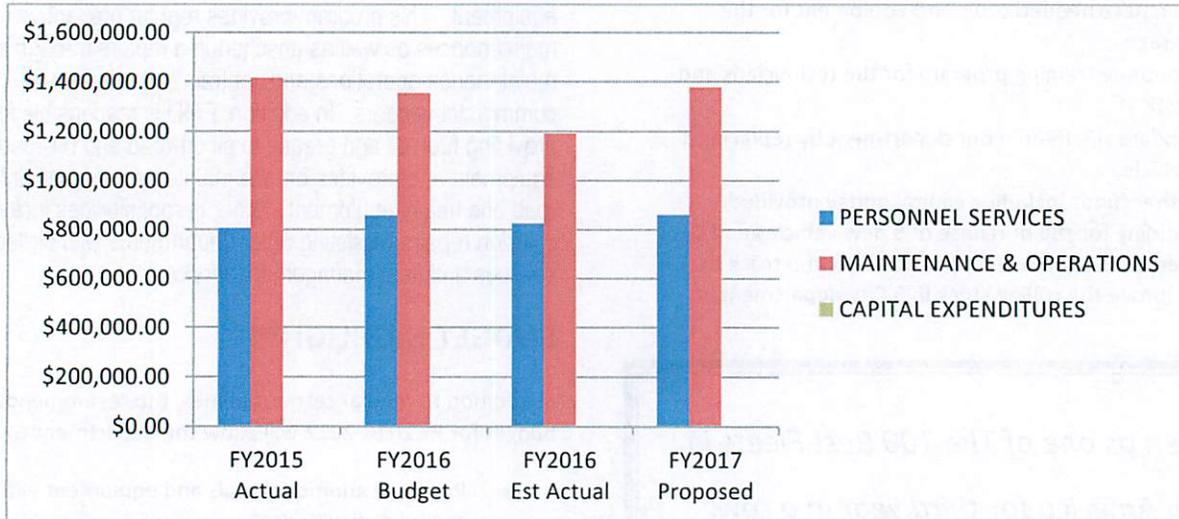
BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department 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 computer work stations on the garage shop floor, allowing the technicians to access work orders and online repair sites from their work areas.
- Add GPS/Tracking to ½ the city fleet which will assist in better management of the fleet.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$807,075.00	\$858,746.00	\$826,940.00	\$862,482.00	0.44%
MAINTENANCE & OPERATIONS	\$1,416,106.00	\$1,355,049.00	\$1,193,588.00	\$1,379,663.00	1.82%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	0	1	1	0
AUTOMOTIVE MECHANIC II	8	9	9	9
AUTOMOTIVE MECHANIC I	4	2	3	3
AUTOMOTIVE SERVICE TECHNICIAN	2	2	2	2
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 2015-2016 budget provided opportunities to:

- Complete over 1000 maintenance service requests City wide.
- Repair the Civic Center boiler and chiller Systems.
- Install a new server in the Energy Building Integrator which controls the HVAC mechanical systems city wide.
- Repair chiller at the Police Department.
- Complete a major facilities renovation and improvements project at Spaulding Park making the park an updated, clean, safe and fun environment for the public's use.
- Improvements project at the RCWP to include new roofs.
- Repair and install new roofs on the Library, Teen Center and Fire station #5.
- New Lights and Controllers at both Honor Heights and Robison Parks Tennis Courts.
- Design and 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 purchase and implementation of the new Maintenance Management Software that will help

Facilities Management become more efficient in communicating with City staff and Citizens *and* increase our ability to be proactive and accountable in our work practices and project management increasing our overall ability to take care of the City of Muskogee's Facilities.

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

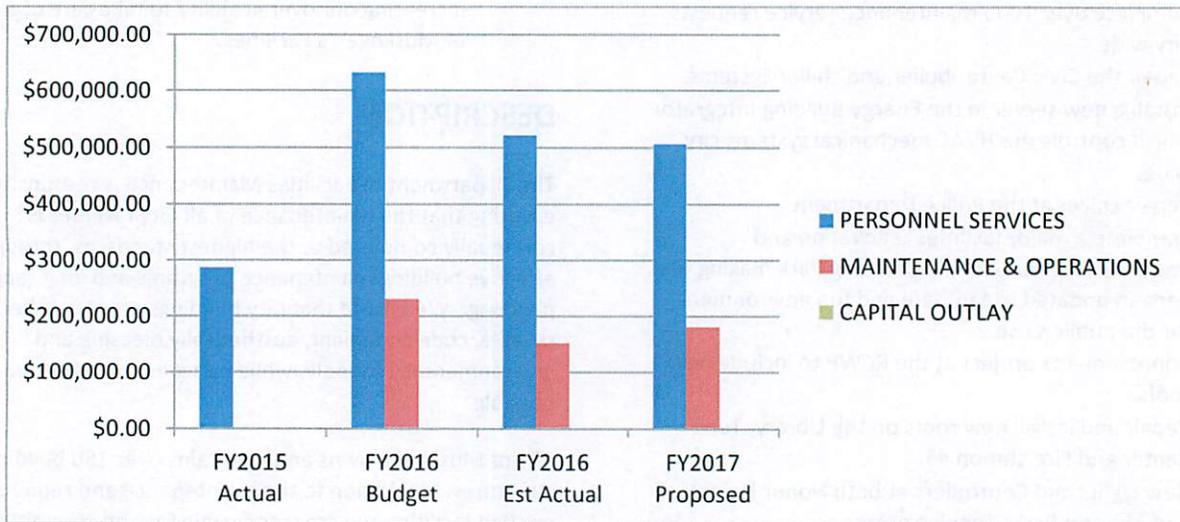
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Improvements and re-plastering of the Pool and Lazy River at the RCWP.
- Improvements at the Water Distribution Facility.
- ADA improvements at the Dance Hall at the HatBox Facility.
- Repair and preventative maintenance of 26 power back-up generators located throughout the City of Muskogee with a new maintenance agreement.
- Employees will receive training as needed in electrical, plumbing, mechanical and other areas pertaining to maintenance.
- Prospective goal is acquiring a Grant for LED lighting for City Hall
- Renew Maintenance Agreements for chillers and boilers for Civic Center, City Hall and Library.

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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$288,314.00	\$633,377.00	\$522,052.00	\$507,168.00	-19.93%
MAINTENANCE & OPERATIONS	\$0.00	\$231,593.00	\$152,556.00	\$181,648.00	-21.57%
CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	0%



AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
FACILITIES MAINTENANCE MANAGER	0	1	1	1
FACILITIES MAINTENANCE LEADER III	0	1	1	1
FACILITIES MAINTENANCE MECHANIC II	0	1	1	1
FACILITIES MAINTENANCE MECHANIC I	0	1	1	1
FACILITIES MAINTENANCE WORKER I	7	7	7	6
FACILITIES MAINTENANCE WORKER III	0	1	1	0
FACILITIES MAINTENANCE COORDINATOR	0	0	0	1
FACILITIES MAINTENANCE TECHNICIAN	0	1	1	1
CUSTODIAN	0	2.5	2.5	0

FINANCE

General Government

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 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

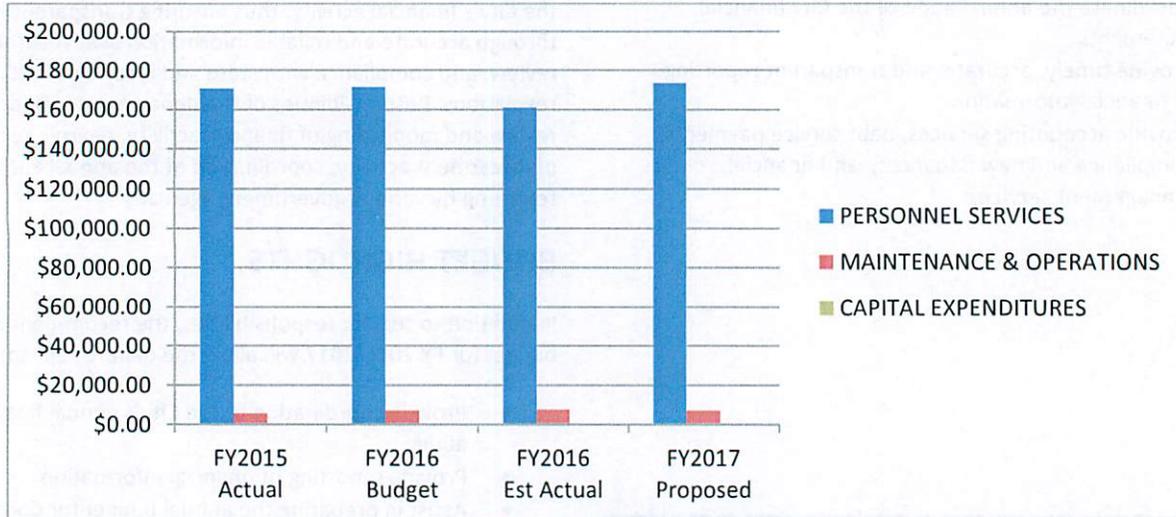
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- 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

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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$171,035.00	\$171,855.00	\$161,208.00	\$173,742.00	1.10%
MAINTENANCE & OPERATIONS	\$5,746.00	\$7,337.00	\$7,702.00	\$7,337.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
City Treasurer	1	1	1	1
Accounting Clerk II	1	1	1	1
Accounting Clerk I	1	1	1	1

HUMAN RESOURCES / SAFETY

General Government

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided opportunities to:

- Continued to see significant savings to insurance fund and to plan participants due to expanded insurance network (Blue Options)
- 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, retirement and safety and loss control.

BUDGET HIGHLIGHTS

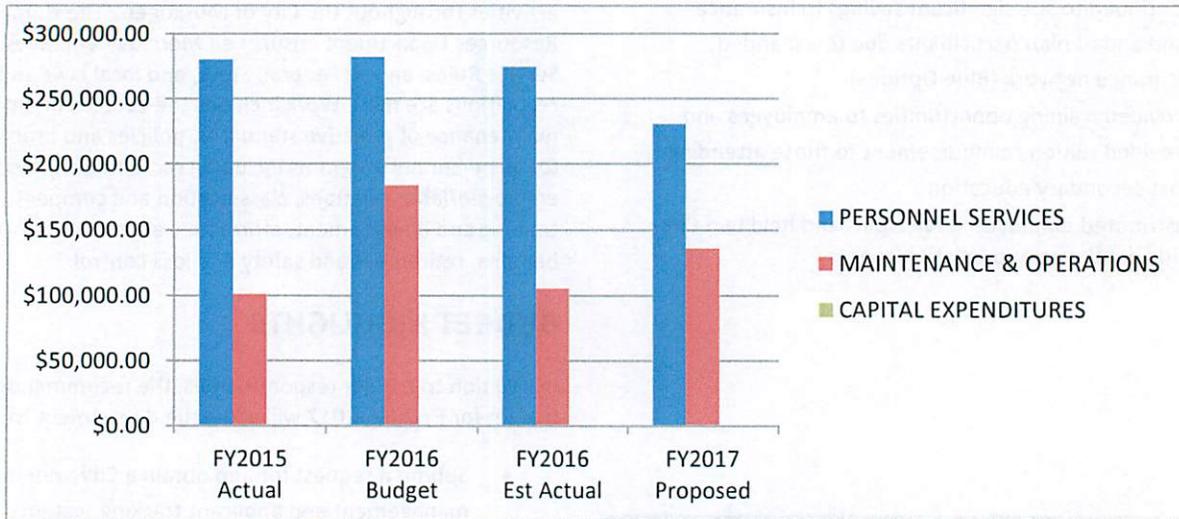
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Submit a request for and obtain a City-wide time management and applicant tracking system
- Decrease medical insurance premium contributions by 10% for the City and each employee election tier
- Acknowledge employees for their years of service and dedication to the organization
- Obtain appropriate safety and preventative gear for employees
- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$280,726.00	\$282,589.00	\$274,853.00	\$230,854.00	-18.31%
MAINTENANCE & OPERATIONS	\$101,495.00	\$183,970.00	\$105,550.00	\$136,080.00	-26.03%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
HR Director	1	1	1	1
HR Specialist	1	1	1	1
Safety Manager	1	1	1	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 2015-2016 budget provided opportunities to:

- Refreshed half of the aging technology in the City.
- Install the Citizen Action Center on our website and mobile app to provide a portal for citizens to report and track problems from start to finish.
- Replace our core data center switch with newer, more efficient technology that improved throughput significantly.
- Replace and expand our online storage for file servers, application servers and other critical infrastructure.
- Initiate real-time payment solution for customers paying online or by phone.
- Upgrade police modems to 4g LTE.
- Install AquaHawk water monitoring system to allow residents to monitor their water usage, receive alerts, and estimate their monthly water bills.

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

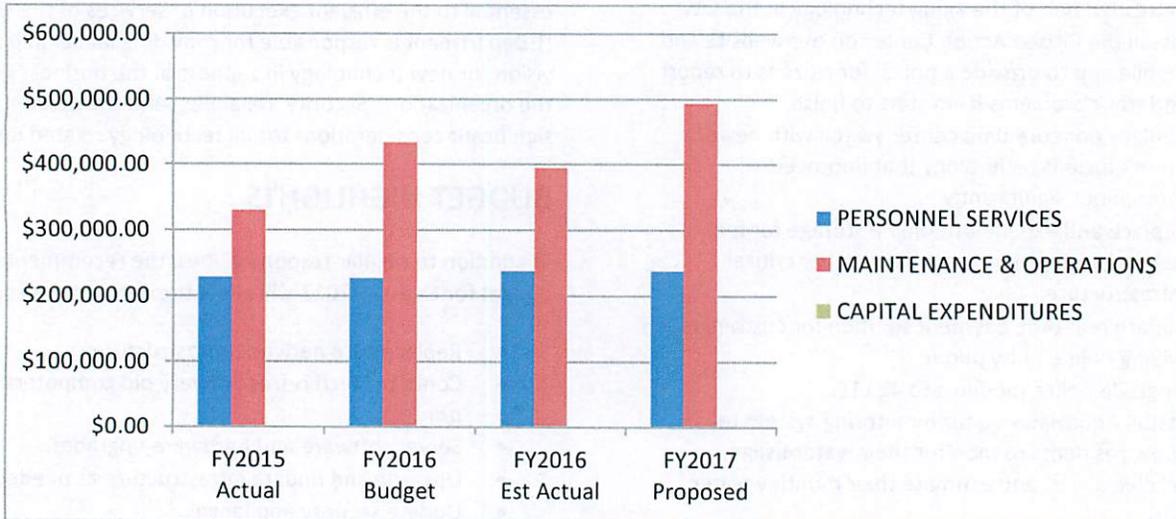
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Replace core network infrastructure.
- Continue Tech refresh of very old computers and printers.
- Server software and hardware upgrades.
- Upgrade and update infrastructure as needed.
- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$229,485.00	\$227,415.00	\$238,717.00	\$238,818.00	5.01%
MAINTENANCE & OPERATIONS	\$330,167.00	\$433,473.00	\$395,282.00	\$494,473.00	14.07%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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 2015-2016 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

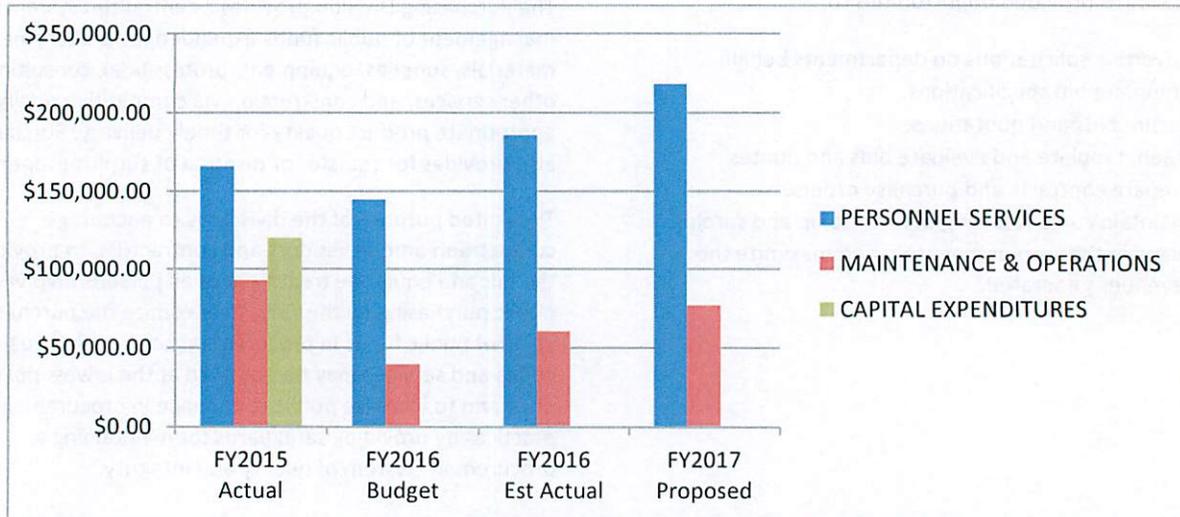
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Rewrite the Purchasing Policies and Procedures Manual.
- Combined all departments OG&E billings.
- Centralized purchasing office supplies, janitorial supplies and uniforms rental.
- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$166,388.00	\$144,962.00	\$186,177.00	\$218,667.00	50.84%
MAINTENANCE & OPERATIONS	\$93,079.00	\$39,885.00	\$60,524.00	\$77,160.00	93.46%
CAPITAL EXPENDITURES	\$120,000.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
PURCHASING MANAGER	1	1	1	1
PURCHASING CLERK II	1	1	1	1
BUILDING MAINT TECHNICIAN	1	1	0	0
CUSTODIAN	2	0	2	2
CONTRACT MANAGER	1	1	1	1

PLANNING & COMMUNITY DEVELOPMENT

Planning, Code Enforcement and Inspections

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 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) (\$1,000,000) and a match from the Capital Improvement Projects (CIP) funding (\$900,000) as approved by the citizens of Muskogee. Currently over 250 derelict structures have been demolished through this grant. The funding will demolish over 400 dilapidated, derelict structures once completed.
- “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 \$300,000. Five (5) of the twelve (12) projects are completed and have a Certificate of Occupancy.
- “Housing Rehabilitation & Revitalization Program” – Seventeen (17) owner occupied homes received exterior renovations. This program was funded through a grant from the CoMF in the amount of \$300,000.

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.

The Code Enforcement Division enforces all city ordinances in reference to derelict structures, dilapidated property, and accumulation of weeds, grass and trash, care of premises, off-street parking and zoning violations.

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.

