



CITY OF STILLWATER

Adopted Budget
Fiscal Year 2019 – 2020

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Section 1

Introduction

FY2020 ADOPTED BUDGET

Reference Copy





Office of City Manager

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

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May 20, 2019

Honorable Mayor and City Council
City of Stillwater
Stillwater, Oklahoma 74076

Dear Mayor and Councilors:

I am pleased to present to you the proposed budget for Fiscal Year 2019-2020. The FY2019-2020 proposed budget funds the strategies and tactics needed to accomplish the priorities and objectives established by the Strategic Plan for 2019-2023. Emphasis is given to transportation and economic development as tools needed to provide the amenities that add to quality of life in Stillwater.

The combined revenue budget for FY2019-2020 (excluding transfers between funds) of \$119,300,983 represents an increase of \$1,955,536 (1.67%) over the FY 2018-2019 original adopted budget of \$117,345,447. Transfers between funds (in and out) for FY2019-2020 total \$47,655,636. This is an increase of \$14,207,612 (42.48%) from the FY2018-2019 transfer total of \$33,448,024. The combined budget includes all funds such as the General Fund, Self-Insurance Internal Service Fund, Airport Enterprise Fund, Stillwater Economic Development Authority, and Stillwater Utilities Authority.

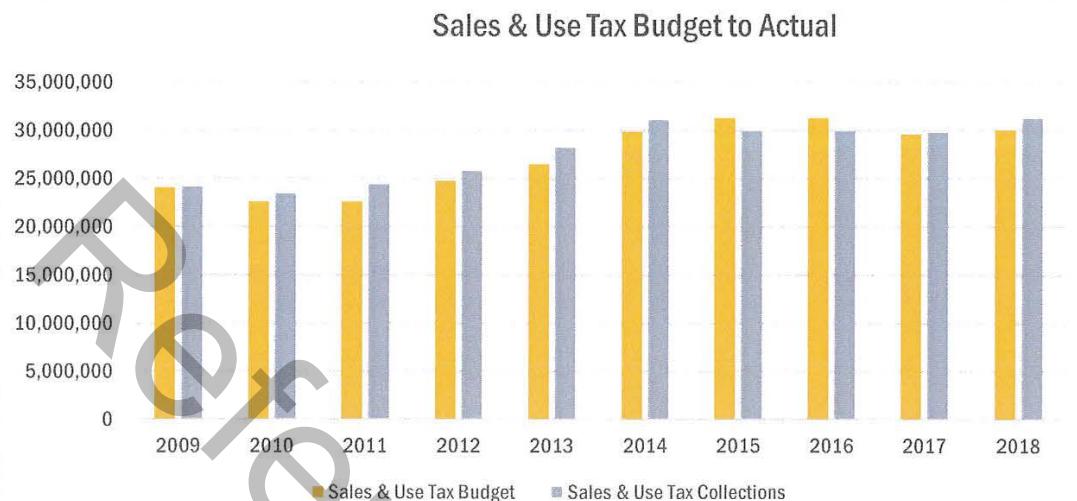
General Fund Revenue and Expenditures- Strategic Priority #1, Objective #1.2; Strategic Priority #2, Objective #2.1; Strategic Priority #2, Objective #2.2; Strategic Priority #4, Objective #4.1

The FY2019-2020 proposed revenue budget for the General Fund (including other governmental funds) is \$35,889,060, which represents an increase of \$337,710 (0.95%) from the FY2018-2019 adopted budget of \$35,551,350. This overall increase is due to small changes in revenue projections that have occurred in the proposed budget for FY2019-2020 in the categories of interest earnings, fees and rentals, licenses and permits, and fines and forfeitures.

Sales tax collections continue to remain stable across the region and state-wide. Sales tax projections are based on trend analysis of prior years' collections and projections from the Oklahoma Tax Commission. For the first ten months of FY2018-2019, sales tax net retention fee collections are greater than the FY2018-2019 budget projection by \$30,476 (0.13%) and use tax net retention fee collections are greater than the FY2018-2019 budget projection by \$469,306 (33.99%). The combined positive budget to actual variance for sales and use tax is \$499,782 (1.67%). Sales and use tax projections for FY2019-2020 will remain at \$28,400,000 and \$1,600,000 respectively.

Where the **COLLEGE** atmosphere and **COWBOY** spirit make everything come **ALIVE**.

The following chart shows the budgeted and actual sales & use tax collections from FY2008-2009 to FY2017-2018:



The FY2019-2020 proposed expenditure budget for the General Fund (including other governmental funds) is \$33,508,822 which represents an increase of \$2,356,849 (7.57%) from the FY2018-2019 adopted budget of \$31,151,973. Operating and maintenance expenditures for the fund have remained stable from FY2018-2019 to FY2019-2020 with the biggest changes happening in the areas of public safety and transportation.

