

Budget Amendment Request

For Budget Year

2016-2017

Date: 6/8/2017
 Department: CMO
 Requested by: Melissa Reames

Explanation: The library received cash for a three year grant during FY16. The terms of the grant provided for the amount to be expended over a three year period ending in FY18. The total grant amount was recorded into revenue in FY16. During FY17 the 2 remaining years of revenue was recorded as a revenue/expenditure carryforward. The correct accounting for this three year grant should have been to carry forward a cash balance in beginning general fund cash and then record a corresponding carryforward for the expenditure. This entry removes the FY18 expenditure amount from revenue and expenditure and is accompanied by the related FY17 expenditure budget amendment.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
Decrease:					-
	1015510 43000		164,300	(57,700)	106,600
	1015510 53045		148,100	(57,700)	90,400
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

(115,400)

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: MR

Date: _____

Approved by Administrator: Nathan McNichols

Date: _____

Approved by City Manager: _____

Date: 6-13-17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 06.19.17 pgo

Processed by Finance: Deah Berry

Date: 6/21/17

BU000710

FY17

Explanation:	<p>In November 2015, an exchange agreement was executed which granted OSU a parcel of land at 302 S Ramsey and potable water for their WTP Clearwell Project in exchange for a long-term land lease and all easements needed for construction of a City of Stillwater water tower. The land at 302 S Ramsey was originally purchased with dedicated Transportation Sales Tax dollars. This transfer of funds is to reimburse the Transportation Sales Tax Fund for the original purchase price of the land at 302 S Ramsey.</p>
--------------	---

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease. Grant revenues offset by expenditures may net to zero.

127,463

Date: 09 Jun 17

Date: 6-9-17

Date: 6/14/17

Date: 06.19.17 pgo

Date: 6/22/17

BV000713

FY17

6/9/2017

Transportation Sales Tax Fund

Christy Cluck

In November 2015, an exchange agreement was executed which granted OSU a parcel of land at 302 S Ramsey and potable water for their WTP Clearwell Project in exchange for a long-term land lease and all easements needed for construction of a City of Stillwater water tower. The land at 302 S Ramsey was originally purchased with dedicated Transportation Sales Tax dollars. This transfer of funds is from the SUA Water Fund to reimburse the Transportation Sales Tax Fund for the original purchase price of the land at 302 S Ramsey.

[illegible]

127,463

Date: _____

Date: 6-9-17

Date: 6/14/17

Date: 06.19.17 1590

Date: 6/22/17

B0000712

June 5

Budget Amendment Request For Budget Year

2016-2017

Date: 5/19/2017
Department: CMO
Requested by: Melissa Reames

Explanation: Budget amendment required to fund Runway 4-22 rehabilitation project phase I in partnership with the Oklahoma Aeronautics Commission(OAC). Estimated cost for phase I is \$115,000 with OAC contributing \$109,250 and SRA contributing \$5,750. SRA has elected to build a contingency into their contribution to the project of \$8,041 due to recent experience with the bypass taxiway stubs project and unanticipated soil conditions and increased FAA standards on concrete.

	Account Number & Account Name			Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8207022	54010	Runway 4-22 Rehab	17AP07820	-	13,791	13,791
							-
							-
							-
							-
							-
Decrease:	8107013	54008	Airport Signage	16AP09810	13,294	(11,914)	1,380
	8107013	54008	TSA Office	16AP10810	20,000	(1,877)	18,123
							-
							-
							-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: _____

Date: _____
Date: _____

Approved by Administrator: _____
Approved by City Manager: _____
Approved by City Council (If applicable) Yes ☒ No ☐

Date: _____
Date: 5-23-17
Date: 06.05.17 *potter*

Processed by Finance: Reah Barry
BU000677

Date: 6/8/17

Budget Amendment Request For Budget Year FY2017

Date: 4/13/2017

Department: Community Center

Requested by: Stephanie Kinder

Explanation: BU000670
The Community Center received a donation from Friends of the Stillwater Community Center to purchase tables and chairs for the Community Center dining room.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	101-5213-52046 Minor Supplies		9,444	3,565	13,009
	101-5213-48701 Donations		-	3,565	3,565
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

7,130

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melina Reagan

Date: 5-8-17

Approved by City Manager: Theresa Wells

Date: 5-24-17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 05.24.17 potones

Processed by Finance: Diana Aldridge

Date: 5-26-17

633

Date: 4/20/17

Date: 4/20/17

Budget Amendment Request For Budget Year

16/17

631

Date: 4/11/2017
 Department: Self Insurance
 Requested by: Tammy Brown

Explanation: During the current fiscal year the City of Stillwater has experienced larger than anticipated health insurance claims, prescription drug costs, workers compensation settlements and worker's compensation health claim costs. These large claims have resulted in a budget overage in the self-insurance fund. Staff has addressed a portion of the overages by reallocating remaining budget available within the self-insurance fund. This amendment addresses the remaining anticipated self insurance overages for the remainder of the current fiscal year.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
	5001410 51023 Health Insurance/Rx		5,312,274	640,000	5,952,274
	5001410 53114 Workers Compensation Judgements/Court Costs		175,000	7,000	182,000
	5001410 53115 Workers Compensation Expenses		475,000	88,000	563,000
					-
Decrease:					
					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

735,000

Reviewed by Operations Manager/Director: *Tammy Brown*

Date: 4/11/17

Reviewed by Finance: _____

Date: _____

Approved by Administrator: *Melina Plamess*

Date: 4-11-17

Approved by City Manager: *Mark W. Venable*

Date: 4-20-17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 04.17.17 pgs

Processed by Finance: *Tammy Branch*

Date: 4/20/17

FY17

Request to fund Task Order 13, Amendment #2 (Olsoon and Associates) to finish design on Perkins Road, Project STPW22 for the difference between the available budget of \$260,000 and the Task Order amount of \$346, 600.

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease. Grant revenues offset by expenditures may net to zero.

86,600

Date: 4/20/17

Budget Amendment Request

For Budget Year

2016-2017

626

Date: 4/11/2017
 Department: CMO
 Requested by: Melissa Reames

Explanation: Friday Food Trucks and Tunes is a City of Stillwater special event that runs April through September 2017. The cost of the bands and event supplies is funded in part by food truck event fees and sponsorships. Stillwater Medical Center has agreed to be the stage title sponsor. This budget amendment increases donation revenue in the special event department and event fees income with a related increase to the Friday Food Trucks and Tunes expenditure account.

	Account Number & Account Name			Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1015220	48718	Event Fees		-	3,250	3,250
	1015220	53104	Event Expenditures		-	10,750	10,750
	1015220	48701	Donations		-	7,500	7,500
							-
							-
Decrease:							-
							-
							-
							-
							-
							-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

21,500

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 4-20-17

Approved by City Manager: Melissa Reames

Date: 4-11-17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 04.17.17 pgo

Processed by Finance: Kammy Branch

Date: 4/20/17



FRIDAYS FOOD TRUCKS AND TUNES SPONSORSHIP PACKET 2017

Fridays, Food Trucks & Tunes is back. This year the schedule will include 6 events beginning in April as the kick-off event for the arts festival weekend.

Fridays, Food Trucks & Tunes began in 2014 as a free event and has continued to draw crowds including college students, professors, professionals, young families and retirees to the downtown area. Offering a variety of food trucks, music and entertainment, this is the perfect opportunity for the community to come together to socialize in the heart of Stillwater.

Fridays, Food Trucks & Tunes events are heavily promoted through many avenues including various forms of print, radio, TV and social media.

2017 Events

Again this year, FFT&T's will be located on Block 34 with plenty of space for food trucks, an entertainment stage, kids' activities and, new this year, a merchant market highlighting an array of downtown merchants.

2017 Events:

04/21/2017	Fridays, Food Trucks & Tunes - 3rd Friday
05/19/2017	Fridays, Food Trucks & Tunes - 3rd Friday
06/16/2017	Fridays, Food Trucks & Tunes - 3rd Friday
07/21/2017	Fridays, Food Trucks & Tunes - 3 rd Friday
08/18/2017	Fridays, Food Trucks & Tunes - 3 rd Friday
09/15/2017	Fridays, Food Trucks & Tunes - 3 rd Friday

Sponsorship Agreement 2017

Business: Stillwater Medical Center
Contact Name: Shyla Eggers
Address: P.O. Box 2408
City/State/Zip: Stillwater OK 74076
Email: seggers@stillwater-medical.org
Phone: 405 742-5339

Sponsor Level: Stage ☒ Platinum ☐ Gold ☐ Silver ☐ Bronze ☐


Total Value Donation: Cash: \$ 7500 In-kind: \$ Total: \$

Special Notes:

As an authorized representative of the above named business, I agree to sponsor the 2017 Fridays, Food Trucks & Tunes as outlined above and understand that we will receive benefits at the event as outlined above. A donation to the event could be tax exempt as dictated by the IRS and the laws of the State of Oklahoma. Check with your tax advisor for full details.

SE. Denise Webb
Sponsor Signature

4/3/17
Date


Stephanie Kinder
Special Events Coordinator

Date

Please return completed agreement no later than March 31, 2017 to:

Fridays, Food Trucks & Tunes
Attn: Teresa Kadavy
P.O Box 1449
Stillwater, OK 74076

Questions: 405.533.8435 or 405.742.8290

Budget Amendment Request For Budget Year

2016-2017

607

Date: 3/16/2017
 Department: CMO
 Requested by: Melissa Reames

Explanation: Fund 850 titled Stillwater Economic Development Authority (SEDA) records the revenue and expenditures from the general operations of this municipal trust. As of 03/17/2017 SEDA had a projected cash balance at 06/30/2017 of (\$193,543). This budget amendment will increase the Fund 850 transfer in as the result of an increased transfer out of Fund 101 titled General Fund. This transfer in to Fund 850 will bring the projected cash balance at 06/30/2017 to \$0.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8500000 61000		-	193,543	193,543
	1010000 71000		18,947,772	193,543	19,141,315
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

387,086

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: MR

Date: _____

Approved by Administrator: Norman M. NickleDate: 4-4-17

Approved by City Manager: _____

Date: 04-03-17 potomusApproved by City Council (If applicable) Yes ☒ No ☐Date: 4/4/17Processed by Finance: Kammy Branch

Date: _____

4h ✓

606

Budget Amendment Request

For Budget Year

2016-2017 #3

Date: 3/29/2017

Department: CMO

Requested by: Melissa Reames

Explanation: Fund 820 titled Airport - Grants records all revenues and expenditures connected with airport grant projects. Budget Amendment #1 increased grant revenue budgets in fund 820 for actual receipts during FY17. Those receipts of \$367,113.65 added to a projected ending cash balance in fund 820 of \$135,066 results in a projected ending cash balance at 06/30/2017 of \$502,179. This budget amendment transfers the surplus projected cash balance back to the general fund.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8200000 71000		-	502,179	502,179
	1010000 61000			502,179	502,179
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

1,004,358

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance: MR

Date:

Approved by Administrator:

Date:

Approved by City Manager:

4-4-17

Approved by City Council (If applicable): Yes ☒ No ☐

Date: 04-03-17 potterus

Processed by Finance: Kammy Branes

Date: 4/4/17

4j ✓

605

Budget Amendment Request For Budget Year

2016-2017 #4

Date: 3/16/2017
Department: CMO
Requested by: Melissa Reames

Explanation: Fund 810 titled airport records all the revenue and expenditures from the operation of the airport. Budget amendment #2 reduced the FY17 expenditure budget by \$188,841. As of 03/17/2017 the airport had a projected cash balance at 06/30/2017 of (\$441,543). The reduction in gas purchased of \$188,841 reduced the projected cash balance at 06/30/2017 to (\$252,702). This budget amendment will increase the Fund 810 transfer in as the result of an increased transfer out of Fund 101 titled General Fund. This transfer in to Fund 810 will bring the projected cash balance at 06/30/2017 to \$0.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8100000 61000		114,721	252,702	367,423
	1010000 71000		18,695,070	252,702	18,947,772
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

505,404

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: MR

Approved by Administrator: Norman Mc Nublo
Approved by City Manager: _____
Approved by City Council (If applicable): Yes ☒ No ☐
Processed by Finance: Kammy Branch

Date: _____
Date: _____

Date: 4-4-17
Date: 04.03.17 peppers
Date: 4/4/17

Budget Amendment Request

For Budget Year FY17

604

Date: 3/22/2017
 Department: SUA - Transportation Note Fund
 Requested by: Christy Cluck

Explanation: The 2007 and 2010 Transportation Notes held by the SUA matured in December 2017. The debt was funded by a transfer in of 1/2 of the Transportation Sales Tax received each month. The transfers ceased upon maturity of the debt. This budget amendment decreases the transfer-in from the Transportation Sales Tax Fund to reflect the actual transfers made prior to the maturity of the Transportation Notes.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
	9600000-61000/Transfer-in		1,082,143	(207,952)	874,191
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

(207,952)

Reviewed by Operations Manager/Director:

Reviewed by Finance:

Approved by Administrator:

Approved by City Manager:

Approved by City Council (If applicable)

Processed by Finance:

Date:

Date:

Date:

Date:

Date:

Christy Cluck

Melina Reamer

Norman McVickie

Yes ☒ No ☐

Kammy Branch

3-22-17

3-29-17

4-4-17

04.03.17 [Signature]

4/4/17

Budget Amendment Request For Budget Year FY17

603

Date: 3/22/2017
Department: Transportation Sales Tax Fund
Requested by: Christy Cluck

Explanation: The 2007 and 2010 Transportation Notes held by the SUA matured in December 2017. The debt was funded by a transfer to the SUA Transportation Note Fund of 1/2 of the Transportation Sales Tax received each month. The transfers ceased upon maturity of the debt. This budget amendment decreases the transfer-out to the SUA Transportation Note Fund to reflect the actual transfers made prior to the maturity of the Transportation Notes.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
	2600000-71000/Transfer-out		1,095,451	(207,952)	887,499
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

(207,952)

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: Christy Cluck
Approved by Administrator: Melina Rayner
Approved by City Manager: Norman McNeish
Approved by City Council (If applicable) Yes ☒ No ☐
Processed by Finance: Kammy Branca

Date: _____
Date: 3-22-17
Date: 3-29-17
Date: 4-4-17
Date: 04.03.17 perkins
Date: 4/4/17

Budget Amendment Request
For Budget Year 2016-2017

602

Date: 3/29/2017
Department: CMO
Requested by: Melissa Reames

Explanation: Fund 231 titled Coca Cola Donation fund was established to record donations from Coca Cola and document the expenditures for recreational improvements, supplies and equipment. The donations ceased when the City of Stillwater contracted with Stillwater Area Sports Association (SASA) to provide area recreation programming. The cash balance in this fund was \$1,934.21 at the beginning of FY17 with no anticipated revenue. The FY17 expenditure budget was \$10,000. This amendment brings the expenditure budget in line with the cash available. This fund will be closed when funds are utilized in the Strickland Park CDBG project.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
	2315050 52038		10,000	(8,066)	1,934
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

(8,066)

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: MR

Approved by Administrator: Norman McNickles
Approved by City Manager: _____
Approved by City Council (If applicable) Yes p No _____
Processed by Finance: Kammy Branch

Date: _____
Date: _____

Date: 4-4-17
Date: 04-03-17 paton
Date: 4/4/17

Budget Amendment Request
For Budget Year FY17

601

Date: 3/23/2017
Department: Development Services
Requested by: Christy Cluck

Explanation:

Development Agreements have been entered into that include payments to the City by developers in-lieu of constructing parking. These payments are to be reserved for future parking improvements. This budget amendment appropriates the dollars received in FY17 under these agreements so they will be available at the time that constuction is scheduled to begin.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1013010-54009/410 S Hester, Avid Square-Parking	17DS02101	-	30,792.00	30,792.00
	1013010-54009/823 W University, Wesley Found.-Parking	17DS03101	-	8,151.00	8,151.00
	1013010-54009/801 W 4th & 501 S Ramsey-Parking	17DS04101	-	26,301.80	26,301.80
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

65,245

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: Christy Cluck
Approved by Administrator: Melvin Branch
Approved by City Manager: Norman McRae
Approved by City Council (If applicable): Yes ☒ No ☐
Processed by Finance: Kammy Branch

Date: _____
Date: 3-23-17
Date: 3-29-17
Date: 3-4-17
Date: 04-03-17 Personnel
Date: 4/4/17

600

Budget Amendment Request
For Budget Year FY17

Date: 3/24/2017
Department: CMO
Requested by: Christy Cluck

Explanation:

The adopted FY17 budget allocated 25% of the City Manager's salary to the Police Department and 25% of the City Manager's salary to the Fire Department. This amendment brings the total budget for the City Manager's salary under the City Manager's Office budget.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1011010-51001/Full Time		305,199	85,000	390,199
	1011010-51021/Social Security		20,397	4,000	24,397
	1011010-51022/Retirement		18,708	5,100	23,808
					-
					-
Decrease:	1016025-51001/Full Time		7,461,453	(42,500)	7,418,953
	1016025-51021/Social Security		212,245	(2,000)	210,245
	1016025-51022/Retirement		108,143	(2,550)	105,593
	1016510-51001/Full Time		5,045,616	(42,500)	5,003,116
	1016510-51021/Social Security		81,392	(2,000)	79,392
	1016510-51022/Retirment		8,181	(2,550)	5,631

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

0

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: Christy Cluck
Approved by Administrator: Melina Regener
Approved by City Manager: Nathan McHugh
Approved by City Council (If applicable) Yes X No _____
Processed by Finance: Kammy Brance

Date: _____
Date: 3-24-17
Date: 3-29-17
Date: 4-4-17
Date: 04.03.17
Date: 4/4/17

Budget Amendment Request For Budget Year FY17

599

Date: 3/23/2017
 Department: Stillwater Utilities Authority
 Requested by: Christy Cluck

Explanation: Per General Services Administration (GSA) Lease Amendment No. 2, the City has agreed to complete tenant improvements in the amount of \$39,637.83. Upon completion of the improvements, the GSA will reimburse \$30,000 in lump sum. The remaining \$9,637.83 will be amortized over three years at an interest rate of 3%. The SUA will loan the airport \$30,000 with the remaining project balance being funded with existing budget within the airport. The airport will repay the loan from SUA as it receives the reimbursement from GSA. This amendment is to establish the transfer-out of funds to the Airport to fund the project.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	9000000-71000/Transfer-out		14,365,538	30,000	14,395,538
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

30,000

Reviewed by Operations Manager/Director: Christy Cluck
 Reviewed by Finance: Melina Kramer
 Approved by Administrator: Norman McNeble
 Approved by City Manager: Norman McNeble
 Approved by City Council (If applicable) Yes ☒ No ☐
 Processed by Finance: Kammy Branch

Date: 3-24-17
 Date: 3-29-17
 Date: 4-4-17
 Date: 04.03.17 plottus
 Date: 4/4/17

Budget Amendment Request For Budget Year FY17

598

Date: 3/23/2017
Department: Airport
Requested by: Christy Cluck

Explanation: Per General Services Administration (GSA) Lease Amendment No. 2, the City has agreed to complete tenant improvements in the amount of \$39,637.83. Upon completion of the improvements, the GSA will reimburse \$30,000 in lump sum. The remaining \$9,637.83 will be amortized over three years at an interest rate of 3%. The SUA will loan the airport \$30,000 with the remaining project balance being funded with existing budget within the airport. The airport will repay the loan from SUA as it receives the reimbursement from GSA. This amendment is to establish the transfer-in of funds from the SUA to fund the project and establish the project expenditure budget.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8107010-54012/GSA Tenant Improvements	17AP05810	-	39,638	39,638
	8100000-61000/Transfer-in		114,721	30,000	144,721
					-
					-
Decrease:	8107010-54012/Airport Project Contingency	16AP02810	30,413	(9,638)	20,775
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

60,000

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: Christy Cluck
Approved by Administrator: Melinda Kearney
Approved by City Manager: Nathan McVie
Approved by City Council (If applicable) Yes ☒ No ☐
Processed by Finance: Kammy Branch

Date: _____
Date: 3-24-17
Date: 3-27-17
Date: 4-4-17
Date: 04.03.17 peters
Date: 4/4/17

4i ✓

Budget Amendment Request

For Budget Year

2016-2017

#2

597

Date: 3/29/2017

Department: CMO

Requested by: Melissa Reames

Explanation: The adopted FY17 budget for gas for resale is \$1,399,640. The adopted FY17 revenue budget for fuel sales \$1,200,000. The profit margin on the sale of fuel is recorded in the flowage fee account and the portion of the revenue related to the cost of gas purchased is recorded in fuel sales. For budget purposes fuel sales and gas purchases should equal each other. This budget amendment reduces the budget for gas purchases to equal the projected revenue for fuel sales.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
Decrease:					-
	8107013 52054		1,388,841	(188,841)	1,200,000
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

(188,841)

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: MR

Date: _____

Approved by Administrator: Norman W. Nickle

Date: 4-4-17

Approved by City Manager: _____

Date: 04.03.17 pabrus

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 4/4/17

Processed by Finance: Kammy Branch

Date: _____

Budget Amendment Request For Budget Year

2016-2017

#1

596

Date: 3/29/2017
Department: CMO
Requested by: Melissa Reames

Explanation: During FY16 the airport had three matching fund grants in progress. They were the Wildlife Fence project, the SE hanger project and the Taxiway Stubs project. Revenue on the Wildlife Fence and SE Hanger was included in FY16 budget but due to the timing of the submission of grant reimbursement requests the funds were received in FY17 which had no revenue budgeted for these receipts. This budget amendment establishes the revenue budget for these two projects. The Taxiway stubs project had a FY17 revenue budget of \$600,000. Timing of the grant reimbursement requests resulted in receipts greater than the budgeted amount. This amendment adjusts the revenue budget to reflect the actual grant reimbursements received in FY17.

