



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

**AGENDA - REGULAR MEETING
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
IMMEDIATELY FOLLOWING THE MEETING
OF THE COWETA PUBLIC WORKS AUTHORITY
MONDAY, MARCH 4, 2019 6:00 P.M.**

I. MEETING PROCEDURE

(Comments on all agenda items will be heard immediately following presentation by staff or the petitioner. Please wait until you are recognized by the Chairman and keep your comments as brief as possible. Individuals addressing the Board of Trustees must identify themselves by name prior to making any comments. The Board of Trustees will act on an agenda item after comments by staff and the Trustees have been heard.)

II. CALL TO ORDER

III. ROLL CALL

EVETTE MORRIS _____
HAROLD CHANCE _____
STEVE SINCLAIR _____
JOHN McCrackin _____
RANDY WOODWARD _____

IV. CONSENT

(All matters under the "Consent Calendar" are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from consent by request.)

1. Minutes for February 4, 2019 Meeting

Approval of the minutes of the Coweta Industrial Development Authority Regular Meeting held on February 4, 2019.

Documents:

[CIDA MINUTES 2-04-19.PDF](#)

2. FY19-20 Budget Calendar

Affirm the City Council's approval of the Budget Calendar for fiscal year ending June 30, 2020.

Documents:

[FY20 BUDGET CALENDAR.PDF](#)
[STAFF REPORT BUDGET CALENDAR.PDF](#)

V. OLD BUSINESS

VI. EXECUTIVE SESSION

(Pursuant to 25 O.S. Section 307 the Board of Trustees may enter into executive session for the purposes specifically provided in this section.)

1. Purchase or Appraisal of Real Property/Economic Development

Discussion and possible action to enter into Executive Session for the purposes of: A) discussing

the purchase or appraisal of real property in accordance with 25 O.S. § 307.B.7., and B) conferring on matters pertaining to economic development because the public disclosure of the matters to be discussed would interfere with the development of products or services and would violate the confidentiality of the business in accordance with 25 O.S. § 307.C.10.
(Roger Kolman, Trust Manager)

2. Possible Action

The Board of Trustees may consider and take any action deemed necessary by the Board of Trustees arising out of the discussions in the foregoing Executive Session.

VII. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

VIII. ADJOURNMENT

IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE CONTACT CITY HALL BY 9:00 A.M. THE DAY OF THE MEETING.

MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY REGULAR MEETING
FEBRUARY 4, 2019 6:36 P.M.

The Trustees of the Coweta Industrial Development Authority met in regular session on Monday, February 4, 2019 at 6:36 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Evette Morris, Harold Chance, Steve Sinclair, John McCrackin, Randy Woodward.

TRUSTEES ABSENT: None.

STAFF PRESENT: Roger Kolman, Brittany Long, Rob Werley, Chip Cohrs, Paula Emmons, Greg Edwards, Julie Casteen, Mike Bell, Tom Young.

I. CALL TO ORDER

The meeting was called to order by Chairman Morris.

II. ROLL CALL

Trustees present and absent as shown above.

III. CONSENT

Motion by Harold Chance, second by Steve Sinclair, to approve consent calendar items:

1. Minutes of the Coweta Industrial Development Authority regular meeting held on January 7, 2019.
2. Acknowledged the receipt of the annual audited financial statements for the fiscal year ended June 30, 2018.

Aye: Randy Woodward
John McCrackin
Steve Sinclair
Harold Chance
Evette Morris

IV. OLD BUSINESS

There was no old business.

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Morris adjourned the meeting at 6:24 p.m.