In order to retain our high quality workforce and to remain competitive with other cities in the region, City Council implemented a 4% salary increase, totaling \$536,842 (base pay and benefits) for all non-uniform employees in December 2018. The increase to the FY2019-2020 budget for the FY2018-2019 salary increase is \$890,000 (base pay and benefits). No additional increase for non-uniform employees is included in this proposed budget. Fire union employees received a 4% salary increase in FY2018-2019 with police union employees receiving a 2% salary increase. In FY2019-2020, fire union employees will receive an 8% increase and police union employees will receive a 5% increase.

Allotments to transportation and stormwater projects were increased in October 2018 by \$6 million from fund balance in the General Fund, Stillwater Utilities Authority and the Waste Management Fund. Staff has proposed an additional allotment to transportation and stormwater projects from the Stillwater Utilities Authority in the amount of \$3 million in addition to \$1.5 million for transportation and stormwater projects in the FY2019-2020 community investment plan. Total allotments to transportation and stormwater in FY2018-2019 and FY2019-2020 total \$10.5 million.

Transfers between funds (in and out) for FY2019-2020 total \$47,655,636. This is an increase of \$14,207,612 (42.48%) from the FY2018-2019 transfer total of \$33,448,024. The Self-Insurance Fund was established with the intent that a \$1 million cash balance would be maintained in the fund. During FY2017-2018 and FY2018-2019, the fund balance was not restored to the \$1

million cash balance. A transfer of \$728,109 from the General Fund will restore the Self-Insurance Fund's balance to \$1 million.

The transfer to Stillwater Economic Development Authority has increased from \$272,400 in the FY2018-2019 adopted budget to \$497,681 in the FY2019-2020 proposed budget. This \$225,281 (82.7%) increase represents an increase in legal fees as a result of increased economic development. Lastly, the transfer to the Airport Enterprise Fund in the proposed FY2019-2020 budget totals \$1,287,670 representing an increase of \$844,003 (190%) from the FY2018-2019 adopted budget of \$443,667. This increase includes changes to personnel and operating and maintenance expenditures to accommodate the expansion of commercial air service.

Other increases to the transfers include \$4 million transfers into the citywide Capital Fund and the Electric Rate Stabilization Fund. The transfer into the General Fund for FY19-20 is \$16,615,841, which represents an increase of \$4,239,285 (34.25%) over FY2018-2019 transfers of \$12,376,556. The General Fund acts as a pass-through for transfers to the citywide Capital Fund, Self-Insurance Fund, SEDA, and the Airport Fund.

Stillwater Economic Development Authority Revenue and Expenditures – Strategic Priority #5, Objective #5.1 and #5.3

The Proposed Stillwater Economic Development Authority (SEDA) FY2019-2020 budget of \$1,739,650 includes an increase from the General Fund of \$220,600 (14.52%) from FY2018-2019 budget of \$1,519,050. This increase is the result of increased expenditures for legal fees related to economic development.

In addition to the economic development incentives administered by SEDA, staff is proposing the addition of the Home Buyer Assistance and Home Buyer Education Program funded from the payback of unearned assistance payments from the original program and fund balance remaining in the Community Development Rehabilitation Fund.

Stillwater Utilities Authority – Strategic Priority #4, Objectives #4.1 and #4.2

The proposed FY2019-2020 Stillwater Utilities Authority (SUA) revenue budget of \$79,980,723 includes an increase in revenue of \$1,705,000 (2.18%) from the FY2018-2019 adopted budget of \$78,275,723. Increases in electric and waste management revenue of \$1,665,000 and a \$40,000 increase in interest income account for the change. Rate escalators for electric and water/wastewater rates were suspended at the October 1, 2018 and April 15, 2019 SUA trustees meetings pending a comprehensive rate study and analysis for all utilities. Consultant selection is underway with the study to be completed in October 2019.

SUA proposed budget expenditures for FY2019-2020 are \$64,884,706, which represents an increase of \$485,729 (0.75%) over the FY2018-2019 adopted budget of \$64,398,977.

Civic Engagement – Strategic Priority #6, Objective #6.3

In a continuing effort to broaden our communication with the public concerning the City's finances and budget process, the City has an on-line tool for citizens to practice balancing the City's budget. This tool, known as Balancing Act, allows citizens to provide input to city management regarding the budget. As of March 25, 2019, Balancing Act has been accessed over 1,100 times with 188 balanced budgets submitted. Balancing Act is a prime example of the City's efforts in providing financial transparency for our citizens.

I would like to acknowledge the significant contributions and teamwork of all department heads, Deputy City Manager Reames, and the Finance Department in preparing the FY2019-2020 proposed budget and capital improvement plan. Once again, my special thanks to all City employees who have worked hard to provide quality services to our citizens and who are committed to the success of our great City.