	Account Number & Account Name			Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8207017	43100	Wildlife Fence	15A106820	-	102,464	102,464
	8207018	43100	SE Hanger	15A107820	-	19,466	19,466
	8207019	43200	Taxiway Stubs	16AP04820	600,000	245,184	845,184
							-
							-
Decrease:							-
							-
							-
							-
							-
							-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

367,114

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: MR

Date: _____
Date: _____

Approved by Administrator: _____
Approved by City Manager: _____
Approved by City Council (If applicable): Yes ☒ No ☐
Processed by Finance: Kammy Branch

Date: _____
Date: 4-4-17
Date: 04.03.17
Date: 4/4/17

Budget Amendment Request For Budget Year FY17

584

Date: 21-Mar-17
Department: Transportation & Stormwater Services
Requested by: Sharla B. Lovern, Interim Director

Explanation: Request to transfer funds for STEP 2040. Council approved March 20, 2017, CC-17-38. authorized expenditures not-to-exceed \$124,000 (\$112,517.90 contract budget and a 10% contingency) for Task Order No. 28 to Olsson Associates for traffic modeling to support the update to the Stillwater Transportation Enhancement Plan for the City of Stillwater.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	215-4036-54020 PW Eng/ConstProfessional Services	17PW01-215		124,000	124,000
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

124,000

Reviewed by Operations Manager/Director: Sharla B. Lovern
Reviewed by Finance: Christy Cluck

Date: 3-23-17

Date: 3-24-17

Approved by Administrator: David McMurtrie
Approved by City Manager: Yes X No
Approved by City Council (If applicable): Yes X No

Date: 3-24-17

Date: 3-20-17

Processed by Finance: Kimmy Branch

Date: 3/27/17



Meeting Date: March 20, 2017

Report No. CC-17-38

Agenda Item No. 8c

Status: General Orders

Purpose: Request City Council support for an update to the Stillwater Transportation Enhancement Plan and request approval of expenditures for transportation plan modeling services.

Summary: The 2007 Stillwater Transportation Enhancement Plan (STEP) is 10-years old. Municipalities that have 50,000 citizens or more are required to update their transportation plan every 5 years. There are many reasons to update the STEP now, including:

- **New growth areas:** The population growth, as stated in the Stillwater Community Housing and Affordability Study for the period from 2000 to 2010, showed a 15% increase in the northeast portion of the city and a 33% increase in the southwest portion while the rest of the city showed minimal or negative growth. These two areas continue to grow due to the development of the Canyons, Lightbearer's and Aspen Heights in the northeast and Tradan Heights, Tradan Heights Estates and 51 at Tradan Heights in the southwest. With the addition of Progress Apartments and the redevelopment of properties in the Corridor Redevelopment area, the center of the city is also experiencing a change in population;
- **Increased transit usage:** Transit usage has increased from an average of 500,000 prior to the 2007 STEP to an average of 700,000;
- **Increased city area:** The City has had ten annexations since the 2007 STEP was adopted. The annexations added 606 acres to the City;
- **Increased city population:** The 2007 STEP used 2005 data for the base year. The population was estimated using the 2000 census as the starting point. The estimated population for 2005 was 45,800. In the 2010 decennial census, the population was 45,700 and the 2015 American Community Survey estimates the City's population at 47,500. It is believed that the official census undercounts the actual population because the Census Bureau performs their random verification during the second week in May, which is traditionally a time in Stillwater when many residents are out-of-town;
- **Increased school enrollment:** Increase in school enrollment for Stillwater Public Schools from 5300 in 2005 to 6200 in 2015; and an increase in OSU enrollment from 20,000 in 2005 to 23,200 in 2015;
- **Changes in employment locations:** Commercial growth has occurred in the same areas as the population growth, in the northeast and southwest. The north Perkins Road corridor has had significant growth with Lakeview Pointe, restaurants and other retail stores. The southwest is slower in commercial growth than the northeast but has grown to include Walmart, Sonic,

hotels, a car dealership and small retail stores. Although the downtown area has not grown in size, the BID has created a popular multi-use downtown area with restaurants, bars, and retail stores;

- **New road classification:** Council approved changes in the functional classification of City roads on Dec. 17, 2012;
- **Multi-modal projects:** The transportation plan should incorporate the 2009 master plan for bicycle and pedestrian transportation "Stillwater Multi-Use Trail and On-Street Bicycle Master Plan";
- **Increased state and federal funding opportunities:** Projects that are specifically listed in updated transportation plans are looked upon more favorably when being considered for state and federal funding.

Many of the projects in the 2007 STEP have been completed or are under design. The majority of the remaining projects listed for completion between 2010 and 2030 are either not needed, according to current growth patterns or usage, or determined to be not worthwhile after cost/benefit analysis.

With new modeling and incorporation of newer policies including the Multi-Modal Transportation Policy, different projects will emerge as priorities for the City. The new priorities and projects will be identified through a joint effort between multiple city departments and the Master Plan Committee. The Master Plan Committee was formed in 2010 to assist with the update of the Comprehensive Plan. The committee has assisted the City with the 2030 Comprehensive Plan, the Corridor Redevelopment Plan, the Form Based Code, the Stormwater Quality Management Plan Update and Flood Risk Information and Communications Plan. The committee currently consists of the following members:

- Kent Bradley
- Tricia Carpenter
- Tom Duncan
- Tim McCue
- Karen Melcher
- Jack Moore
- Kevin Mussett
- Arial Ross
- Craig Spencer
- Doug Swanson
- David Thomas
- Daniel Thrasher
- Tom Williams

A new proposed 20+ year transportation plan will be available for City Council review in the early part of the 2018 calendar year.

Budget Impact: The majority of the work will be completed by City staff to minimize the overall cost. Transportation modeling services will be required to complete the update. The cost to perform the modeling services is approximately \$113,000. Funding for the modeling services is available in the Transportation Improvement Fund (215), which has a current fund balance of \$225,129. The modeling services (Task Order No. 28) are proposed to be provided by Olsson Associates as part of the master

service agreement for on-call engineering services approved by Council on 7/18/16. No other anticipated direct expenses are associated with this planning effort.

Prior Council Action or Part of an Approved Project: No

Related Items: CC-16-92 MSA Olsson; CC-12-122 Functional Classification of Roads (Attached)

Alternatives: The Council may choose to proceed with an update to the transportation plan or to continue to utilize the 2007 STEP as the City's official transportation plan.

Recommendation: It is recommended that the Council direct staff to proceed with an update to the Stillwater Transportation Enhancement Plan and authorize expenditures up to \$124,000 (includes a 10% contingency) from the Transportation Improvement Fund for transportation modeling services.

Prepared by: Sharla B. Lovern, Interim Director of Transportation

Reviewed by: Paula Dennison, DS Director

Reviewed by: Dan Blankenship, Deputy City Manager

Submitted by: Norman McNickle, City Manager

JO

TASK ORDER 28
Transportation Plan Modeling

This is Task Order
No. 28, consisting of
3 pages.

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated September 4, 2014 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

A. Title: Project Transportation Plan Modeling

B. Description: Task Order is for the traffic modeling to support the update to the Stillwater Transportation Enhancement Plan for the City of Stillwater.

1. Element #1: Traffic Model

2. **Services of Engineer**

See Attached Exhibit A

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: None

4. **Times for Rendering Services**

Description <u>Task Order #28</u>	Completion Date (Calendar Days from NTP) <u>(135 days)</u>
--------------------------------------	---

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Transportation Planning Modeling 2017	Category & Loaded Rate (\$/HR)						
	Sr. Proj. Manager	Project Engineer	Technician	Jr. Technician	Total Hours	Direct Cost	FEE
	\$ 216.66	\$ 135.48	\$ 89.02	\$ 67.43			
Traffic Modeling	146	332	64	230	796		
Total Fee	\$ 31,632.36	\$ 44,979.36	\$ 5,697.28	\$ 15,508.90	\$ 97,817.90	\$14,700.00	\$112,517.90

TASK ORDER 28
Transportation Plan Modeling

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. **Consultants:**

Fees for consultants utilized by Engineer are included in compensation listed in Item No. 5.

7. **Other Modifications to Agreement:**

None Included

8. **Attachments:**

None Included

9. **Documents Incorporated By Reference:**

None Included

TASK ORDER 28
Transportation Plan Modeling

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is March 20, 2017.

OWNER:

ENGINEER:

By:

[Signature]

By:

alan a. soltani

Name:

Dan Blankenship

Name:

Alan A. Soltani

Title:

Deputy City Manager

Title:

Vice President

Engineer License or Firm's Certificate No. 14487

State of: Oklahoma

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:

Sharla Lovern

Name:

Russell Beaty

Title:

Department Manager

Title:

Sr. Civil Engineer

Address:

723 S. Lewis Street
Stillwater, OK 74074

Address:

201 NW 63rd Street
Suite 130
Oklahoma City, OK 73116

E-Mail

slovern@stillwater.org

E-Mail

rbeaty@olssonassociates.com

Address:

Address:

Phone:

405.533.8431

Phone:

405.242.6600

Fax:

405.742.8324

Fax:

405.242.6601

Budget Amendment Request For Budget Year 16/17

580

Date: 3/3/2017
Department: Finance - CDBG
Requested by: Tammy Brown

Explanation: Adjust Home Buyer education budget set-aside for correction to carry forward in previous fiscal years. (Carry forward was based on amount estimated in early spring before final expenditures). The result of this amendment will result in Home Buyers' budget plus excess CDBG budget being equal to beginning FY17 CDBG cash plus beginning FY17 receivable.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
	1700000 53119		33,462	(710)	32,752
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

(710)

Reviewed by Operations Manager/Director: Ramon A. Brice

Date: 3/3/17

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Nathan McNickle

Date: 3-21-17

Approved by City Manager: Melina Klammer

Date: 3/3/17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 03.20.17 persons

Processed by Finance: Tammy Branch

Date: 3/22/17

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 02/28/2017

beg cash
55632.51
2 checks = 3000.00

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Key: 1700000 - Development Services Grants						
Expenditure						
53119 - Home Buyers Assistance	33,462.00	0.00	52.00	0.00	33,410.00	99.84%
Expenditure Total:	33,462.00	0.00	52.00	0.00	33,410.00	99.84%
Key Total:	(33,462.00)	0.00	(52.00)	0.00	(33,410.00)	99.84%
Key: 1703001 - CDBG Holding-Revolving						
Expenditure						
54030 - CDBG-Match Funds	29,880.00	0.00	0.00	0.00	29,880.00	100.00%
Expenditure Total:	29,880.00	0.00	0.00	0.00	29,880.00	100.00%
Key Total:	(29,880.00)	0.00	0.00	0.00	(29,880.00)	100.00%
Key: 1703014 - Storm Shelter grant						
Expenditure						
53045 - Grant Expenditure	0.00	0.00	0.00	0.00	0.00	0.00%
Expenditure Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Key Total:	0.00	0.00	0.00	0.00	0.00	0.00%
Key: 1704078 - CDBG 2014 - drainage						
Revenue						
43100 - Federal Grant Revenue	0.00	0.00	5,725.70	0.00	-5,725.70	0.00%
Revenue Total:	0.00	0.00	5,725.70	0.00	(5,725.70)	0.00%
Expenditure						
53120 - CDBG Program Expenditures	5,725.69	0.00	5,725.69	0.00	0.00	0.00%
Expenditure Total:	5,725.69	0.00	5,725.69	0.00	0.00	0.00%
Key Total:	(5,725.69)	0.00	0.01	0.00	(5,725.70)	100.00%

Key: 1704079 - CDBG 2015 - Contract #16467

City of Stillwater, OK
Budget to Actuals with Encumbrances by Key and Object

Report Date: 02/28/2017

Object - Description	Budget	Month to date Actual	Year to date Actual	Encumbrance	Balance	Pct. Rem.
Revenue						
43100 - Federal Grant Revenue	188,052.00	0.00	182,073.17	0.00	5,978.83	3.17%
Revenue Total:	188,052.00	0.00	182,073.17	0.00	5,978.83	3.17%
Expenditure						
54032 - CDBG Project Expenditures	188,052.00	0.00	182,073.17	5,726.00	252.83	0.13%
Expenditure Total:	188,052.00	0.00	182,073.17	5,726.00	252.83	0.13%
Key Total:	0.00	0.00	0.00	(5,726.00)	5,726.00	0.00%
 Key: 1704080 - CDBG 2016 - Contract #16758						
Revenue						
43100 - Federal Grant Revenue	139,267.00	0.00	0.00	0.00	139,267.00	100.00%
Revenue Total:	139,267.00	0.00	0.00	0.00	139,267.00	100.00%
Expenditure						
54032 - CDBG Project Expenditures	139,267.00	0.00	0.00	0.00	139,267.00	100.00%
Expenditure Total:	139,267.00	0.00	0.00	0.00	139,267.00	100.00%
Key Total:	0.00	0.00	0.00	0.00	0.00	0.00%
 Key: 2104136 - Stormwater Grants						
Expenditure						
53087 - Professional Serv-Grant Exp	16,465.80	0.00	0.00	0.00	16,465.80	100.00%
53088 - Professional Serv-City Match	5,502.00	0.00	0.00	0.00	5,502.00	100.00%
54024 - CDBG13-Drainage-City Match	0.00	0.00	0.00	0.00	0.00	0.00%
54030 - CDBG-Match Funds	91,000.00	0.00	90,747.18	0.00	252.82	0.27%
54031 - CDBG14-Drainage-City Match	22,086.03	0.00	21,722.32	0.00	363.71	1.64%
Expenditure Total:	135,053.83	0.00	112,469.50	0.00	22,584.33	16.72%
Key Total:	(135,053.83)	0.00	(112,469.50)	0.00	(22,584.33)	16.72%

Budget Amendment Request For Budget Year 16/17

579

Date: 3/3/2017
Department: Finance - CDBG
Requested by: Tammy Brown

Explanation: Adjust CDBG 2014 (Phase I Drainage) revenue for amount received during FY17. Note: Related expenditure budget was carried fwd from FY16 and has been expended. This project is completed and the grant has been closed out.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1704078 43100 Grant Revenue	150503170	-	5,726	5,726
					-
					-
	**** Revenue ****				-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

5,726

Reviewed by Operations Manager/Director: *Pamela Abie*

Date: 3/3/17

Reviewed by Finance: _____

Date: _____

Approved by Administrator: *Norman McMichael*

Date: 3-21-17

Approved by City Manager: *Melina Kramer*

Date: 3/3/17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 03.20.17 *per person*

Processed by Finance: *Tammy Branch*

Date: 3/22/17

FY17

578

To adjust for a transfer of the residual balance of the SUA Transportation Note Fund back to the 1/2 Cent Sales Tax Fund following pay-off of debt.

707,086

Date: 3/22/17

Budget Amendment Request For Budget Year

FY17

577

Date: 3/9/2017
Department: SUA - Transportation Note Fund
Requested by: Christy Cluck

Explanation: To transfer the residual balance of the Transportation Note Fund back to the 1/2 Cent Sales Tax Fund following pay-off of debt.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	9600000-71000/Transfer Out		1,952,624	707,086	2,659,710
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

707,086

Reviewed by Operations Manager/Director: Christy Cluck
Reviewed by Finance: Melina Blayney
Approved by Administrator: Norman M. Michels
Approved by City Manager: Norman M. Michels
Approved by City Council (If applicable) Yes ☒ No ☐
Processed by Finance: Kammy Branch

Date: 3-9-17
Date: 3-10-17
Date: 3-21-17
Date: 03.20.17 person
Date: 3/22/17

FY17

563

Explanation:	This Revision will transfer funds from Project 14Tr03 to 17TR01 - FY2017 Pavement Management Program.
--------------	---

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	2604035 54009 1/2 Cent Pvmnt Mgmt/Const Contracts	17TR01 260	1,448,457	947,717	2,396,174
					-
					-
					-
					-
Decrease:	2604035 54009 1/2 Cent Pvmnt Mgmt/Const Contracts	14TR03	1,300,000	(1,300,000)	-
	Bridge Rep/Repair Replace Const				-
	2604035 54014 1/2 Cent Pvmnt Mgmt/ROW	14TR03	2,000,000	(2,000,000)	-
	Bridge Rep/Repl ROW				-
					-
					-
Net Change:	Revisions should net to zero (Changes that result in an increase or decrease should be presented on the budget amendment form.)			(2,352,283)	

Reviewed by Operations Manager/Director: Charles A. Goren

Reviewed by Finance: Christy Cluck

Approved by Administrator: [Signature]

Approved by City Council (If applicable) Yes X No

Processed by Finance: Kammy Branch

Date: Feb. 22, 2017

Date: 2-23-17

Date: 3/9/17

Date: 03.06.19 pasmus

Date: 3/13/17

Budget Amendment Request For Budget Year

2016-2017

562

Date: 2/28/2017
Department: CMO
Requested by: Melissa Reames

Explanation: To increase donation revenue and project budget 6th and Western welcome sign for donations received in February 2017.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1015050 48701	17PR02101	1,500	950	2,450
	1014841 48701	17FS02101	11,750	1,000	12,750
	1015050 54006	17PR02101	34,100	950	35,050
	1014841 54009	17FS02101	11,750	1,000	12,750
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

3,900

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: MR

Date: _____
Date: 03.01.17

Approved by Administrator: _____
Approved by City Manager: _____
Approved by City Council (If applicable) Yes ☒ No ☐

Date: _____
Date: 3-1-17
Date: 03.06.17 prattman
Date: 3/13/17

Processed by Finance: Kammy Blance

2016-2017

540

Explanation:	To increase expenditure budget projections for fire plan review and inspection services with Florian Protective Services through the end of FY17 funded by increase in revenue projections.
--------------	---

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

55,913

Date: _____

Date: _____

Date: _____
2-16-17
Date: 02.16.17 *posmus*

Date: 2/21/17

Budget Amendment Request For Budget Year

2016-2017

539

Date: 2/8/2017

Department: CMO

Requested by: Melissa Reames

Explanation: To increase revenue budget projections to reflect actual FY17 receipts.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1000000 46004		32,900	4,400	37,300
	1010000 41002		1,020,000	30,000	1,050,000
	1013032 42503		82,000	25,000	107,000
	1013032 42501		20,000	10,000	30,000
	1013032 42502		32,000	10,000	42,000
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

79,400

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator:

Date:

Approved by City Manager:

Approved by City Council (If applicable)

Yes ☒ No ☐
Norman McNeale
Kenny Branch

Date: 2-16-17

Date: 2/21/17

Budget Amendment Request

For Budget Year

2016-2017

517

Date: 1/17/2017
 Department: CMO
 Requested by: Melissa Reames

Explanation: To increase donation revenue and project budget for Ingham Park project and 6th and Western welcome sign for donations received in January 2017. Page 2

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
	1014841 48701	17FS03101	2,000	250	2,250
	1014841 54009	17FS03101	2,000	250	2,250
Decrease:					

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

500

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Norman McNichols

Date: 1-24-17

Approved by City Manager: _____

Date: 01.23.17 poborus

Approved by City Council (If applicable) Yes ☒ No ☐

Processed by Finance: Kammy Branch

Date: 1/25/17

Budget Amendment Request For Budget Year

2016-2017

516

Date: 1/17/2017

Department: CMO

Requested by: Melissa Reames

Explanation: To increase donation revenue and project budget for Ingham Park project and 6th and Western welcome sign for donations received in January 2017.