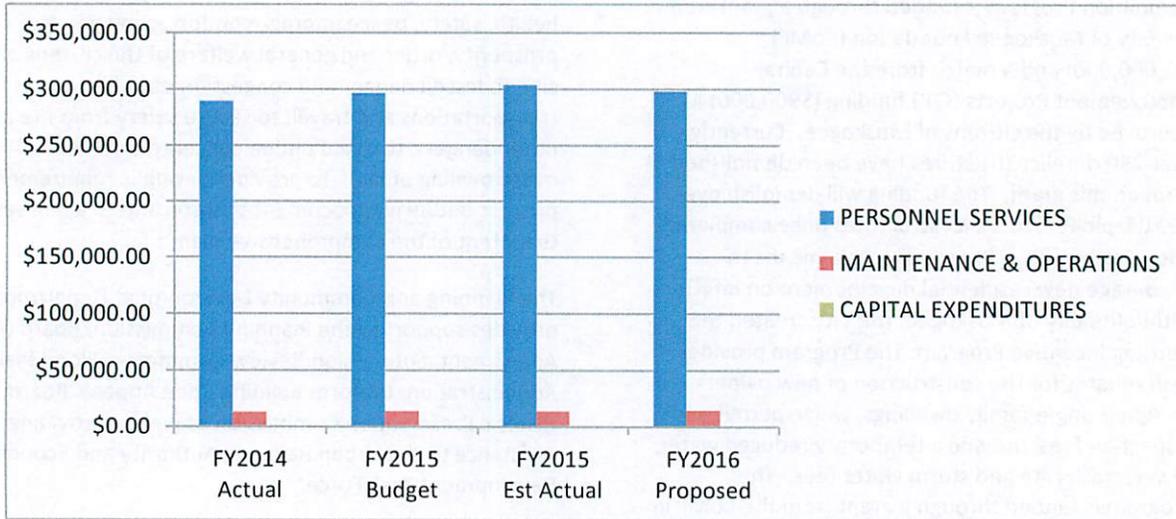
BUDGET HIGHLIGHTS

In conjunction with the Planning and Community Development Department’s normal functions the FY 2016-2017 budget will enable the following:

- Continued training and certifications for all employees within the Planning Department, Code Enforcement Division and Inspection Department.
- Continued administration services of the Foundation 400 Demolition Program, Housing Rehabilitation & Revitalization Program, Housing Incentive Program, and Abatement Program.
- Provide administration services for the Downtown Loft Apartment Incentive Program and upon approval from the Oklahoma Housing Finance Agency provide down payment and closing cost assistance for citizens purchasing homes within the city limits of Muskogee.

**EXPENDITURE BY CATEGORY
PLANNING AND COMMUNITY DEVELOPMENT**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$289,963.00	\$297,324.00	\$304,305.00	\$316,256.00	6.37%
MAINTENANCE & OPERATIONS	\$13,379.00	\$14,260.00	\$14,403.00	\$15,090.00	5.82%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

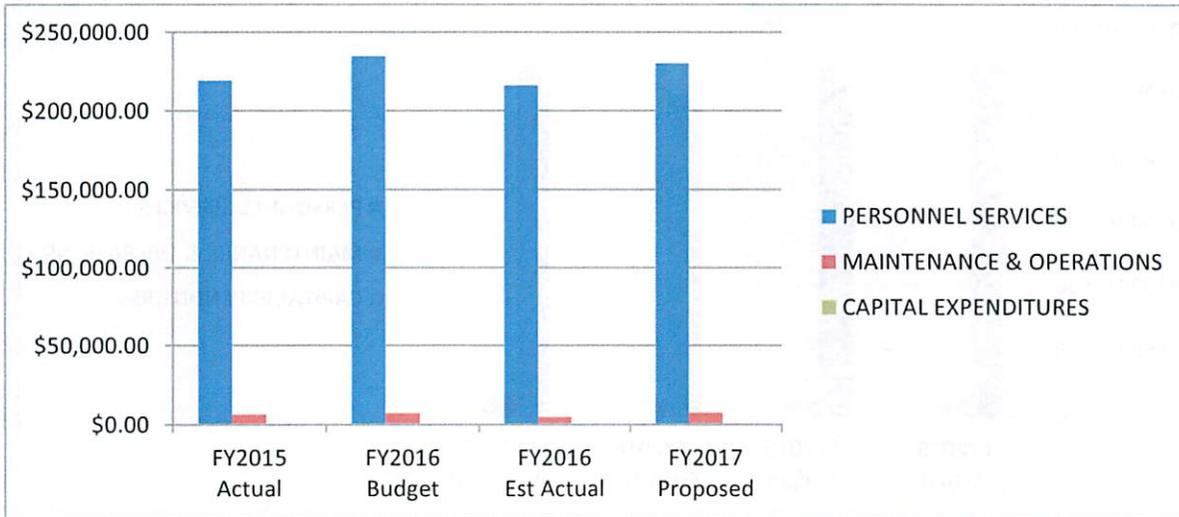


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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
CODE ENFORCEMENT**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$219,473.00	\$234,935.00	\$216,288.00	\$230,364.00	-1.95%
MAINTENANCE & OPERATIONS	\$6,292.00	\$7,295.00	\$4,775.00	\$7,510.00	2.95%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

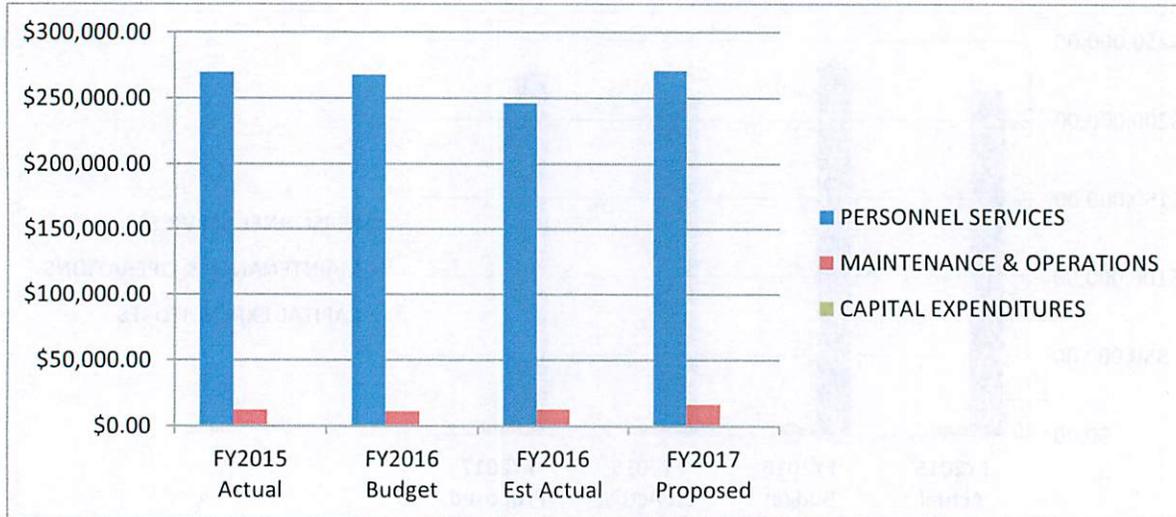


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
CODE ENFORCEMENT OFFICER	4	4	4	4
CODE ENFORCEMENT CLERK	1	1	1	1

**EXPENDITURE BY CATEGORY
INSPECTIONS**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$269,944.00	\$268,167.00	\$246,518.00	\$271,224.00	1.14%
MAINTENANCE & OPERATIONS	\$12,713.00	\$11,600.00	\$13,181.00	\$16,970.00	46.29%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
DEVELOP SERVICE SUPERVISOR	1	1	1	1
CHIEF BUILDING INSPECTOR	1	1	1	1
PLUMBING/MECHANICAL INSPECTOR	1	1	1	1
ELECTRICAL/MECHANICAL INSPECTOR	1	1	1	1
PERMIT TECHNICIAN	1	1	1	1

POLICE DEPARTMENT

Public Safety

PROJECT STATUS AND ACCOMPLISHMENTS

In the fiscal year 2015-2016 the police department accomplished the following:

- Provided over fifty (50) "Active Shooter" classes including all Muskogee Schools and multiply corporations as well as other businesses throughout the county and state.
- Conducted two (2) "Citizens Police Academies" each was ten (10) weeks in duration. Also sponsored and conducted six (6) individual "Neighborhood" specialty seminars. All involving more than three hundred (300) community members.
- Along with other community action groups sponsored and administered "National Night Out" with more than thirty five hundred (3500) citizens participating to "stomp out crime".
- Community Resource Officers program and the US Marshall Service deputies have conducted "Operation Purple Rain" for the purpose of being able to serve warrants and complaints for "Domestic Violence" and other related charges and additionally "Operation Sex Offender Compliance" to actively enforce compliance laws for residency requirements and people registration also required by state law.

DESCRIPTION

All officers and employees of the Muskogee Police Department take very seriously the duty to "protect the lives and right of all people as well as their property under our jurisdiction." To this end our agency is working diligently to strengthen traditional tactics and strategies as well as developing newer models that can provide both a better response to detection and apprehension of criminals and also better prevent and reduce crime.

MPD will continue to partner and maintain a strong relationship with the Muskogee County District Attorney's Office, Muskogee County Sheriff, U.S. Attorney, F.B.I., U.S. Marshals, OSBI as well as other state, local and federal agencies to alleviate criminal activity and work to create a uniform strategy to ameliorate some of the social and economic conditions that may contribute to criminal acts.

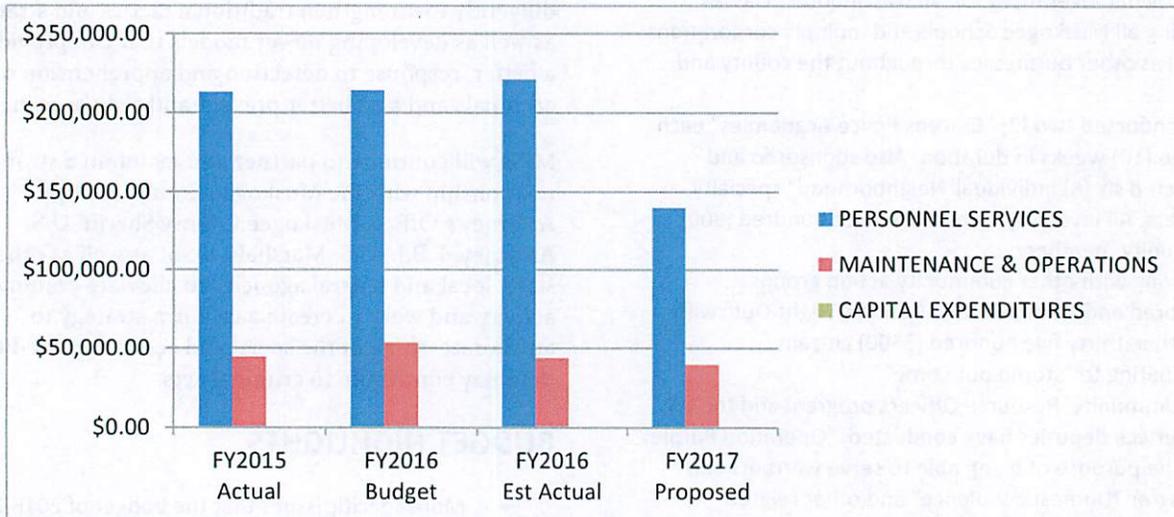
BUDGET HIGHLIGHTS

- More specific issues that the budget of 2016-2017 will be used to address are:
- Reduce officer turn over and develop strategies to retain more senior officers.
- Add six (6) more officers to serve as Community Resource Officers in our Community Policing Programs.
- Move Code Enforcement to Community Policing.

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.

**EXPENDITURE BY CATEGORY
POLICE ADMINISTRATION**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$213,366.00	\$214,536.00	\$221,282.00	\$140,293.00	-34.61%
MAINTENANCE & OPERATIONS	\$44,713.00	\$53,711.00	\$44,027.00	\$40,057.00	-25.42%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

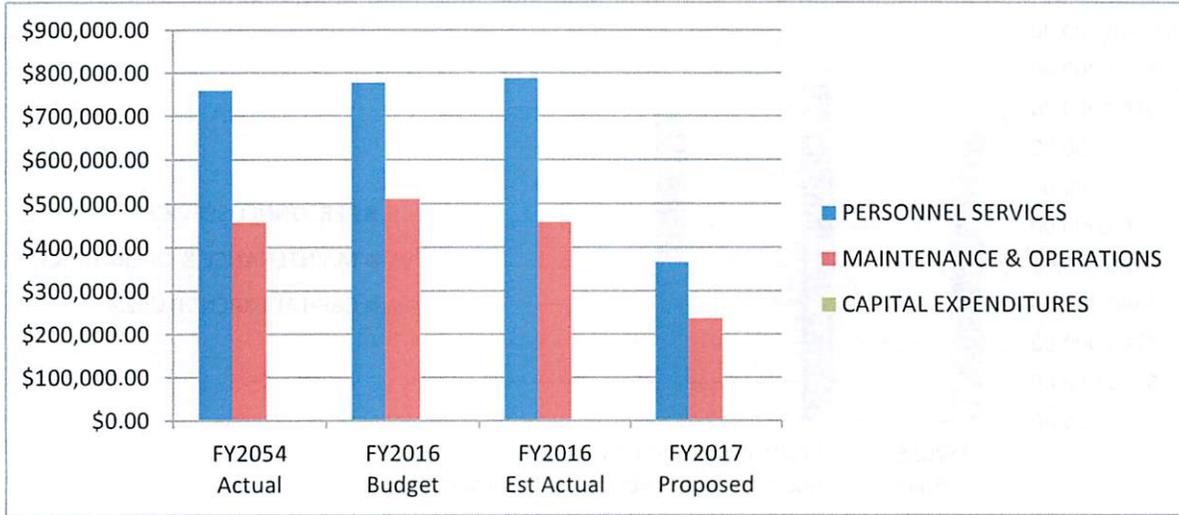


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
POLICE CHIEF	1	1	1	1
DEPUTY CHIEF	1	1	1	0
PD OFFICE ADMIN I	1	1	1	1

**EXPENDITURE BY CATEGORY
POLICE SUPPORT SERVICES**

Expenditure Category	FY2054 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$760,738.00	\$778,284.00	\$788,831.00	\$367,021.00	-52.84%
MAINTENANCE & OPERATIONS	\$457,827.00	\$511,670.00	\$459,014.00	\$237,680.00	-53.55%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

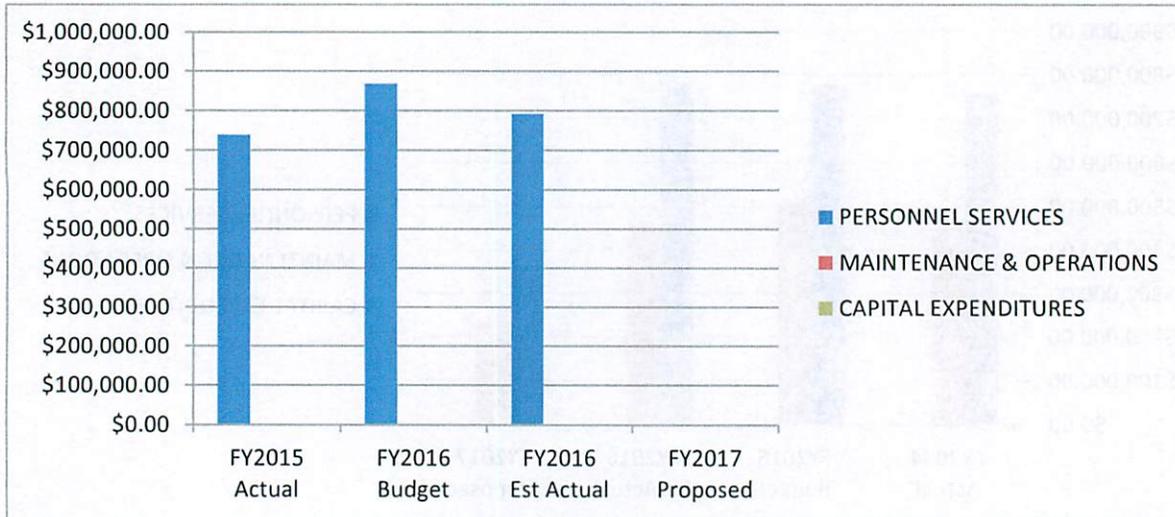


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
DEPUTY CHIEF	0	1	1	0
MAJOR	1	0	0	0
CAPTAIN	0	0	0	0
LIEUTENANT	1	1	1	0
CSM	2	0	0	0
CORPORAL-SGT	0	2	1	0
OFFICERS	1	1	4	0
OFFICE ASSISTANT I	0	0	0	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 INVESTIGATION & SPECIAL SERVICES**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$740,796.00	\$868,821.00	\$793,800.00	\$0.00	-100.00%
MAINTENANCE & OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

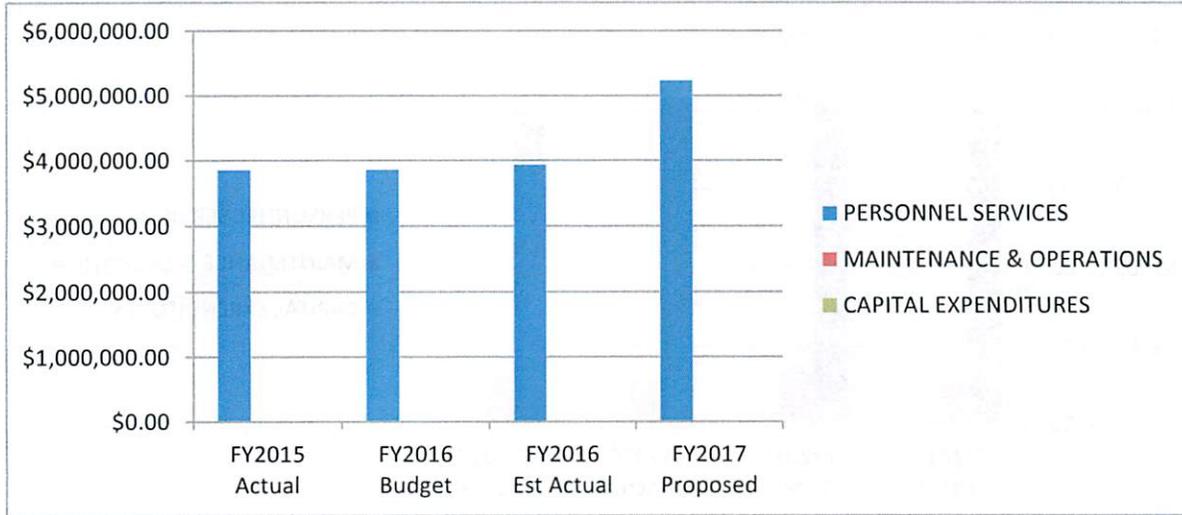


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
DEPUTY CHIEF	0	1	1	0
MAJOR	1	0	0	0
CAPTAIN	1	1	1	0
LIEUTENANT	2	2	2	0
CSM	1	0	0	0
CORPORAL-SGT	0	1	0	0
OFFICERS	10	14	13	0
PD OFFICE ASSISTANT I	1	1	1	0