Respectfully submitted,



Norman McNickle
City Manager

Where the **COLLEGE** atmosphere and **COWBOY** spirit make everything come **ALIVE**.

Strategic Plan

for 2019-2023

Adopted by Stillwater City Council May 20, 2019

Strategic Priority #1

EFFECTIVE SERVICES AND ACCOUNTABLE GOVERNMENT

Purpose: To provide effective services and accountable government for all citizens by practicing fiscal responsibility, transparency, and outstanding customer service.

Strategic Priority #2

INSPIRED MANAGEMENT

Purpose: To demonstrate leadership, management, and planning skills that focus on results needed to create a better community.

Strategic Priority #3

SAFE COMMUNITY

Purpose: To identify effective services that enhance relationships, responsiveness, and quality customer service to promote a safe and secure community.

Strategic Priority #4

PLACE AND MOBILITY

Purpose: To develop a strong sense of place that recognizes the interconnectedness of people, buildings, and public systems (such as transportation, utilities, and parks) that best serve the needs of the public.

Strategic Priority #5

QUALITY OF LIFE

Purpose: To develop partnerships that create a high quality of life with equal access to services and amenities, strong and connected neighborhoods, and a healthy economy and business atmosphere that align with community values.

Strategic Priority #6

CIVIC ENGAGEMENT

Purpose: To encourage participation and an understanding of government through outreach and inclusiveness initiatives that inspire trust and confidence in local government.

CITY OF STILLWATER

FISCAL YEAR 2020 ADOPTED BUDGET

Financial Policies

INTRODUCTION

The City of Stillwater's financial policies, listed below, are used to set guidelines for the financial management of the City. These policies help to guide the City staff and City Council in overall fiscal planning and management. These policies should be considered during the budget process and whenever the community considers a major capital improvement proposal.

POLICIES

1. The City shall conduct its affairs in a fiscally responsible manner to ensure that it is able to pay its bills, balance its budget, accumulate funds to meet future anticipated needs, and continue to provide the traditional basic levels of service at the highest standards possible.
2. The accounting and management practices shall be in conformance with the professional standards outlined by the appropriate accounting boards.
3. City government's basic level of traditional services (police, fire, streets, parks, etc.) should be supported by stable, dependable revenue sources.
 - a. Cash balances should provide a reasonable reserve for emergencies and not be used to meet operation expenses.
 - b. On-going annual maintenance costs should be financed from recurring operating revenues, rather than bonds.
 - c. Federal grants should not be used to finance operating costs.
4. Before any new program, service, or building project is approved, a complete analysis of the full costs to build/repair/remodel and to operate shall be determined. Also, revenue sources to be relied upon shall be evaluated to determine if the project or service can be sustained in future years. The ability of the project to survive a downturn in the economy should be assessed.
5. Before any new general obligation bond issues are proposed, all potential projects needed that fall under the state debt limit shall be considered and prioritized.
6. Use of any unobligated cash balance must have the approval of City Council.
7. Changes in the appropriations within a fund may be approved administratively by the City Manager, except changes in capital expenditures in excess of \$25,000 which require City Council approval.
8. Budgetary control procedures shall be maintained to ensure compliance with the budget and that expenses are charged to the appropriate accounts.
9. Any changes in the approved annual capital improvement fund shall be approved by City Council.

CITY OF STILLWATER

FISCAL YEAR 2020 ADOPTED BUDGET

Budget Overview

BUDGET OBJECTIVES

1. To provide a flexible working plan for operating the City in the coming year.
2. To convert the City's long- and short-term plans and policies into services and programs.
3. To establish the amount of revenue expected to be available, which sets limitations on the amount of **expenditures**¹ that can be supported.
4. To establish the costs of providing services and programs.
5. To set priorities to determine how the resources will be divided among the services and programs our citizens expect and need.
6. To provide a benchmark to which actual revenues and expenses can be compared.
7. To comply with the Oklahoma Municipal Budget Act, 11 O.S. Section 17-201 through 17-216 ("Municipal Budget Act").

BUDGET SCOPE

A legal budget is adopted annually and filed with the State Auditor and Inspector for all **funds** which includes but is not limited to:

- General Fund
- Special Revenue Funds
- Debt Service Fund
- Capital Project Funds
- Enterprise Funds
- Internal Service Funds

Fiduciary funds are not budgeted because, by their nature, they do not represent City spendable resources.

Public trust fund budgets are not considered legally adopted budgets. Rather, these are financial plans which are filed with the trust beneficiary. The budgets for public trusts are governed by 60 O.S. Section 176. The public trust authorities of the City include:

- Stillwater Utilities Authority (**SUA**)
- Stillwater Economic Development Authority (**SEDA**)
- Stillwater Public Works Authority (**SPWA**)

¹Terms highlighted in orange text are defined in the Glossary section of this report.