	Account Number & Account Name		Project ² Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1015010	48701	17PR02101	1,500	2,600	4,100
	1014841	48701	17FS02101	9,000	2,750	11,750
	1015010	54006	17PR02101	31,500	2,600	34,100
	1014841	54009	17FS02101	9,000	2,750	11,750
						-
Decrease:						-
						-
						-
						-
						-
						-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

10,700

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: _____

Date: _____

Approved by City Manager: _____

1-24-17

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 01.30.17

Processed by Finance: _____

Date: 1/25/17

Date: _____

Budget Amendment Request For Budget Year

2016-2017

516

Date: 1/17/2017
Department: CMO
Requested by: Melissa Reames

Explanation: To increase donation revenue and project budget for Ingham Park project and 6th and Western welcome sign for donations received in January 2017.

	Account Number & Account Name		Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1015010	48701	17PR03101	1,500	2,600	4,100
	1014841	48701	17FS02101	9,000	2,750	11,750
	1015010	54006	17PR02101	31,500	2,600	34,100
	1014841	54009	17FS02101	9,000	2,750	11,750
						-
Decrease:						-
						-
						-
						-
						-
						-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

10,700

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: _____

Date: _____

Approved by City Manager: _____

Approved by City Council (If applicable) ☒ Yes ☐ No _____

Date: 1-24-17
01.23.17 pphms

Processed by Finance: _____

Date: 1/25/17

Norman McNichols
Kenny Branch

Budget Amendment Request For Budget Year

2017

515

Date: 12-Jan-17
Department: SEDA-BID #1
Requested by: Danielle Eikenbary

Explanation: To amend the BID budget for fiscal year 2017 that was recommended by the BID Board on December 8, 2016. Page 3 of 3

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
	8511015-53068 Travel Expense		250	(250)	-
	8511015-51900 Clear-Personnel		50,000	(50,000)	-
	8510000-53066 Unassigned Appropriations		64,371	(15,010) (14,990)	49,361 49,381 CC
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

(65,240) (65,260)

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: Christy Cluck

Date: 1-12-17

Approved by Administrator: _____

Date: _____

Approved by City Manager: Norman McNeble

Date: 1-24-17

Approved by City Council (If applicable) Yes X No _____

Date: 01.23.17 Person

Processed by Finance: Kammy Branch

Date: 1/25/17

Budget Amendment Request For Budget Year 2017

514

Date: 12-Jan-17
Department: SEDA-BID #1
Requested by: Danielle Eikenbary

Explanation: To amend the BID budget for fiscal year 2017 that was recommended by the BID Board on December 8, 2016. Page 2 of 3

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8511520-53092 Façade Grants		20,000	21,000	41,000
	8511520-53093 Media Grants		5,000	10,000	15,000
	8511520-53091 Member Meetings		1,600	200	1,800
	8511518-53097 Halloween Fest		275	2,725	3,000
					-
Decrease:					-
	8511015-53066 Misc. Services (Work Study Interns)		1,000	(1,000)	-
	8511015-52031 Office Supplies		300	(285)	15
	8511015-53069 Professional Services		175	(175)	-
	8511015-52034 Postage		50	(50)	-
	8511015-53004 Telecommunication		100	(100)	-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

32,315

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: Christy Cluck

Date: 1-12-17

Approved by Administrator: _____

Date: _____

Approved by City Manager: _____

Approved by City Council (If applicable) Yes X No

Date: 1-21-17
01.23.17 person

Processed by Finance: Kammy Branch

Date: _____

Budget Amendment Request For Budget Year 2017

513

Date: 12-Jan-17
Department: SEDA-BID #1
Requested by: Danielle Eikenbary

Explanation: To amend the BID budget for fiscal year 2017 that was recommended by the BID Board on December 8, 2016. Page 1 of 3

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8511517-52073 Banners		250	1,750	2,000
	8511517-53094 Landscaping Maintenance		21,000	21,000	42,000
	8511517-53030 Misc. Maintenance & Repairs		-	10,000	10,000
	8511015-54027 Site Improvements		-	10,000	10,000
	8511519-53057 Marketing		-	5,000	5,000
Decrease:					-
	8511518-53095 Krazy Days		1,000	(200)	800
	8511518-53105 Other Special Events		2,250	(250)	2,000
	8511015-53055 Training		200	(200)	-
	8511015-52042 Food		500	(455) (475)	45 25 CC
	8511518-53100 Holiday Events		2,500	(2,500)	-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

44,125 44,145

Reviewed by Operations Manager/Director: Christy Cluck
Reviewed by Finance: _____

Date: _____
Date: 1-12-17

Approved by Administrator: [Signature]
Approved by City Manager: [Signature]
Approved by City Council (If applicable) Yes ☒ No ☐

Date: _____
Date: 1-26-17
Date: 01.23.17 potter

Processed by Finance: Kammy Branch

Date: 1/26/17

Budget Amendment Request For Budget Year 2017

512

Date: 12-Jan-17
Department: SEDA-BID #1
Requested by: Danielle Eikenbary

Explanation: To amend the BID budget for fiscal year 2017 that was recommended by the BID Board on December 8, 2016.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8510000-46000 Interest Income		150	100	250
	8510000-48715 Halloween Fest		-	100	100
					-
					-
					-
Decrease:					-
	8510000-48714 Car Show		5,000	(5,000)	-
	8510000-48718 Friday Foodtrucks & Tunes		13,000	(3,400)	9,600
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

(8,200)

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: Christy Cluck

Date: 1-12-17

Approved by Administrator: _____

Date: _____

Approved by City Manager: _____

Approved by City Council (If applicable) ☒ Yes ☐ No

Date: 1-24-17
01.23.17 Johnson

Processed by Finance: Kammy Branch

Date: 1/25/17

501

Explanation:	<p>Trust Board approval to increase book expenditure account from receipt of \$5,000 donation.</p>
--------------	--

[illegible]

Grant revenues offset by expenditures may net to zero.

5,000

Date: 4/11/17

2016-2017

496

To amend the budget for donations received through December 31, 2016
--

[illegible]

2,140

Date: _____

Date: _____

Date: 1-4-17

Date: 01.09.17 JSD

Date: 1/11/17

2016-2017

Requested by: Melissa Reames

Explanation: To amend the expenditure budget for donations received through December 31, 2016

495

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

2,140

Date: _____

1-4-17

Date: 09.09.17 RMD

Date: 11/11/17

Budget Amendment Request For Budget Year

2016-2017

494

Date: 1/3/2017

Department: CMO

Requested by: Melissa Reames

Explanation: Increase revenue and expenditures for donation in support of the Ingham Park project.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1015010 54006	17PR02101	30,000	1,500	31,500
	1015010 48701	17PR02101	-	1,500	1,500
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

3,000

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator:

Date:

Approved by City Manager:

Approved by City Council (If applicable)

Yes ☒ No ☐

Date: 1-4-17

Processed by Finance:

Kammy Branch

Date: 01-09-17 pgg

1/11/17

Budget Amendment Request

For Budget Year

2016-2017

Date: 1/3/2017

Department: CMO

Requested by: Melissa Reames

493

Explanation: Increase revenue and expenditures for donations in support of the 6th and Western welcome corner and the Westwood Overlay district.

	Account Number & Account Name		Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1014841	48701	17FS03101	-	2,000	2,000
	1014841	54009	17FS03101	-	2,000	2,000
	1014841	48701	17FS02101	-	9,000	9,000
	1014841	54009	17FS02101	-	9,000	9,000
Decrease:						-
						-
						-
						-
						-
						-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

22,000

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: _____

Date: _____

Approved by City Manager: _____

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 1-4-17

Processed by Finance: _____

Date: 01.09.17 Pgo

Norman McMichael
Kammy Branch

1/11/17

Budget Amendment Request For Budget Year

2016-2017

465
466
467

Date: 11/30/2016

Department: CMO

Requested by: Melissa Reames

Explanation: General Fund FY17 Expenditure Budget Amendment - See attached detail

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator:

Date: 12-1-16

Approved by City Manager:

Date: 12-17-16

Approved by City Council (If applicable): Yes ☒ No ☐

Date: 12-5-16

Processed by Finance:

Date: 12/14/16 & 12/20/16

Melissa Reames
Kammy Branch

		Reduction	Expense	Available	Encumbered		
1011050 SISTER CITIES	53066 MISC SVC	-2,800.00	871.34	2,387.51	91.15		
1012011 FINANCE	53069 PRO SVC	-80,000.00	56,700.00	74,755.00	23,545.00	From 16	
1013010 DEV SVC ADMIN	52046 MINOR SUPP	-100.00	9.40	90.60			
1013030 DEV RV	52042 FOOD	-100.00	20.00	80.00			
1013037 PLANNING/GRTS	52046 MINOR SUPP	-500.00	15.10	484.90			
1014010 PUB WKS ADMIN	53055 IN SVC TRAIN	-1,000.00	510.00	990.00			
1014036 PUB WKS ENG	52048 SAFETY EQ	-500.00	115.72	384.28			
1014841 OP ADMIN	53023 REPAIR-HVAC	-9,000.00	1,366.06	7,633.94	Should Be 1014810 not 1014841		
1014841 OP ADMIN	53066 MISC SVC	-2,000.00	196.08	1,803.92	Should Be 1014810 not 1014841		
1014841 OP FS	53068 TRAVEL EXP	-3,500.00	241.90	3,258.10			
1014841 OP FS	53069 PRO SVC	-85,000.00	72,748.35	84,214.54	36,579.11	From 17	
1015710 GOLF ADMIN	52011 TOURNA EXP	-500.00	390.00	110.00			
1015710 GOLF ADMIN	53030 REPAIR-OTHER	-1,500.00		1,500.00	Should be 1015740 not 1015710		Corrected on master spreadsheet MR 12/20/
1015740 GOLF MAIN	52026 DRIV RNG MAT	-2,000.00	2,120.51	2,000.00	Should be 1015710 not 1015740		Corrected on master spreadsheet MR 12/20/
1015740 GOLF MAIN	53036 CART PATH	-2,000.00	357.00	1,643.00			
16TR01101	54009	-31,611.60		31,611.26			
		-222,111.60		212,947.05			

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
1011010	City Manager	52031	Office Supplies	5,500.00	0.00	5,500.00	-2,500.00	0.00	3,000.00
1011010	City Manager	53054	Dues & Subscriptions	5,000.00	0.00	5,000.00	-1,500.00	0.00	3,500.00
1011010	City Manager	53055	In-Service Training	6,000.00	0.00	6,000.00	-2,000.00	0.00	4,000.00
1011010	City Manager	53066	Miscellaneous Services	1,500.00	0.00	1,500.00	-1,000.00	0.00	500.00
1011010	City Manager	53068	Travel Expense	7,500.00	0.00	7,500.00	-5,500.00	0.00	2,000.00
1011010	City Manager	53069	Professional Services	40,000.00	0.00	40,000.00	-24,550.00	0.00	15,450.00
1011020	General Government	52031	Office Supplies	6,000.00	0.00	6,000.00	-2,000.00	0.00	4,000.00
1011020	General Government	52042	Food	8,000.00	0.00	8,000.00	-2,000.00	0.00	6,000.00
1011020	General Government	52046	Minor Supplies	1,500.00	0.00	1,500.00	-1,000.00	0.00	500.00
1011020	General Government	53001	Natural Gas	32,000.00	0.00	32,000.00	-8,000.00	0.00	24,000.00
1011020	General Government	53054	Dues & Subscriptions	46,000.00	0.00	46,000.00	-10,000.00	0.00	36,000.00
1011020	General Government	53055	In-Service Training	1,500.00	0.00	1,500.00	-750.00	0.00	750.00
1011020	General Government	53064	Contract for Services	20,000.00	0.00	20,000.00	-18,000.00	0.00	2,000.00
1011020	General Government	53066	Miscellaneous Services	40,000.00	0.00	40,000.00	-12,000.00	0.00	28,000.00
1011020	General Government	53067	Contingency	130,000.00	0.00	130,000.00	-125,000.00	0.00	5,000.00
1011020	General Government	53068	Travel Expense	8,000.00	0.00	8,000.00	-7,000.00	0.00	1,000.00
1011020	General Government	53069	Professional Services	30,000.00	0.00	30,000.00	-25,000.00	0.00	5,000.00
1011020	General Government	53072	Council Contingency	150,000.00	0.00	150,000.00	-100,000.00	0.00	50,000.00
1011025	Public Relations	53054	Dues & Subscriptions	15,370.00	0.00	15,370.00	-3,524.76	0.00	11,845.24
1011025	Public Relations	53055	In-Service Training	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1011025	Public Relations	53057	Advertising	165,700.00	-87,500.00	78,200.00	-36,502.00	0.00	41,698.00
1011025	Public Relations	53069	Professional Services	20,000.00	0.00	20,000.00	-20,000.00	0.00	0.00
1011030	Government Property	53020	Repair-Structures	1,500.00	0.00	1,500.00	-1,500.00	0.00	0.00
1011030	Government Property	53066	Miscellaneous Services	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1011050	Sister Cities	52042	Food	3,350.00	0.00	3,350.00	-2,800.00	0.00	550.00
1011050	Sister Cities	53066	Miscellaneous Services	3,350.00	0.00	3,350.00	-2,800.00	0.00	550.00
1011210	Information Technology	51001	Full Time	754,604.00	0.00	754,604.00	-38,412.05	0.00	716,191.95
1011210	Information Technology	52031	Office Supplies	68,956.00	0.00	68,956.00	-30,000.00	0.00	38,956.00
1011210	Information Technology	52034	Postage	800.00	0.00	800.00	-400.00	0.00	400.00
1011210	Information Technology	52040	Books & Publications	500.00	0.00	500.00	-500.00	0.00	0.00
1011210	Information Technology	53011	Office Equipment Rental	16,000.00	0.00	16,000.00	-3,000.00	0.00	13,000.00
1011210	Information Technology	53022	Repair-Office Equipment	20,000.00	0.00	20,000.00	-4,000.00	0.00	16,000.00
1011210	Information Technology	53054	Dues & Subscriptions	300.00	0.00	300.00	-300.00	0.00	0.00
1011210	Information Technology	53055	In-Service Training	10,000.00	0.00	10,000.00	-6,790.00	0.00	3,210.00
1011210	Information Technology	53066	Miscellaneous Services	60,300.00	0.00	60,300.00	-20,000.00	0.00	40,300.00
1011210	Information Technology	53068	Travel Expense	2,100.00	0.00	2,100.00	-1,626.76	0.00	473.24
1011210	Information Technology	53069	Professional Services	511,000.00	0.00	511,000.00	-11,000.00	0.00	500,000.00
1011410	Human Resources	51001	Full Time	450,036.00	0.00	450,036.00	-125,050.00	0.00	324,986.00
1011410	Human Resources	52002	Service Awards	10,000.00	0.00	10,000.00	-6,420.44	0.00	3,579.56
1011410	Human Resources	52031	Office Supplies	1,500.00	0.00	1,500.00	-1,000.00	0.00	500.00
1011410	Human Resources	52042	Food	100.00	0.00	100.00	-100.00	0.00	0.00
1011410	Human Resources	52051	Employee Programs	15,500.00	0.00	15,500.00	-15,000.00	0.00	500.00
1011410	Human Resources	53050	Training Services	130,000.00	25,000.00	155,000.00	-15,000.00	0.00	140,000.00
1011410	Human Resources	53051	Education Reimbursement	4,000.00	0.00	4,000.00	-4,000.00	0.00	0.00
1011410	Human Resources	53054	Dues & Subscriptions	1,500.00	0.00	1,500.00	-300.00	0.00	1,200.00
1011410	Human Resources	53055	In-Service Training	5,500.00	0.00	5,500.00	-4,000.00	0.00	1,500.00
1011410	Human Resources	53057	Advertising	1,500.00	0.00	1,500.00	-500.00	0.00	1,000.00
1011410	Human Resources	53068	Travel Expense	500.00	0.00	500.00	-500.00	0.00	0.00
1011410	Human Resources	53069	Professional Services	22,500.00	0.00	22,500.00	-9,500.00	0.00	13,000.00
1011610	City Attorney	53004	Telecommunications	600.00	0.00	600.00	-600.00	0.00	0.00
1011610	City Attorney	53054	Dues & Subscriptions	3,000.00	0.00	3,000.00	-700.00	0.00	2,300.00
1011610	City Attorney	53055	In-Service Training	5,000.00	0.00	5,000.00	-3,000.00	0.00	2,000.00
1011610	City Attorney	53066	Miscellaneous Services	2,000.00	0.00	2,000.00	-600.00	0.00	1,400.00
1011610	City Attorney	53068	Travel Expense	10,000.00	0.00	10,000.00	-3,000.00	0.00	7,000.00
1011610	City Attorney	53069	Professional Services	83,713.00	0.00	83,713.00	-40,000.00	0.00	43,713.00
1012011	Finance	51001	Full Time	761,883.00	0.00	761,883.00	-49,642.00	0.00	712,241.00

1012011	Finance	51003	Overtime	5,000.00	0.00	5,000.00	-1,000.00	0.00	4,000.00
1012011	Finance	51021	Social Security	55,849.00	0.00	55,849.00	-70.00	0.00	55,779.00
1012011	Finance	51022	Retirement	46,013.00	0.00	46,013.00	-66.00	0.00	45,947.00
1012011	Finance	52031	Office Supplies	7,000.00	0.00	7,000.00	-1,475.00	0.00	5,525.00
1012011	Finance	52034	Postage	44,050.00	0.00	44,050.00	-4,050.00	0.00	40,000.00
1012011	Finance	52040	Books & Publications	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1012011	Finance	52042	Food	1,000.00	0.00	1,000.00	-250.00	0.00	750.00
1012011	Finance	53022	Repair-Office Equipment	1,500.00	0.00	1,500.00	-500.00	0.00	1,000.00
1012011	Finance	53054	Dues & Subscriptions	4,200.00	0.00	4,200.00	-700.00	0.00	3,500.00
1012011	Finance	53055	In-Service Training	8,000.00	0.00	8,000.00	-3,000.00	0.00	5,000.00
1012011	Finance	53068	Travel Expense	11,000.00	0.00	11,000.00	-8,000.00	0.00	3,000.00
1012011	Finance	53069	Professional Services	155,000.00	0.00	155,000.00	-80,000.00	0.00	75,000.00
1012011	Finance	53074	Bank Charges	56,000.00	0.00	56,000.00	4,000.00	0.00	60,000.00
1012012	Municipal Court	52029	Printed Materials	5,000.00	0.00	5,000.00	-2,000.00	0.00	3,000.00
1012012	Municipal Court	52031	Office Supplies	1,500.00	0.00	1,500.00	-500.00	0.00	1,000.00
1012012	Municipal Court	53055	In-Service Training	4,900.00	0.00	4,900.00	-1,700.00	0.00	3,200.00
1012012	Municipal Court	53068	Travel Expense	5,000.00	0.00	5,000.00	-1,500.00	0.00	3,500.00
1013010	Development Services-Admin	52034	Postage	50.00	0.00	50.00	-50.00	0.00	0.00
1013010	Development Services-Admin	52046	Minor Supplies	100.00	0.00	100.00	-100.00	0.00	0.00
1013010	Development Services-Admin	53047	Public Education	500.00	0.00	500.00	-500.00	0.00	0.00
1013010	Development Services-Admin	53055	In-Service Training	1,800.00	0.00	1,800.00	-1,000.00	0.00	800.00
1013010	Development Services-Admin	53057	Advertising	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1013010	Development Services-Admin	53068	Travel Expense	2,500.00	0.00	2,500.00	-2,000.00	0.00	500.00
1013030	Development Review	52040	Books & Publications	350.00	0.00	350.00	-350.00	0.00	0.00
1013030	Development Review	52042	Food	100.00	0.00	100.00	-100.00	0.00	0.00
1013030	Development Review	53054	Dues & Subscriptions	800.00	0.00	800.00	-250.00	0.00	550.00
1013030	Development Review	53055	In-Service Training	2,200.00	0.00	2,200.00	-1,000.00	0.00	1,200.00
1013030	Development Review	53068	Travel Expense	2,200.00	0.00	2,200.00	-1,500.00	0.00	700.00
1013032	Buidling Safety	51001	Full Time	189,460.00	0.00	189,460.00	-28,897.00	0.00	160,563.00
1013032	Buidling Safety	52042	Food	200.00	0.00	200.00	-150.00	0.00	50.00
1013032	Buidling Safety	52045	Tools	860.00	0.00	860.00	-800.00	0.00	60.00
1013032	Buidling Safety	53054	Dues & Subscriptions	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
1013032	Buidling Safety	53055	In-Service Training	3,500.00	0.00	3,500.00	-2,000.00	0.00	1,500.00
1013032	Buidling Safety	53066	Miscellaneous Services	3,000.00	0.00	3,000.00	-1,500.00	0.00	1,500.00
1013032	Buidling Safety	53068	Travel Expense	700.00	0.00	700.00	-400.00	0.00	300.00
1013037	Planning/Grants	51001	Full Time	172,762.00	0.00	172,762.00	-67,059.00	0.00	105,703.00
1013037	Planning/Grants	52040	Books & Publications	200.00	0.00	200.00	-200.00	0.00	0.00
1013037	Planning/Grants	52042	Food	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
1013037	Planning/Grants	52046	Minor Supplies	500.00	0.00	500.00	-500.00	0.00	0.00
1013037	Planning/Grants	53047	Public Education	500.00	0.00	500.00	-500.00	0.00	0.00
1013037	Planning/Grants	53054	Dues & Subscriptions	1,200.00	0.00	1,200.00	-500.00	0.00	700.00
1013037	Planning/Grants	53055	In-Service Training	3,700.00	0.00	3,700.00	-2,500.00	0.00	1,200.00
1013037	Planning/Grants	53068	Travel Expense	4,700.00	0.00	4,700.00	-3,800.00	0.00	900.00
1014010	Public Works Administration	52031	Office Supplies	1,000.00	0.00	1,000.00	-257.79	0.00	742.21
1014010	Public Works Administration	52034	Postage	100.00	0.00	100.00	-100.00	0.00	0.00
1014010	Public Works Administration	52040	Books & Publications	350.00	0.00	350.00	-350.00	0.00	0.00
1014010	Public Works Administration	52042	Food	150.00	0.00	150.00	-150.00	0.00	0.00
1014010	Public Works Administration	53011	Office Equipment Rental	3,972.00	0.00	3,972.00	-2,195.00	0.00	1,777.00
1014010	Public Works Administration	53054	Dues & Subscriptions	2,500.00	0.00	2,500.00	-1,750.00	0.00	750.00
1014010	Public Works Administration	53055	In-Service Training	1,500.00	0.00	1,500.00	-1,000.00	0.00	500.00
1014010	Public Works Administration	53066	Miscellaneous Services	1,500.00	0.00	1,500.00	-1,500.00	0.00	0.00
1014010	Public Works Administration	53068	Travel Expense	1,500.00	0.00	1,500.00	-1,490.00	0.00	10.00
1014036	Public Works Engineering	51001	Full Time	183,713.00	0.00	183,713.00	-71,898.00	0.00	111,815.00
1014036	Public Works Engineering	52041	Clothing & Uniforms	400.00	0.00	400.00	-400.00	0.00	0.00
1014036	Public Works Engineering	52043	Vehicle Fuel & Oil	4,000.00	0.00	4,000.00	-1,177.39	0.00	2,822.61
1014036	Public Works Engineering	52046	Minor Supplies	250.00	0.00	250.00	-186.11	0.00	63.89
1014036	Public Works Engineering	52048	Safety Equipment	500.00	0.00	500.00	-500.00	0.00	0.00