**EXPENDITURE BY CATEGORY
POLICE PATROL**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$3,861,066.00	\$3,864,971.00	\$3,942,395.00	\$5,243,846.00	35.68%
MAINTENANCE & OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

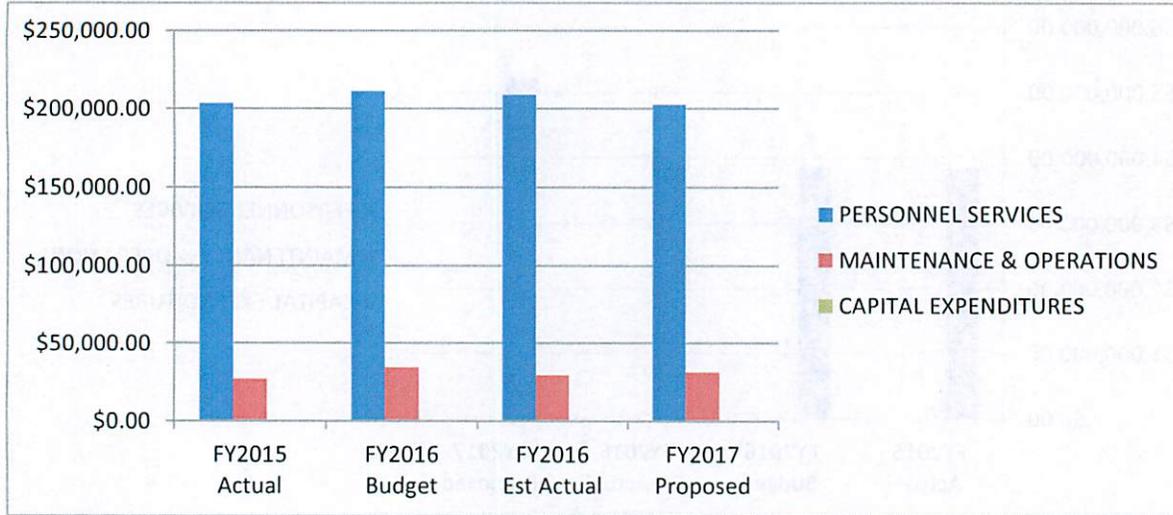


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
DEPUTY CHIEF	0	1	1	3
MAJOR	1	0	0	0
CAPTAIN	3	3	3	4
LIEUTENANT	6	6	6	9
CSM	6	0	0	0
CORPORAL-SGT	0	6	8	9
OFFICERS	49	49	47	64

**EXPENDITURE BY CATEGORY
ANIMAL CONTROL**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$203,596.00	\$211,307.00	\$209,116.00	\$202,868.00	-3.99%
MAINTENANCE & OPERATIONS	\$27,369.00	\$34,701.00	\$29,600.00	\$31,595.00	-8.95%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

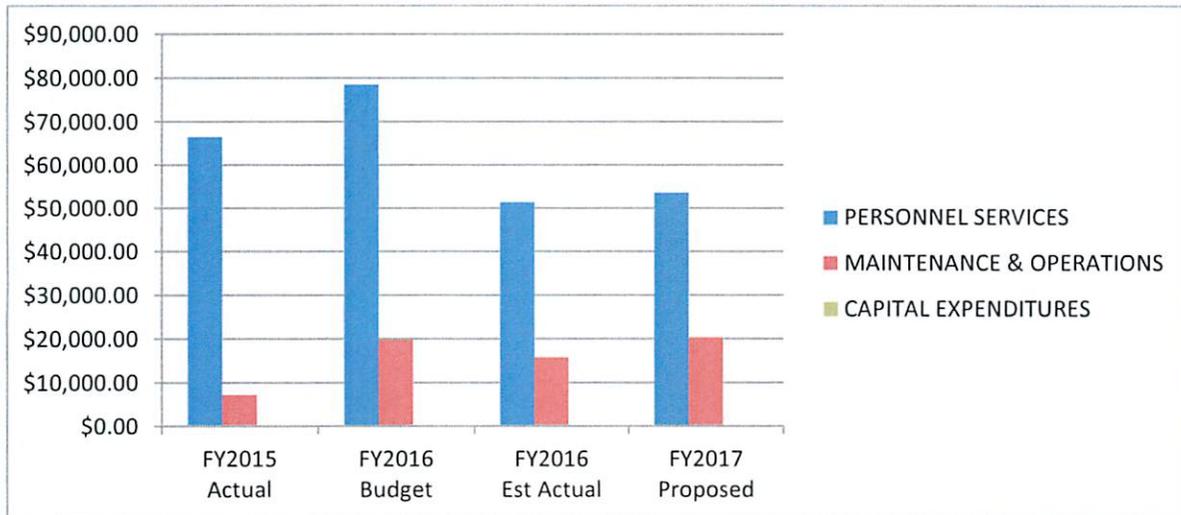


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$66,572.00	\$78,713.00	\$51,464.00	\$53,710.00	-31.76%
MAINTENANCE & OPERATIONS	\$7,342.00	\$19,930.00	\$15,865.00	\$20,410.00	2.41%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Emergency Mgt. Director	1	1	1	1
Volunteers	20	20	20	20

FIRE DEPARTMENT

Public Safety

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided an opportunity for the department to:

- Expand our training through the use of the new training center.
- Foster relationships with entities through training opportunities we previously didn't have.
- Begin the process of replacing outdated firefighting bunker gear.
- Upgrade fire dept. technology which in turn allows us to use modern software in our training.

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

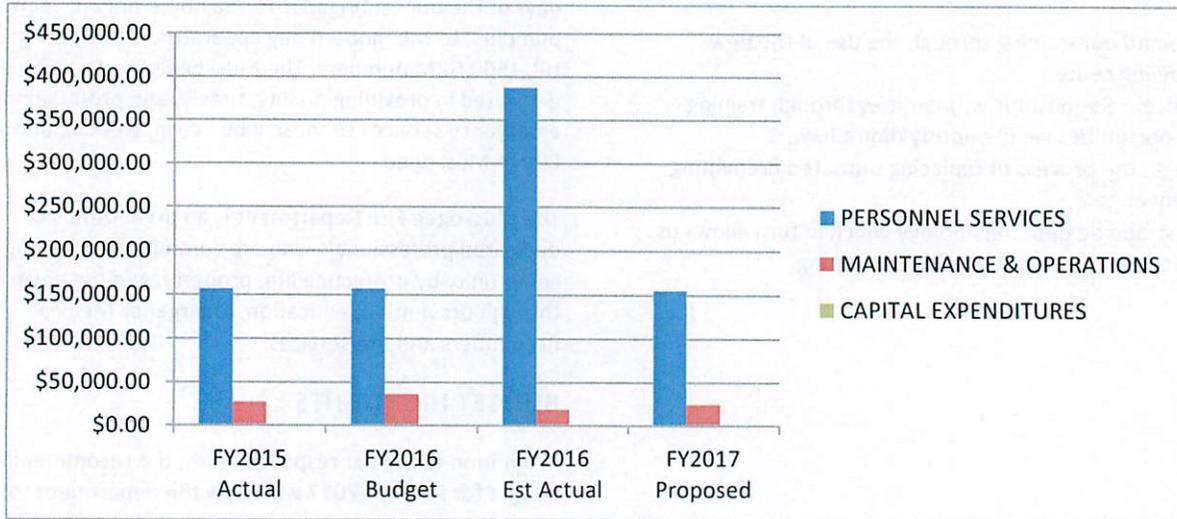
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Upgrade outdated equipment on the haz-mat unit.
- Search out new training opportunities
- Maintain and improve Muskogee's ISO Fire Classification Rating of #2.
- Continue replacing outdated and damaged bunker gear.

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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$157,321.00	\$157,730.00	\$388,131.00	\$155,438.00	-1.45%
MAINTENANCE & OPERATIONS	\$27,381.00	\$37,032.00	\$19,044.00	\$24,898.00	-32.77%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

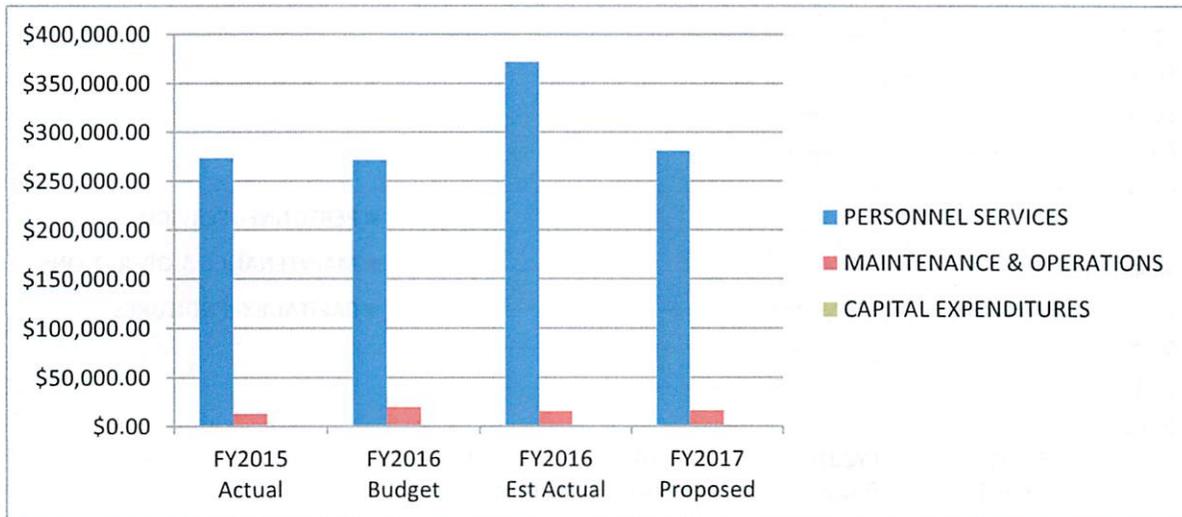


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
FIRE CHIEF	1	1	1	1
FD OFFICE ADMIN I	1	1	1	1

**EXPENDITURE BY CATEGORY
FIRE PREVENTION AND TRAINING**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$273,912.00	\$272,093.00	\$372,578.00	\$281,609.00	3.50%
MAINTENANCE & OPERATIONS	\$13,291.00	\$20,100.00	\$15,622.00	\$16,300.00	-18.91%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

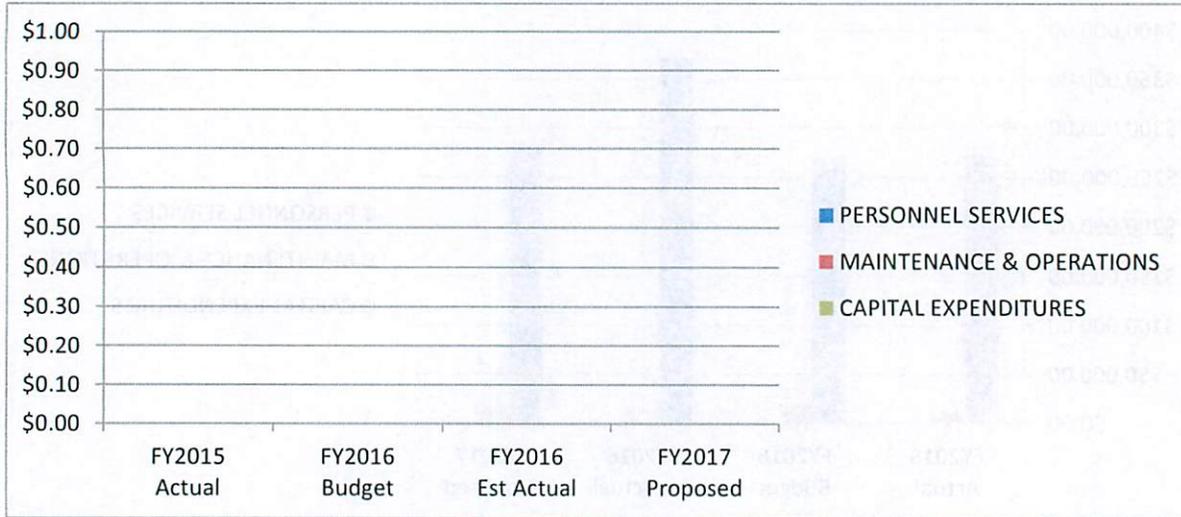


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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 AUXILIARY AND SERVICES**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAINTENANCE & OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

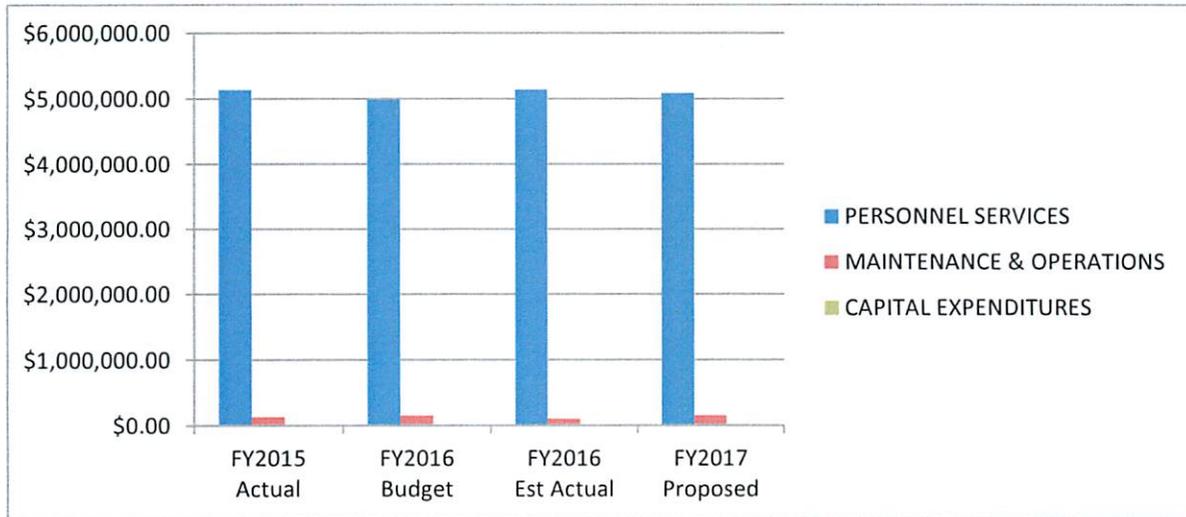


AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
No Positions Funded				

**EXPENDITURE BY CATEGORY
FIRE CONTROL OPERATIONS**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$5,142,224.00	\$4,994,518.00	\$5,148,674.00	\$5,099,037.00	2.09%
MAINTENANCE & OPERATIONS	\$139,594.00	\$158,065.00	\$112,547.00	\$159,065.00	0.63%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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

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PUBLIC WORKS ADMINISTRATION

Public Works

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided an opportunity for the department to:

- Applied for a Department of Transport TIGER grant
- Efficiently managed all Public Works Projects.
- Revised the Traffic Calming Policy.
- Assisted the Muskogee County Transit to install 3 Bus Shelters.
- Implemented an Adopt-a Street program.
- Assisted with the adoption of the Complete streets Policy.
- Submitted an application for renewal of the Stormwater MS4 permit.
- Negotiated a Water Distribution analysis and evaluation contract.
- Worked with the FAA towards closing the Hatbox Airport and administering grants for the Davis field Airport.

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

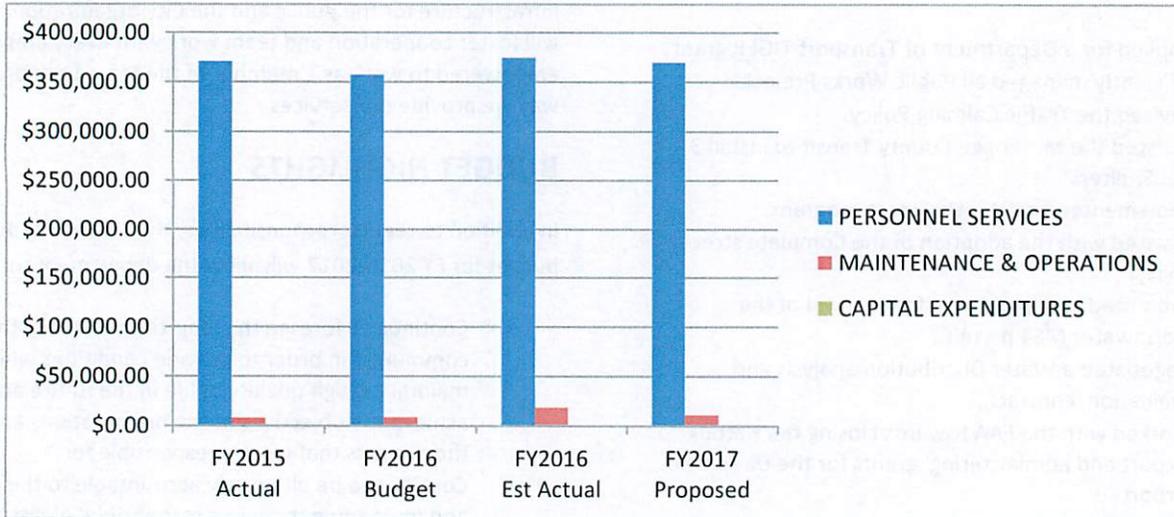
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- 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, pleassant and helpful manner, recognizing both the needs of the community and the persom through our daily work.
- Continue to be fiscally resposible 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$371,473.00	\$358,316.00	\$375,374.00	\$370,583.00	3.42%
MAINTENANCE & OPERATIONS	\$8,247.00	\$8,960.00	\$18,853.00	\$11,400.00	27.23%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	1	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:

- Complete road improvements inside the cemetery by micro-surfacing existing pavement.
- Survey and designate the area east of the pavilion for a cremation garden
- Install sidewalk at pavilion.
- Make online burial search available to public.

