

Budget Amendment Request  
For Budget Year 2024

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449  
Office: 405.372.0025  
Web: stillwater.org

Date: 09/13/2023

Department: Transportation

Requested by: Candy Staring **SUA-23-52** ✓

Explanation: Expenditure:  
Appropriate funds for Yost Pump Station project.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Yost Pump Station	9129216 - 54009	24WT01912	\$ 0	\$ 110,600	\$ 110,600
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 110,600**

Reviewed by Department Manager: Candy Staring

Date: 9/14/2023

Reviewed by Finance: Cheryl Chul

Date: 9-13-2023

Approved by CMO: Bm/pogo

Date: 09.26.23

Approved by City Council:  Yes  No

Date: 09.25.23

Processed by Finance: Alicia Avanzo

Date: 9-27-23

Set ID: B0004764

Date Sent to SA&I: 10-2-23

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PAID  
City Auditor  
and Inspector  
OCT 03 2023  
RECEIVED



**Budget Amendment Request**  
For Budget Year 2024

**Department of Finance**  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 08/28/2023

Department: Finance

Requested by: Christy Cluck

Explanation:

Revenues:  
Increase the transfer-in from the Visitor Tax Fund to SEDA to fund the "development and maintenance of visitor amenities" which is 30% of visitor tax collections as identified in Ordinance 3485. This transfer represents 30% of visitor tax collections for FY23 and FY24.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfer-in	8580000 - 61000	\$ 0	\$ 805,000	\$ 805,000
		-			\$ 0
		-			\$ 0
		-			\$ 0
		-			\$ 0
Decrease:		-			\$ 0
		-			\$ 0
		-			\$ 0
		-			\$ 0
		-			\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 805,000**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance: Christy Cluck

Date: 8-28-2023

Approved by CMO: Bm pgs

Date: 09.14.23

Approved by City Council:  Yes  No

Date: 9-11-2023

Processed by Finance: Alicia

Date: 9-13-23

Set ID: B0004742

Date Sent to SA&I: 10-2-23

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Budget Amendment Request  
For Budget Year 2024

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org



Date: 08/24/2023

Department: Fire

Requested by: Terry Essary

Explanation:  
Expenditure:  
Appropriate funds for purchase of two vehicles.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	2-Staff Vehicles	1606510 - 54001	24FD01160	\$ 0	\$ 77,000	\$ 77,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 77,000**

Reviewed by Department Manager: Terry Essary

Date: 8-25-23

Reviewed by Finance: Christy Church

Date: 8-25-23

Approved by CMO: Bonny Papp

Date: 09-13-23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: Alicia Adams

Date: 9-13-23

Set ID: BUD4738

Date Sent to SA&I: 10-2-23

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Budget Amendment Request  
For Budget Year 2024

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 09/06/2023

Department: Airport

Requested by: Kellie Reed

Explanation:

Revenue:  
Increase revenue projections for donation from Visit Stillwater for complimentary coffee bar for commercial airline passengers.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Donation	8107025 - 48701		\$ 0	\$ 3,500	\$ 3,500
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 3,500**

Reviewed by Department Manager: [Signature]

Date: 9/12

Reviewed by Finance: Christy Cleuch

Date: 9-16-2023

Approved by CMO: [Signature]

Date: 09.13.23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: Alana Awan

Date: 9-13-23

Set ID: Bu004739

Date Sent to SA&I: 10-2-23

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For Budget Year 2024

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449  
Office: 405.372.0025  
Web: stillwater.org

Date: 09/06/2023

Department: Airport

Requested by: Kellie Reed

Explanation: Expenditure:  
Appropriate funds for purchase of complimentary coffee bar service for commercial airline passengers. Funded by donation from Visit Stillwater.

Account Name	Account Number (xxxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Promotional	8107025 - 53044		\$ 3,000	\$ 3,500	\$ 6,500
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 3,500**

Reviewed by Department Manager: KR

Date: 9-6-23

Reviewed by Finance: Christy Cluch

Date: 9-10-2023

Approved by CMO: Bm/pep

Date: 09/13/23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: elias aware

Date: 9-13-23

Set ID: BU004739

Date Sent to SA&I: 10-2-23

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For Budget Year 2024

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
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Office: 405.372.0025  
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Date: 08/31/2023

Department: Library

Requested by: Stacy DeLano, library director *CC-23 141*

Explanation:  
EXPENDITURE  
  
The library received a \$6,000 Digital Literacy Workshop Incentive grant from the Public Library Association.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Library Aministr / Grant Expend	1015510 - 53045	24LB01101	\$ 0	\$ 6,000	\$ 6,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 6,000**