1011025 Public Relations	54010 Other Contracts	5,000.00	141,004.87	146,004.87	0.00	-5,171.25	140,833.62
1013010 Development Services-Admin	54009 Construction Contracts	0.00	14,003.00	14,003.00	0.00	-3.00	14,000.00
1014035 Public Works Construction	54009 Construction Contracts	2,451,543.00	3,020,341.24	5,471,884.24	0.00	-2,479,685.09	2,992,199.15
1014035 Public Works Construction	54019 Traffic Control Equipment	50,000.00	0.00	50,000.00	0.00	-50,000.00	0.00
1014035 Public Works Construction	54020 Construction Professional Serv	100,000.00	178.16	100,178.16	0.00	-100,178.16	0.00
1014841 Operations Field Services	54001 Vehicles	0.00	294.00	294.00	0.00	-294.00	0.00
1014841 Operations Field Services	54012 Building & Structures	0.00	1.47	1.47	0.00	-1.47	0.00
1014841 Operations Field Services	54019 Traffic Control Equipment	30,000.00	5,766.50	35,766.50	0.00	-27,086.47	8,680.03
1015010 Parks & Recreation Admin	54006 Recreation Equipment	355,000.00	0.00	355,000.00	0.00	-200,000.00	155,000.00
1015201 Community Center Operations	54012 Building & Structures	60,000.00	0.00	60,000.00	0.00	-60,000.00	0.00
1016026 Emergency Management	54008 Other Equipment	233,365.00	37,000.00	270,365.00	0.00	-270,365.00	0.00
					0.00	-3,192,784.44	

1014036	Public Works Engineering	53055	In-Service Training	4,000.00	0.00	4,000.00	-3,014.00	0.00	986.00
1014036	Public Works Engineering	53068	Travel Expense	3,000.00	0.00	3,000.00	-1,496.20	0.00	1,503.80
1014036	Public Works Engineering	53069	Professional Services	24,000.00	0.00	24,000.00	-22,358.55	0.00	1,641.45
1014810	Operations Administration	52014	Building Materials	25,000.00	0.00	25,000.00	-15,000.00	0.00	10,000.00
1014810	Operations Administration	52017	HVAC System Parts	4,000.00	0.00	4,000.00	-4,000.00	0.00	0.00
1014810	Operations Administration	52031	Office Supplies	5,000.00	0.00	5,000.00	-3,500.00	0.00	1,500.00
1014810	Operations Administration	52033	Medicine & Drugs	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1014810	Operations Administration	52040	Books & Publications	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1014810	Operations Administration	53020	Repair-Structures	49,000.00	0.00	49,000.00	-20,000.00	0.00	29,000.00
1014810	Operations Administration	53022	Repair-Office Equipment	500.00	0.00	500.00	-500.00	0.00	0.00
1014810	Operations Administration	53023	Repair-HVAC	9,000.00	0.00	9,000.00	-9,000.00	0.00	0.00
1014810	Operations Administration	53030	Repair-Other Equipment	2,000.00	0.00	2,000.00	-2,000.00	0.00	0.00
1014810	Operations Administration	53057	Advertising	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1014810	Operations Administration	53066	Miscellaneous Services	2,000.00	0.00	2,000.00	-2,000.00	0.00	0.00
1014810	Operations Administration	53069	Professional Services	40,000.00	0.00	40,000.00	-30,000.00	0.00	10,000.00
1014841	Operations Field Services	51001	Full Time	1,582,691.00	0.00	1,582,691.00	-276,071.00	0.00	1,306,620.00
1014841	Operations Field Services	52009	Traffic Control Paint	25,000.00	0.00	25,000.00	-12,000.00	0.00	13,000.00
1014841	Operations Field Services	52010	Street Marking Material	6,500.00	0.00	6,500.00	-6,000.00	0.00	500.00
1014841	Operations Field Services	52012	Vehicle Repair Parts	110,000.00	0.00	110,000.00	-10,000.00	0.00	100,000.00
1014841	Operations Field Services	52014	Building Materials	8,500.00	0.00	8,500.00	-1,000.00	0.00	7,500.00
1014841	Operations Field Services	52020	Sign Materials	40,000.00	0.00	40,000.00	-5,000.00	0.00	35,000.00
1014841	Operations Field Services	52024	Other Equipment Parts	3,000.00	0.00	3,000.00	-1,000.00	0.00	2,000.00
1014841	Operations Field Services	52025	Propane	1,000.00	0.00	1,000.00	-488.00	0.00	512.00
1014841	Operations Field Services	52034	Postage	1,000.00	0.00	1,000.00	-750.00	0.00	250.00
1014841	Operations Field Services	52035	Horticulture Supplies	7,000.00	0.00	7,000.00	-1,500.00	0.00	5,500.00
1014841	Operations Field Services	52037	Concrete/Sand/Asphalt	336,200.00	0.00	336,200.00	-89,444.00	0.00	246,756.00
1014841	Operations Field Services	52041	Clothing & Uniforms	30,000.00	0.00	30,000.00	-5,000.00	0.00	25,000.00
1014841	Operations Field Services	52042	Food	2,400.00	0.00	2,400.00	-750.00	0.00	1,650.00
1014841	Operations Field Services	52043	Vehicle Fuel & Oil	120,000.00	0.00	120,000.00	-10,000.00	0.00	110,000.00
1014841	Operations Field Services	52045	Tools	13,000.00	0.00	13,000.00	-5,000.00	0.00	8,000.00
1014841	Operations Field Services	52064	Pole Hardware	9,000.00	0.00	9,000.00	-1,000.00	0.00	8,000.00
1014841	Operations Field Services	53003	Electricity	65,000.00	0.00	65,000.00	-6,000.00	0.00	59,000.00
1014841	Operations Field Services	53012	Machinery Rental	3,000.00	0.00	3,000.00	-1,000.00	0.00	2,000.00
1014841	Operations Field Services	53020	Repair-Structures	15,000.00	0.00	15,000.00	-5,500.00	0.00	9,500.00
1014841	Operations Field Services	53023	Repair-HVAC	2,000.00	0.00	2,000.00	-925.00	0.00	1,075.00
1014841	Operations Field Services	53026	Repair-Traffic Signals	30,000.00	0.00	30,000.00	-3,000.00	0.00	27,000.00
1014841	Operations Field Services	53030	Repair-Other Equipment	10,000.00	0.00	10,000.00	-5,000.00	0.00	5,000.00
1014841	Operations Field Services	53066	Miscellaneous Services	175,000.00	-22,842.00	152,158.00	-125,000.00	0.00	27,158.00
1014841	Operations Field Services	53068	Travel Expense	3,500.00	0.00	3,500.00	-3,500.00	0.00	0.00
1014841	Operations Field Services	53069	Professional Services	170,000.00	22,842.00	192,842.00	-85,000.00	0.00	107,842.00
1014880	Operations Facilities Maint	52012	Vehicle Repair Parts	1,500.00	0.00	1,500.00	-1,500.00	0.00	0.00
1014880	Operations Facilities Maint	52014	Building Materials	1,500.00	0.00	1,500.00	-1,500.00	0.00	0.00
1014880	Operations Facilities Maint	52036	Janitorial Supplies	25,000.00	0.00	25,000.00	-1,000.00	0.00	24,000.00
1014880	Operations Facilities Maint	52041	Clothing & Uniforms	1,800.00	0.00	1,800.00	-600.00	0.00	1,200.00
1014880	Operations Facilities Maint	52045	Tools	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
1014880	Operations Facilities Maint	53012	Machinery Rental	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
1014880	Operations Facilities Maint	53023	Repair-HVAC	1,500.00	0.00	1,500.00	-750.00	0.00	750.00
1014880	Operations Facilities Maint	53030	Repair-Other Equipment	1,000.00	0.00	1,000.00	-1,000.00	0.00	0.00
1014880	Operations Facilities Maint	53055	In-Service Training	1,500.00	0.00	1,500.00	-1,500.00	0.00	0.00
1014880	Operations Facilities Maint	53066	Miscellaneous Services	115,000.00	0.00	115,000.00	-28,018.00	0.00	86,982.00
1014880	Operations Facilities Maint	53068	Travel Expense	500.00	0.00	500.00	-500.00	0.00	0.00
1015010	Parks & Recreation Admin	52034	Postage	3,000.00	0.00	3,000.00	-2,000.00	0.00	1,000.00
1015010	Parks & Recreation Admin	52043	Vehicle Fuel & Oil	1,500.00	0.00	1,500.00	-500.00	0.00	1,000.00
1015010	Parks & Recreation Admin	53001	Natural Gas	21,000.00	0.00	21,000.00	-7,500.00	0.00	13,500.00
1015010	Parks & Recreation Admin	53003	Electricity	7,000.00	0.00	7,000.00	-7,000.00	0.00	0.00
1015010	Parks & Recreation Admin	53011	Office Equipment Rental	9,100.00	0.00	9,100.00	-4,500.00	0.00	4,600.00
1015010	Parks & Recreation Admin	53064	Contract for Services	550,000.00	0.00	550,000.00	-49,630.00	0.00	500,370.00

1015050 Recreation Programs	51001 Full Time	170,717.00	0.00	170,717.00	-56,341.00	0.00	114,376.00
1015050 Recreation Programs	51002 Part Time	152,596.00	0.00	152,596.00	-45,000.00	0.00	107,596.00
1015050 Recreation Programs	52046 Minor Supplies	5,000.00	0.00	5,000.00	-2,500.00	0.00	2,500.00
1015050 Recreation Programs	52056 Concessions for Resale	12,000.00	0.00	12,000.00	-4,000.00	0.00	8,000.00
1015201 Community Center Operations	53066 Miscellaneous Services	75.00	0.00	75.00	-75.00	0.00	0.00
1015213 Community Center Programming	51002 Part Time	151,447.00	0.00	151,447.00	-50,000.00	0.00	101,447.00
1015213 Community Center Programming	52014 Building Materials	4,000.00	0.00	4,000.00	-1,000.00	0.00	3,000.00
1015213 Community Center Programming	52018 Food Service Materials	4,500.00	0.00	4,500.00	-500.00	0.00	4,000.00
1015213 Community Center Programming	52031 Office Supplies	1,500.00	0.00	1,500.00	-1,167.86	0.00	332.14
1015213 Community Center Programming	52041 Clothing & Uniforms	1,500.00	0.00	1,500.00	-500.00	0.00	1,000.00
1015213 Community Center Programming	52043 Vehicle Fuel & Oil	500.00	0.00	500.00	-250.00	0.00	250.00
1015213 Community Center Programming	52045 Tools	1,500.00	0.00	1,500.00	-500.00	0.00	1,000.00
1015213 Community Center Programming	52046 Minor Supplies	6,500.00	0.00	6,500.00	-500.00	0.00	6,000.00
1015213 Community Center Programming	53001 Natural Gas	12,000.00	0.00	12,000.00	-6,000.00	0.00	6,000.00
1015213 Community Center Programming	53011 Office Equipment Rental	2,700.00	0.00	2,700.00	-1,000.00	0.00	1,700.00
1015213 Community Center Programming	53023 Repair-HVAC	4,000.00	0.00	4,000.00	-1,000.00	0.00	3,000.00
1015213 Community Center Programming	53057 Advertising	2,000.00	0.00	2,000.00	-2,000.00	0.00	0.00
1015510 Library administration	52003 Audio Visual Equipment	27,500.00	-8,500.00	19,000.00	-13,750.00	0.00	5,250.00
1015510 Library administration	52012 Vehicle Repair Parts	500.00	0.00	500.00	-300.00	0.00	200.00
1015510 Library administration	52031 Office Supplies	5,000.00	0.00	5,000.00	-4,960.00	0.00	40.00
1015510 Library administration	52034 Postage	8,000.00	0.00	8,000.00	-2,000.00	0.00	6,000.00
1015510 Library administration	52036 Janitorial Supplies	7,000.00	0.00	7,000.00	-2,000.00	0.00	5,000.00
1015510 Library administration	52040 Books & Publications	71,200.00	-2,200.00	69,000.00	-49,000.00	0.00	20,000.00
1015510 Library administration	52041 Clothing & Uniforms	400.00	0.00	400.00	-240.00	0.00	160.00
1015510 Library administration	52042 Food	100.00	0.00	100.00	-50.00	0.00	50.00
1015510 Library administration	52043 Vehicle Fuel & Oil	1,500.00	0.00	1,500.00	-750.00	0.00	750.00
1015510 Library administration	52046 Minor Supplies	17,000.00	-3,000.00	14,000.00	-6,000.00	0.00	8,000.00
1015510 Library administration	53001 Natural Gas	3,000.00	0.00	3,000.00	-150.00	0.00	2,850.00
1015510 Library administration	53004 Telecommunications	8,600.00	0.00	8,600.00	-3,200.00	0.00	5,400.00
1015510 Library administration	53011 Office Equipment Rental	7,500.00	0.00	7,500.00	-1,300.00	0.00	6,200.00
1015510 Library administration	53018 Repair-Vehicles	500.00	0.00	500.00	-500.00	0.00	0.00
1015510 Library administration	53020 Repair-Structures	20,000.00	0.00	20,000.00	-7,000.00	0.00	13,000.00
1015510 Library administration	53022 Repair-Office Equipment	48,460.00	0.00	48,460.00	-12,042.00	0.00	36,418.00
1015510 Library administration	53023 Repair-HVAC	20,000.00	0.00	20,000.00	-17,900.00	0.00	2,100.00
1015510 Library administration	53030 Repair-Other Equipment	250.00	0.00	250.00	-250.00	0.00	0.00
1015510 Library administration	53041 Donations	34,000.00	8,730.00	42,730.00	-12,730.00	0.00	30,000.00
1015510 Library administration	53054 Dues & Subscriptions	1,500.00	0.00	1,500.00	-954.00	0.00	546.00
1015510 Library administration	53055 In-Service Training	2,000.00	0.00	2,000.00	-1,367.00	0.00	633.00
1015510 Library administration	53057 Advertising	300.00	0.00	300.00	-300.00	0.00	0.00
1015510 Library administration	53066 Miscellaneous Services	500.00	0.00	500.00	-450.00	0.00	50.00
1015510 Library administration	53068 Travel Expense	500.00	0.00	500.00	-480.00	0.00	20.00
1015510 Library administration	53069 Professional Services	6,500.00	0.00	6,500.00	-1,300.00	0.00	5,200.00
1015510 Library administration	53071 Software Maintenance	30,000.00	0.00	30,000.00	-5,357.00	0.00	24,643.00
1015510 Library administration	53084 State Aid	22,000.00	0.00	22,000.00	-3,000.00	0.00	19,000.00
1015710 Golf Course administration	51001 Full Time	164,033.00	0.00	164,033.00	2,000.00	0.00	166,033.00
1015710 Golf Course administration	51002 Part Time	112,413.00	0.00	112,413.00	-17,067.00	0.00	95,346.00
1015710 Golf Course administration	52011 Tournament Expenses	500.00	0.00	500.00	-500.00	0.00	0.00
1015710 Golf Course administration	52057 Soft Goods for Resale	45,000.00	0.00	45,000.00	-9,000.00	0.00	36,000.00
1015710 Golf Course administration	52058 Hard Goods for Resale	55,000.00	0.00	55,000.00	-11,000.00	0.00	44,000.00
1015710 Golf Course administration	53019 Repair-Machinery	7,000.00	0.00	7,000.00	-3,000.00	0.00	4,000.00
1015710 Golf Course administration	53020 Repair-Structures	20,000.00	0.00	20,000.00	-5,000.00	0.00	15,000.00
1015710 Golf Course administration	53030 Repair-Other Equipment	1,000.00	0.00	1,000.00	-1,500.00	0.00	-500.00
1015710 Golf Course administration	53057 Advertising	10,000.00	0.00	10,000.00	-2,000.00	0.00	8,000.00
1015710 Golf Course administration	53066 Miscellaneous Services	12,000.00	0.00	12,000.00	-4,000.00	0.00	8,000.00
1015710 Golf Course administration	53068 Travel Expense	500.00	0.00	500.00	-500.00	0.00	0.00
1015740 Golf Course Maintenance	52005 Landscape Materials	7,000.00	0.00	7,000.00	-3,000.00	0.00	4,000.00
1015740 Golf Course Maintenance	52013 Tractor & Machinery Parts	36,000.00	-2,000.00	34,000.00	-5,000.00	0.00	29,000.00