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

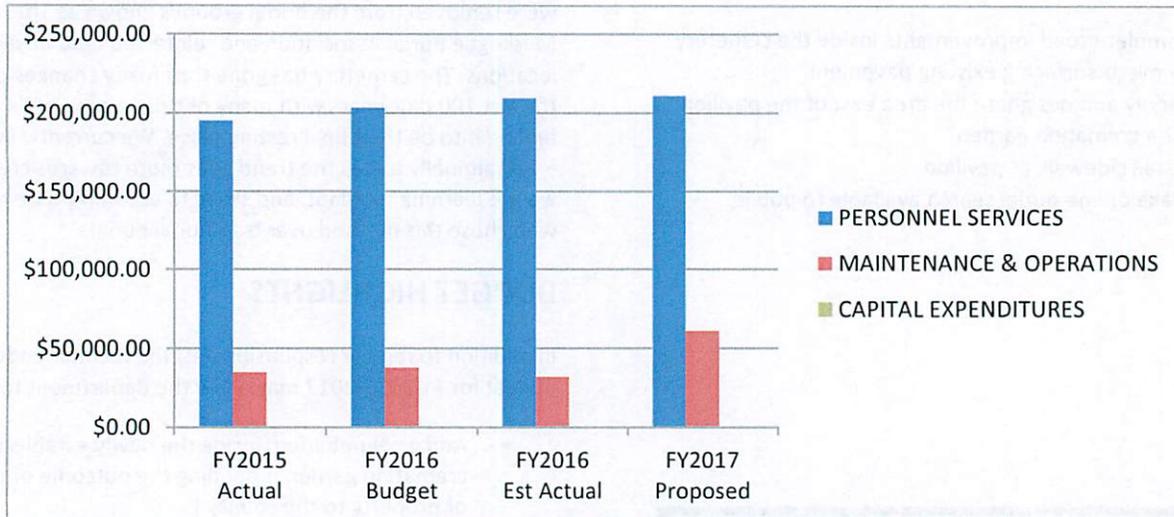
In addition to regular responsibilities, the recommended budget for FY 2016-2017 may allow the department to:

- Add a columbarium inside the newly established cremation garden ;(pending the outcome of the sale of property to the county.)
- Add security to grounds.
- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$195,397.00	\$203,641.00	\$209,646.00	\$211,433.00	3.83%
MAINTENANCE & OPERATIONS	\$35,207.00	\$38,016.00	\$32,407.00	\$61,206.00	61.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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 2015-2016 provided an opportunity for the department to:

- Maintain 900 acres during mowing season.
- Improve the City Wide Cleanup Program to two (2) times per year.
- Improve Azalea Spring Cleanup Program to Mayor's Azalea 1500 Cleanup to encourage more volunteer participation.
- Helped with Flood debris disposal for the residents of the Meadows subdivision.
- Participated in the Touch-A-truck event.
- Cleaning up and restoring areas and yards after water main leak repairs.
- 2 household pollutant collection events around the year removed 6.46 tons.
- Organize 7 free days of limb and brush drop of days.

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

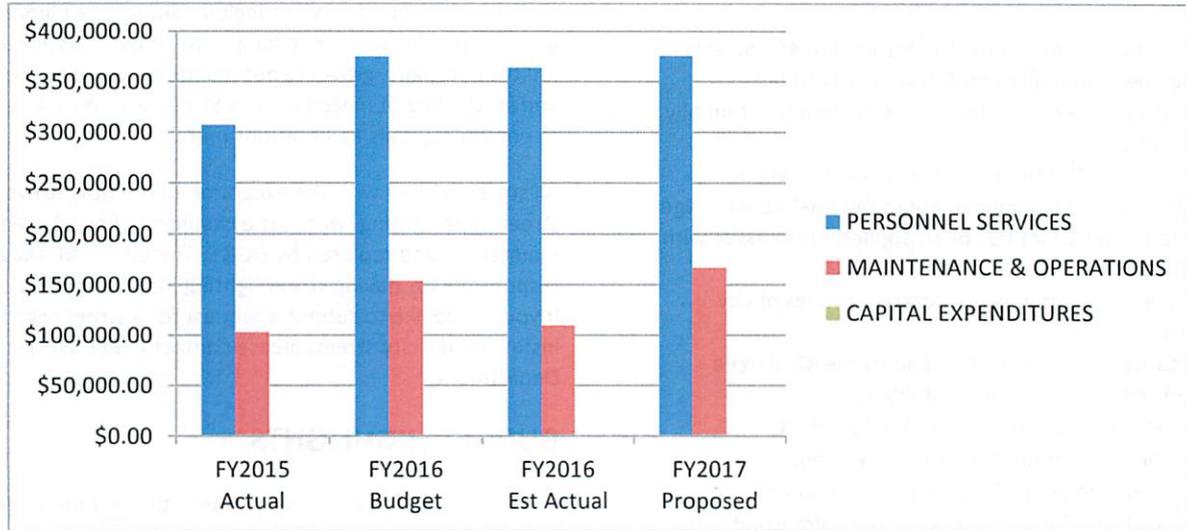
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Maintain and improve mowing routes by adding contractors to mow Turnpike, Shawnee Bypass and the two new detention basins.
- Maintain and improve on mowing around traffic signs.
- Be more aggressive on locating and cleaning up illegal dump sites.

*Environmental Control Division
prides itself on helping keep
Muskogee clean by keeping ditches,
medians, right-of-ways, mowed.*

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$307,419.00	\$375,418.00	\$364,148.00	\$376,189.00	0.21%
MAINTENANCE & OPERATIONS	\$103,299.00	\$154,139.00	\$110,120.00	\$167,273.00	8.52%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	2
ENV CONTROL OFFICE ASST II	1	1	1	1

STREETS

Public Works

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided an opportunity for the department to:

- Project to Rehabilitate 43rd Street and 45th Street between Chandler and Gibson ready to bid.
- Martin Luther King Street construction substantially completed.
- Plans for 24th Street reconstruction between Okmulgee and Shawnee are in the final design stage and a Tiger Grant has been applied for to assist with the funding.
- Crack sealed and micro surfaced 7 miles of city streets.
- Improvements to access road to the Muskogee Police Firing range and Parking lot.
- Subgrade reconstruction of Military Blvd.
- Participated in the Touch-A-truck event.
- Co-ordinate Mayor's Azalea 1500 Cleanup.
- Co-ordinate improvements to the Fairgrounds for the Livestock show.
- Co-ordinate information to the Streets Improvements and Advisory Commission.
- Renewed Bridge Inspections Contract.
- Paved N 6th Street in the URA.
- Permanent Repairs to 3 drainage crossings at Meadows, West Shawnee street and on Country Club.

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

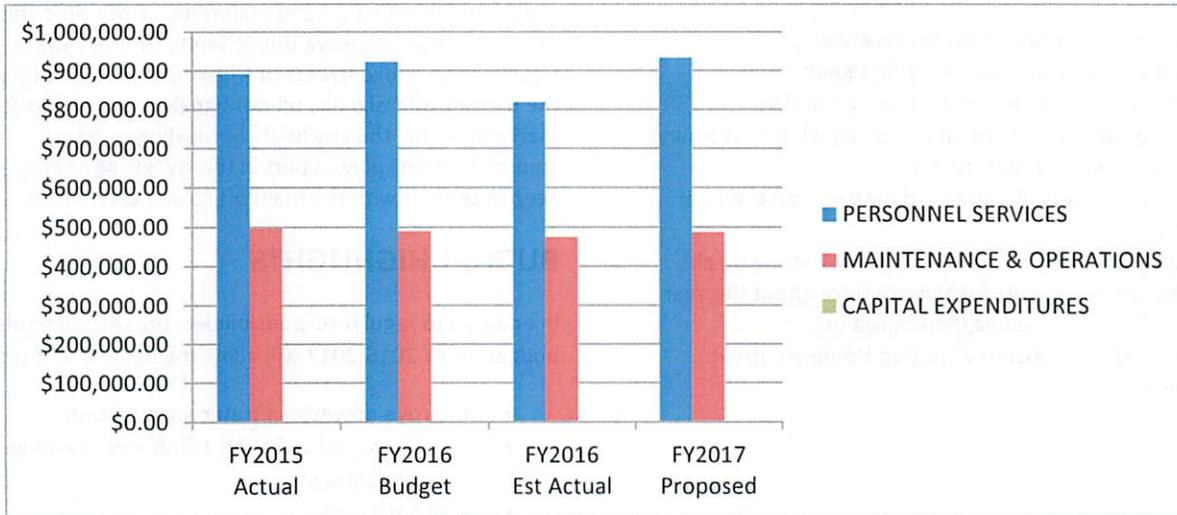
In addition to regular responsibilities, the recommended budgets for FY 2016-2017 will allow the department to:

- Chip seal or pave city streets.
- Micro-pave city streets.
- Buy new equipment.
- Sidewalk assessment.
- Maintain the Stormwater system.
- Maintain street lights in the Central Business District (Downtown).

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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$892,027.00	\$924,204.00	\$819,665.00	\$935,445.00	1.22%
MAINTENANCE & OPERATIONS	\$498,337.00	\$490,682.00	\$475,626.00	\$488,418.00	-0.46%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	1

TRAFFIC ENGINEERING

Public Works

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided an opportunity for the department to:

- Annual Traffic Signal Report received.
- Improve maintenance of traffic signals.
- Painted Intersection of York and Chandler.
- Set-up work zones for all city crews while performing maintenance on the streets.
- Painted crosswalks and road markings near school zones.
- Bought new barricades to help with setting up all parades and events for the city throughout the year e.g. Christmas, azalea, Boo-nanza etc.
- Worked with citizens to put up Honorary street markers.

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

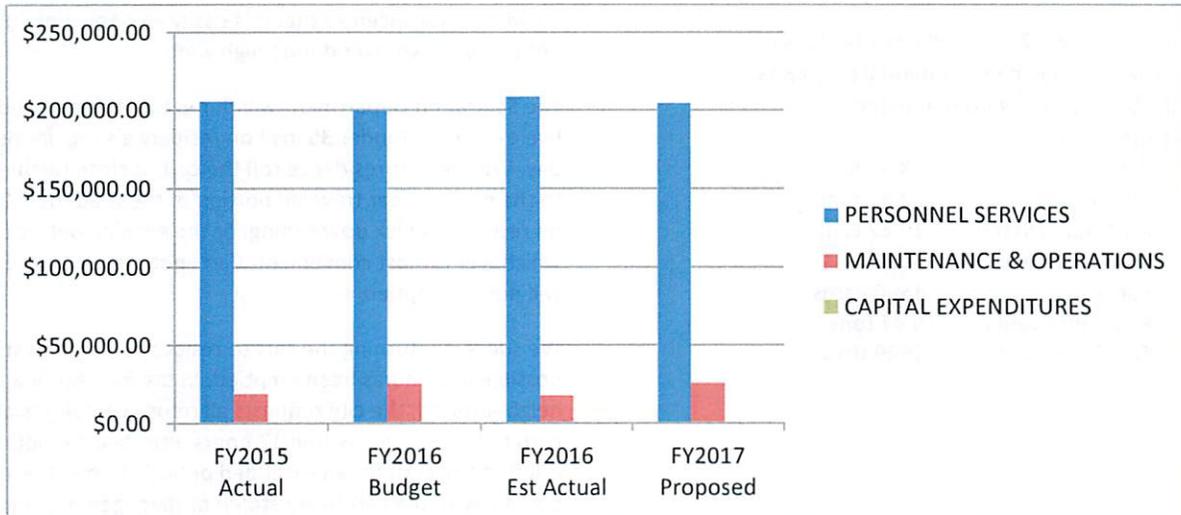
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Improve downtown traffic signalization.
- Improve signal at Country Club and Shawnee.
- Way finding signs
- AIM Gateways
- Traffic Warrant study Contract with TEC for the 4 Corners and Country club and Shawnee intersection. This is to be to review the signalized intersection and advice on a design.

Our Traffic Engineering Team operates traffic and pedestrian signals, traffic controls, and pavement markings city-wide.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$205,867.00	\$200,082.00	\$208,942.00	\$204,845.00	2.38%
MAINTENANCE & OPERATIONS	\$18,996.00	\$25,175.00	\$17,825.00	\$25,777.00	2.39%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
TRAFFIC SUPERVISOR	1	1	1	1
TRAFFIC SIGNAL TECHNICIAN	1	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 2015-2016 provided an opportunity for the department to:

- Purchased two (2) new solid waste trucks.
- Purchased 1,550 new residential poly carts.
- Refurbished 24 2- yard dumpsters.
- Recycle Center:
 - Glass 48.46 tons
 - Plastic 22.83 tons
 - Aluminum/Metal 19.62 tons
 - Lead Batteries 1000
 - Paper 1560 yards
 - Pollutant Events 6.47 tons
 - Tire Collections 1549 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

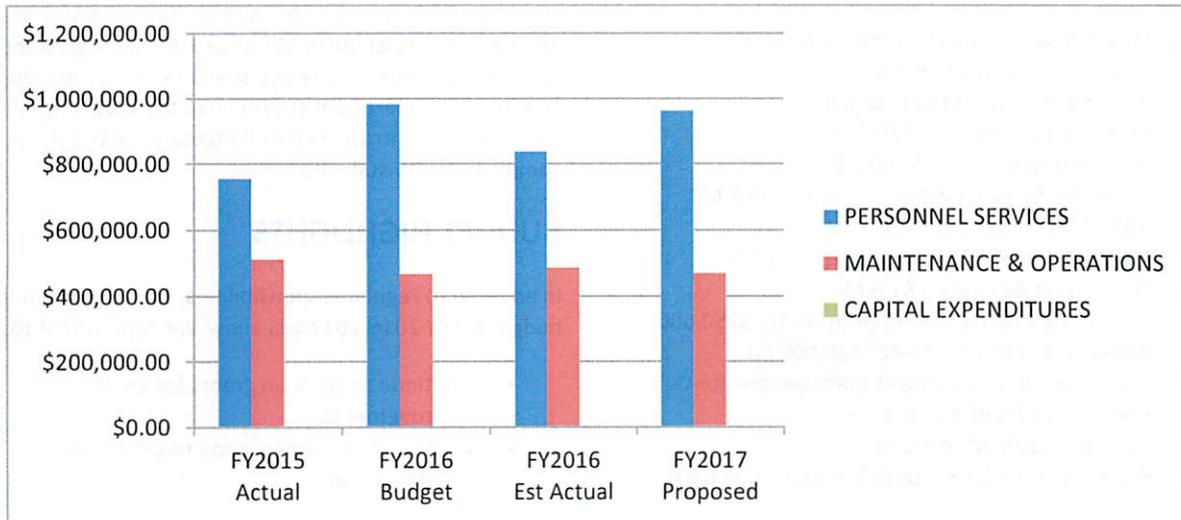
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Continue to update equipment in Solid Waste.
- Continue to update new route changes to better serve the residents 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$756,142.00	\$984,192.00	\$839,038.00	\$964,471.00	-2.00%
MAINTENANCE & OPERATIONS	\$513,305.00	\$468,181.00	\$486,759.00	\$470,135.00	0.42%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
SOLID WASTE SUPERVISOR	1	1	1	1
SOLID WASTE MAINTENANCE LEADER I	1	1	1	1
SOLID WASTE OFFICE ASSISTANT I	1	1	1	1
SOLID WASTE PACKER OPERATOR	1	1	1	0
SOLID WASTE LABORER	0	0	2	7
SOLID WASTE OPERATOR	19	19	20	15

ENGINEERING ADMINISTRATION

Engineering

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided an opportunity for the department to:

- Capital and Special Projects under Construction:
 - Eastside Interceptor - \$ 9 M
 - 43rd and 45th Street ready to bid
 - AIM Gateway Project - \$750,000
 - Way Finding Signage - \$160,000
 - Collection System Evaluation/Rehab-\$5.5 M
 - MLK St. Improvements - \$3.5 M
 - First Responders Training Center - \$ 1.5 M
 - Elliot Street Drainage - \$1.5 M
 - Water Line Improvements (Annexed) - \$250,000
 - Water leak repair contract \$100,000.00
 - Bid documents and project management for G-Fest.Hatbox Road improvements
 - RV utility hook-ups for G-Fest
 - Bid documents for Sheds & Gazebos at six parks

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

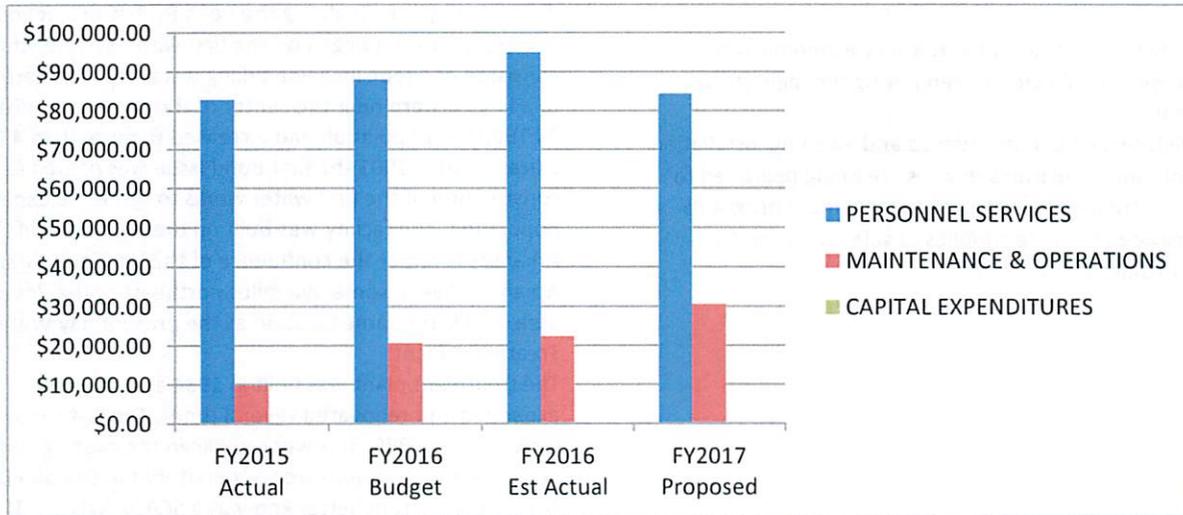
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Continue to work on grants for Capital Improvements.
- Assist with documentation to get FEMA reimbursements.

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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$83,032.00	\$88,244.00	\$95,104.00	\$84,545.00	-4.19%
MAINTENANCE & OPERATIONS	\$9,954.00	\$20,775.00	\$22,505.00	\$30,650.00	47.53%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
CIVIL ENGINEER	0	1	1	1
	1/2	1/2	0	0

WATER TREATMENT

Engineering

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 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 ordered and awaiting installation
- Chlorine regulations devices are being upgraded to be in compliance with risk management programs.
- Provide adequate supplies of safe water for our customers.

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 know 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.