BUDGET RESPONSIBILITY

The City Manager is responsible for preparing the annual **fiscal year** budget and presenting the budget to the City Council at least 30 days prior to the start of the budget year. The budget shall be in a format that complies with applicable budget laws and shall present estimated resources and proposed expenditures for each fund.

The City Council is responsible for reviewing and considering the budget submitted by the City Manager and shall conduct a budget public hearing as required by law. The City Council shall be responsible for adopting the annual fiscal year budget at least 7 days prior to the start of the fiscal year. City Council must adopt the budget before any **encumbrance** or **expenditure** is made in the new fiscal year.

FUND ACCOUNTING

The accounts of the City are organized on the basis of **funds** and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Each fund of the City shall be made of accounts for classifying revenues and expenditures. Revenues shall be classified by source. Expenditures shall be departmentalized within each fund and shall be classified into at least the following accounts:

- Personal Services
- Materials and Supplies
- Other Services and Fees
- Capital Outlay
- Debt Service
- Fund Transfers

BUDGETARY BASIS OF ACCOUNTING

The City budget, as adopted, is substantially consistent with generally accepted accounting principles with major differences being (1) certain liabilities, such as vacation and sick pay, are not accrued at year end for budget purposes; (2) depreciation is not budgeted as an expenditure in budgetary accounting; (3) **capital outlay** is an expenditure in budgetary accounting.

The City utilizes encumbrance accounting in all funds under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve a portion of the applicable **appropriation**. This means that the available budget, at any time, is equal to appropriations less expenditures, less encumbrances.

In accordance with state law, encumbered appropriations may remain open to pay proper claims against said appropriations until September 30 of the following fiscal year. All unencumbered

appropriations remaining at year end are considered lapsed except appropriations for **capital projects** and no new encumbrances or obligations may be created subsequent to year end against these lapsed appropriations. Appropriations for capital projects are carried forward until such time as the project is complete.

LEGAL LEVEL OF BUDGETARY CONTROL

The expenditure budget for City funds (excluding public trust authorities) shall constitute legal appropriations or spending limits in accordance with applicable state law. The legal level of control (level at which charges to appropriations may not legally exceed appropriations) is the **department** level within a fund.

The expenditure budget for public trust authorities shall constitute a financial plan and shall not be considered legal appropriations. Charges to these expenditure accounts will be monitored for financial planning purposes, not for legal compliance purposes.

BUDGET REVISION AND AMENDMENT RESPONSIBILITIES

Budget revisions are transfers of appropriations or expenditure budgets between object categories and accounts within a fund. Budget revisions may be made by the City Manager without City Council approval except when the revision is of a budgeted capital account in excess of \$25,000 which requires approval by the City Council¹.

Budget amendments are supplemental appropriations and fund decreases in appropriations. Budget amendments require approval of both the City Manager and City Council, and must be filed with the State Auditor and Inspector.

A formal record of budget revisions and amendments should be maintained in the records of the City Clerk and incorporated within the accounting records by City accounting staff.

BUDGET BALANCING POLICY

It is the City's policy to appropriate no more than the current year **estimated revenues**, including beginning unreserved **fund balance** and interfund transfers for each fund.

See related General Fund Transfer Policy as adopted in **Resolution** No. SUA-2016-5.

BUDGET PRIORITY

Essential services and those mandated by state or local legislation will receive first priority for funding. The City will attempt to maintain current service levels for all essential services. The City will identify low priority services for reduction or elimination, if necessary, before essential services.

¹ **Ordinance** No. 2858

ANNUAL EVALUATION OF REVENUE SUFFICIENCY AND PREPARATION OF REVENUE PROJECTIONS

As an integral part of the annual fiscal year budget process, City management and the City Council will evaluate the sufficiency of utility rates, taxes, and other revenues in meeting the appropriation and expenditure needs, including inflationary factors, of the City and its public trusts.

In particular, utility rates shall be evaluated and, if necessary, adjusted on an annual basis, after reviewing the cost of operations, capital needs, budgetary transfer requirements, competitor's pricing structures, and overall economic climate to ensure rates are set at levels which will, at a minimum, cover the cost of delivery of the related services, including depreciation. Because modest, more frequent rate adjustments are more manageable for households and businesses alike, modest, more frequent adjustments are to be emphasized. Keeping rates at a sufficient level each fiscal year will prevent the necessity of relatively larger, more sudden and dramatic adjustments in any one year.

The City and its public trusts operate under conservative budgetary practices. Revenue is estimated using historical data and is adjusted based on current trends and economic performance. Only revenues expected to be received in cash during the year or soon thereafter are included in revenue estimates.