Evette Morris, Chairman

Harold Chance, Secretary

CITY OF COWETA
BUDGET CALENDAR FOR FISCAL YEAR 2019-2020

2/25/2019

ACTION	PARTIES INVOLVED	LEGAL DEADLINE	ACTUAL DEADLINE
Prepare FY20 revenue estimates and FY19 revenue projections for all funds	Julie Casteen	N/A	March 1, 2019 (Friday)
Prepare FY20 preliminary (base) budget estimate for operating funds	Julie Casteen	N/A	March 4, 2019 (Monday)
Set up worksheets into Incode and send to Dept Heads	Julie Casteen	N/A	March 6, 2019 (Wednesday)
Department Budget Worksheets submitted to Assistant City Manager	Department Heads	N/A	March 25, 2019 (Monday)
Meet with Dept Heads	Julie/Roger	N/A	March 28-29, 2019 (Thu-Fri)
Final draft Fiscal Year 2020 budget document for all funds	Julie Casteen	N/A	April 15, 2019 (Monday)
Budget Workshop	City Council/ City Manager/Dept Heads	N/A	April 26, 2019 (Friday)
Notice of budget hearing deadline to Newspaper	Julie Casteen	Friday prior to Wednesday Publication	May 17, 2019 (Friday)
Prepare Final Proposed Budget summaries of revenues by source, summary of expenditure by department to submit to City Council	Julie Casteen	Not less than 30 days prior to the beginning of the budget year	May 17, 2019 (Friday)
Publish notice of budget hearing & have draft budgets available to public in City Clerks' Office	Julie Casteen	Not less than 5 days prior to day of the hearing	May 22, 2019 (Wednesday)
Public Hearing	City Council/Julie Casteen	Not less than 15 days prior to the beginning of the new budget year	June 3, 2019 (Monday)
City Council/Trusts will consider adoption of the FY20 budget	City Council/Trusts	Not less than 7 days prior to the beginning of the new budget year	June 3, 2019 (Monday)
Print & File adopted budget with Oklahoma State Auditors Office	Julie Casteen	On or before the first day of the new budget year	June 10, 2019 (Monday)
		Legal Deadlines to Remember: June 1 - Submit budget to City Council June 11 - Publish notice of public hearing June 15 - Public Hearing June 24 - Budget Adoption July 1 - Budget filed with OK State Auditors Office Within 15 days of filing with State Auditor, any taxpayer may protest alleged irregularities (sinking fund appropriations only)	

FY 2019-2020 Budget Calendar

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
					Revenue Projections	
3	4	5	6	7	8	9
	City Council/ Trust Meetings		Send worksheets to Dept Heads			
	Prepare Base Budget					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	Spring Break					
24	25	26	27	28	29	30
	Budget Worksheets and Capital Requests From DH Due to Julie			Preliminary meetings with Dept Heads		

FY 2019-2020 Budget Calendar

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	City Council/ Trust Meetings					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Preliminary Budget Draft				GOOD FRIDAY HOLIDAY	
21	22	23	24	25	26	27
					Budget Workshop	
28	29	30				

FY 2019-2020 Budget Calendar

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
	City Council/ Trust Meetings					
12	13	14	15	16	17	18
					Public Notice to Newspaper; Budget Summaries to Council	
19	20	21	22	23	24	25
LAS VEGAS ICSC						
			Notice of Public Hearing Published			
JULIE - GFOA CONFERENCE LOS ANGELES						
26	27	28	29	31	1	2
	MEMORIAL DAY HOLIDAY					

FY 2019-2020 Budget Calendar

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
	MEMORIAL DAY HOLIDAY					
2	3	4	5	6	7	8
	City Council/ Trust Meetings					
	BUDGET HEARING/ ADOPTION					
9	10	11	12	13	14	15
	Print & File Adopted Budget w/ State Auditor					
						Legal deadline for budget public hearing
16	17	18	19	20	21	22
23	24	25	26	27	28	30
Legal deadline for budget adoption						



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Memorandum

To: Chairman and Members of the Board of Trustees

From: Julie Casteen, Assistant City Manager/HR Director

Re: FY19-20 Budget Calendar

Date: March 1, 2019

BACKGROUND

In order to maintain compliance with the Municipal Budget Act (O.S. 11-17-201 et seq.), the City's annual budget process must follow certain guidelines, including taking certain actions within certain time frames. To that end, staff is requesting that Council adopt a budget calendar to help keep the City on track to complete the budget process. The proposed calendar is as follows:

- April 26 – Budget Workshop - Budget draft to be presented
- May 17 – Submission of final Proposed Budget to Council
- May 22 – Publication of Budget Summary and Notification of Public Hearing
- June 3 – Public Hearing on the Budget
- June 3 – Adoption of the Budget

The process has already begun at the staff level, with personnel budget estimates and estimates of revenues underway. Once the base budget has been established, department heads will begin working on their discretionary expenditure budgets. A draft of the budget will be prepared for the Council to review and discuss at the budget workshop in late April.

STAFF RECOMMENDATION

Staff recommends that the City Council annually adopt a budget calendar.

ATTACHMENTS:

Budget Calendar