1015740	Golf Course Maintenance	52026	Driving Range Materials	1,000.00	0.00	1,000.00	-2,000.00	0.00	-1,000.00
1015740	Golf Course Maintenance	53036	Maintain Cart Paths	2,000.00	0.00	2,000.00	-2,000.00	0.00	0.00
1016025	Police	51001	Full Time	7,559,253.00	0.00	7,559,253.00	-97,800.00	0.00	7,461,453.00
1016025	Police	51003	Overtime	457,000.00	0.00	457,000.00	-70,000.00	0.00	387,000.00
1016025	Police	52024	Other Equipment Parts	3,500.00	0.00	3,500.00	-2,000.00	0.00	1,500.00
1016025	Police	52028	Ammunition	73,800.00	0.00	73,800.00	-12,000.00	0.00	61,800.00
1016025	Police	52031	Office Supplies	17,800.00	0.00	17,800.00	-5,000.00	0.00	12,800.00
1016025	Police	52032	Lab Supplies	8,000.00	0.00	8,000.00	-3,000.00	0.00	5,000.00
1016025	Police	52041	Clothing & Uniforms	46,700.00	0.00	46,700.00	-14,000.00	0.00	32,700.00
1016025	Police	52043	Vehicle Fuel & Oil	250,000.00	0.00	250,000.00	-100,000.00	0.00	150,000.00
1016025	Police	52046	Minor Supplies	101,876.00	0.00	101,876.00	-35,000.00	0.00	66,876.00
1016025	Police	53021	Repair-Radio Equipment	4,000.00	0.00	4,000.00	-2,000.00	0.00	2,000.00
1016025	Police	53022	Repair-Office Equipment	8,500.00	0.00	8,500.00	-6,500.00	0.00	2,000.00
1016025	Police	53030	Repair-Other Equipment	3,700.00	0.00	3,700.00	-1,500.00	0.00	2,200.00
1016025	Police	53066	Miscellaneous Services	118,680.00	12,000.00	130,680.00	-25,000.00	0.00	105,680.00
1016025	Police	53070	Medical Testing	13,000.00	0.00	13,000.00	-2,000.00	0.00	11,000.00
1016025	Police	53089	Demolition	50,000.00	0.00	50,000.00	-17,000.00	0.00	33,000.00
1016026	Emergency Management	52024	Other Equipment Parts	11,000.00	0.00	11,000.00	-5,000.00	0.00	6,000.00
1016026	Emergency Management	52031	Office Supplies	1,100.00	0.00	1,100.00	-500.00	0.00	600.00
1016026	Emergency Management	52034	Postage	1,700.00	0.00	1,700.00	-500.00	0.00	1,200.00
1016026	Emergency Management	52040	Books & Publications	500.00	0.00	500.00	-500.00	0.00	0.00
1016026	Emergency Management	52046	Minor Supplies	14,000.00	0.00	14,000.00	-5,000.00	0.00	9,000.00
1016026	Emergency Management	53018	Repair-Vehicles	500.00	0.00	500.00	-425.00	0.00	75.00
1016026	Emergency Management	53030	Repair-Other Equipment	26,300.00	0.00	26,300.00	-5,000.00	0.00	21,300.00
1016026	Emergency Management	53055	In-Service Training	1,300.00	0.00	1,300.00	-1,300.00	0.00	0.00
1016026	Emergency Management	53066	Miscellaneous Services	15,085.00	0.00	15,085.00	-9,000.00	0.00	6,085.00
1016026	Emergency Management	53068	Travel Expense	1,100.00	0.00	1,100.00	-1,100.00	0.00	0.00
1016510	Fire Fighting	51001	Full Time	4,859,720.00	0.00	4,859,720.00	185,896.00	0.00	5,045,616.00
1016510	Fire Fighting	52012	Vehicle Repair Parts	25,000.00	0.00	25,000.00	-5,000.00	0.00	20,000.00
1016510	Fire Fighting	52014	Building Materials	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
1016510	Fire Fighting	52024	Other Equipment Parts	2,000.00	0.00	2,000.00	-500.00	0.00	1,500.00
1016510	Fire Fighting	52035	Horticulture Supplies	500.00	0.00	500.00	-400.00	0.00	100.00
1016510	Fire Fighting	52040	Books & Publications	5,500.00	-1,000.00	4,500.00	-1,500.00	0.00	3,000.00
1016510	Fire Fighting	52042	Food	3,000.00	0.00	3,000.00	-1,000.00	0.00	2,000.00
1016510	Fire Fighting	52043	Vehicle Fuel & Oil	60,000.00	0.00	60,000.00	-30,000.00	0.00	30,000.00
1016510	Fire Fighting	52045	Tools	20,000.00	-5,000.00	15,000.00	-10,000.00	0.00	5,000.00
1016510	Fire Fighting	52046	Minor Supplies	32,500.00	-17,500.00	15,000.00	-5,000.00	0.00	10,000.00
1016510	Fire Fighting	53001	Natural Gas	5,000.00	0.00	5,000.00	-1,000.00	0.00	4,000.00
1016510	Fire Fighting	53021	Repair-Radio Equipment	1,500.00	0.00	1,500.00	-1,000.00	0.00	500.00
1016510	Fire Fighting	53023	Repair-HVAC	10,000.00	0.00	10,000.00	-5,000.00	0.00	5,000.00
1016510	Fire Fighting	53030	Repair-Other Equipment	5,500.00	-4,000.00	1,500.00	-500.00	0.00	1,000.00
1016510	Fire Fighting	53045	Grant Expenditure	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
1016510	Fire Fighting	53047	Public Education	7,500.00	0.00	7,500.00	-4,000.00	0.00	3,500.00
1016510	Fire Fighting	53054	Dues & Subscriptions	16,000.00	-2,500.00	13,500.00	-5,500.00	0.00	8,000.00
1016510	Fire Fighting	53068	Travel Expense	6,000.00	0.00	6,000.00	-3,000.00	0.00	3,000.00
1016510	Fire Fighting	53069	Professional Services	22,000.00	-16,000.00	6,000.00	-1,000.00	0.00	5,000.00
1016510	Fire Fighting	53070	Medical Testing	23,500.00	0.00	23,500.00	-5,000.00	0.00	18,500.00
1016510	Fire Fighting	55000	Capital Lease Payments	68,265.00	0.00	68,265.00	-51,198.00	0.00	17,067.00
1016529	Health (amb)	52045	Tools	0.00	5,000.00	5,000.00	-500.00	0.00	4,500.00
1016529	Health (amb)	52046	Minor Supplies	0.00	17,500.00	17,500.00	-2,500.00	0.00	15,000.00
1016529	Health (amb)	53030	Repair-Other Equipment	0.00	4,000.00	4,000.00	-2,000.00	0.00	2,000.00
1016529	Health (amb)	53054	Dues & Subscriptions	0.00	2,500.00	2,500.00	-500.00	0.00	2,000.00
1016529	Health (amb)	53055	In-Service Training	0.00	10,000.00	10,000.00	-4,000.00	0.00	6,000.00
1016529	Health (amb)	53069	Professional Services	0.00	16,000.00	16,000.00	-2,000.00	0.00	14,000.00
							-2,760,141.91	0.00	

Project Number	Key Code	Object Code	Current Budget	Reduction	Proposed Budget
14TR03101	1014035	54020	177.00	-177.39	-0.39
15DS02101	1013010	54009	3.00	-3.00	0.00
15TR01101	1014035	54009	1,050,756.00	-67,163.01	983,592.99
15TR02101	1014841	54019	1,556.00	4,159.04	5,715.04
16FS01101	1014841	54012	1.00	-1.47	-0.47
16FS02101	1014841	54001	294.00	-294.00	0.00
16MK01101	1011025	54010	1,846.00	-171.25	1,674.75
16TR01101	1014035	54009	1,969,586.00	-31,611.60	1,937,974.40
16TR02101	1014841	54019	4,211.00	-4,210.50	0.50
17CC01101	101521301	54012	15,000.00	-15,000.00	0.00
17CC02101	101521301	54012	15,000.00	-15,000.00	0.00
17CC03101	101521301	54012	30,000.00	-30,000.00	0.00
17FS01101	1014841	54019	30,000.00	-27,035.01	2,964.99
17GG01101	1011025	54010	5,000.00	-5,000.00	0.00
17PD02101	1016026	54008	270,365.00	-270,365.00	0.00
17PR01101	101505010	54006	200,000.00	-200,000.00	0.00
17TR01101	1014035	54009	2,451,543.00	-2,380,910.48	70,632.52
17TR01101	1014035	54020	100,000.00	-100,000.00	0.00
17TR02101	1014035	54019	50,000.00	-50,000.00	0.00
17PW8G02101	1014035	54020	1.00	-0.77	0.23
12EL05900	9009061	54004	13,802.44	-13,802.44	0.00
16EL02900	9009063	54001	300,000.00	-106,577.00	193,423.00
14EL02900	9009063	54012	195,000.00	-195,000.00	0.00
13WG13900	9009210	54010	75,000.00	-75,000.00	0.00
12WG04900	9009266	54009	674,587.50	-660,000.00	14,587.50
13WG18900	9009266	54009	100,000.00	-100,000.00	0.00
12WG17900	9009266	54009	155,304.50	-50,000.00	105,304.50
13WG18900	9009266	54010	24,177.41	-15,367.07	8,810.34
15WG05900	9009266	54010	175,000.00	-175,000.00	0.00
15WG06900	9009266	54010	125,000.00	-125,000.00	0.00
16WG08900	9009270	54009	60,000.00	-60,000.00	0.00
10WT26900	9009366	53106	422,104.23	-50,000.00	372,104.23
10WT33900	9009366	54009	93,189.00	-93,189.00	0.00
14SG01900	9009370	54012	34,000.00	-34,000.00	0.00
17CG01900	9009440	54001	23,500.00	-1,593.00	21,907.00
17CG02900	9009440	54001	26,000.00	-1,571.00	24,429.00
17CG03900	9009440	54010	20,000.00	-20,000.00	0.00

-4,968,883.95

Budget Amendment Request
For Budget Year

2016-2017

458

Date: 11/30/2016

Department: CMO SEDA

Requested by: Melissa Reames

Explanation: SEDA Fund FY17 Expenditure Budget Amendment - See attached detail

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator: *Melina Reames*

Date: 12-1-16

Approved by City Manager: *Norman Nichols*

Date: 12-12-16

Approved by City Council (If applicable): Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: *Kammy Branch*

Date: 12/14/16

Object Grp	Object Code	Object Code Description
51	51001	Full Time
51	51021	Social Security
51	51022	Retirement
51	51023	Health Insurance
51	51900	Clearing-Personnel
52	52029	Printed Materials
52	52031	Office Supplies
52	52042	Food
52	52046	Minor Supplies
52	52900	Clearing-Materials & Supplies
53	53013	Land Rental
53	53017	Conventions & Trade Shows
53	53044	Promotional
53	53054	Dues & Subscriptions
53	53055	In-Service Training
53	53900	Clearing-Other Services & Fees

Column Totals		-3,182,995.28
Key Code	Key Code Description	Proposed O&M Amendments
8501810	Economic Development-Admin	-50,000.44
8501810	Economic Development-Admin	-0.08
8501810	Economic Development-Admin	-0.67
8501810	Economic Development-Admin	0.00
8501810	Economic Development-Admin	50,000.00
8501810	Economic Development-Admin	-147.00
8501810	Economic Development-Admin	-200.00
8501810	Economic Development-Admin	
8501810	Economic Development-Admin	-200.00
8501810	Economic Development-Admin	
8501810	Economic Development-Admin	
8501810	Economic Development-Admin	-0.13
8501810	Economic Development-Admin	
8501810	Economic Development-Admin	-2,480.05
8501810	Economic Development-Admin	-3,000.00
8501810	Economic Development-Admin	

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
8500000	Stillwater Econ Devel Auth	53046	Development Agreements	260,000.00	0.00	260,000.00	-10,000.00	0.00	250,000.00
8501810	Economic Development-Admin	51001	Full Time	69,763.00	-29,438.19	40,324.81	-30,119.25	0.00	10,205.56
8501810	Economic Development-Admin	51021	Social Security	5,174.00	0.00	5,174.00	X -4,407.08 <i>done</i>	0.00	766.92
8501810	Economic Development-Admin	51022	Retirement	4,186.00	0.00	4,186.00	✗ -3,573.67 <i>done</i>	0.00	612.33
8501810	Economic Development-Admin	51900	Clearing-Personnel	-50,000.00	0.00	-50,000.00	50,000.00	0.00	0.00
X 8501810	Economic Development-Admin	52029	Printed Materials	3,500.00	0.00	3,500.00	3353 ✗ -3,500.00	0.00	0.00
8501810	Economic Development-Admin	52031	Office Supplies	200.00	0.00	200.00	-200.00	0.00	0.00
8501810	Economic Development-Admin	52042	Food	1,000.00	0.00	1,000.00	✗ -1,000.00 <i>done</i>	0.00	0.00
8501810	Economic Development-Admin	52046	Minor Supplies	200.00	0.00	200.00	-200.00	0.00	0.00
8501810	Economic Development-Admin	53013	Land Rental	0.00	600.00	600.00	600.00	0.00	1,200.00
X 8501810	Economic Development-Admin	53017	Conventions & Trade Shows	7,500.00	0.00	7,500.00	✗ -7,548.13	0.00	-48.13
8501810	Economic Development-Admin	53044	Promotional	3,000.00	28,838.19	31,838.19	0.00	0.00	31,838.19
8501810	Economic Development-Admin	53054	Dues & Subscriptions	2,500.00	0.00	2,500.00	-2,480.05	0.00	19.95
8501810	Economic Development-Admin	53055	In-Service Training	3,000.00	0.00	3,000.00	-3,000.00	0.00	0.00
8511015	Busi Improvement Dist Admin	51900	Clearing-Personnel	50,000.00	0.00	50,000.00	-50,000.00	0.00	0.00
							-65,428.18	0.00	

Budget Amendment Request For Budget Year

2016-2017

455

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: SUA FY17 Expenditure Budget Amendment - See attached detail

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator:

Date: 12-1-16

Approved by City Manager:

Date: 12-2-16

Approved by City Council (If applicable): Yes ☒ No ☐

Date: 12-5-16

Processed by Finance:

Date: 12/13/16

Melina Reames
Dawn M. Noble
Kammy Branch

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
9001140	Utilities Environmental Progrm	51001	Full Time	107,174.00	0.00	107,174.00	-10,524.00	0.00	96,650.00
9001140	Utilities Environmental Progrm	51003	Overtime	800.00	0.00	800.00	-300.00	0.00	500.00
9001140	Utilities Environmental Progrm	51021	Social Security	8,149.00	0.00	8,149.00	-700.00	0.00	7,449.00
9001140	Utilities Environmental Progrm	51022	Retirement	6,478.00	0.00	6,478.00	-600.00	0.00	5,878.00
9001140	Utilities Environmental Progrm	52043	Vehicle Fuel & Oil	1,000.00	0.00	1,000.00	-200.00	0.00	800.00
9001140	Utilities Environmental Progrm	53068	Travel Expense	2,000.00	0.00	2,000.00	-1,000.00	0.00	1,000.00
9001140	Utilities Environmental Progrm	53069	Professional Services	6,340.00	0.00	6,340.00	-5,000.00	0.00	1,340.00
9001140	Utilities Environmental Progrm	53105	Special Events	30,250.00	0.00	30,250.00	-10,000.00	0.00	20,250.00
9002013	Utilities Customer Service	52031	Office Supplies	4,500.00	0.00	4,500.00	-1,600.00	0.00	2,900.00
9002013	Utilities Customer Service	52040	Books & Publications	100.00	0.00	100.00	-100.00	0.00	0.00
9002013	Utilities Customer Service	52041	Clothing & Uniforms	400.00	0.00	400.00	-400.00	0.00	0.00
9002013	Utilities Customer Service	52042	Food	600.00	0.00	600.00	-400.00	0.00	200.00
9002013	Utilities Customer Service	53022	Repair-Office Equipment	5,100.00	0.00	5,100.00	-4,100.00	0.00	1,000.00
9002013	Utilities Customer Service	53055	In-Service Training	4,000.00	0.00	4,000.00	-752.00	0.00	3,248.00
9002013	Utilities Customer Service	53068	Travel Expense	4,000.00	0.00	4,000.00	-1,500.00	0.00	2,500.00
9002013	Utilities Customer Service	53069	Professional Services	32,000.00	0.00	32,000.00	-2,000.00	0.00	30,000.00
9002014	Utilities Meter Services	52007	Seals	5,300.00	0.00	5,300.00	-2,000.00	0.00	3,300.00
9002014	Utilities Meter Services	52012	Vehicle Repair Parts	10,000.00	0.00	10,000.00	-200.00	0.00	9,800.00
9002014	Utilities Meter Services	52043	Vehicle Fuel & Oil	32,000.00	0.00	32,000.00	-15,000.00	0.00	17,000.00
9002014	Utilities Meter Services	53054	Dues & Subscriptions	800.00	0.00	800.00	-400.00	0.00	400.00
9002014	Utilities Meter Services	53055	In-Service Training	1,000.00	0.00	1,000.00	-500.00	0.00	500.00
9002014	Utilities Meter Services	53068	Travel Expense	1,000.00	0.00	1,000.00	-400.00	0.00	600.00
9009015	Electric Engineering	53068	Travel Expense	0.00	9,000.00	9,000.00	-5,000.00	0.00	4,000.00
9009015	Electric Engineering	53069	Professional Services	0.00	78,892.00	78,892.00	-10,000.00	0.00	68,892.00
9009061	Electric Generation Maint	53066	Miscellaneous Services	71,000.00	0.00	71,000.00	-17,226.72	0.00	53,773.28
9009440	Utilities Fleet	51001	Full Time	637,364.00	0.00	637,364.00	-38,867.00	0.00	598,497.00
9009440	Utilities Fleet	52012	Vehicle Repair Parts	9,000.00	0.00	9,000.00	-1,000.00	0.00	8,000.00
9009440	Utilities Fleet	52014	Building Materials	8,000.00	0.00	8,000.00	-5,000.00	0.00	3,000.00
9009440	Utilities Fleet	52017	HVAC System Parts	1,500.00	0.00	1,500.00	-1,500.00 + 117 = (1383)	0.00	0.00
9009440	Utilities Fleet	52024	Other Equipment Parts	1,500.00	0.00	1,500.00	-1,500.00 + 676 = (824)	0.00	0.00
9009440	Utilities Fleet	52031	Office Supplies	2,000.00	0.00	2,000.00	-1,500.00	0.00	500.00
9009440	Utilities Fleet	52040	Books & Publications	500.00	0.00	500.00	-500.00	0.00	0.00
9009440	Utilities Fleet	52041	Clothing & Uniforms	10,000.00	0.00	10,000.00	-500.00	0.00	9,500.00
9009440	Utilities Fleet	52046	Minor Supplies	8,500.00	0.00	8,500.00	-4,000.00	0.00	4,500.00
9009440	Utilities Fleet	53020	Repair - Structures	2,500.00	0.00	2,500.00	-2,000.00	0.00	500.00
9009440	Utilities Fleet	53023	Repair-HVAC	1,000.00	0.00	1,000.00	-1,000.00 + 150 = (850)	0.00	0.00
9009440	Utilities Fleet	53055	In-Service Training	10,000.00	0.00	10,000.00	-1,000.00 - 110 = (1110)	0.00	9,000.00
9009440	Utilities Fleet	53066	Miscellaneous Services	3,000.00	0.00	3,000.00	-500.00	0.00	2,500.00
9009440	Utilities Fleet	53068	Travel Expense	3,000.00	0.00	3,000.00	-2,150.00 + 167 = (1983)	0.00	850.00
9129248	Operations Water Line Mgmt	52008	Hydrants	56,000.00	0.00	56,000.00	-28,000.00	0.00	28,000.00
9129248	Operations Water Line Mgmt	52012	Vehicle Repair Parts	44,000.00	0.00	44,000.00	-4,400.00	0.00	39,600.00
9129248	Operations Water Line Mgmt	52024	Other Equipment Parts	3,000.00	0.00	3,000.00	-3,000.00	0.00	0.00
9129248	Operations Water Line Mgmt	52039	Chemicals	2,000.00	0.00	2,000.00	-1,000.00	0.00	1,000.00
9129248	Operations Water Line Mgmt	52042	Food	1,740.00	0.00	1,740.00	-600.00	0.00	1,140.00
9129248	Operations Water Line Mgmt	52043	Vehicle Fuel & Oil	75,000.00	0.00	75,000.00	-7,500.00	0.00	67,500.00
9129248	Operations Water Line Mgmt	52045	Tools	35,000.00	0.00	35,000.00	-20,000.00	0.00	15,000.00
9129248	Operations Water Line Mgmt	52046	Minor Supplies	20,000.00	0.00	20,000.00	-3,000.00	0.00	17,000.00
9129248	Operations Water Line Mgmt	53029	Repair-Piping & Valves	2,000.00	0.00	2,000.00	-2,000.00	0.00	0.00
9129248	Operations Water Line Mgmt	53030	Repair-Other Equipment	3,000.00	0.00	3,000.00	-2,000.00	0.00	1,000.00
9129248	Operations Water Line Mgmt	53066	Miscellaneous Services	120,000.00	0.00	120,000.00	-50,000.00	0.00	70,000.00
9129248	Operations Water Line Mgmt	53068	Travel Expense	18,000.00	0.00	18,000.00	-15,000.00	0.00	3,000.00
9139348	Operations Wastewatr Line Mgmt	52022	Pump & Motor Parts	1,000.00	0.00	1,000.00	-800.00	0.00	200.00
9139348	Operations Wastewatr Line Mgmt	52039	Chemicals	3,000.00	0.00	3,000.00	-1,000.00	0.00	2,000.00
9139348	Operations Wastewatr Line Mgmt	52042	Food	1,160.00	0.00	1,160.00	-600.00	0.00	560.00
9139348	Operations Wastewatr Line Mgmt	52043	Vehicle Fuel & Oil	40,000.00	0.00	40,000.00	-4,000.00	0.00	36,000.00