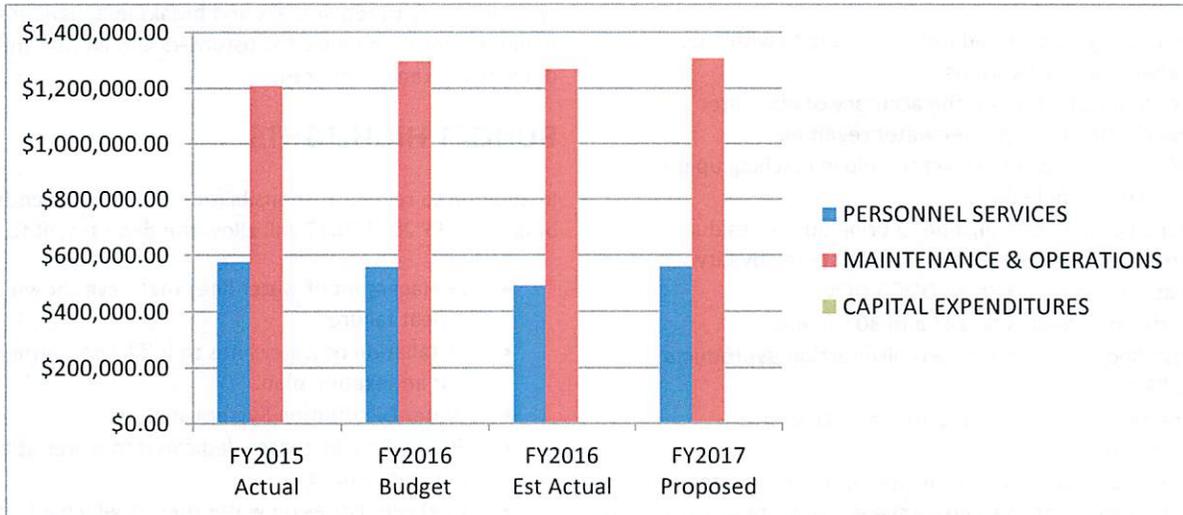
BUDGET HIGHLIGHTS

In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Continue to improve plant facilities.
- Annual Contract for residuals removal form the backwash lagoons

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$578,137.00	\$560,198.00	\$493,948.00	\$560,906.00	0.13%
MAINTENANCE & OPERATIONS	\$1,209,233.00	\$1,298,600.00	\$1,269,968.00	\$1,309,050.00	0.80%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	1	0	0
WATER PLANT OFFICE ASSISTANT II	1	1	1	1

WATER DISTRIBUTION

Engineering

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 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.
- Water leak repair contract to help in catching up on the backlog of leaks.
- Replaced an existing line to bring up the residual pressure in the part of the County served by City water to comply with an ODEQ NOV.
- Performed repairs on 24" and 30" mains.
- Installed flushers to reduce Disinfection Byproducts (DBPs).
- Trained 2 employees as entry level D license operators.
- Water Distribution System analysis contract signed with consultant to evaluate the entire system including the raw water line.
- 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

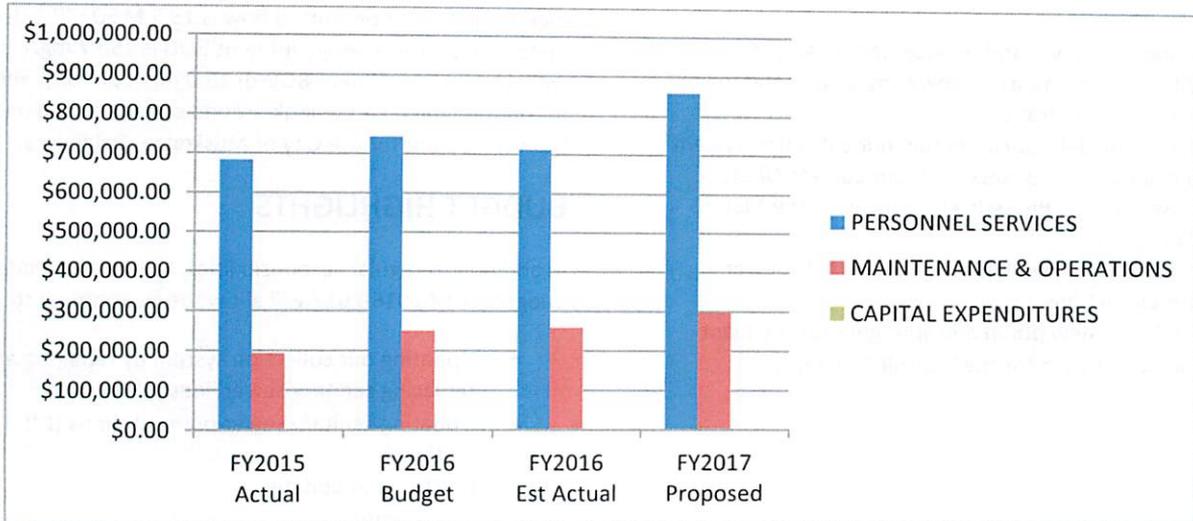
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Replacement of water lines that have shown to be repeat failures.
- Installation of water lines to fulfill commitments of our annexation plan.
- Water Distribution System analysis.
- Future Rate increases dedicated to water utility enterprise fund.
- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$684,571.00	\$745,567.00	\$713,725.00	\$860,176.00	15.37%
MAINTENANCE & OPERATIONS	\$194,018.00	\$251,460.00	\$259,308.00	\$300,074.00	19.33%
CAPITAL EXPENDITURES	\$289.00	\$2,850.00	\$0.00	\$0.00	-100.00%



AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
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	5	4	4
INVENTORY CONTROL CLERK	1	1	1	1
WATER DIST MAINT WORKER II	6	6	6	9
WATER DIST TECHNICIAN	0	0	1	1
WATER DIST OFFICE ASSISTANT II	1	1	1	1

POLLUTION MANAGEMENT

Engineering

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 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 Mater plan Update.
- Construction completed on the Eastside Sewer Interceptor line.
- Purchased new pump and spur gear for the plant
- 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

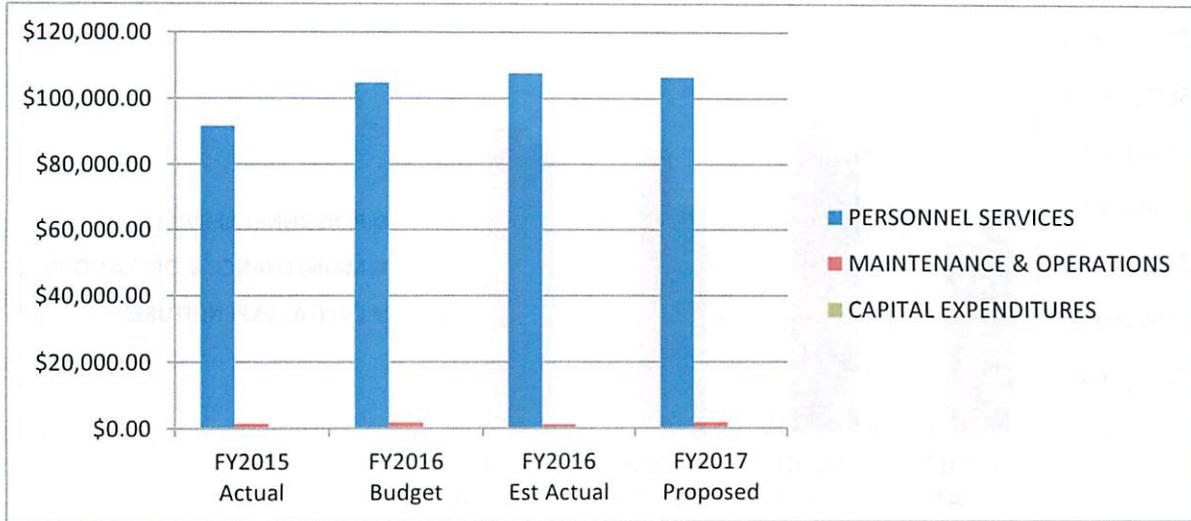
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Updating our collection system by repairing and replacing sanitary sewer lines.
- Updating sanitary sewer pump stations (Lift Stations).
- Master plan update.
- New pumps.
- Refurbish pumps at the RSPS.
- Revise local limits.
- Renewed MS4 permit application under the new rules and laws.
- 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	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$91,909.00	\$105,067.00	\$107,789.00	\$106,666.00	1.52%
MAINTENANCE & OPERATIONS	\$1,601.00	\$1,792.00	\$1,292.00	\$1,792.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

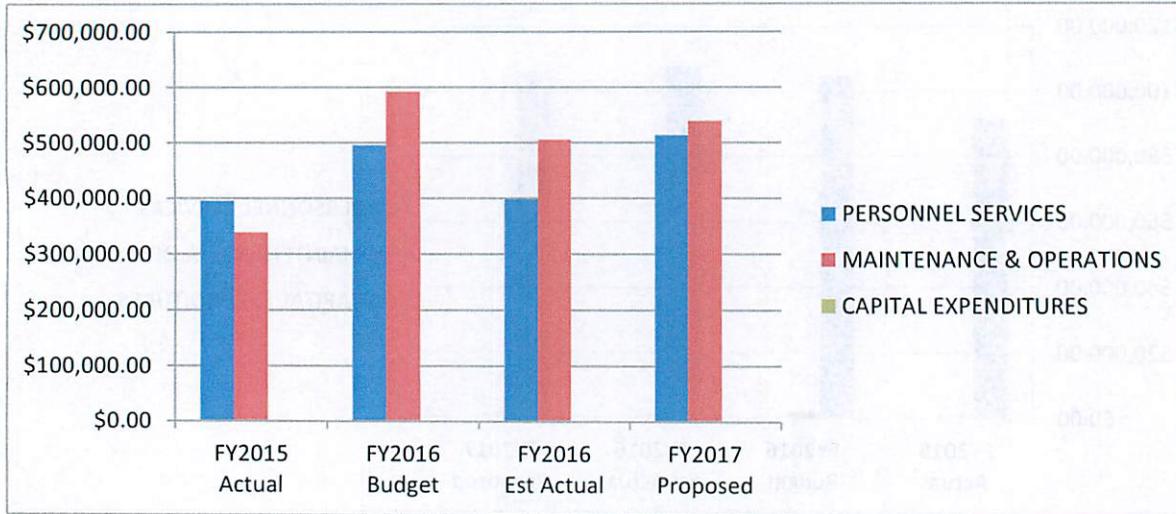


AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
POLL CONTROL SUPERINTENDENT	1	1	1	1
POLL CONTROL OFFICE ASST II	1	1	1	1

**EXPENDITURE BY CATEGORY
WASTE TREATMENT**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$396,090.00	\$496,053.00	\$399,851.00	\$514,380.00	3.69%
MAINTENANCE & OPERATIONS	\$339,056.00	\$593,774.00	\$505,398.00	\$539,964.00	-9.06%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

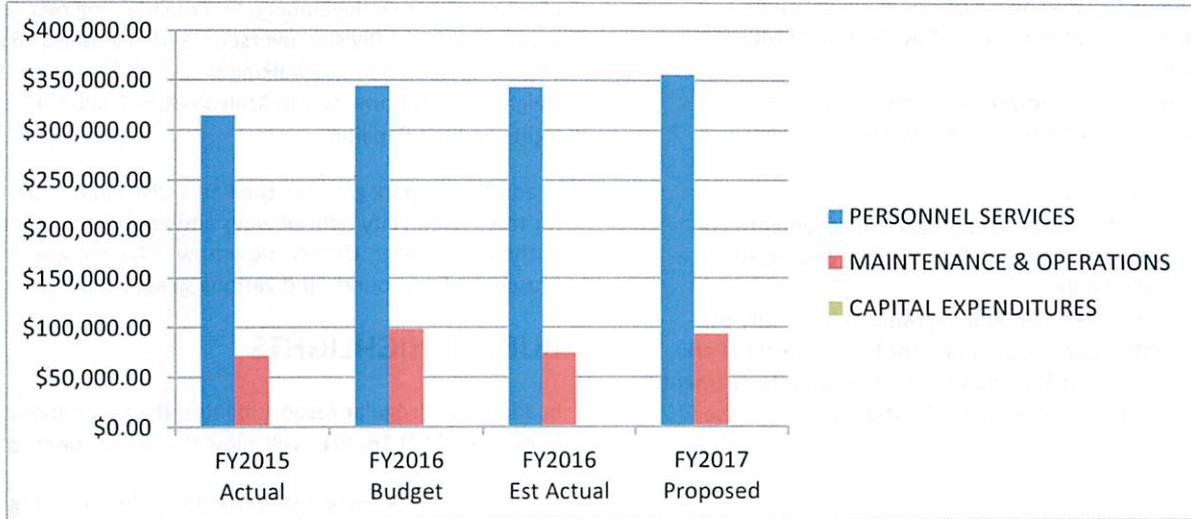


AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
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	0	1	1	1
PLANT OPERATOR II	3	3	2	2
PLANT OPERATOR I	1	1	2	3
WATER ANALYST	1	1	1	1

**EXPENDITURE BY CATEGORY
COLLECTIONS**

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$315,353.00	\$344,515.00	\$343,452.00	\$356,333.00	3.43%
MAINTENANCE & OPERATIONS	\$71,609.00	\$98,856.00	\$74,614.00	\$93,602.00	-5.31%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</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 2015-2016 provided an opportunity for the department to:

- Completed first phase of Honor Heights Park Development Plan funded by the City of Muskogee Foundation.
- Entered into 2nd year with Sports Facilities Management to operate Love Hatbox Sports Complex.
- Grant Funding
 - Implemented year 5 park improvement plan, City of Muskogee Foundation funding, of \$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.

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

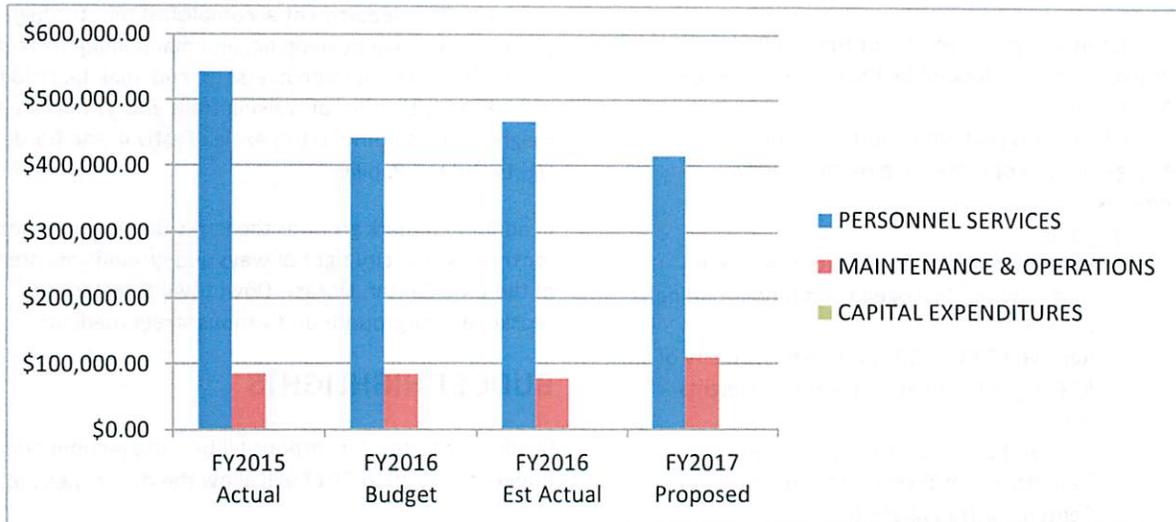
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

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

The Parks Department oversees and maintains 731 acres of park land, 15 miles of walking trails, Love Hatbox Sports Complex, River Country Family Water Park, 17 parks, and 5 splash pads.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$543,324.00	\$442,578.00	\$467,235.00	\$415,426.00	-6.13%
MAINTENANCE & OPERATIONS	\$85,482.00	\$84,365.00	\$77,852.00	\$110,101.00	30.51%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
ASST DIRECTOR OF P&R - RECREATION	1	1	1	1
P&R MAINT LEADER III	1	1	0	0
P&R PLAYGROUND & CUST MAINT LEADER I	1	1	1	0
P&R MAINT LEADER I	1	1	1	1
POOL MAINT MECHANIC II	1	1	0	0
P&R MAINT WORKER III	1	1	1	1
POOL MAINT MECHANIC I	1	1	0	0
P&R MAINT WORKER I	1	1	0	1
RECREATION COORDINATOR	3	3	2	2
RECREATION LEADER (PT)	1	1	0	0
PROGRAMS COORDINATOR	1	1	1	1
RECREATION AIDE (PT)	1	1	1	1
CUSTODIAN	1	1	0	1
P&R OFFICE ASSISTANT II	1	1	1	1
CLERICAL AIDE (PT)	1	1	1	0

PARKS GROUNDS

Culture and Recreation

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 provided an opportunity for the department to:

- Completed first phase of Honor Heights Park Development Plan funded by the City of Muskogee Foundation.
- Entered into 2nd year with Sports Facilities Management to operate Love Hatbox Sports Complex
- Grant Funding
 - Implemented year 5 park improvement plan, City of Muskogee Foundation funding, of \$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.