Reviewed by Department Manager: *[Signature]*

Date: 08/31/2023

Reviewed by Finance: *Christy Clark*

Date: 8-31-2023

Approved by CMO: *Bruce*

Date: 09.13.23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: *alicia arvan*

Date: 9-13-23

Set ID: B0004741

Date Sent to SA&I: 10-2-23

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723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 08/31/2023

Department: Library

Requested by: Stacy DeLano, library director

CC-23-141 ✓

Explanation:

REVENUE  
The library received a \$6,000 Digital Literacy Workshop Incentive grant from the Public Library Association.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Library Aministr / Grant Revenue	1015510 - 43000	24LB01101	\$ 0	\$ 6,000	\$ 6,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 6,000

Reviewed by Department Manager: [Signature]

Date: 08/31/2023

Reviewed by Finance: Christy Church

Date: 8-31-2023

Approved by CMO: [Signature]

Date: 09.13.23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: alicia avans

Date: 9-13-23

Set ID: B0004741

Date Sent to SA&I: 10-2-23

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Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 08/24/2023

Department: Police

Requested by: Jeff Watts

*CC-23-135* ✓

Explanation:

Expenditure:  
Appropriate funds for remodel of dispatch center. Funded by contribution from Payne County E-911.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Dispatch Remodel	1016025 - 54009	24P01101	\$ 0	\$ 550,000	\$ 550,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 550,000**

Reviewed by Department Manager: Jeff Watts

Date: 8/30/2023

Reviewed by Finance: Chip Church

Date: 8-30-2023

Approved by CMO: Bruce

Date: 09.13.23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: Alicia Awar

Date: 9-13-23

Set ID: B0004737

Date Sent to SA&I: 10-2-23

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Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449  
Office: 405.372.0025  
Web: stillwater.org

Date: 08/24/2023

Department: Police

Requested by: Jeff Watts CC-23-135 ✓

Explanation: Revenue:  
Increase revenue projections for contribution from Payne County E-911 for remodel of dispatch center.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Donation	1016025 - 48701	24PD01101	\$ 0	\$ 550,000	\$ 550,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 550,000

Reviewed by Department Manager: Jeff Watts

Date: 8/30/2023

Reviewed by Finance: Christy Chuch

Date: 8-30-2023

Approved by CMO: Rm/pep

Date: 09.13.23

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: alicia was

Date: 9-13-23

Set ID: B0004737

Date Sent to SA&I: 10-2-23

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Budget Amendment Request
For Budget Year 2024

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 08/28/2023

Department: Finance

Requested by: Christy Cluck SEDA ✓

Explanation:

Revenues:
Increase the transfer-in from the Visitor Tax Fund to SEDA. The Visitor Tax Fund had a balance of \$373,056 upon implementation of Ordinance 3485 on July 1, 2022. Staff recommends this amendment to transfer this balance to SEDA to fund the "development and maintenance of visitor amenities" which is the same purpose as defined in Ordinance 3485 for 30% of current visitor tax collections.

Table with 6 columns: Account Name, Account Number, Project Number, Current Budget Amount, Amount of Change, New Budget Amount. Includes rows for Increase (Transfer-in) and Decrease.

Net Change: (will usually result in a total increase or decrease)

\$ 373,056

Reviewed by Department Manager:

Date:

Reviewed by Finance: Christy Cluck

Date: 8-28-2023

Approved by CMO: [Signature]

Date: 09/13/23

Approved by City Council: [Signature] Yes No

Date: 9/11/23

Processed by Finance: alicia curran

Date: 9-13-23

Set ID: B0004740

Date Sent to SA&I: 10-2-23

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Budget Amendment Request  
For Budget Year 2024

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 08/28/2023

Department: Finance

Requested by: Christy Cluck *CC* ✓

Explanation: Expenditures:  
Increase the transfer-out from the Visitor Tax Fund to SEDA. The Visitor Tax Fund had a balance of \$373,056 upon implementation of Ordinance 3485 on July 1, 2022. Staff recommends this amendment to transfer this balance to SEDA to fund the "development and maintenance of visitor amenities" which is the same purpose as defined in Ordinance 3485 for 30% of current visitor tax collections.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Transfer-out	1500000 - 71000		\$ 1,120,000	\$ 373,056	\$ 1,493,056
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

**\$ 373,056**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance: Christy Cluck

Date: 8-28-2023

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: 9/11/23

Processed by Finance: Alicia Quora

Date: 9-13-23

Set ID: BU00 4740

Date Sent to SA&I: \_\_\_\_\_

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