BUDGET CALENDAR

The following process is required to adopt the annual budget:

- Prior to June 1, the City Manager submits to City Council a proposed operating budget for the fiscal year commencing the following July 1.
- A public hearing is held no later than fifteen days (June 15) prior to July 1.
 - Notice of the public hearing with the proposed budget summary is published in a newspaper not less than five days before the date of the hearing.
- After the public hearing and at least seven days (June 23) prior to July 1, the City Council adopts the budget by resolution.
- The adopted budget is filed with the State Auditor and Inspector within thirty days after the beginning of the fiscal year.

The actual formulation of the budget and budget document typically begins as early as January and ends in June with the final review and formal adoption of the Budget.

BUDGET DEVELOPMENT

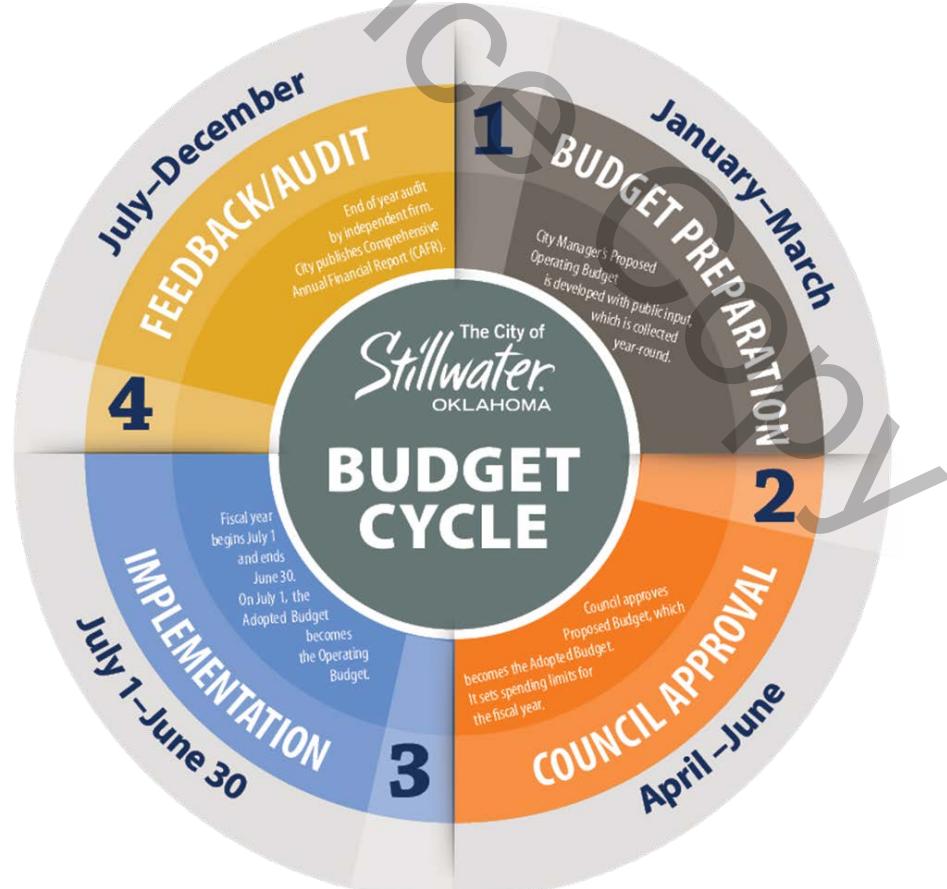
Planning — The City Manager meets with City staff as needed throughout the budget process to analyze and resolve issues, discuss financial policies, and devise revenue and expenditure projections. The Department of Finance provides current year-end projections and revenue forecasts for the new budget year. The City Council holds a strategic planning session which provides them the opportunity to give direction on the establishment of key budget objectives for the annual budget as well as longer-range budget and financial issues.

Department Budget Submittals — The City has adopted the zero-based budgeting philosophy of budget preparation. Department directors are charged with developing annual action plans to achieve departmental strategies. Budgets are built around the tactics used to complete the departmental strategies. Each department's budget submission is measured for reasonableness against a rolling three-year average of actual expenditures. Large increases must be justified and relate back to tactics used to achieve departmental strategies. Departments prepare and submit budget requests to the Finance Department. The budget requests are analyzed and summaries are prepared for review by the City Manager.

City Manager's Proposed Budget — The City Manager conducts budget review meetings and reviews budget submittals from each department. After final adjustments of revenue and expenditure estimates, the City Manager balances the budget. City Council conducts a series of meetings that are open to the public to discuss the proposed budget.

Public Hearing — A proposed budget summary and a notice of a public hearing on the proposed budget is published in the local newspaper.

Budget Adoption — After the public hearing is held, the budget is formally adopted by resolution and the final copy is filed with the State Auditor and Inspector and the City Clerk's office.



CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

City-wide Authorized Full Time Positions

Department	Fiscal Year 2020 Full Time Equivalents	Fiscal Year 2019 Full Time Equivalents
Funded Positions		
Airport	15.5	11.5
City Engineering	7.0	6.0
City Manager	7.0	5.0
Community Resources	12.5	11.5
Customer Service	22.0	21.0
Development Services	12.0	11.0
Electric	67.5	64.5
Emergency Management	3.0	3.0
Environmental Services	2.0	2.0
Finance	16.0	17.0
Fire	79.5	79.0
Fleet	13.0	13.0
General Government	2.5	2.5
Human Resources	6.0	5.0
Information Technology	12.0	12.0
Legal	5.0	4.5
Library	25.5	25.5
Police	126.5	123.0
Public Relations	4.5	5.0
Public Works	44.0	41.0
Stormwater Management	3.0	3.0
SUA Administration	0.0	1.0
Waste Management	29.0	27.0
Wastewater	25.0	24.0
Water	50.0	47.5
Total Funded Positions	590.0	565.5

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Authorized Full Time Positions by Fund

Department	Fiscal Year 2020 Full Time Equivalents	Fiscal Year 2019 Full Time Equivalents
Funded Positions		
Airport	15.5	11.5
General Fund	362.0	350.0
Stormwater Management	3.0	3.0
Transportation Improvements	1.0	1.0
City Funded Positions	381.5	365.5
SUA Funded Positions	208.5	200.0
Total Funded Positions	590.0	565.5