DESCRIPTION

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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

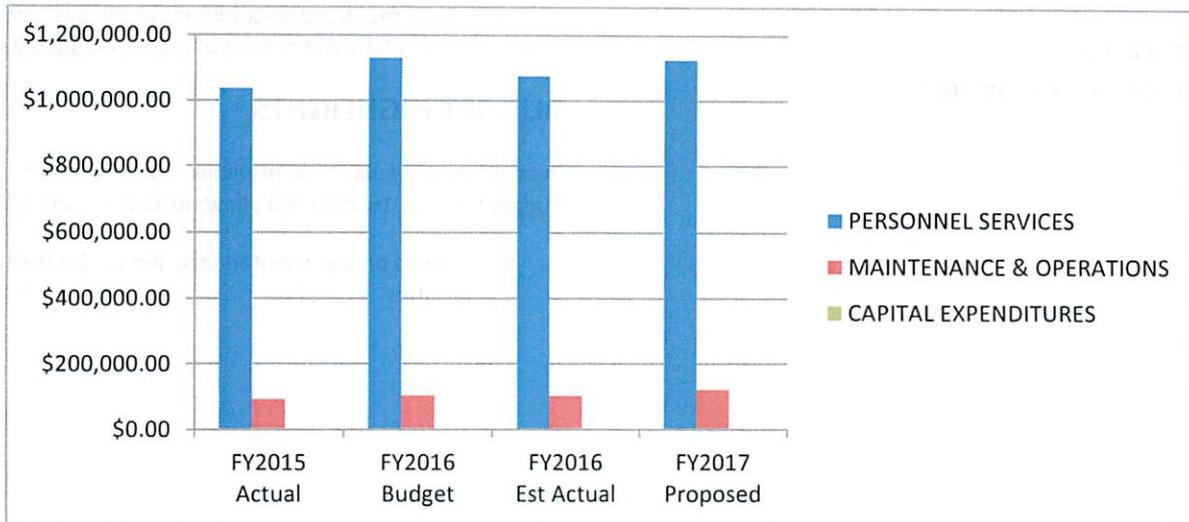
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- 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, the Martin Luther King Center and the Muskogee Swim and Fitness Center.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$1,037,993.00	\$1,132,437.00	\$1,077,723.00	\$1,127,238.00	-0.46%
MAINTENANCE & OPERATIONS	\$94,247.00	\$104,180.00	\$102,970.00	\$122,605.00	17.69%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

Position Title	2014	2015	2016	2017
PARKS & RECREATION DIR	1	1	1	1
ASST DIRECTOR OF P&R - PARKS	1	1	1	1
P&R PROGRAMS COORDINATOR	1	1	1	0
P&R MAINTENANCE LEADER II	2	2	2	2
BUTTERFLY PAVILION - HORT & ZLGCL TECH	1	1	1	1
P&R OFFICE ADMINISTRATOR II	1	1	1	1
P&R MAINTENANCE LEADER I	4	2	2	2
P&R MAINT WORKER III	1	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	1	2	2	2
FORESTRY MAINT LEADER I	1	1	1	1

LIBRARY

Culture and Recreation

PROJECT STATUS AND ACCOMPLISHMENTS

The FY 2015-2016 budget provided an opportunity for the department to:

- Replace roof
- 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

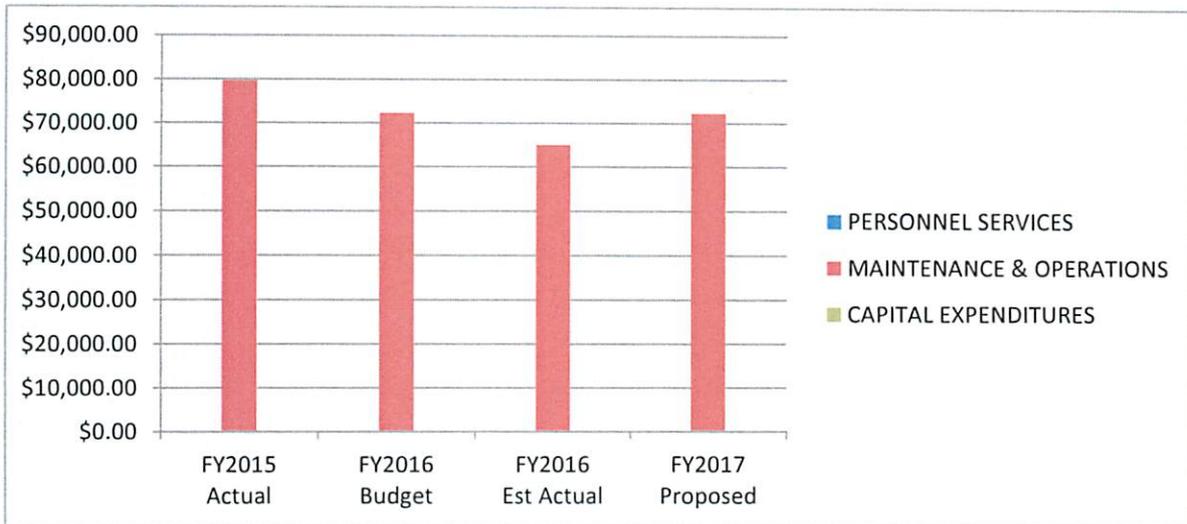
In addition to regular responsibilities, the recommended budget for FY 2016-2017 will allow the department to:

- Provide proper maintenance and care for the library facilities

The Muskogee Public Library provides many community resources in a central location. Literacy programs such as Summer reading, youth and adult literacy programs.

EXPENDITURE BY CATEGORY

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2016 Est Actual	FY2017 Proposed	Percent Change
PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAINTENANCE & OPERATIONS	\$79,788.00	\$72,406.00	\$65,067.00	\$72,406.00	0.00%
CAPITAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



AUTHORIZED PERSONNEL

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</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.



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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$100.00	\$0.00	\$0.00
Charge for Services	\$527,151.00	\$544,100.00	\$527,000.00	\$575,500.00
TOTAL REVENUES	\$527,151.00	\$544,200.00	\$527,000.00	\$575,500.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$527,151.00	\$544,200.00	\$527,000.00	\$575,500.00
EXPENDITURES				
Personnel Services	\$249,032.00	\$288,453.00	\$246,281.00	\$286,421.00
Other Services	\$316,050.00	\$259,886.00	\$264,715.00	\$275,815.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$565,082.00	\$548,339.00	\$510,996.00	\$562,236.00
SURPLUS/(EXCESS EXPENDITURES)	-\$37,931.00	-\$4,139.00	\$16,004.00	\$13,264.00
PROJECTED BEGINNING FUND BALANCE	\$76,497.00	\$4,239.37	\$38,566.00	\$54,570.00
PROJECTED ENDING FUND BALANCE	\$38,566.00	\$100.37	\$54,570.00	\$67,834.00

Position Title	2014	2015	2016	2017
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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Charge for Services	\$555,025.00	\$549,200.00	\$574,093.00	\$573,400.00
TOTAL REVENUES	\$555,025.00	\$549,200.00	\$574,093.00	\$573,400.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$555,025.00	\$549,200.00	\$574,093.00	\$573,400.00
EXPENDITURES				
Personnel Services	\$332,169.00	\$358,534.00	\$315,620.00	\$354,201.00
Other Services	\$202,161.00	\$228,511.00	\$199,504.00	\$257,311.00
Capital Outlay		\$0.00		
TOTAL DEPARTMENT EXPENDITURES	\$534,330.00	\$587,045.00	\$515,124.00	\$611,512.00
SURPLUS/(EXCESS EXPENDITURES)	\$20,695.00	-\$37,845.00	\$58,969.00	-\$38,112.00
PROJECTED BEGINNING FUND BALANCE	\$251,239.00	\$4,239.37	\$271,934.00	\$330,903.00
PROJECTED ENDING FUND BALANCE	\$271,934.00	-\$33,605.63	\$330,903.00	\$292,791.00

Position Title	2014	2015	2016	2017
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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Charge for Services	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$50,916.00	\$95,005.00	\$95,000.00	\$0.00
TOTAL REVENUES	\$50,916.00	\$95,005.00	\$95,000.00	\$0.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$50,000.00
TOTAL REVENUES & OTHER SOURCES	\$50,916.00	\$95,005.00	\$95,000.00	\$50,000.00
EXPENDITURES				
Personnel Services	\$0.00			
Other Services	\$32,956.00	\$95,000.00	\$95,000.00	\$65,000.00
Miscellaneous	\$0.00			
TOTAL DEPARTMENT EXPENDITURES	\$32,956.00	\$95,000.00	\$95,000.00	\$65,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$17,960.00	\$5.00	\$0.00	-\$15,000.00
PROJECTED BEGINNING FUND BALANCE	\$0.00	-\$7,187.00	\$17,960.00	\$17,960.00
PROJECTED ENDING FUND BALANCE	\$17,960.00	-\$7,182.00	\$17,960.00	\$2,960.00

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

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Commercial Vehicle Tax	\$295,530.00	\$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	\$60,331.00	\$70,000.00	\$70,000.00	\$70,000.00
Miscellaneous	\$16,526.00	\$100.00	\$200.00	\$200.00
TOTAL REVENUES	\$522,387.00	\$515,100.00	\$509,200.00	\$509,200.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$522,387.00	\$515,100.00	\$509,200.00	\$509,200.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$391,836.00	\$518,474.00	\$516,572.00	\$516,000.00
Miscellaneous	\$0.00			
TOTAL DEPARTMENT EXPENDITURES	\$391,836.00	\$518,474.00	\$516,572.00	\$516,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$130,551.00	-\$3,374.00	-\$7,372.00	-\$6,800.00
PROJECTED BEGINNING FUND BALANCE	\$144,999.00	\$139,753.00	\$275,550.00	\$268,178.00
PROJECTED ENDING FUND BALANCE	\$275,550.00	\$136,379.00	\$268,178.00	\$261,378.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Refuse Collection and Disposal	\$372,300.00	\$372,300.00	\$372,300.00	\$372,300.00
Miscellaneous	\$143.00	\$100.00	\$100.00	\$100.00
TOTAL REVENUES	\$372,443.00	\$372,400.00	\$372,400.00	\$372,400.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$372,443.00	\$372,400.00	\$372,400.00	\$372,400.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$432,774.00	\$383,000.00	\$285,537.00	\$368,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$432,774.00	\$383,000.00	\$285,537.00	\$368,000.00
SURPLUS/(EXCESS EXPENDITURES)	-\$60,331.00	-\$10,600.00	\$86,863.00	\$4,400.00
PROJECTED BEGINNING FUND BALANCE	\$219,816.00	-\$1,276.78	\$159,485.00	\$246,348.00
PROJECTED ENDING FUND BALANCE	\$159,485.00	-\$11,876.78	\$246,348.00	\$250,748.00

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 for FY2015 will allow the commencement of the Elliot-Belmont Detention and Drainage Project; Acquire more educational materials to distribute to city residents.

Summary of Revenues and Expenditures

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Stormwater Fees	\$1,064,607.00	\$2,145,000.00	\$1,153,576.00	\$1,178,320.00
Miscellaneous	\$1,620,274.00	\$500.00	\$1,225,857.00	\$1,000.00
TOTAL REVENUES	\$2,684,881.00	\$2,145,500.00	\$2,379,433.00	\$1,179,320.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$2,684,881.00	\$2,145,500.00	\$2,379,433.00	\$1,179,320.00
EXPENDITURES				
Personnel Services	\$31,392.00	\$41,561.00	\$37,898.00	\$44,054.00
Other Services	\$1,585,116.00	\$1,152,340.00	\$1,381,801.00	\$277,400.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00
TOTAL DEPARTMENT EXPENDITURES	\$2,216,508.00	\$1,793,901.00	\$2,019,699.00	\$921,454.00
SURPLUS/(EXCESS EXPENDITURES)	\$468,373.00	\$351,599.00	\$359,734.00	\$257,866.00
PROJECTED BEGINNING FUND BALANCE	\$1,203,720.00	\$1,291,550.87	\$1,672,093.00	\$2,031,827.00
PROJECTED ENDING FUND BALANCE	\$1,672,093.00	\$1,643,149.87	\$2,031,827.00	\$2,289,693.00

Position Title	2014	2015	2016	2017
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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Sales Taxes	\$1,202,146.00	\$1,247,000.00	\$1,230,945.00	\$1,255,563.00
Miscellaneous	\$34,580.00	\$300.00	\$359,567.00	\$500.00
TOTAL REVENUES	\$1,236,726.00	\$1,247,300.00	\$1,590,512.00	\$1,256,063.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$1,236,726.00	\$1,247,300.00	\$1,590,512.00	\$1,256,063.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$1,015,437.00	\$1,589,400.00	\$1,838,972.00	\$1,328,715.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$1,015,437.00	\$1,589,400.00	\$1,838,972.00	\$1,328,715.00
SURPLUS/(EXCESS EXPENDITURES)	\$221,289.00	-\$342,100.00	-\$248,460.00	-\$72,652.00
PROJECTED BEGINNING FUND BALANCE	\$454,401.00	\$1,291,550.87	\$675,690.00	\$427,230.00
PROJECTED ENDING FUND BALANCE	\$675,690.00	\$949,450.87	\$427,230.00	\$354,578.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Sales Taxes	\$150,207.00	\$157,500.00	\$155,654.00	\$153,244.00
Miscellaneous	\$134.00	\$0.00	\$100.00	\$0.00
TOTAL REVENUES	\$150,341.00	\$157,500.00	\$155,754.00	\$153,244.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$150,341.00	\$157,500.00	\$155,754.00	\$153,244.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$14,829.00	\$0.00	\$0.00	\$0.00
Debt Service	\$124,959.00	\$124,000.00	\$129,369.00	\$134,132.00
TOTAL DEPARTMENT EXPENDITURES	\$139,788.00	\$124,000.00	\$129,369.00	\$134,132.00
SURPLUS/(EXCESS EXPENDITURES)	\$10,553.00	\$33,500.00	\$26,385.00	\$19,112.00
PROJECTED BEGINNING FUND BALANCE	\$191,593.00	\$1,291,550.87	\$202,146.00	\$228,531.00
PROJECTED ENDING FUND BALANCE	\$202,146.00	\$1,325,050.87	\$228,531.00	\$247,643.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Sales Taxes	\$150,207.00	\$157,500.00	\$155,654.00	\$153,244.00
Special Fees for Vehicles	\$35,517.00	\$35,000.00	\$19,500.00	\$20,100.00
Miscellaneous	\$129,811.00	\$69,810.00	\$52,180.00	\$0.00
TOTAL REVENUES	\$315,535.00	\$262,310.00	\$227,334.00	\$173,344.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$315,535.00	\$262,310.00	\$227,334.00	\$173,344.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$97,777.00	\$52,080.00	\$89,929.00	\$0.00
Debt Service	\$157,500.00	\$157,500.00	\$157,500.00	\$157,500.00
TOTAL DEPARTMENT EXPENDITURES	\$255,277.00	\$209,580.00	\$247,429.00	\$157,500.00
SURPLUS/(EXCESS EXPENDITURES)	\$60,258.00	\$52,730.00	-\$20,095.00	\$15,844.00
PROJECTED BEGINNING FUND BALANCE	-\$4,546.00	\$115,602.86	\$55,712.00	\$35,617.00
PROJECTED ENDING FUND BALANCE	\$55,712.00	\$168,332.86	\$35,617.00	\$51,461.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Sales Taxes	\$150,207.00	\$157,500.00	\$155,654.00	\$153,244.00
Miscellaneous	\$225.00	\$100.00	\$200.00	\$0.00
TOTAL REVENUES	\$150,432.00	\$157,600.00	\$155,854.00	\$153,244.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$150,432.00	\$157,600.00	\$155,854.00	\$153,244.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$202,258.00	\$202,993.00	\$346,908.00	\$202,993.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$202,258.00	\$202,993.00	\$346,908.00	\$202,993.00
SURPLUS/(EXCESS EXPENDITURES)	-\$51,826.00	-\$45,393.00	-\$191,054.00	-\$49,749.00
PROJECTED BEGINNING FUND BALANCE	\$344,081.00	\$396,688.68	\$292,255.00	\$101,201.00
PROJECTED ENDING FUND BALANCE	\$292,255.00	\$351,295.68	\$101,201.00	\$51,452.00

EMERGENCY 911

Other Funds

DESCRIPTION

The Emergency 911 fund provides revenue to fund the City's share of the operations for the Muskogee City – County 911 Center. This fund is primarily funded by taxes on landlines and cellular phones.

Summary of Revenues and Expenditures

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Sales Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SOURCES				
Transfers In	\$568,890.17	\$568,884.00	\$568,302.00	\$550,209.00
TOTAL REVENUES & OTHER SOURCES	\$568,890.17	\$568,884.00	\$568,302.00	\$550,209.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$563,326.00	\$408,000.00	\$457,850.00	\$461,200.00
Capital Outlay	\$0.00	\$160,884.00	\$112,418.00	\$89,015.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$563,326.00	\$568,884.00	\$570,268.00	\$550,215.00
SURPLUS/(EXCESS EXPENDITURES)	\$5,564.17	\$0.00	-\$1,966.00	-\$6.00
PROJECTED BEGINNING FUND BALANCE	\$59,721.00	-\$20,881.54	\$65,285.17	\$63,319.17
PROJECTED ENDING FUND BALANCE	\$65,285.17	-\$20,881.54	\$63,319.17	\$63,313.17

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
State Grants	\$0.00	\$0.00	\$0.00	\$0.00
Collections	\$36,896.00	\$0.00	\$268,219.00	\$0.00
Miscellaneous	\$211.00	\$0.00	\$18.00	\$0.00
TOTAL REVENUES	\$37,107.00	\$0.00	\$268,237.00	\$0.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$100,000.00
TOTAL REVENUES & OTHER SOURCES	\$37,107.00	\$0.00	\$268,237.00	\$100,000.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$222,467.00	\$0.00	\$369,663.00	\$169,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$222,467.00	\$0.00	\$369,663.00	\$169,000.00
SURPLUS/(EXCESS EXPENDITURES)	-\$185,360.00	\$0.00	-\$101,426.00	-\$69,000.00
PROJECTED BEGINNING FUND BALANCE	\$356,494.00	\$263,091.81	\$171,134.00	\$69,708.00
PROJECTED ENDING FUND BALANCE	\$171,134.00	\$263,091.81	\$69,708.00	\$708.00

HOME GRANTS

Other Funds

DESCRIPTION

This fund is to make application to the Oklahoma Housing Finance Agency for down payment and closing cost assistance for citizens purchasing homes within the city limits of Muskogee. This assistance is based on income..