9139348	Operations Wastewatr Line Mgmt	52045	Tools	16,000.00	0.00	16,000.00	-10,000.00	0.00	6,000.00
9139348	Operations Wastewatr Line Mgmt	53028	Repair-Pumps & Motors	1,000.00	0.00	1,000.00	-800.00	0.00	200.00
9139348	Operations Wastewatr Line Mgmt	53068	Travel Expense	1,200.00	0.00	1,200.00	-1,000.00	0.00	200.00
9184820	Util Waste Mgmt Commercial	52043	Vehicle Fuel & Oil	75,000.00	0.00	75,000.00	-3,933.19	0.00	71,066.81
9184820	Util Waste Mgmt Commercial	53073	Landfill Services	275,000.00	0.00	275,000.00	-42,573.09	0.00	232,426.91
							-352,126.00	0.00	
9009061	Electric Generation Maint	54004	Scientific Equipment	0.00	13,802.44	13,802.44	0.00	-13,802.44	0.00
9009063	Electric Distribution Maint	54001	Vehicles	0.00	331,000.00	331,000.00	0.00	-106,577.00	224,423.00
9009063	Electric Distribution Maint	54012	Building & Structures	0.00	195,000.00	195,000.00	0.00	-195,000.00	0.00
9009210	Utilities Water Administration	54010	Other Contracts	0.00	75,000.00	75,000.00	0.00	-75,000.00	0.00
9009266	Water Line Management	54009	Construction Contracts	0.00	1,047,876.64	1,047,876.64	0.00	-810,000.00	237,876.64
9009266	Water Line Management	54010	Other Contracts	0.00	324,177.41	324,177.41	0.00	-315,367.07	8,810.34
9009270	Water Treatment Plant	54009	Construction Contracts	0.00	60,000.00	60,000.00	0.00	-60,000.00	0.00
9009366	Waste Line Management	53106	Nonrecurring Mat & Serv	0.00	422,104.23	422,104.23	0.00	-50,000.00	372,104.23
9009366	Waste Line Management	54009	Construction Contracts	0.00	2,096,809.44	2,096,809.44	0.00	-93,189.00	2,003,620.44
9009370	Wastewater Treatment Plant	54012	Building & Structures	0.00	199,857.00	199,857.00	0.00	-34,000.00	165,857.00
9009440	Utilities Fleet	54001	Vehicles	49,500.00	0.00	49,500.00	0.00	-3,164.00	46,336.00
9009440	Utilities Fleet	54010	Other Contracts	20,000.00	0.00	20,000.00	0.00	-20,000.00	0.00
							0.00	-1,776,099.51	

Project Number	Key Code	Object Code	Current Budget	Reduction	Proposed Budget
14TR03101	1014035	54020	177.00	-177.39	-0.39
15DS02101	1013010	54009	3.00	-3.00	0.00
15TR01101	1014035	54009	1,050,756.00	-67,163.01	983,592.99
15TR02101	1014841	54019	1,556.00	4,159.04	5,715.04
16FS01101	1014841	54012	1.00	-1.47	-0.47
16FS02101	1014841	54001	294.00	-294.00	0.00
16MK01101	1011025	54010	1,846.00	-171.25	1,674.75
16TR01101	1014035	54009	1,969,586.00	-31,611.60	1,937,974.40
16TR02101	1014841	54019	4,211.00	-4,210.50	0.50
17CC01101	1015213	54012	15,000.00	-15,000.00	0.00
17CC02101	1015213	54012	15,000.00	-15,000.00	0.00
17CC03101	1015213	54012	30,000.00	-30,000.00	0.00
17FS01101	1014841	54019	30,000.00	-27,035.01	2,964.99
17GG01101	1011025	54010	5,000.00	-5,000.00	0.00
17PD02101	1016026	54008	270,365.00	-270,365.00	0.00
17PR01101	1015050	54006	200,000.00	-200,000.00	0.00
17TR01101	1014035	54009	2,451,543.00	-2,380,910.48	70,632.52
17TR01101	1014035	54020	100,000.00	-100,000.00	0.00
17TR02101	1014035	54019	50,000.00	-50,000.00	0.00
PW8G02101	1014035	54020	1.00	-0.77	0.23
12EL05900	9009061	54004	13,802.44	-13,802.44	0.00
16EL02900	9009063	54001	300,000.00	-106,577.00	193,423.00
14EL02900	9009063	54012	195,000.00	-195,000.00	0.00
13WG13900	9009210	54010	75,000.00	-75,000.00	0.00
12WG04900	9009266	54009	674,587.50	-660,000.00	14,587.50
13WG18900	9009266	54009	100,000.00	-100,000.00	0.00
12WG17900	9009266	54009	155,304.50	-50,000.00	105,304.50
13WG18900	9009266	54010	24,177.41	-15,367.07	8,810.34
15WG05900	9009266	54010	175,000.00	-175,000.00	0.00
15WG06900	9009266	54010	125,000.00	-125,000.00	0.00
16WG08900	9009270	54009	60,000.00	-60,000.00	0.00
10WT26900	9009366	53106	422,104.23	-50,000.00	372,104.23
10WT33900	9009366	54009	93,189.00	-93,189.00	0.00
14SG01900	9009370	54012	34,000.00	-34,000.00	0.00
17CG01900	9009440	54001	23,500.00	-1,593.00	21,907.00
17CG02900	9009440	54001	26,000.00	-1,571.00	24,429.00
17CG03900	9009440	54010	20,000.00	-20,000.00	0.00

-4,968,883.95

2016-2017

451

Explanation:	Transfer of overpayment to self insurance fund in FY2016 by the business improvement district
--------------	---

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

25,246

Date: _____

Date: _____

Date: 12-1-16

12-12-16

Date: 12-5-16

Date: 12/12/16

Budget Amendment Request For Budget Year

2016-2017

450

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Airport Fund FY17 Expenditure Budget Amendment - See attached detail

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Thomas M. Nichols

Date: 12-12-16

Approved by City Council (If applicable) Yes X No _____

Date: 12-5-16

Processed by Finance: Kammy Blunch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
8107010	Airport Administration	52031	Office Supplies	1,200.00	0.00	1,200.00	-200.00	0.00	1,000.00
8107010	Airport Administration	52034	Postage	300.00	0.00	300.00	-60.00	0.00	240.00
8107010	Airport Administration	52040	Books & Publications	150.00	0.00	150.00	-30.00	0.00	120.00
8107010	Airport Administration	52042	Food	1,800.00	0.00	1,800.00	-250.00	0.00	1,550.00
8107010	Airport Administration	52046	Minor Supplies	750.00	0.00	750.00	-100.00	0.00	650.00
8107010	Airport Administration	52056	Concessions for Resale	100.00	0.00	100.00	-100.00	0.00	0.00
8107010	Airport Administration	52058	Hard Goods for Resale	100.00	0.00	100.00	-100.00	0.00	0.00
8107010	Airport Administration	53020	Repair-Structures	8,000.00	-2,000.00	6,000.00	-1,200.00	0.00	4,800.00
8107010	Airport Administration	53021	Repair-Radio Equipment	4,000.00	-1,500.00	2,500.00	-500.00	0.00	2,000.00
8107010	Airport Administration	53044	Promotional	2,400.00	0.00	2,400.00	-400.00	0.00	2,000.00
8107010	Airport Administration	53054	Dues & Subscriptions	3,000.00	-500.00	2,500.00	-300.00	0.00	2,200.00
8107010	Airport Administration	53068	Travel Expense	10,000.00	-1,500.00	8,500.00	-4,000.00	0.00	4,500.00
8107013	Airport customer service	52014	Building Materials	2,123.00	0.00	2,123.00	-300.00	0.00	1,823.00
8107013	Airport customer service	52024	Other Equipment Parts	200.00	0.00	200.00	-40.00	0.00	160.00
8107013	Airport customer service	52041	Clothing & Uniforms	2,250.00	0.00	2,250.00	-450.00	0.00	1,800.00
8107013	Airport customer service	53021	Repair-Radio Equipment	2,000.00	0.00	2,000.00	-400.00	0.00	1,600.00
8107013	Airport customer service	53030	Repair-Other Equipment	400.00	0.00	400.00	-80.00	0.00	320.00
8107013	Airport customer service	53039	Airport Emergency Rescue	10,000.00	0.00	10,000.00	-1,000.00	0.00	9,000.00
8107013	Airport customer service	53055	In-Service Training	6,000.00	0.00	6,000.00	-500.00	0.00	5,500.00
8107040	Airport maintenance	51003	Overtime	8,000.00	13,700.00	21,700.00	6,000.00	0.00	27,700.00
8107040	Airport maintenance	52012	Vehicle Repair Parts	4,000.00	0.00	4,000.00	-800.00	0.00	3,200.00
8107040	Airport maintenance	52014	Building Materials	3,000.00	-1,000.00	2,000.00	-400.00	0.00	1,600.00
8107040	Airport maintenance	52017	HVAC System Parts	2,250.00	0.00	2,250.00	-450.00	0.00	1,800.00
8107040	Airport maintenance	52036	Janitorial Supplies	2,700.00	0.00	2,700.00	3,300.00	0.00	6,000.00
8107040	Airport maintenance	52037	Concrete/Sand/Asphalt	1,500.00	0.00	1,500.00	-300.00	0.00	1,200.00
8107040	Airport maintenance	52041	Clothing & Uniforms	0.00	0.00	0.00	750.00	0.00	750.00
8107040	Airport maintenance	52045	Tools	1,000.00	0.00	1,000.00	-200.00	0.00	800.00
8107040	Airport maintenance	52046	Minor Supplies	1,450.00	0.00	1,450.00	1,000.00	0.00	2,450.00
8107040	Airport maintenance	52064	Pole Hardware	800.00	0.00	800.00	-200.00	0.00	600.00
8107040	Airport maintenance	53014	Other Rentals	250.00	0.00	250.00	200.00	0.00	450.00
8107040	Airport maintenance	53019	Repair-Machinery	1,300.00	0.00	1,300.00	-260.00	0.00	1,040.00
8107040	Airport maintenance	53023	Repair-HVAC	3,000.00	0.00	3,000.00	-600.00	0.00	2,400.00
8107040	Airport maintenance	53030	Repair-Other Equipment	677.00	0.00	677.00	-177.00	0.00	500.00
8107040	Airport maintenance	53034	Land Upkeep	1,002.00	0.00	1,002.00	1,000.00	0.00	2,002.00
8107040	Airport maintenance	53038	Repair-Runway	42,890.00	-21,400.00	21,490.00	-4,250.00	0.00	17,240.00
8107040	Airport maintenance	53066	Miscellaneous Services	0.00	10,514.00	10,514.00	-4,000.00	0.00	6,514.00
8107040	Airport maintenance	53068	Travel Expense	5,000.00	0.00	5,000.00	-4,000.00	0.00	1,000.00
							-13,397.00	0.00	

Adj'd ~~88~~
12/12/16

Budget Amendment Request

For Budget Year

2016-2017

449

Date: 11/30/2016

Department: CMO

Requested by: Melissa Reames

Explanation: Special Revenue Funds FY17 Expenditure Budget Amendment - See attached detail

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Nathan McNeale

Date: 12-2-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
1606510	Rural Fire	55000	Capital Lease	0.00	0.00	0.00	51,198.00	0.00	51,198.00
2104036	Public Works Engineerin	52031	Office Supplies	500.00	0.00	500.00	-500.00	0.00	0.00
2104036	Public Works Engineerin	53054	Dues & Subscriptions	900.00	0.00	900.00	-500.00	0.00	400.00
2104036	Public Works Engineerin	53057	Advertising	500.00	0.00	500.00	-500.00	0.00	0.00
2104036	Public Works Engineerin	53068	Travel Expense	1,500.00	0.00	1,500.00	-1,000.00	0.00	500.00
2104036	Public Works Engineerin	53069	Professional Services	50,000.00	0.00	50,000.00	-35,000.00	0.00	15,000.00
5001410	Human Resources	53060	Safety Training	0.00	25,000.00	25,000.00	-5,000.00	0.00	20,000.00
							8,698.00	0.00	

Budget Amendment Request

For Budget Year

2016-2017

448

Date: 11/30/2016

Department: CMO

Requested by: Melissa Reames

Explanation: To transfer funds from SEDA to General Fund Operations to reimburse costs associated with sidewalk construction costs.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1010000 61000		18,918,410	5,674	18,924,084
	1014841 52037		336,200	4,974	341,174
	1014841 53069		192,842	700	193,542
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

11,348

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Thomas M. Lally

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kenny Branch

Date: 12/12/16

POLAR EXPRESS / PLATFORM COST

2016

CONCRETE	\$3,916.88
----------	------------

RAILROAD TIES	\$1,007.60
---------------	------------

MASONRY SAND	\$50.00
--------------	---------

PUMP TRUCK	\$700.00
------------	----------

LABOR	\$28,439.39
-------	-------------

--	--

PUMP TRUCK	\$700.00
------------	----------

MATERIALS	\$4,974.48
-----------	------------

LABOR	\$28,439.39
-------	-------------

	\$34,113.87
--	-------------

Melissa Reames

From: Staci Cundiff
Sent: Thursday, December 01, 2016 10:26 AM
To: Melissa Reames
Subject: RE: RE: Platform

Follow Up Flag: Follow up
Flag Status: Flagged

101 4841 52037 \$4,974.48

101 4841 53069 \$ 700.00

Thank you

Staci Cundiff
Administrative Assistant



STILL PIONEERING

The City of Stillwater
Department of Operations – Field Services
707 E 8th Ave | Stillwater, OK 74074
(O)405.533.8048 | (F) 405.533.8044
scundiff@stillwater.org

From: Melissa Reames
Sent: Thursday, December 01, 2016 8:59 AM
To: Staci Cundiff
Subject: FW: RE: Platform

Hi Staci!

Would you let me know which accounts to code the totals to? Is the pump truck 52046 and the materials 52037?

Melissa

Melissa Reames, CFO
(O) 405.742.8240

From: Mark White
Sent: Tuesday, November 22, 2016 11:07 AM
To: Melissa Reames
Cc: Dan Blankenship
Subject: RE: RE: Platform

Melissa,

Please see the attached cost for completing the platform at the train depot. Let me know if you need anything additional.

Thanks,

Mark

Mark White

Operations Manager



STILL PIONEERING

The City of Stillwater
Operations
707 East 8th Ave. | Stillwater, OK 74074
(O) 405.742.8351 | (C) 405.612.0770 | (F) 405.747.8098
mwhite@stillwater.org | [Website](http://www.stillwater.org)

From: Melissa Reames
Sent: Monday, November 21, 2016 3:30 PM
To: Mark White
Subject: RE: RE: Platform

Tomorrow is perfect.

Melissa Reames, CFO
(O) 405.742.8240

From: Mark White
Sent: Monday, November 21, 2016 3:11 PM
To: Melissa Reames
Subject: RE: RE: Platform

Melissa,

Nick Westbrook is pulling the information together right now. Will it be okay if I have everything to you tomorrow?

Thanks,

Mark

Mark White

Operations Manager



STILL PIONEERING

The City of Stillwater
Operations
707 East 8th Ave. | Stillwater, OK 74074
(O) 405.742.8351 | (C) 405.612.0770 | (F) 405.747.8098
mwhite@stillwater.org | [Website](#)

From: Melissa Reames
Sent: Monday, November 21, 2016 2:57 PM
To: Mark White
Cc: John McClenny
Subject: RE: RE: Platform

Just the platform with a breakdown between labor and materials. Thanks!

Melissa

Melissa Reames, CFO
(O) 405.742.8240

From: Mark White
Sent: Monday, November 21, 2016 2:56 PM
To: Melissa Reames
Cc: John McClenny
Subject: RE: RE: Platform

Hi Melissa,

Would you like the total just for the work done at the depot or for all work associated with the Polar Express? Also, would like material cost only or include labor as well? Thanks!

Mark

Mark White
Operations Manager



STILL PIONEERING

The City of Stillwater
Operations
707 East 8th Ave. | Stillwater, OK 74074
(O) 405.742.8351 | (C) 405.612.0770 | (F) 405.747.8098
mwhite@stillwater.org | [Website](#)

From: Melissa Reames
Sent: Monday, November 21, 2016 2:51 PM
To: Mark White
Cc: John McClenny
Subject: RE: Platform

Hi Mark!

Do you have a final total on the depot platform? I'm finalizing the Holiday budget.

Melissa

Melissa Reames, CFO
(O) 405.742.8240

Budget Amendment Request

For Budget Year

2016-2017

447

Date: 11/30/2016

Department: CMO SEDA

Requested by: Melissa Reames

Explanation: To transfer funds from SEDA to General Fund Operations to reimburse costs associated with sidewalk construction costs.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8500000 71000		4,177	5,674	9,851
					-
					-
					-
					-
Decrease:					-
	8501810 53044		31,838	(5,674)	26,164
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: [Signature]

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Budget Amendment Request For Budget Year

2016-2017

446

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Amend FY17 Stormwater fund transfers out and related transfers in to other funds - See attachment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Norman McNeble

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
2100000	Stormwater	61000	Stormwater/Transfer In	0.00		0.00	6,501.00		6,501.00

2016-2017

445

Explanation:	Transfer of overpayment to self insurance fund in FY2016 by the business improvement district
--------------	---

[illegible]

25,246

Date: _____

Date: _____

Date: 12-1-16

15-12-16

Date: 12-5-96

Date: 12/12/16

Melissa Reames

From: Christy Cluck
Sent: Thursday, December 01, 2016 2:46 PM
To: Melissa Reames
Subject: BID Insurance

\$25,246 is due to BID from self-insurance for reimbursement of the FY16 transfer.

Thanks,

--

Christy Cluck, CPA
Accounting Supervisor



STILL PIONEERING

The City of Stillwater
723 S. Lewis St./PO Box 1449 | Stillwater, OK 74076-1449
(O) 405.742.8355 | (F) 405.742.8352
ccluck@stillwater.org | [Website](#)

Melissa Reames

From: Christy Cluck
Sent: Wednesday, November 30, 2016 4:54 PM
To: Sharla Lovern
Cc: Glenda Vaughn; Melissa Reames; Valerie Silvers
Subject: RE: RE: CDBG

Follow Up Flag: Follow up
Flag Status: Flagged

After additional consideration, I'm recommending that we adjust the accounts a bit. This also includes the design contract which I left off before and is being funded with remaining funds of a completed project.

Project No. 17DS01170 (Budget Amendment)

Federal Grant Revenue: 1704080-43100	139,267
CDBG Project Exp: 1704080-54032	139,267

Project No. 17DS01101 (Budget Revision)

CDBG Match: 1014035-54030	139,267
Project Design: 1014035-54009	TBD by Sharla

From: Christy Cluck
Sent: Wednesday, November 30, 2016 1:25 PM
To: Sharla Lovern
Cc: Glenda Vaughn; Melissa Reames; Valerie Silvers
Subject: RE: RE: CDBG

The project number will be 17DS01170 and the GL accounts are below:

Revenue:

- 1700000-61000 – Transfer In 139,267
- 1704080-43100 – Federal Grant Revenue 139,267

Expenditure:

- 1704080-54030 – CDBG Match 139,267
- 1704080-54032 – CDBG Project Exp 139,267

Let me know if there's anything else you need from me.

Christy

From: Sharla Lovern
Sent: Wednesday, November 30, 2016 11:57 AM
To: Christy Cluck
Cc: Glenda Vaughn; Melissa Reames; Valerie Silvers
Subject: RE: RE: CDBG

Per our conversation, please let me know if you need any additional items.

Attached: City Council report cc060616act.pdf

This project 16758 CDBG 16 ADA Sidewalks WOH was approved 5-0 in both the Public hearing and Resolution portions

Receive public comment regarding the 2016 State Small Cities Program Community Development Block Grant project selection and request for City Council approval to submit application (CC-16-66) **APPROVED 5-0**

Resolution CC-2016-18

**A RESOLUTION REGARDING COMMITMENT OF LEVERAGE
FOR THE OKLAHOMA DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG 16), 2016 STATE SMALL CITIES PROGRAM**

From: Melissa Reames
Sent: Wednesday, November 30, 2016 11:46 AM
To: Sharla Lovern
Subject: RE: CDBG

Sharla

Per my reconciliation you have \$101,346 to move from 1014035 54009 for the CDBG project. Christy and I are working on the amendment.