Section 2

City of Stillwater FY2020 ADOPTED BUDGET

Reference Copy



CITY OF STILLWATER, CITY OFFICIALS

Mayor and City Council

Will Joyce, Mayor

Pat Darlington, Vice Mayor

Amy Dzialowski, Councilor

John Wedlake, Councilor

Alane Zannotti, Councilor

Administration

Norman McNickle, City Manager

John Dorman, City Attorney

Melissa Reames, Deputy City Manager

Paula Dennison, Assistant City Manager

Barbara Bliss, Community Resources Manager

Brad Stewart, Information Technology Director

Christy Cluck, Finance Director

Christy Luper, Human Resources Director

Jeff Watts, Police Chief

John McClenney, Special Projects Director

Lanc Gross, Planning Manager

Mark White, Public Works Director

Melinda Gray, Municipal Court Clerk

Monty Karns, City Engineering Director

Paul Priegel, Airport Director

Rob Hill, Emergency Management Director

Sherry Fletcher, Marketing & Civic Engagement Director

Stacy Delano, Interim Library Director

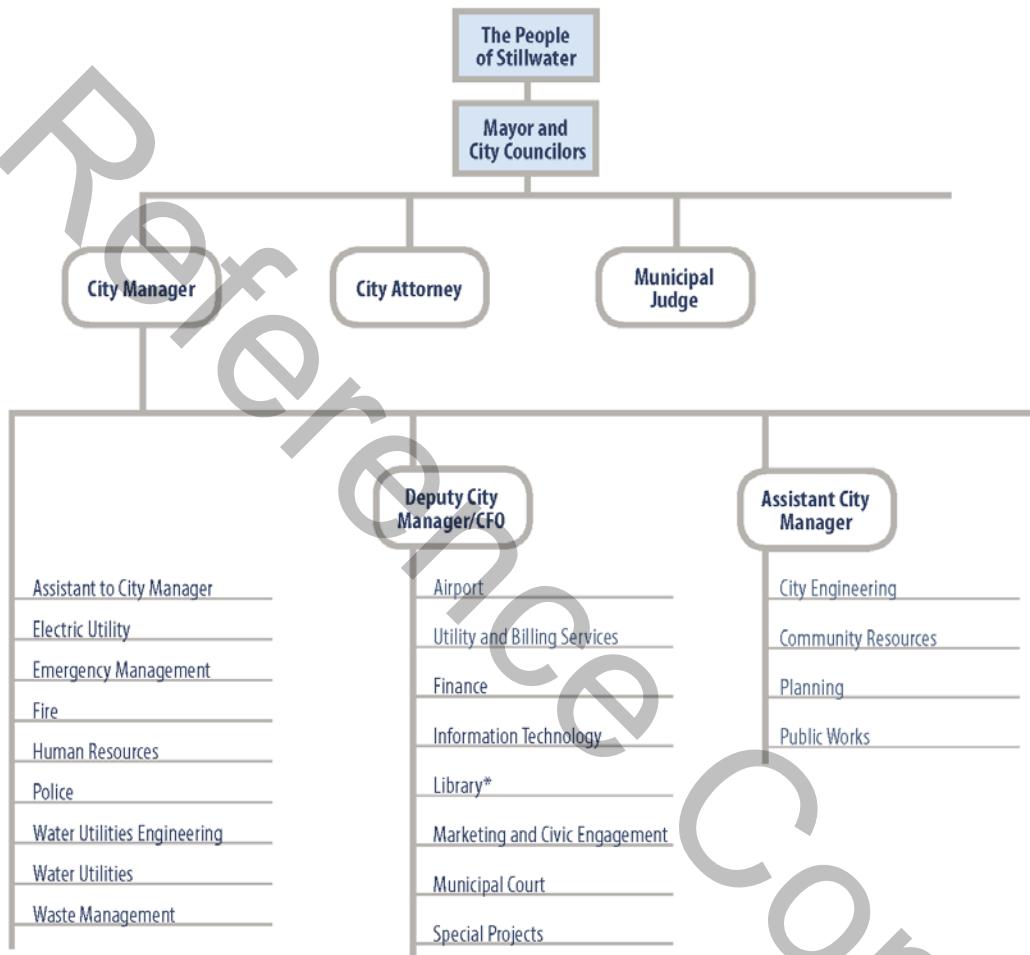
Tom Bradley, Fire Chief

The City of *Stillwater*, OKLAHOMA

CITY GOVERNMENT

Organization Chart—General Government

As of March 2019



* As provided in Section 3-6 of the Stillwater City Charter, the Library Board has supervision and control of the public library including appointment of the Library Director and setting policies for the administration of the Library.


Norman McNickle, City Manager

last updated: 2/21/19 js

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Authorized Full Time Positions

Department	Fiscal Year 2020 Full Time Equivalents	Fiscal Year 2019 Full Time Equivalents
Funded Positions		
Airport	15.5	11.5
City Manager	7.0	5.0
Community Resources	12.5	11.5
Development Services	12.0	11.0
Emergency Management	3.0	3.0
Engineering	7.0	6.0
Finance	16.0	17.0
Fire	79.5	79.0
General Government	2.5	2.5
Human Resources	6.0	5.0
Information Technology	12.0	12.0
Legal	5.0	4.5
Library	25.5	25.5
Police	126.5	123.0
Public Relations	4.5	5.0
Public Works	44.0	41.0
Stormwater Management	3.0	3.0
Total Funded Positions	381.5	365.5

RESOLUTION NO. CC-2019-7

"A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2019-20."

WHEREAS, the Oklahoma Municipal Budget Act, 11 O.S. 17-201 et. seq. establishes procedures for adopting an annual municipal budget; and

WHEREAS, the requirements of said statutes have been met; and

WHEREAS, agreement has been reached relative to the estimated revenues, and necessary appropriations for the various accounts within various funds for the 2019-20 fiscal year; and

WHEREAS, such appropriations must be approved by resolution.

NOW, THEREFORE BE IT RESOLVED BY THE STILLWATER CITY COUNCIL:

Section 1. That the 2019-20 fiscal year operating budget be adopted in the amounts reflected in this resolution's Attachment A which lists expenditures by department and classifications as required by 11 O.S. 17-213.

Section 2. That a City Capital Fund be created and the capital budget be adopted in the amounts and for the projects reflected in this resolution's Attachment B.

Section 3. That the resolution and a copy of the adopted budget be transmitted to the Oklahoma State Auditor and Inspector and one copy be transmitted to the Clerk of this municipality.

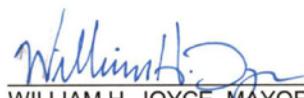
Section 4. That sinking fund requirements be filed with the Payne County Excise Board.

PASSED, APPROVED AND ADOPTED by the Stillwater City Council and SIGNED by the Mayor of the City of Stillwater, this 20th day of May, 2019.



(SEAL)

CITY OF STILLWATER, OKLAHOMA



WILLIAM H. JOYCE, MAYOR

ATTEST:



ELIZABETH CHRZ, CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 20th day of May, 2019.