Summary of Revenues and Expenditures

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
State Grants	\$0.00	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.29	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$0.29	\$0.00	\$0.00	\$0.00
OTHER SOURCES				
Transfers In	\$0.00	\$25,000.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$0.29	\$25,000.00	\$0.00	\$0.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$25,000.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$0.00	\$25,000.00	\$0.00	\$0.00
SURPLUS/(EXCESS EXPENDITURES)	\$0.29	\$0.00	\$0.00	\$0.00
PROJECTED BEGINNING FUND BALANCE	\$313.95	\$313.95	\$314.24	\$314.24
PROJECTED ENDING FUND BALANCE	\$314.24	\$313.95	\$314.24	\$314.24

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Foundation Grants	\$459,761.00	\$1,290,238.00	\$1,290,238.00	\$750,000.00
Collections	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$3,494.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$463,255.00	\$1,290,238.00	\$1,290,238.00	\$750,000.00
OTHER SOURCES				
Transfers In	\$159,761.00	\$390,238.00	\$349,851.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$623,016.00	\$1,680,476.00	\$1,640,089.00	\$750,000.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$621,255.00	\$1,198,461.00	\$1,643,821.61	\$750,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$621,255.00	\$1,198,461.00	\$1,643,821.61	\$750,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$1,761.00	\$482,015.00	-\$3,732.61	\$0.00
PROJECTED BEGINNING FUND BALANCE	\$0.00	\$3,732.61	\$3,732.61	\$0.00
PROJECTED ENDING FUND BALANCE	\$1,761.00	\$485,747.61	\$0.00	\$0.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Foundation Grants	\$811,977.00	\$0.00	\$886,977.00	\$0.00
Charges for Services	\$406,972.00	\$80,220.00	\$13,000.00	\$335,200.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,218,949.00	\$80,220.00	\$899,977.00	\$335,200.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$1,218,949.00	\$80,220.00	\$899,977.00	\$335,200.00
EXPENDITURES				
Personnel Services	\$2,968.00	\$0.00	\$2,800.00	\$0.00
Other Services	\$1,182,579.00	\$0.00	\$738,590.00	\$0.00
Capital Outlay	\$0.00	\$868,950.00	\$0.00	\$369,200.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$1,185,547.00	\$868,950.00	\$741,390.00	\$369,200.00
SURPLUS/(EXCESS EXPENDITURES)	\$33,402.00	-\$788,730.00	\$158,587.00	-\$34,000.00
PROJECTED BEGINNING FUND BALANCE	\$131,522.00	\$78,137.06	\$164,924.00	\$323,511.00
PROJECTED ENDING FUND BALANCE	\$164,924.00	-\$710,592.94	\$323,511.00	\$289,511.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Merchandise Sales	\$28,689.67	\$20,000.00	\$15,000.00	\$20,000.00
Admissions/Concessions	\$3,161.93	\$20,000.00	\$17,000.00	\$57,000.00
Rentals	\$0.00	\$27,000.00	\$10,000.00	\$27,800.00
Program Fees/Miscellaneous	\$6,053.62	\$20,000.00	\$5,890.00	\$20,000.00
TOTAL REVENUES	\$37,905.22	\$87,000.00	\$47,890.00	\$124,800.00
OTHER SOURCES				
Transfers In	\$55,652.86	\$0.00	\$56,335.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$93,558.08	\$87,000.00	\$104,225.00	\$124,800.00
EXPENDITURES				
Personnel Services	\$57,985.70	\$76,390.00	\$65,440.00	\$77,213.00
Other Services	\$35,572.38	\$56,350.00	\$34,085.00	\$45,506.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$93,558.08	\$132,740.00	\$99,525.00	\$122,719.00
SURPLUS/(EXCESS EXPENDITURES)	\$0.00	-\$45,740.00	\$4,700.00	\$2,081.00
PROJECTED BEGINNING FUND BALANCE	\$0.00	-\$4,693.52	-\$4,693.52	\$6.48
PROJECTED ENDING FUND BALANCE	\$0.00	-\$50,433.52	\$6.48	\$2,087.48

Position Title	2014	2015	2016	2017
GIFTSHOP WORKER/BB CONCESSIONS (SEASONAL)	6	6	6	6
PAPILION OPERATIONS MANAGER (PT)	1	0	0	0
PAPILION OPERATIONS MANAGER (FT)	0	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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$522.48	\$500.00	\$500.00	\$328.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$522.48	\$500.00	\$500.00	\$328.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$522.48	\$500.00	\$500.00	\$328.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$629.12	\$500.00	\$421.20	\$300.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$629.12	\$500.00	\$421.20	\$300.00
SURPLUS/(EXCESS EXPENDITURES)	-\$106.64	\$0.00	\$78.80	\$28.00
PROJECTED BEGINNING FUND BALANCE	\$135,184.00	\$135,150.31	\$135,077.36	\$135,156.16
PROJECTED ENDING FUND BALANCE	\$135,077.36	\$135,150.31	\$135,156.16	\$135,184.16

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Meter Sales	\$82,881.84	\$35,000.00	\$103,000.00	\$98,000.00
Miscellaneous	\$61.65	\$6,100.00	\$125.00	\$50.00
TOTAL REVENUES	\$82,943.49	\$41,100.00	\$103,125.00	\$98,050.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$82,943.49	\$41,100.00	\$103,125.00	\$98,050.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$63,660.32	\$41,100.00	\$86,000.00	\$86,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$63,660.32	\$41,100.00	\$86,000.00	\$86,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$19,283.17	\$0.00	\$17,125.00	\$12,050.00
PROJECTED BEGINNING FUND BALANCE	\$66,158.85	\$43,928.47	\$85,442.02	\$102,567.02
PROJECTED ENDING FUND BALANCE	\$85,442.02	\$43,928.47	\$102,567.02	\$114,617.02

CAPITAL IMPROVEMENT ¾ 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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$18.34	\$50.00	\$10.00	\$25.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$18.34	\$50.00	\$10.00	\$25.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$18.34	\$50.00	\$10.00	\$25.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$31,027.55	\$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
TOTAL DEPARTMENT EXPENDITURES	\$31,027.55	\$0.00	\$0.00	\$0.00
SURPLUS/(EXCESS EXPENDITURES)	-\$31,009.21	\$50.00	\$10.00	\$25.00
PROJECTED BEGINNING FUND BALANCE	\$33,746.98	\$39,107.57	\$2,737.77	\$2,747.77
PROJECTED ENDING FUND BALANCE	\$2,737.77	\$39,157.57	\$2,747.77	\$2,772.77

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$260.28	\$50.00	\$120.78	\$0.00
Foundation Grant	\$0.00	\$0.00		
Miscellaneous	\$0.00	\$0.00	\$5,000.00	\$0.00
TOTAL REVENUES	\$260.28	\$50.00	\$5,120.78	\$0.00
OTHER SOURCES				
Transfers In	\$900,000.00	\$1,200,000.00	\$1,200,000.00	\$1,200,000.00
TOTAL REVENUES & OTHER SOURCES	\$900,260.28	\$1,200,050.00	\$1,205,120.78	\$1,200,000.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$208,785.00
Other Services	\$688,106.88	\$1,165,000.00	\$1,463,824.61	\$1,256,218.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$688,106.88	\$1,165,000.00	\$1,463,824.61	\$1,465,003.00
SURPLUS/(EXCESS EXPENDITURES)	\$212,153.40	\$35,050.00	-\$258,703.83	-\$265,003.00
PROJECTED BEGINNING FUND BALANCE	\$311,665.92	\$28,730.97	\$523,819.32	\$265,115.49
PROJECTED ENDING FUND BALANCE	\$523,819.32	\$63,780.97	\$265,115.49	\$112.49

<u>Position Title</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
DIRECTOR OF ECONOMIC DEVELOPMENT	0	0	1	1
ASST DIRECTOR OF ECONOMIC DEVELOPMENT	0	0	0	0
ECONOMIC DEVELOPMENT OFC ADMIN	0	0	1	1
SPECIAL EVENTS COORDINATOR	0	0	0	1

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$100.00	\$0.00	\$112.49
Grants	\$200,000.00	\$250,000.00	\$225,000.00	\$0.00
Sales Tax	\$269,443.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$60,000.00	\$0.00
TOTAL REVENUES	\$469,443.00	\$250,100.00	\$285,000.00	\$112.49
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$469,443.00	\$250,100.00	\$285,000.00	\$112.49
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$1,128,841.20	\$1,025,261.00	\$674,418.10	\$0.00
Debt Service	\$323,783.85	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$1,452,625.05	\$1,025,261.00	\$674,418.10	\$0.00
SURPLUS/(EXCESS EXPENDITURES)	-\$983,182.05	-\$775,161.00	-\$389,418.10	\$112.49
PROJECTED BEGINNING FUND BALANCE	\$1,377,217.65	\$526,776.61	\$394,035.60	\$4,617.50
PROJECTED ENDING FUND BALANCE	\$394,035.60	-\$248,384.39	\$4,617.50	\$4,729.99

2014 SALES TAX CAPITAL IMPROVEMENTS

Other Funds

DESCRIPTION

The 2014 Capital Improvement fund provide revenue to fund the jamor 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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$100.00	\$0.00	\$20.00
Foundation Grant	\$0.00	\$0.00	\$2,750,000.00	
Contributions and Donations	\$237,393.00	\$0.00	\$0.00	
Sales Tax	\$628,888.97	\$600,000.00	\$1,107,111.00	\$1,103,360.81
Foundation Loan Gap Funding	\$0.00	\$0.00	\$1,890,808.48	\$12,269.00
TOTAL REVENUES	\$866,281.97	\$600,100.00	\$5,747,919.48	\$1,115,649.81
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$866,281.97	\$600,100.00	\$5,747,919.48	\$1,115,649.81
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$642,578.70	\$600,000.00	\$5,971,252.30	\$916,020.00
Equipment	\$0.00	\$0.00	\$0.00	
Land and Right of Way	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$200,000.00
TOTAL DEPARTMENT EXPENDITURES	\$642,578.70	\$600,000.00	\$5,971,252.30	\$1,116,020.00
SURPLUS/(EXCESS EXPENDITURES)	\$223,703.27	\$100.00	-\$223,332.82	-\$370.19
PROJECTED BEGINNING FUND BALANCE	\$0.00	\$526,776.61	\$223,703.27	\$370.45
PROJECTED ENDING FUND BALANCE	\$223,703.27	\$526,876.61	\$370.45	\$0.26

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$2,000.00	\$0.00	\$0.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$805,410.26	\$1,900,000.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$805,410.26	\$1,902,000.00	\$0.00	\$0.00
OTHER SOURCES				
Transfers In Loan Proceeds	\$0.00	\$1,704,000.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$805,410.26	\$3,606,000.00	\$0.00	\$0.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$1,704,400.00	\$0.00	\$0.00
Debt Service	\$846,000.00	\$1,717,000.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$846,000.00	\$3,421,400.00	\$0.00	\$0.00
SURPLUS/(EXCESS EXPENDITURES)	-\$40,589.74	\$184,600.00	\$0.00	\$0.00
PROJECTED BEGINNING FUND BALANCE	\$1,037,975.00	\$865,322.37	\$997,385.26	\$997,385.26
PROJECTED ENDING FUND BALANCE	\$997,385.26	\$1,049,922.37	\$997,385.26	\$997,385.26

2014 SEWER REHAB

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$0.00	\$0.00	\$0.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	
Sales Tax	\$1,118,024.84	\$1,125,000.00	\$1,955,975.00	\$1,961,530.32
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,118,024.84	\$1,125,000.00	\$1,955,975.00	\$1,961,530.32
OTHER SOURCES				
Transfers In Loan Proceeds	\$2,485,653.36	\$0.00	\$2,555,362.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$3,603,678.20	\$1,125,000.00	\$4,511,337.00	\$1,961,530.32
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$3,603,678.20	\$2,000,000.00	\$3,911,336.32	\$1,361,531.00
Debt Service	\$0.00	\$600,000.00	\$600,000.00	\$600,000.00
TOTAL DEPARTMENT EXPENDITURES	\$3,603,678.20	\$2,600,000.00	\$4,511,336.32	\$1,961,531.00
SURPLUS/(EXCESS EXPENDITURES)	\$0.00	-\$1,475,000.00	\$0.68	-\$0.68
PROJECTED BEGINNING FUND BALANCE	\$0.00	\$865,322.37	\$0.00	\$0.68
PROJECTED ENDING FUND BALANCE	\$0.00	-\$609,677.63	\$0.68	\$0.00

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 FY2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$0.00	\$0.00	\$20.00
Loan Proceeds	\$2,313,081.46	\$0.00	\$1,807,421.00	\$2,499,288.00
Sales Tax	\$1,502,383.69	\$1,470,000.00	\$1,536,543.00	\$1,532,445.56
Foundation Grant	\$248,382.08	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$4,063,847.23	\$1,470,000.00	\$3,343,964.00	\$4,031,753.56
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$4,063,847.23	\$1,470,000.00	\$3,343,964.00	\$4,031,753.56
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$1,430,378.00	\$1,602,472.00	\$3,662,768.00	\$3,100,021.00
Debt Service	\$857,744.06	\$982,800.00	\$852,000.00	\$852,000.00
TOTAL DEPARTMENT EXPENDITURES	\$2,288,122.06	\$2,585,272.00	\$4,514,768.00	\$3,952,021.00
SURPLUS/(EXCESS EXPENDITURES)	\$1,775,725.17	-\$1,115,272.00	-\$1,170,804.00	\$79,732.56
PROJECTED BEGINNING FUND BALANCE	\$846,658.47	\$1,197,926.00	\$2,622,383.64	\$1,451,579.64
PROJECTED ENDING FUND BALANCE	\$2,622,383.64	\$82,654.00	\$1,451,579.64	\$1,531,312.20

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$156.84	\$129.92	\$100.00	\$100.00
Sales Tax	\$1,202,146.93	\$1,178,011.00	\$1,229,234.00	\$1,225,956.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,202,303.77	\$1,178,140.92	\$1,229,334.00	\$1,226,056.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$1,202,303.77	\$1,178,140.92	\$1,229,334.00	\$1,226,056.00
EXPENDITURES				
Personnel Services	\$1,142,964.05	\$1,139,040.00	\$1,220,837.00	\$1,065,369.00
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
TOTAL DEPARTMENT EXPENDITURES	\$1,142,964.05	\$1,139,040.00	\$1,220,837.00	\$1,065,369.00
SURPLUS/(EXCESS EXPENDITURES)	\$59,339.72	\$39,100.92	\$8,497.00	\$160,687.00
PROJECTED BEGINNING FUND BALANCE	\$130,241.28	\$263,125.96	\$189,581.00	\$198,078.00
PROJECTED ENDING FUND BALANCE	\$189,581.00	\$302,226.88	\$198,078.00	\$358,765.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$94.79	\$500.00	\$50.00	\$100.00
Sales Tax	\$1,202,146.93	\$1,178,011.00	\$1,229,234.00	\$1,225,956.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,202,241.72	\$1,178,511.00	\$1,229,284.00	\$1,226,056.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$1,202,241.72	\$1,178,511.00	\$1,229,284.00	\$1,226,056.00
EXPENDITURES				
Personnel Services	\$1,217,506.81	\$1,135,408.52	\$1,246,933.00	\$1,196,624.34
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
TOTAL DEPARTMENT EXPENDITURES	\$1,217,506.81	\$1,135,408.52	\$1,246,933.00	\$1,196,624.34
SURPLUS/(EXCESS EXPENDITURES)	-\$15,265.09	\$43,102.48	-\$17,649.00	\$29,431.66
PROJECTED BEGINNING FUND BALANCE	\$112,645.00	\$263,125.96	\$97,379.91	\$79,730.91
PROJECTED ENDING FUND BALANCE	\$97,379.91	\$306,228.44	\$79,730.91	\$109,162.57

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$328.88	\$20.00	\$400.00	\$100.00
Sales Tax	\$1,202,146.93	\$1,178,011.00	\$1,229,234.00	\$1,225,956.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,202,475.81	\$1,178,031.00	\$1,229,634.00	\$1,226,056.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$1,202,475.81	\$1,178,031.00	\$1,229,634.00	\$1,226,056.00
EXPENDITURES				
Personnel Services	\$1,077,937.93	\$1,094,058.50	\$1,166,080.00	\$1,076,336.18
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
TOTAL DEPARTMENT EXPENDITURES	\$1,077,937.93	\$1,094,058.50	\$1,166,080.00	\$1,076,336.18
SURPLUS/(EXCESS EXPENDITURES)	\$124,537.88	\$83,972.50	\$63,554.00	\$149,719.82
PROJECTED BEGINNING FUND BALANCE	\$358,823.32	\$538,431.64	\$483,361.20	\$546,915.20
PROJECTED ENDING FUND BALANCE	\$483,361.20	\$622,404.14	\$546,915.20	\$696,635.02

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$247.40	\$1,200.00	\$500.00	\$500.00
Cemetery Receipts	\$14,617.86	\$12,000.00	\$12,000.00	\$12,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$14,865.26	\$13,200.00	\$12,500.00	\$12,500.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$14,865.26	\$13,200.00	\$12,500.00	\$12,500.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services		\$0.00	\$0.00	\$0.00
Capital Outlay	\$995.00	\$0.00	\$62,000.00	\$88,000.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$995.00	\$0.00	\$62,000.00	\$88,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$13,870.26	\$13,200.00	-\$49,500.00	-\$75,500.00
PROJECTED BEGINNING FUND BALANCE	\$180,481.74	\$289,083.23	\$194,352.00	\$144,852.00
PROJECTED ENDING FUND BALANCE	\$194,352.00	\$302,283.23	\$144,852.00	\$69,352.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$0.00	\$100.00	\$53.50	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$0.00	\$100.00	\$53.50	\$0.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$0.00	\$100.00	\$53.50	\$0.00
EXPENDITURES				
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
TOTAL DEPARTMENT EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00
SURPLUS/(EXCESS EXPENDITURES)	\$0.00	\$100.00	\$53.50	\$0.00
PROJECTED BEGINNING FUND BALANCE	\$70,589.37	\$70,589.00	\$70,589.37	\$70,642.87
PROJECTED ENDING FUND BALANCE	\$70,589.37	\$70,689.00	\$70,642.87	\$70,642.87

DAVIS FIELD AIRPORT

Other Funds

DESCRIPTION

Davis Field airport is owned, operated and maintained by the city of Muskogee and is serviced by all utilities. The airport consists of 1,622 acres of land, with aviation use and non-aviation areas for future development. The city can either lease land or build to suit tenant. The airport can accommodate light through heavy transport type jet aircraft. The Airport Fund is primarily funded by fees generated by the rental of hangers at Davis Field Municipal Airport.

Summary of Revenues and Expenditures

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$260.99	\$100.00	\$290.00	\$290.00
Grants	\$68,076.12	\$0.00	\$68,076.12	\$0.00
Hangar Rentals	\$186,971.80	\$153,900.00	\$182,587.00	\$182,587.00
Grazing Leases	\$21,316.47	\$16,000.00	\$21,300.00	\$21,300.00
Miscellaneous	\$10,385.20	\$12,000.00	\$16,000.00	\$16,000.00
TOTAL REVENUES	\$287,010.58	\$182,000.00	\$288,253.12	\$220,177.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$287,010.58	\$182,000.00	\$288,253.12	\$220,177.00
EXPENDITURES				
Personnel Services	\$56,525.25	\$114,629.00	\$46,953.00	\$64,369.00
Other Services	\$129,001.81	\$88,447.00	\$184,425.18	\$255,131.70
Capital Outlay	\$0.00	\$0.00	\$0.00	\$121,000.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$185,527.06	\$203,076.00	\$231,378.18	\$440,500.70
SURPLUS/(EXCESS EXPENDITURES)	\$101,483.52	-\$21,076.00	\$56,874.94	-\$220,323.70
PROJECTED BEGINNING FUND BALANCE	\$293,375.29	\$50,455.00	\$394,858.81	\$451,733.75
PROJECTED ENDING FUND BALANCE	\$394,858.81	\$29,379.00	\$451,733.75	\$231,410.05

Position Title	2013	2014	2015	2016
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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Interest	\$124.34	\$75.00	\$75.00	\$0.00
Hotel/Motel Taxes	\$927,866.56	\$920,000.00	\$920,000.00	\$981,000.00
Miscellaneous	\$0.00	\$0.00	\$60,000.00	\$0.00
TOTAL REVENUES	\$927,990.90	\$920,075.00	\$980,075.00	\$981,000.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$242,000.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$927,990.90	\$920,075.00	\$1,222,075.00	\$981,000.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$1,010,157.65	\$961,000.00	\$1,307,627.00	\$978,425.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$1,010,157.65	\$961,000.00	\$1,307,627.00	\$978,425.00
SURPLUS/(EXCESS EXPENDITURES)	-\$82,166.75	-\$40,925.00	-\$85,552.00	\$2,575.00
PROJECTED BEGINNING FUND BALANCE	\$168,487.69	\$252,966.35	\$86,320.94	\$768.94
PROJECTED ENDING FUND BALANCE	\$86,320.94	\$212,041.35	\$768.94	\$3,343.94

INSURANCE TRUST

Internal Service Funds

DESCRIPTION

Fund for unemployment insurance.