Melissa

Melissa Reames, CFO
(O) 405.742.8240

2016-2017

Requested by: Melissa Reames

Explanation: Establishment of FY16 CDBG project - Wings of Hope Sidewalk.

[illegible]

Grant revenues offset by expenditures may net to zero.

139,267

Date: 12/12/16

Melinda Reames
 Permanent ☒ Yes ☐ No
 Karmy Branch

Melissa Reames

From: Christy Cluck
Sent: Wednesday, November 30, 2016 4:54 PM
To: Sharla Lovern
Cc: Glenda Vaughn; Melissa Reames; Valerie Silvers
Subject: RE: RE: CDBG

Follow Up Flag: Follow up
Flag Status: Flagged

After additional consideration, I'm recommending that we adjust the accounts a bit. This also includes the design contract which I left off before and is being funded with remaining funds of a completed project.

Project No. 17DS01170 (Budget Amendment)

Federal Grant Revenue: 1704080-43100	139,267
CDBG Project Exp: 1704080-54032	139,267

Project No. 17DS01101 (Budget Revision)

CDBG Match: 1014035-54030	139,267
Project Design: 1014035-54009	TBD by Sharla

From: Christy Cluck
Sent: Wednesday, November 30, 2016 1:25 PM
To: Sharla Lovern
Cc: Glenda Vaughn; Melissa Reames; Valerie Silvers
Subject: RE: RE: CDBG

The project number will be 17DS01170 and the GL accounts are below:

Revenue:

- | | |
|---|---------|
| • 1700000-61000 – Transfer In | 139,267 |
| • 1704080-43100 – Federal Grant Revenue | 139,267 |

Expenditure:

- | | |
|------------------------------------|---------|
| • 1704080-54030 – CDBG Match | 139,267 |
| • 1704080-54032 – CDBG Project Exp | 139,267 |

Let me know if there's anything else you need from me.

Christy

From: Sharla Lovern
Sent: Wednesday, November 30, 2016 11:57 AM
To: Christy Cluck
Cc: Glenda Vaughn; Melissa Reames; Valerie Silvers
Subject: RE: RE: CDBG

Per our conversation, please let me know if you need any additional items.

Attached: City Council report cc060616act.pdf

This project 16758 CDBG 16 ADA Sidewalks WOH was approved 5-0 in both the Public hearing and Resolution portions

Receive public comment regarding the 2016 State Small Cities Program Community Development Block Grant project selection and request for City Council approval to submit application (CC-16-66) **APPROVED 5-0**

Resolution CC-2016-18

**A RESOLUTION REGARDING COMMITMENT OF LEVERAGE
FOR THE OKLAHOMA DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG 16), 2016 STATE SMALL CITIES PROGRAM**

From: Melissa Reames
Sent: Wednesday, November 30, 2016 11:46 AM
To: Sharla Lovern
Subject: RE: CDBG

Sharla

Per my reconciliation you have \$101,346 to move from 1014035 54009 for the CDBG project. Christy and I are working on the amendment.

Melissa

Melissa Reames, CFO
(O) 405.742.8240

Budget Amendment Request For Budget Year

2016-2017

~~442~~ 443

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Establishment of FY16 CDBG project - Wings of Hope Sidewalk.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1704080 54032		-	139,267	139,267
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

139,267

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Norman McNeale

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Budget Amendment Request For Budget Year

2016-2017

441

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Amend FY17 Transportation fund transfers out and related transfers in to other funds - See attachment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____
Reviewed by Finance: _____

Date: _____
Date: _____

Approved by Administrator: _____
Approved by City Manager: _____
Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-1-16
Date: 12-12-16
Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
2600000	Transportation	61000	Transportation/Transfer In	6,281,195.00		6,281,195.00	-242,857.00		6,038,338.00

Budget Amendment Request For Budget Year

2016-2017

440

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Amend FY17 Airport fund transfers out and related transfers in to other funds - See attachment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Thomas McNeel

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
8100000	Airport	61000	Airport/Transfer In	719,599.00		719,599.00	-604,878.00		114,721.00
8200000	Airport SPCL	61000	Airport SPCL/Transfer In	445,000.00		445,000.00	-222,500.00		222,500.00

Budget Amendment Request

For Budget Year

2016-2017

439

Date: 11/30/2016

Department: CMO

Requested by: Melissa Reames

Explanation: FY17 SUA Transfer Budget Revision - see attachement

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Norman McPherson

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
9000000	SUA	61000	SUA/Transfer In	8,657,143.00		8,657,143.00	-485,714.00		8,171,429.00
9000000	SUA	61000	SUA/Transfer In	8,171,429.00		8,171,429.00	2,155,468.34		10,326,897.34
9000000	SUA	71000	SUA/Transfer Out	20,218,469.00		20,218,469.00	-5,852,931.00		14,365,538.00

Budget Amendment Request
For Budget Year 2016-2017

438

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Amend FY17 general fund transfers out and related transfers in to other funds - See attachment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Thomas M. McElroy

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
1010000	General Fund	71000	General Fund/Transfer Out	18,368,726.00		18,368,726.00	2,155,468.34		20,524,194.34
1010000	General Fund	71000	General Fund/Transfer Out	20,524,194.34		20,524,194.34	-242,857.00		20,281,337.34
1010000	General Fund	71000	General Fund/Transfer Out	20,281,337.34		20,281,337.34	-485,714.00		19,795,623.34
1010000	General Fund	71000	General Fund/Transfer Out	19,795,623.34		19,795,623.34	6,501.00		19,802,124.34
1010000	General Fund	71000	General Fund/Transfer Out	19,802,124.34		19,802,124.34	-827,378.00		18,974,746.34
1010000	General Fund	71000	General Fund/Transfer Out	18,974,746.34		18,974,746.34	-279,676.00		18,695,070.34
1010000	General Fund	61000	General Fund/Transfer In	18,918,410.00		18,918,410.00	-5,852,931.00		13,065,479.00

Budget Amendment Request

For Budget Year

2016-2017

437

Date: 11/30/2016

Department: CMO SEDA

Requested by: Melissa Reames

Explanation: Amend FY17 SEDA fund transfers out and related transfers in to other funds - See attachment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

-

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melissa Reames

Date: 12-1-16

Approved by City Manager: Norman McVie

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Key Code	Key Code Description	Object Code	Object Code Description	Adopted Budget	Budget Amend & Rev	Current Budget	Proposed O&M Amendments	Proposed Capital Amendments	Revised Budget
8500000	SEDA	61000	SEDA/Transfer In	279,676.00		279,676.00	-279,676.00		0.00

Budget Amendment Request
For Budget Year

2016-2017

436

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: SUA Waste Mgmt FY17 Revenue Budget Amendment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
Decrease:					-
	9184818 44505		1,720,000	(7,700)	1,712,300
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

(7,700)

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melina Reames

Date: 12-1-16

Approved by City Manager: Norman McHugh

Date: 12-2-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Budget Amendment Request

For Budget Year

2016-2017

434

Date: 11/30/2016

Department: CMO

Requested by: Melissa Reames

Explanation: General Fund FY17 Revenue Budget Amendment

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					-
					-
					-
					-
					-
					-
Decrease:					-
	1010000 41000		30,300,000	(1,700,000)	28,600,000
	1010000 41001		25,000	(3,000)	22,000
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

(1,703,000)

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melina Reames

Date: 12-1-16

Approved by City Manager: Norman McMillan

Date: 12-12-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/12/16

Budget Amendment Request For Budget Year

2016-2017

430

Date: 11/30/2016
Department: CMO
Requested by: Melissa Reames

Explanation: Increase to SEDA donation account for Chamber contribution to Holiday in Stillwater funding

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	<u>8501810 48701</u>	<u></u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
Decrease:	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>
	<u></u>	<u></u>	<u></u>	<u></u>	<u>-</u>

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

20,000

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator: Melinda Reames

Date: 11-30-16

Approved by City Manager: Brandon M. McElreath

Date: 11-30-16

Approved by City Council (If applicable) Yes X No

Date: 12-5-16

Processed by Finance: Kammy Branch

Date: 12/8/16

Budget Amendment Request

For Budget Year

2016-2017

431

Date: 11/30/2016

Department: CMO

Requested by: Melissa Reames

Explanation: Increase to SEDA promotion account for Chamber contribution to Holiday in Stillwater expenditures

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8501810 53044		31,838	20,000	51,838
					-
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

20,000

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: Melina Reames

Date: 11-30-16

Approved by City Manager: Dan McNeel

Date: 11-30-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 12-5-16

Processed by Finance: Kimmy Branch

Date: 12/8/16

City of Stillwater

11/30/2016

723 S. Lewis

P.O. Box 1449

Stillwater, OK 74076

Stillwater Chamber of Commerce

409 S Main Street

Stillwater, OK 74074

BALANCE DUE

Upon Receipt

\$20,000.00

Notes

Item Description	Quantity	Price Per	Total
Carriage rides			14,600.00
Holiday in Stillwater lighting			5,400.00
		Subtotal	\$20,000.00
		Tax - 0%	\$0.00
		TOTAL	\$20,000.00

2016-2017

432

Increase to police department donations from Cushing police department, Payne County and CID to fund the purchase of SWAT robot.

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

10,200

Melina Kramer
Norman McNeill

Date: _____
Date: 11-30-16

Date: 11-30-16

Date: 12-5-16

Yes ☒ No

Kenny Branch

Date: 12/8/16

39

Explanation:	<p>Receipt of \$4,000 Health Literacy grant from Oklahoma Department of Libraries. Grant will provide for a 5 month health series from Feb-June 2017 at the Stillwater Public Library.</p>
--------------	--

[illegible]

4,000

Date: _____

Date: _____

Date: 9-6-16

Date: 9-19-16

Date: 09.12.16

Date: 9-19-16

Budget Amendment Request For Budget Year

16/17

358

Date: 6/28/2016
Department: Airport
Requested by: T Brown for G Johnson

Explanation:

At the June 20, 2016 City Council meeting, council approved an amendment to an existing engineering contract with LBR Inc. for the purpose of providing preliminary design plans and specifications for AIP Project 3-40-0090-24-2016 to reconstruct and realign the connecting taxiway and diagonal section of the parallel taxiway system for runway 17-35 at Stillwater Regional Airport. This amendment establishes the grant expenditure. The city match portion will be addressed via carry forward of unexpended project expenditures from FY 15/16.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8207021 54009 Taxiway Design grant expenditure	17APD2820	-	166,667	166,667
	<u>BU000326</u>				-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

166,667

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: _____

Date: 6-29-16

Approved by City Manager: _____

Date: 6-30-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: 07.11.16 agg

Processed by Finance: Kammy Branch

Date: 8/17/16

2016-2017

Date: 8/12/16

347

Explanation:	Revenue from Tobacco Settlement Trust Fund grant for Friday Food Trucks and Tunes bicycle event.
--------------	--

[illegible]

500

Date: 8/16/16

Budget Revision Request For Budget Year

2016-2017

353

Date: 8/10/2016

Department: CMO

Requested by: Melissa Reames

Explanation: Budget Revision to increase the expenditure limit on the airport terminal modifications project (16AP03810) to include the baggage carousel and freight doors. Project 15AI06820 - wildlife fence is a completed project that had a positive budget to actual variance. Project 16AP06810 - baggage handling equipment had available unencumbered funds to transfer to the remodel project.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	8107010 54012	16AP03810	32,985	69,074	102,059
					-
					-
					-
					-
Decrease:	8207017 54010	15AI06820	104,440	(31,719)	72,721
	8107013 54008	16AP06810	61,799	(37,355)	24,444
					-
					-
					-
					-

Net Change: Revisions should net to zero (Changes that result in an increase or decrease should be presented on the budget amendment form.)

-

Reviewed by Operations Manager/Director: _____

Reviewed by Finance: _____

Approved by Administrator: my [Signature]

Approved by City Council (If applicable) (Yes) [Signature] (No) [Signature]

Processed by Finance: [Signature]

Date: _____

Date: _____

Date: 8/10/16

Date: 8-16-16

Date: 8/16/16



STILL PIONEERING

TO THE HONORABLE MAYOR AND COUNCIL

REPORT TO: STILLWATER CITY COUNCIL

No. CC-15-108

ISSUED BY THE CITY MANAGER - STILLWATER, OKLAHOMA

Date of Meeting: August 24, 2015

Subject: Approve bids and G-MAX for airport terminal modifications and authorize the Mayor to sign Amendment #1 of the Construction Management Agreement with Lippert Brothers Construction, Inc.

Purpose of Report: Approve Bids

Background: In association with the terminal upgrades the City went through a formal selection process to hire a Construction Manager at Risk (CMAR) to manage the construction related to the project. Lippert Brothers Construction, Inc. was selected to be the Construction Manager at Risk for the terminal upgrades. McFarland Architects, Inc. developed plans and specifications for the project which will continue our preparation for airline service.

Discussion: In concert with the plans and specifications the CMAR developed a bidding package which included 18 separate components. The bid package was advertised; sealed bids were received and opened by the City Clerk as required to meet public bid requirements. The bid tabulation is attached for reference purposes. Elements of work involved for the terminal upgrades include: electrical, water, plumbing, demolition, carpet, painting, demolition, concrete removal, installation, tile, and other miscellaneous items.

The bid total for the 18 components is \$592,938 including the general requirements. The G-Max for the project with all remaining components is \$680,641. Construction is scheduled to begin around September 1, 2015.

Recommendation: Staff Recommends approval of the bids as received and the G-MAX amount with an authorization for the Mayor to sign the Amendment #1 to the CMAR Agreement with Lippert Brothers, Inc.

Prepared by:

Gary Johnson, Airport Director

Reviewed by Administrative Director:

Norman McNickle

Reviewed by City Attorney:

John Dorman

Date of Preparation:

August 20, 2015

Submitted by:

A handwritten signature in black ink, appearing to read "Dan Galloway".

Dan Galloway
City Manager

Attachment: 1

Related Report: N/A

PROJECT: STILLWATER TERMINAL IMPROVEMENTS
STILLWATER, OK

CM: LIPPERT BROS., INC.

ARCHITECT: McFARLAND ARCHITECTS, P.C.



G-MAX SUMMARY OF - AUGUST 13, 2015

SPECIFICATION SECTION	DESCRIPTION	SUBCONTRACTOR / SUPPLIER	AUGUST 3, 2015 BID RESULTS
DIV 1	GENERAL REQUIREMENTS		
	GENERAL REQUIREMENTS	LBI	\$120,945
BID PACKAGE #	BID PACKAGE DESCRIPTION		
01	DEMOLITION	Midwest Wrecking	\$23,610
02	SITE CONCRETE	LBI	\$22,900
03	PAVING	LBI	\$18,850
04	UTILITIES	LBI	\$23,900
05	ADA RAMPS/STAIRS	LBI	\$48,000
06	RETAINING WALL	LBI	\$5,300
07	FENCING	Oakley's	\$10,000
08	EXTERIOR CANOPIES	Play-By-Design	\$73,400
09	FINISH CARPENTRY	Contemporary Cabinets	\$11,270
10	GLASS AND GLAZING	The Lee Company	\$24,000
11	DOORS, FRAMES AND HARDWARE	LBI	\$8,500
12	COILING DOOR	LBI	\$3,450
13	DRYWALL AND ACOUSTICAL	Sasscon	\$21,230
14	FLOOR COVERINGS	Bryan's Carpet	\$42,137
15	PAINTING	Quality Interiors	\$15,975
16	SPECIALTIES	LBI	\$10,250
17	MECHANICAL	Wells Plumbing	\$29,900
18	ELECTRICAL	Prime Electric	\$79,321
SUBTOTAL			\$592,938
INSURANCE/BUILDER'S RISK			\$237
CONSTRUCTION MANAGER'S BONDS			\$4,634
CONTINGENCY (5%)			\$32,411
CONSTRUCTION MANAGER'S FEE (8.5%)			\$50,420
CONSTRUCTION TOTAL			\$680,641

G-MAX INCLUSIONS AND EXCLUSIONS

INCLUSIONS: CONSTRUCTION MANAGER'S GENERAL REQUIREMENTS
ONE (1) SINGLE SIDED FOUR FOOT (4'-0") BY EIGHT FOOT (8'-0") PROJECT SIGN
TEMPORARY JOBSITE FENCING (SECURE SIDE ONLY)
BONDS (PAYMENT BOND, PERFORMANCE BOND AND 12 MONTH MAINTAINANCE BOND)
TEMPORARY CONES OR STANTIONS INSIDE BUILDING
ALL PAVING / PAVING PATCHES TO BE CONCRETE

EXCLUSIONS: SALES TAX
ANY/ALL IMPACT FEES
QUALITY CONTROL TESTING
TESTING OF MATERIALS THAT MAY CONTAIN ASBESTOS
ASBESTOS ABATEMENT
PORTABLE BUILDINGS (SUPPLY OR INSTALL)
MOVING OF OWNER'S FURNITURE IN EXISTING BUILDING FOR NEW FINISHES
MOVING OR STORING OWNER'S MUSEUM ARTIFACTS
OWNER FURNISHED ITEMS (SUPPLY OR INSTALL)
AIRLINES TICKET COUNTER (SUPPLY OR INSTALL)
EXCESSIVE FLOOR PATCHING AFTER DEMOLITION OF FLOOR COVERINGS (UNIT PRICE \$2.00/sf)
PREM. ADHESIVES OR MORTAR FLOOR COVERINGS DUE TO EXISTING VAPOR EMISSIONS (UNIT PRICE \$5.00/sf)
O & C (OWNER'S & CONTRACTORS PROTECTIVE INSURANCE POLICY)
ACCESS CONTROL DOOR HARDWARE (SUPPLY/INSTALL/ROUGH-IN)
BUILDING PERMIT COSTS
STORM WATER FEES (CITY OF STILLWATER / ODEQ)
NEW FIRE ALARM DEVICES OR RE-WORK OF EXISTING FIRE ALARM PANEL
FIRE SUPPRESSION SYSTEM
KNOX BOX FOR PORTABLE BUILDING
FENCE REMOVAL OR REPLACEMENT AS SHOWN FOR THE WILDLIFE/SECURITY FENCING PROJECT
TELEPHONE / DATA WIRE & TERMINATIONS (RACEWAYS WILL ONLY BE PROVIDED)
RE-ROOFING OF EXISTING BUILDING OR ROOF PATCHING

Budget Amendment Request For Budget Year

2016 - 2017

355

II

Date: 8/9/2016

Department: CMO

Requested by: Melissa Reames

Explanation: Budget amendment for the COS portion of Western Road Phase II construction as authorized in Resolution No. cc-2016-22.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	2604035 54009	STPW05260	3,181,447	920,000	4,101,447
					-
					-
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

920,000

Reviewed by Operations Manager/Director:

Date:

Reviewed by Finance:

Date:

Approved by Administrator:

Date: 8/10/16

Approved by City Manager:

Date: 8-16-16

Approved by City Council (If applicable) Yes No

Date:

Processed by Finance:

Date: 8/16/16

RESOLUTION NO. CC-2016-22

"A RESOLUTION AUTHORIZING EXECUTION OF A CERTAIN PROJECT AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION TO MODIFY AND RECONSTRUCT WESTERN ROAD BEGINNING AT THE INTERSECTION OF MCELROY ROAD EXTENDING NORTH ON WESTERN ROAD TO LAKEVIEW ROAD WITHIN THE CITY OF STILLWATER, OKLAHOMA"

WHEREAS, the City of Stillwater and the Oklahoma Department of Transportation have agreed to participate in a roadway improvement project to modify and reconstruct Western Road beginning at the intersection of McElroy Road and extending North on Western Road to Lakeview Road within the city limits of Stillwater, Oklahoma; and

WHEREAS, it is in the best interest of the City of Stillwater to execute that certain project agreement for Project Number J3-1595-(04), MS Job Piece Number 31595(04), by and between the City of Stillwater and the Oklahoma Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED, that the Stillwater City Council approves and authorizes the Mayor to execute the agreement with the Oklahoma Department of Transportation.

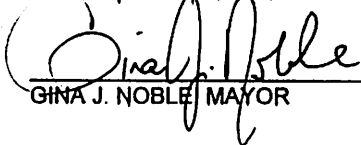
BE IT FURTHER RESOLVED, that the City Manager of the City of Stillwater is hereby authorized and directed to expend up to \$920,000.00 in support of financing the balance of the eligible participating project construction costs in accordance with said Project Agreement.

