

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA WAS
POSTED JANUARY 21, 2016 AT 3:10 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
STILLWATER COMMUNITY CENTER
ROOM 121
315 W. 8TH STREET
JANUARY 25, 2016**

**PRESENT: MAYOR GINA J. NOBLE, VICE MAYOR PAT DARLINGTON,
COUNCILORS MIGUEL NAJERA AND ALANE ZANNOTTI
ABSENT: COUNCILOR JOE WEAVER**

1. CALL MEETING TO ORDER

Mayor Noble called the meeting to order at 5:32 p.m.

2. REVIEW & DISCUSSION OF PROPOSED 2016-17 FISCAL OPERATING BUDGET

Interim City Manager Norman McNickle expressed that the goal of the meeting is to show City Council where funds are and how staff proposes to spend the funds. Mr. McNickle reported that the proposed FY2016/2017 budget forecasts General Fund revenues and expenditures, along with capital expenditures, to remain even.

Stillwater Utilities Authority Director Dan Blankenship presented information regarding current General Fund transfer policies, transfer history and common transfer methods. Mr. Blankenship stated the City of Stillwater traditionally uses the assessment of utility and city budget method. Survey results of 42 public power cities within Oklahoma and the surrounding states indicated four respondents have a written policy for transfers to the general fund from utilities. Mr. Blankenship shared that the Stillwater Utilities Authority receives a one-cent sales tax that may be used for any utility purpose, which is an uncommon situation for a municipally owned utility. Transfer policy alternatives were presented. Discussion occurred regarding details of the current transfer policy.

Chief Financial Officer Melissa Reames reviewed the assumptions used for the proposed General Fund budget including claim on cash, revenue, personnel services, Stillwater Regional Airport and SUA revenue transportation bonds. Councilor Najera requested information regarding the total amount of step increases for personnel and the number of employees eligible for the step increases. Ms. Reames presented an analysis of the General Fund and the City of Stillwater reserves. The proposed budget timeline was presented. Mayor Noble requested that citizens have a method to provide input on the City's website regarding the proposed budget. Discussion occurred regarding a transfer policy for the City.

3. ADJOURN

MOTION BY COUNCILOR NAJERA, SECOND BY COUNCILOR ZANNOTTI TO ADJOURN THE JANUARY 25, 2016 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

ROLL CALL VOTE: NOBLE-YEA, DARLINGTON-YEA, NAJERA-YEA, ZANNOTTI-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

The January 25, 2016 regular meeting of the Stillwater City Council adjourned at 7:02 p.m.

GINA J. NOBLE, MAYOR
STILLWATER CITY COUNCIL

ELIZABETH CHRZ
CITY CLERK

DRAFT