Summary of Revenues and Expenditures

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY2017
REVENUES				
Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$12,700.00	\$27,700.00	\$12,700.00
TOTAL REVENUES	\$0.00	\$12,700.00	\$27,700.00	\$12,700.00
OTHER SOURCES				
Transfers In	\$17,355.28	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$17,355.28	\$12,700.00	\$27,700.00	\$12,700.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$15,998.91	\$12,700.00	\$20,000.00	\$15,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$15,998.91	\$12,700.00	\$20,000.00	\$15,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$1,356.37	\$0.00	\$7,700.00	-\$2,300.00
PROJECTED BEGINNING FUND BALANCE	\$0.00	\$0.00	\$1,356.37	\$9,056.37
PROJECTED ENDING FUND BALANCE	\$1,356.37	\$0.00	\$9,056.37	\$6,756.37

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Charges for Services	\$941.30	\$0.00	\$0.00	\$0.00
Sales Taxes	\$450,805.17	\$470,000.00	\$460,962.95	\$459,733.00
TOTAL REVENUES	\$451,746.47	\$470,000.00	\$460,962.95	\$459,733.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$451,746.47	\$470,000.00	\$460,962.95	\$459,733.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	\$443,705.62	\$420,000.00	\$443,000.00	\$443,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$443,705.62	\$420,000.00	\$443,000.00	\$443,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$8,040.85	\$50,000.00	\$17,962.95	\$16,733.00
PROJECTED BEGINNING FUND BALANCE	\$159,934.53	\$159,834.00	\$167,975.38	\$185,938.33
PROJECTED ENDING FUND BALANCE	\$167,975.38	\$209,834.00	\$185,938.33	\$202,671.33

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Charge for Services	\$4,513,907.04	\$4,695,676.00	\$4,695,676.00	\$4,695,676.00
Transfer from Employee Sales Tax	\$443,705.62	\$420,000.00	\$443,000.00	\$443,000.00
TOTAL REVENUES	\$4,957,612.66	\$5,115,676.00	\$5,138,676.00	\$5,138,676.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$4,957,612.66	\$5,115,676.00	\$5,138,676.00	\$5,138,676.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Claims	\$4,104,907.53	\$4,735,000.00	\$4,610,824.00	\$4,600,000.00
Miscellaneous	\$103,225.09	\$0.00	\$135,000.00	\$135,000.00
TOTAL DEPARTMENT EXPENDITURES	\$4,208,132.62	\$4,735,000.00	\$4,745,824.00	\$4,735,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$749,480.04	\$380,676.00	\$392,852.00	\$403,676.00
PROJECTED BEGINNING FUND BALANCE	\$850,420.47	-\$207,837.81	\$1,599,900.51	\$1,992,752.51
PROJECTED ENDING FUND BALANCE	\$1,599,900.51	\$172,838.19	\$1,992,752.51	\$2,396,428.51

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Charges for Services	\$599,481.10	\$387,000.00	\$387,956.00	\$387,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$599,481.10	\$387,000.00	\$387,956.00	\$387,000.00
OTHER SOURCES				
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES & OTHER SOURCES	\$599,481.10	\$387,000.00	\$387,956.00	\$387,000.00
EXPENDITURES				
Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Claims	\$487,323.10	\$387,000.00	\$387,956.00	\$387,000.00
Miscellaneous	\$112,158.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$599,481.10	\$387,000.00	\$387,956.00	\$387,000.00
SURPLUS/(EXCESS EXPENDITURES)	\$0.00	\$0.00	\$0.00	\$0.00
PROJECTED BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00
PROJECTED ENDING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00

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

	Actual FY 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Water Revenue	\$7,920,848.00	\$8,684,000.00	\$7,680,587.00	\$9,118,200.00
Sewer Revenue	\$3,253,949.00	\$3,704,680.00	\$3,437,923.00	\$3,889,914.00
Other Charges	\$501,241.43	\$430,600.00	\$430,600.00	\$430,600.00
TOTAL REVENUES	\$11,676,038.43	\$12,819,280.00	\$11,549,110.00	\$13,438,714.00
EXPENDITURES				
Transfer to General Fund	\$8,531,716.00	\$9,749,680.00	\$8,554,232.43	\$9,869,114.00
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	\$0.00	\$0.00	\$500,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$11,601,316.00	\$12,819,280.00	\$11,623,832.43	\$13,438,714.00
SURPLUS/(EXCESS EXPENDITURES)	\$74,722.43	\$0.00	-\$74,722.43	\$0.00
PROJECTED BEGINNING FUND BALANCE	\$0.00	\$74,722.43	\$74,722.43	\$0.00

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 2015	Budget FY 2016	Est. Actual FY 2016	Proposed FY 2017
REVENUES				
Parking Rental	\$65,405.00	\$65,000.00	\$67,726.69	\$67,726.00
Other Charges	\$0.00	\$500.00	\$0.00	\$0.00
TOTAL REVENUES	\$65,405.00	\$65,500.00	\$67,726.69	\$67,726.00
EXPENDITURES				
Parking Lot Improvements	\$72,260.10	\$155,000.00	\$65,000.00	\$155,000.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEPARTMENT EXPENDITURES	\$72,260.10	\$155,000.00	\$65,000.00	\$155,000.00
SURPLUS/(EXCESS EXPENDITURES)	-\$6,855.10	-\$89,500.00	\$2,726.69	-\$87,274.00
PROJECTED BEGINNING FUND BALANCE	\$840,520.36	\$833,665.26	\$833,665.26	\$836,391.95
PROJECTED ENDING FUND BALANCE	\$833,665.26	\$744,165.26	\$836,391.95	\$749,117.95

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	FY2017 Requested	FY2017 Recommended
Animal Control	\$0.00	\$0.00
Cemetery	\$63,800.00	\$2,700.00
City Attorney	\$0.00	\$0.00
City Clerk	\$0.00	\$0.00
Code Enforcement	\$25,000.00	\$0.00
Emergency Management	\$0.00	\$0.00
Engineering Admin	\$15,000.00	\$13,500.00
Environmental Control	\$105,000.00	\$40,500.00
Equipment Management	\$110,000.00	\$54,000.00
Facilities	\$117,000.00	\$94,500.00
Fairgrounds	\$50,000.00	\$45,000.00
Fire	\$119,000.00	\$13,500.00
General Government	\$93,000.00	\$18,000.00
Human Resources	\$55,000.00	\$38,790.00
Information Technology	\$732,500.00	\$373,500.00
Inspections	\$0.00	\$0.00
Library	\$10,000.00	\$4,500.00
Parks	\$144,000.00	\$115,200.00
Planning	\$10,842.00	\$4,950.00
Police	\$186,785.00	\$163,350.00
Pollution Collection	\$350,000.00	\$0.00
Public Works Admin	\$6,000.00	\$3,150.00
Purchasing	\$360.00	\$324.00
Recreation	\$120,000.00	\$81,000.00
Revenue	\$35,921.00	\$3,938.00
Solid Waste	\$0.00	\$0.00
Streets	\$322,910.00	\$155,619.00
Traffic Engineering	\$85,000.00	\$63,000.00
Treasurer	\$0.00	\$0.00
Waste Treatment	\$12,105.00	\$10,894.00
Water Distribution	\$30,700.00	\$27,000.00
Water Supply	\$52,000.00	\$1,800.00
Total All Departments	\$2,851,923.00	\$1,328,715.00

CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Animal Control	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Cemetery	PRIVACY FENCE	\$44,000.00	\$0.00	
	FLAG POLE IN FRONT OF OFFICE	\$3,500.00	\$0.00	
	GRASSHOPPER MOWER	\$12,600.00	\$0.00	
	GRASSHOPPER MOWER MULCH	\$2,700.00	\$2,430.00	
	ICE MACHNE	\$1,000.00	\$270.00	

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
City Attorney	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
City Clerk	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Code Enforcement	VEHICLE	\$25,000.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Emergency Management	NONE	\$0.00	\$0.00	\$0.00

CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Engineering Admin	SCANNER W/WORK STATION	\$15,000.00	\$13,500.00	\$13,500.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Environmental Control	NEW ROOF	\$15,000.00	\$0.00	
	15" BATWING MOWER	\$40,000.00	\$36,000.00	
	CHAIN SAWS, WEED EATERS, ETC	\$5,000.00	\$4,500.00	
	BACKHOE/PALLET FORKS	\$45,000.00	\$0.00	
			\$0.00	
			\$0.00	\$40,500.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Equipment Management	MOBILE COLUMN LIFT	\$35,000.00	\$31,500.00	
	REPLACE 2 POST LIFT	\$10,000.00	\$9,000.00	
	15 TON JACK W/STAND	\$7,500.00	\$6,750.00	
	10 TON JACK	\$5,000.00	\$4,500.00	
	25 TON JACK	\$2,500.00	\$2,250.00	
	FLEET TRACKING	\$50,000.00	\$0.00	
				\$54,000.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Facilities Management	3 VEHICLES	\$75,000.00	\$67,500.00	
	SCISSOR LIFT	\$12,000.00	\$0.00	
	CITY HALL BRICK SEAL	\$30,000.00	\$27,000.00	
				\$94,500.00

CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Fairgrounds	BUILDING MAINTENANCE/REPAIRS	\$50,000.00	\$45,000.00	\$45,000.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Fire	MISC REPAIRS	\$4,000.00	\$0.00	
	FIRST RESPONDER PROGRAM	\$15,000.00	\$13,500.00	
	NEW FIRE STATION #5	\$100,000.00	\$0.00	
				\$13,500.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
General Government	HONEYWELL LEASE	\$18,000.00	\$18,000.00	
	HONEYWELL MAINT AGREEMT	\$75,000.00	\$0.00	\$18,000.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Human Resources	HEPATITIS SHOTS	\$5,000.00	\$4,500.00	
	FIRE EXTINGUISHER MAINT	\$4,000.00	\$3,600.00	
	GATORADE/WATER ALL DEPTS	\$6,000.00	\$5,400.00	
	RESPIRATORS	\$2,000.00	\$1,800.00	
	AED MACHINES FOR 9 LOC	\$8,100.00	\$7,290.00	
	CITY-WIDE SAFETY GEAR	\$18,000.00	\$16,200.00	
	EMPLOYEE PICNIC	\$4,000.00	\$0.00	
	CHRISTMAS PARTY	\$7,900.00	\$0.00	\$38,790.00

CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Information Technology	SUDDENLINK WAN ANNUAL	\$75,000.00	\$67,500.00	
	COPIER LEASE AND MAINTENANCE	\$55,000.00	\$49,500.00	
	BACKUP SOFTWARE UPGRADES	\$15,000.00	\$13,500.00	
	MICROSOFT UPDATES	\$70,000.00	\$31,500.00	
	EXCHANGE SERVER	\$30,000.00	\$27,000.00	
	TECH REFRESH COMPUTERS / PRINTERS (UP TO 50 DEVICES)	\$40,000.00	\$36,000.00	
	SECURITY CAMERAS	\$65,000.00	\$58,500.00	
	VMWARE UPGRADE	\$10,000.00	\$9,000.00	
	FIREWALL UPGRADE	\$20,000.00	\$18,000.00	
	LAPTOPS FOR FLEET	\$6,000.00	\$5,400.00	
	UPGRADE SITES TO FIBER	\$15,500.00	\$0.00	
	UPGRADE BUILDOUT CHARGE	\$12,000.00	\$0.00	
	TIME/ATTENDANCE	\$150,000.00	\$0.00	
	LICENSE FOR WLAN CONTROLLER	\$10,000.00	\$0.00	
	APPLICANT TRACKING	\$20,000.00	\$0.00	
	UPDATE SERVER ROOM	\$45,000.00	\$27,000.00	
	MOBILE DEVICES CODE ENF	\$3,000.00	\$2,700.00	
	INFRASTRUCTURE IMPROV	\$10,000.00	\$0.00	
	MLK HONEYWELL	\$25,000.00	\$22,500.00	
	REPLICATE SERVER SYSTEM	\$50,000.00	\$0.00	
SURFACE PRO	\$6,000.00	\$5,400.00	\$373,500.00	

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Inspections	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Library	GENERAL REPAIRS AND MAINTENANCE	\$10,000.00	\$4,500.00	\$4,500.00

CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Parks	OFFICE IMPROVEMENTS	\$16,000.00	\$0.00	
	SEALING TRAILS	\$25,000.00	\$22,500.00	
	2 MINI DUMP TRUCKS	\$30,000.00	\$27,000.00	
	FORD ESCAPE	\$22,000.00	\$19,800.00	
	3 ZTR MOWERS	\$39,000.00	\$35,100.00	
	SFM BUILDING MAINT	\$12,000.00	\$10,800.00	

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Planning	PICTOMETRY	\$10,842.00	\$4,950.00	\$4,950.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Police	POLICE CAR DEBT SERVICE	\$60,000.00	\$54,000.00	
	TASER BODY CAMERAS	\$7,900.00	\$7,110.00	
	CAMERA DOCK	\$1,500.00	\$1,350.00	
	TASER REPLACEMENTS	\$104,000.00	\$93,600.00	
	TASER CAMERAS FOR AC OFF	\$5,285.00	\$0.00	
	HANDGUNS	\$2,100.00	\$1,890.00	
	BALLISTIC SHIELD	\$6,000.00	\$5,400.00	\$163,350.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Pollution Collection	FLUSHER TRUCK	\$350,000.00	\$0.00	
				\$0.00

CAPITAL OUTLAY DETAIL

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Treasurer	NONE	\$0.00	\$0.00	\$0.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Waste Treatment	CHLORINE DECTION EQUIP	\$12,105.00	\$10,894.00	
				\$10,894.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Water Distribution	REPLACEMENT VEHICLE	\$25,000.00	\$22,500.00	
	TAPPING MACHINE	\$5,000.00	\$4,500.00	
	COLOR PRINTER	\$700.00	\$0.00	\$27,000.00

DEPARTMENT	PROJECT	FY2017 REQUESTS	FY2017 RECOMMENDED	FY2017 TOTAL
Water Supply	3/4 TON CREW CAB	\$50,000.00	\$0.00	
	UTILITY TRAILER	\$2,000.00	\$1,800.00	\$1,800.00

GLOSSARY

Terms & Definitions

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.

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 governmenta 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.

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

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.

T

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
Debbie Sherwood, 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 st Insertion , May 31, 2016	5 th Insertion _____
2 nd insertion _____	6 th Insertion _____
3 th Insertion _____	7 th Insertion _____
4 th Insertion _____	Last Insertion _____

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

Publication Fees \$204.50 Signed Debbie Sherwood

Account Number 127

Subscribed and sworn to before me this 31st day of May A.D., 2016

My Commission expires 3/31/2020

Heavenly Moore
Notary Public



OLD
A.H. Passport, slide, ex-
13,500, 2005 SE 310 Pilgrim,
les with bunks, great condition
\$10,500, 918-463-2632.
Call 918-520-1922



**2001 Harley Davidson
Sportster Custom,
11,000 miles,
\$4800 firm!
918-351-8179**

**26 ft. Concession Trailer,
4 sinks, AC & heat.
COMPLETE!! REDUCED!**

\$4000
918-351-5786
918-816-0567



**2008 Sun Tracker Bass
Buggy 18' Pontoon Boat
with 50HP Mercury Out
board Motor & Trailer.
Great Shape. Perfect
Upholstery, has cover.
\$10,500 918-869-1374**

PUBLIC HEARING

Notice is hereby given that the City of Muskogee, Oklahoma will conduct a Public Hearing at 4:00 p.m. on the 7th day of June, 2016 at the Municipal Building located at 229 W. Okmulgee, Muskogee, OK in Council Chambers on the Third Floor for the purpose of discussing the Municipal Budget for the City of Muskogee, Oklahoma for the Fiscal Year 2016-2017. Citizens of the City of Muskogee, Oklahoma will have the opportunity to provide written and oral comments at the public hearing.

PROPOSED BUDGET SUMMARY

	General Fund	Debt Service	Special Revenue & Capital Projects	Trust & Agency	Enterprise
SALES TAX	\$ 13,948,500	\$ -	\$ -	\$ -	\$ -
CIGARETTE/TOBACCO TAX	280,500		10,813,724		
USE TAX	1,850,000				
HOTEL/MOTEL TAXES			981,075		
FRANCHISE TAX	2,275,000				
ALCOHOL BEVERAGE TAX	160,000				
BUILDING PERMITS	140,000				
BUSINESS LICENSES	130,000				
STATE/FEDERAL GRANTS	25,000				
FOUNDATION GRANTS	86,000		750,000		
WATER REVENUE	6,354,000				
SEWER REVENUE	3,170,680				
REFUSE REVENUE	2,550,000		372,400		
PENALTIES	312,000				
RECONNECT FEES	173,000				
STORMWATER					
FINES AND FORFEITURES	1,007,000		1,179,320		
SHERIFFS FEES	23,000		20,000		
INTEREST	50,000				
RENTS AND CONCESSIONS	3,600				
LANDFILL	187,000				
PARKING METERS	1,200				
CEMETERY RECEIPTS	85,000		13,200		
SALES OF SURPLUS	100,000				
ADVALOREM TAXES		255,000			
CITY TRANSFERS			1,900,209	5,515,376	
STREET MAINT			2,971,587		
VEHICLE/GASOLINE TAXES			359,200		
BUSINESS ACTIVITY REVENUE			227,295		1,772,787
TOTAL REVENUES	32,911,480	255,000	19,588,010	5,515,376	1,772,787
PROPOSED EXPENDITURES	34,213,328	300,000	21,415,034	5,135,656	1,864,794
*PROJECTED BALANCE 7-1-2016	\$4,994,367	\$45,831	\$8,279,968	\$1,227,111	\$732,516
INCREASE/(DECREASE)	(1,301,848)	(45,000)	(1,827,024)	379,720	(92,007)
PROJECTED ENDING					
BALANCE 6-30-17	3,692,519	831	6,452,944	1,606,831	640,509

*PROJECTED CASH SURPLUS FOR FISCAL YEAR 2016