PASSED AND APPROVED at a regular meeting of the City Council and duly signed by the Mayor this 18th day of July, 2016.



(SEAL)
ATTEST:

CITY OF STILLWATER, OKLAHOMA
A Municipal Corporation


GINA J. NOBLE, MAYOR


ELIZABETH CHRZ, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 18th DAY OF JULY, 2016.


JOHN E. DORMAN, CITY ATTORNEY

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make check PAYABLE, and MAIL TO:

City of Stillwater

**Oklahoma Department of Transportation
Comptroller Division
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204
Department Invoice No 31595(04)
May 16, 2016**

Description – Explanation of Charge	Quantity	Price Each	Total
Due Date: <u>Upon Receipt</u>			
Project Number: J3-1595-(04)MS Job Number: 31595(04)			
Total Estimated Cost including Inspection Cost:			\$ 4,600,000.00
Less Federal Share			(\$ 3,680,000.00)
Less Sponsor Initial Deposit			(\$ 0.00)
Local Share Due			<u>\$ 920,000.00</u>
Accounting Use Only		Invoice Total	\$ 920,000.00

Distribution:

City
Remit with Payment
Division Project File
Comptroller Division

Melissa Reames

From: Christy Cluck
Sent: Wednesday, August 03, 2016 4:12 PM
To: Melissa Reames
Subject: Transportation Notes

Cash detail on Fund 960 and the Transportation Notes:

Debt Payments Due 12/1/16:		
2007 Note	427,728	
2010 Note	546,291	
Total Debt Payments Due 12/1/16	974,019	
Balance at Trustee Bank:		
2007 Note	142,583	
2010 Note	182,104	
Total Balance at Trustee Bank	324,687	
Cash Needed for Payment Due 12/1/16	649,332	A
Cash Balance of Transportation Fund 960	2,626,759	B
Cash Available to Transfer to Transportation Sales Tax Fund 260	1,977,427	A - B

Let me know if there's anything else you need.

1,952,624

--

Christy Cluck, CPA
Accounting Supervisor



STILL PIONEERING

The City of Stillwater
723 S. Lewis St./PO Box 1449 | Stillwater, OK 74076-1449
(O) 405.742.8355 | (F) 405.742.8352
ccluck@stillwater.org | [Website](http://www.stillwater.org)

351

Explanation:	Budget Amendment to request funding for STPW/27 - Airport Arterial Project purchase order. Funding is from the 1/2Cent sales Tax Fund. This purchase order is for contract services to Olsson & Associates, Task Order #23, which is the study phase for the evaluation of reighment and improvmeents to the Airport Road Industrial Road. Task Order #23 executed by City and Olsson effective May 9, 2016..
--------------	---

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease. Grant revenues offset by expenditures may net to zero.

39,984

Date: 7-13-16

Date: _____

Date: 8/10/12

8-16-11

Date: _____

Date: 8/16/16

☒ Yes ☐ No
 Kammy Branch

TASK ORDER 23
Airport Industrial Road Study

This is Task Order No. <u>23</u> , consisting of <u>4</u> pages.
--

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated September 4, 2014 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Project Airport Industrial Road Study

B. Description: Task Order is for the study phase for the evaluation of alignments for the re-alignment and improvements to the Airport Road Industrial Road

1. Element #1: Alignment Study

2. Services of Engineer

1. Alignment Study

Roadway Corridor Alternates

Concept development and evaluation of up to three (3) alternatives for the Airport Industrial Road corridor from Lakeview Road to Washington Street. The alternatives shall incorporate the existing Airport Industrial Road along with the new alignment.

Hydraulic Analysis

Hydraulic analysis and modeling sufficient to determine flood plain impacts of alternatives and identify applicable permitting processes such as CLOMR or LOMR. The hydraulic analysis will not include a CLOMR in this task order.

Decision Matrix

Development of decision matrix for prioritizing between alternative concepts. At a minimum the decision matrix will include: Right-of-way Impacts, Drainage Impacts, Utility Impacts, Environmental Impacts, Traffic Impacts, Constructability and Project Costs

Layouts

Consultant will prepare conceptual layouts for each alternative suitable for public display. At a minimum layouts will include the following:

- Proposed alignment location
- Roadway typical section
- Approximate limits of construction

TASK ORDER 23
Airport Industrial Road Study

- Property lines and structures
- Environmental sensitive elements in the project area

Report

Prepare and submit Concept Report to present alternatives and recommended alternative.
At a minimum concept report will include:

- Conceptual layouts, descriptions, and cost estimates
- Decision matrix results for each alternative
- Define applicable design standards (local, state, and federal)
- Identify any design constraints/impacts (property, utilities, environmental, or design standards).
- Identify applicable permits (local, state, and federal)
- Recommendation
- Supporting documentation (as applicable)

Meetings

Present alternatives at one (1) public meeting
Attend one (1) City Council Meeting to answer any questions regarding project.

Not Included in the Scope

- Survey
- Environmental – Reconnaissance Data (By ODOT)
- Environmental - NEPA (By ODOT)
- Geotechnical Services & Pavement Design
- Utility Relocation Plans & Coordination
- Right of Way/Easement Documents & Acquisition
- Traffic Data Collection and Analysis

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: None

4. Times for Rendering Services

Description

Completion Date (Calendar Days from NTP)

Task Order #23

(120 days)

TASK ORDER 23
Airport Industrial Road Study

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

	Category & Loaded Rate (\$/HR)								Total Hours	Direct Cost	FEE
	Project Manager	Senior Engineer	Project Engineer	Associate Engineer	Sr. Technician	Technician	Admin.				
	\$ 171.87	\$ 161.17	\$ 135.48	\$ 119.60	\$ 108.72	\$ 89.02	\$ 91.05				
Alignment Study	18	34	58	96	40	80	0	326	\$600.00	\$ 39,983.28	
Total Hours	18	34	58	96	40	80	0	326			
Total Fee	\$ 3,093.66	\$ 5,479.78	\$ 7,857.84	\$ 11,481.60	\$ 4,348.80	\$ 7,121.60	\$ -	\$ 39,383.28	\$600.00	\$ 39,983.28	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. **Consultants:**

Fees for consultants utilized by Engineer are included in compensation listed in Item No. 5.

7. **Other Modifications to Agreement:**

None Included

8. **Attachments:**

None Included

9. **Documents Incorporated By Reference:**

None Included

TASK ORDER 23
Airport Industrial Road Study

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is May 9, 2016.

OWNER:

By:

Name:

Title:

ENGINEER:

By:

Name:

Title:

Engineer License or Firm's Certificate No. 14487
State of: Oklahoma

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:

Title:

Address:

E-Mail Address:

Phone:

Fax:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:

Title:

Address:

E-Mail Address:

Phone:

Fax:

Glenda Vaughn

From: Tammy Brown
Sent: Wednesday, May 25, 2016 8:59 AM
To: Glenda Vaughn
Cc: Sharla Lovern; Christy Cluck
Subject: RE: Request for Project Number - Airport Arterial

STPW27260 will be the project/fund number (Key)

tsb

Tamara S. Brown, CPA, CPFO
Finance Manager



STILL PIONEERING

The City of Stillwater
723 S. Lewis St./PO Box 1449 | Stillwater, OK 74076-1449
(O) 405.742.8233 | (F) 405.742.8352

From: Glenda Vaughn
Sent: Tuesday, May 24, 2016 12:00 PM
To: Tammy Brown
Cc: Sharla Lovern
Subject: Request for Project Number - Airport Arterial

Tammy:

We are requesting a new project number for the Airport Arterial project.

Executed Task Order #23, for the study phase for the evaluation of alignments/improvements to the Airport Road Industrial, is attached for your information.

Funds will come from the ½ cent sales tax account: 260-4035-54009.

Let me know if you have questions or need further information.

Thank you,

Glenda Vaughn

City of Stillwater
Transportation & Stormwater Services
(O) 405.533.8491
(F) 405.742-8324
gvaughn@stillwater.org

Budget Amendment Request

For Budget Year

2016 - 2017

343

Date: 8/9/2016

Department: CMO

Requested by: Melissa Reames

Explanation: Page 1 of 2
Budget amendment for FY16 Operations & Maintenance carryforwards to FY17.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1703001 54030 CDBG Match Fund		-	29,880	29,880
	1700000 53119 Home Buyers Assist Residual		-	33,527	33,527
	1011410 53050 Excellence Stds & Alignment		130,000	25,000	155,000
	5001410 53060 Safety Training & AED Maint		-	20,000	20,000
	1015010 53069 Grounds Maintenance Contract		25,000	54,940	79,940
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.

Grant revenues offset by expenditures may net to zero.

163,347

Reviewed by Operations Manager/Director: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by Administrator: _____

Date: 8/10/16

Approved by City Manager: _____

8-16-16

Approved by City Council (If applicable) Yes ☒ No ☐

Date: _____

Processed by Finance: Kammy Branch

Date: 8/16/16

Budget Amendment Request

For Budget Year 2016 - 2017

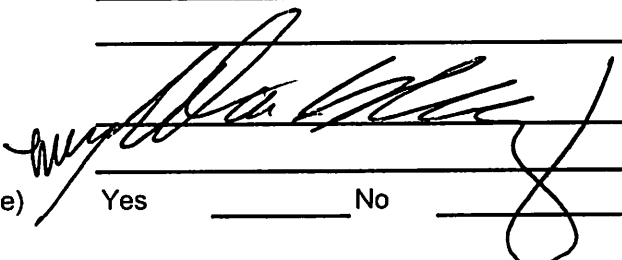
Date: 8/9/2016
 Department: CMO
 Requested by: Melissa Reames

Explanation:
 Page 2 of 2
 Budget amendment for FY16 Operations & Maintenance carryforwards to FY17.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1015510 53041 Library Donations Carryforward		34,000	8,730	42,730
	1016025 53066 PSSI Live Scan Interface		118,680	12,000	130,680
	8107040 53066 Airport TSA electrical & internet		-	10,514	10,514
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
 Grant revenues offset by expenditures may net to zero.

31,244

Reviewed by Operations Manager/Director: _____
 Reviewed by Finance: _____
 Approved by Administrator:  _____
 Approved by City Manager: _____
 Approved by City Council (If applicable) Yes _____ No _____
 Processed by Finance: _____

Date: _____
 Date: _____
 Date: 8/10/16
 Date: _____
 Date: _____

City of Stillwater
General Fund Budget Amendment
July 18, 2016

Key and Object	Amount
101102054008	\$ 175,000.00
101102054009	47,478.00
101102554010	62,089.12
101121054004	17,477.61
101301054009	14,003.00
101301048702	14,000.00
101403554009	3,203,535.61
101403554020	178.16
101484154019	5,766.50
101484154012	1.47
101484154001	294.00
101484154008	16,807.90
101484148701	29,450.00
101484154009	29,450.00
101505054016	372,114.50
101505054006	18,432.13
101602554010	6,949.28
101602554008	567.12
101602554001	6,439.00
101602654008	37,000.00
101602754012	5,000.00
101602754008	60,448.70
170407853120	5,725.69
170407943100	188,052.00
170407954032	188,052.00
210403654010	44,801.77
210413653087	16,465.80
210413653088	5,502.00
210413654031	22,086.03
210413654030	81,000.00
215403653069	225,028.03
215403654010	5,602.07
260403554009	472,990.15
260403554020	255,520.30
260403554008	1,632.96
810701054012	128,985.06
810701354012	0.94
810701354008	134,672.58
810701943200	600,000.00
810701954010	800,706.71
810704054008	0.34
820701754010	104,440.60
820701854010	44,880.36
Total	<u>\$ 7,448,627.49</u>

FY17

330

Explanation:	<p>This Budget Revision is to request funding STPW05 - Western Road Corridor Improvement, Phase II, Amendment #4 to Task Order #6 - Design Modifications for addition of Left Turn Lanes. The additional work is necessary due to the addition of 12' left turn lanes along Western Road, north and south of McElroy Road, and south of Lakeview Road. Elements of redesign include the typical section, trail, signals, utility coordination, ROW documents and drainage structures. Amendment executed on May 29, 2016 by City and Olsson and Associates. This work is in addition to scope listed in TO#6, and also in Amendments 1, 2, and 3.</p>
--------------	---

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	260-4035-54020 1/2.cent/HOF/Professional Services	STPW05	414,181	40,000	454,181
					-
					-
					-
					-
Decrease:	260-4035-54009 1/2Cent/HOF/Const Prof Services	STPW05	3,051,532	(40,000)	3,011,532
					-
					-
					-
					-
					-

Net Change: Revisions should net to zero (Changes that result in an increase or decrease should be presented on the budget amendment form.)

Reviewed by Operations Manager/Director: JB Korman
Reviewed by Finance: Christy Church
Approved by Administrator: Ma. Kelly
Approved by City Council (If applicable) Yes X No
Processed by Finance: Kammy Bergsch

Date: 7-13-16

Date: 7-14-16

Date: 7/19/16

Date: 07.18.16 pgo

Date: 7/26/16

AMENDMENT NO. 4 TO OWNER-ENGINEER AGREEMENT – TASK ORDER #6

Subject of Amendment: Design Modifications for addition of Left Turn Lanes

1. Background Data:

- a. Effective Date of OWNER-ENGINEER Agreement: Master Service Agreement dated September 4, 2014 – Task Order #6 – January 8, 2015
- b. OWNER: City of Stillwater
- c. ENGINEER: Olsson Associates, Inc.
- d. Project: STPW05 – Western Road Design

2. Nature of Amendment:

Additional Services to be performed by Engineer to complete design scope listed in Task Order 6 – STPW05 Western Road Design. The additional work is necessary due to the addition of 12' left turn lanes along Western north and south of McElroy Road and south of Lakeview Road. The impact of that decision requires redesign of the roadway including identification of right-of-way and utility relocation needs. Elements of redesign include the typical section, trail, signals, utility coordination, right-of-way documents and drainage structures.

3. Description of Modifications:

- a. The agreement is modified to include the above described modifications for Work Package 2. This work is in addition to scope listed in initial Task Order #6 and also Amendment 1 and Amendment 2 and Amendment 3.

4. Agreement and Amendment Summary

Current Task Order #6 – Agreement with Amendments No. 1, 2, 3	\$	544,391.98
<u>Task Order Amendment No. 4</u>	\$	<u>40,000.00</u>
New Total Agreement	\$	584,391.98

OWNER and ENGINEER hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

Recommended By:

By: [Signature]

Title: Department Manager

Date Signed: 6/24/16

ENGINEER:

By: alan a. seetani

Title: Vice-President

Date Signed: 06/27/2016

OWNER:

By: [Signature]

Title: Deputy City Manager

Date Signed: 6/29/16



June 9, 2016

Sharla Lovern, P.E.,
City of Stillwater
723 S. Lewis Street
Stillwater, OK 74074

RE: Task Order 6 – STPW06 – Western Road Design Amendment 4
Left Turn Lanes

Dear Ms. Lovern:

We respectfully request an increase to the Fee (not to exceed) for Task Order 6 – Western Road Design for Work Package 2 due to the recent modifications requested by the City of Stillwater, ODOT and OSU.

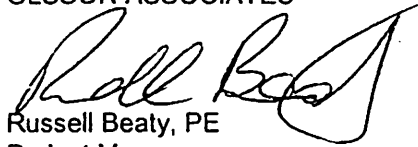
Design changes have been requested by City of Stillwater, ODOT and OSU staff during and after the 90% Design Review meeting that took place on May 26th, 2016. The design changes to the plans and scope of the project were recommended in order to meet the needs of all parties along this corridor.

The design and scope changes included the addition of **12' Left-Turn Lanes along Western** north and south of McElroy Road and south of Lakeview Road. The impact of that decision requires redesign of the roadway including identification of right-of-way and utility relocation needs. Elements of redesign include the typical section, trail, signals, utility coordination, right-of-way documents and drainage structures. The cost of the effort to make these modifications for Work Package 2 is the amount that is being requested.

The time and associated cost for the original design and the redesign amendments for the task order Limit of Work is \$584,391.98. The additional effort will cause Olsson to exceed the previous approved task order limit of \$544,391.98. Therefore, we are requesting an increase in the task order Limit of Work of \$40,000 to be able to complete the requested tasks.

If you have any questions or concerns, please contact me at (405)242-6600 or rbeaty@olssonassociates.com.

Respectfully,
OLSSON ASSOCIATES



Russell Beaty, PE
Project Manager

City of Stillwater

Task Order 6

Western Road Design - Additional Effort Amendment 4

6/9/2016

Category & Loaded Rate (\$/HR)										
	Project Manager	Senior Engineer	Project Engineer	Associate Engineer	Sr. Technician	Technician	Admin.	Total Hours	Direct Cost	FEE
	\$ 165.26	\$ 158.00	\$ 132.82	\$ 117.27	\$ 104.54	\$ 87.28	\$ 91.05			
Roadway Design	20	38	76	68	38	96	0	336	\$0.00	\$ 39,729.28
Total Hours	20	38	76	68	38	96	0	336		
Total Fee	\$ 3,305.20	\$ 6,004.00	\$ 10,094.32	\$ 7,974.36	\$ 3,972.52	\$ 8,378.88	\$ -	\$ 39,729.28	\$0.00	\$ 39,729.28

Category & Loaded Rate (\$/HR)										
Roadway Design	Project Manager	Senior Engineer	Project Engineer	Associate Engineer	Sr. Technician	Technician	Admin.	Total Hours	Direct Cost	FEE
	\$ 165.26	\$ 158.00	\$ 132.82	\$ 117.27	\$ 104.54	\$ 87.28	\$ 91.05			
Title								0		
Typicals		2	2	2		4		10		
Pay Items and Notes				4				4		
Summaries			4	4				8		
Plan & Profiles		2	6	16		16		40		
Storm Drainage & Map	2	2	8	8		8		28		
Joint Layout/Pavement Details			2		2			4		
Pedestrian/ADA			8		8	8		24		
Erosion Control			2			4		6		
Sequence of Construction	2	8	8		24	16		58		
Traffic Control								0		
Signals		16				24		40		
Signing and Stiping			4		4			8		
Misc. Details								0		
Cross Sections/Modeling	4	6	32	32		16		90		
Cost Estimate		2		2				4		
Project Management	12							12		
Total Hours	20	38	76	68	38	96	0	336		
Total Fee	\$ 3,305.20	\$ 6,004.00	\$ 10,094.32	\$ 7,974.36	\$ 3,972.52	\$ 8,378.88	\$ -	\$ 39,729.28	\$0.00	\$ 39,729.28

Budget Amendment Request For Budget Year 16/17

327

Date: 7/11/2016
Department: Rural Fire
Requested by: T Brown for Tom Bradley

Explanation: Appropriation of available rural fire fund cash available for three accounts that were overlooked in the original budget submitted for adoption. Rural Fire projected ending cash available for FY 17 was \$299,651 before this amendment.

	Account Number & Account Name	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	1606510 52012 Rural Fire Vehicle Parts		-	9,000	9,000
	1606510 52044 Rural Fire Protective Clothing		-	5,000	5,000
	1606510 53055 Rural Fire Training		-	13,000	13,000
					-
					-
Decrease:					-
					-
					-
					-
					-
					-

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease.
Grant revenues offset by expenditures may net to zero.

27,000

Reviewed by Operations Manager/Director: *Kamari A. Branch*
Reviewed by Finance: *Melina Reames*
Approved by Administrator: *Kamari A. Branch*
Approved by City Manager: *Kamari A. Branch*
Approved by City Council (If applicable) Yes ☒ No ☐
Processed by Finance: *Kamari A. Branch*

Date: 7/11/16
Date: 7-11-16
Date: 7-11-16
Date: 07.18.16 pgo
Date: 7/20/16

16/17

326

166,667

Date: _____
Date: _____
Date: 6-29-16
Date: 6-30-16
Date: 07.11.16 PJP
Date: _____

16/17

Explanation:	At the June 20, 2016 City Council meeting, council approved an amendment to an existing engineering contract with LBR Inc. for the purpose of providing preliminary design plans and specifications for AIP Project 3-40-0090-24-2016 to reconstruct and realign the connecting taxiway and diagonal section of the parallel taxiway system for runway 17-35 at Stillwater Regional Airport. This amendment establishes the grant revenue.
--------------	--

[illegible]

Net Change: For new appropriations only. Changes will usually result in a total increase or decrease. Grant revenues offset by expenditures may net to zero.

150,000

Date: 7/12/16