JOHN E. DORMAN, CITY ATTORNEY

City of Stillwater
Budget for Fiscal Year 2020
Stillwater, Oklahoma

	General Fund	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CD&G Grants Fund	Parks Grants Fund	Special Ops Team Fund	Comm Dev Rehab Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sale Tax Fund	G.M.Koch Donation Fund	Self Insurance Fund	Airport Fund	TOTAL	
Resources and Transfers																		
Beginning Balance	\$607,789	\$128,025	\$0	\$311,892	\$436,928	\$0	\$1,039	\$8,485	\$17,899	\$216,611	\$400,873	\$60,467	\$4,955,440	\$39,811	\$631,165	\$51,288	\$8,067,701	
Sale Tax	28,400,000																28,400,000	
Use Tax	1,600,000																1,600,000	
Other Tax	1,912,000	830,000			800,000												3,542,000	
Grants	50,000																50,000	
Fines and Forfeits	1,035,500																1,035,500	
Fees and Rental	429,160				106,000												1,137,160	
Interest	100,000																100,000	
Licenses & Permits	215,900																215,900	
Other	840,900										300,000						830,000	
Stormwater Fees																	108,900	
Transfers In	16,615,841			4,000,000													300,000	
																	1,287,670	
																	33,568,489	
Total Resources and Transfers	51,706,690	1,013,025	4,000,000	1,311,892	562,928	0	1,039	8,485	17,899	516,611	500,873	60,467	9,012,583	39,811	8,811,000	3,009,858	80,576,150	
Expenditures and Transfers																		
City Manager																		
Personal Services	711,992																711,992	
Materials & Supplies	3,900																3,900	
Other Services & Fees	25,500																25,500	
Capital																	0	
Debt																	0	
Information on Technology																		
Personal Services	931,600																931,600	
Materials & Supplies	39,593																39,593	
Other Services & Fees	667,750																667,750	
Capital		805,000															805,000	
Debt																	0	
Human Resources																		
Personal Services	462,678																5,300,000	
Materials & Supplies	12,500																12,500	
Other Services & Fees	126,300																2,046,000	
Capital																	0	
Debt																	0	
Finance																		
Personal Services	978,303																978,303	
Materials & Supplies	31,200																31,200	
Other Services & Fees	178,111																178,111	
Capital																	0	
Debt																	0	
Development Services																		
Personal Services	812,636																812,636	
Materials & Supplies	12,458																12,458	
Other Services & Fees	129,170																129,170	
Capital		84,000															84,000	
Debt																	0	
Transportation																		
Personal Services	503,355																714,471	
Materials & Supplies	14,175																17,035	
Other Services & Fees	25,250																25,850	
Capital		1,000,000															1,000,000	
Debt																	0	
Public Works																		
Personal Services	1,840,521																1,840,521	
Materials & Supplies	601,800																601,800	
Other Services & Fees	273,600																273,600	
Capital		200,000															200,000	
Debt																	0	
Community Resources																		
Personal Services	631,180																631,180	
Materials & Supplies	73,454																73,454	
Other Services & Fees	1,003,209																1,003,209	
Capital		185,000															185,000	
Debt																	0	
Library																		
Personal Services	1,070,477																1,070,477	
Materials & Supplies	106,243																106,243	
Other Services & Fees	112,393																112,393	
Capital																	0	
Police																		
Personal Services	10,496,694																10,496,694	
Materials & Supplies	604,478																604,478	
Other Services & Fees	485,534																485,534	
Capital		487,000															487,000	
Debt																	0	
Fire																		
Personal Services	7,161,511																7,229,627	
Materials & Supplies	212,200																262,200	
Other Services & Fees	233,500																237,000	
Capital		348,000															648,000	
Debt		13,375															13,375	
Legal																		
Personal Services	521,524																521,524	
Materials & Supplies	16,700																16,700	
Other Services & Fees	69,500																265,000	
Capital																	0	
Debt																	0	
General Government																		
Personal Services	586,069																586,069	
Materials & Supplies	37,675																37,675	
Other Services & Fees	2,168,271																2,168,271	
Capital																	0	
Debt																	0	
Stormwater																		
Personal Services																	190,316	
Materials & Supplies																	43,830	
Other Services & Fees																	104,850	
Capital		500,000															500,000	
Debt		335,000															0	
Airport																		
Personal Services																	731,447	
Materials & Supplies																	1,354,125	
Other Services & Fees																	1,554,125	
Capital																	364,260	
Debt																	0	
Indemn./Direct	(1,254,007)																27,874	
Transfers Out	18,987,687	158,726			800,000												(1,210,801)	
																	20,746	
Total Expenditures and Transfers	51,706,690	1,000,026	3,944,000	800,000	485,491	0	0	0	0	0	394,031	0	0	86,554	0	7,811,000	2,884,452	69,062,244
Ending Balance	\$0	\$12,929	\$56,000	\$511,892	\$127,487	\$0	\$1,039	\$8,485	\$17,899	\$122,580	\$500,873	\$60,467	\$8,926,029	\$39,811	\$1,000,			

City of Stillwater
Budget for Fiscal Year 2020
City Capital Fund Expenditures
Stillwater, Oklahoma

Capital Projects	Budget
Information Technology	
Data Center/Network Infrastructure Upgrades - Servers/Storage	530,000
Centralized Access Control Syst - CH + EL, WA, Airport, Fire, ComCtr	150,000
Council Chamber A/V Upgrade	125,000
Development Services	
Replace Unit #302 - 2001 Dodge 1500 RAM Pickup	27,000
Replace Unit #305 - 2008 Chevy Colorado Pickup	27,000
Replace Unit #805 - 2000 Ford F-150 4WD Pickup	30,000
Transportation	
Reserve for Transportation Projects	1,000,000
Public Works	
Replace 1995 Ford Boom Mower with Tractor/Mower	50,000
Replace Salt Storage Building	120,000
Replace 2002 Ford Expedition	30,000
Community Resources	
Replace Arrowhead Park Playground (installed in 1997)	75,000
Replace Pool Slide	60,000
Replace Berry Park (installed in 1996) and Babcock Park (installed in 1998)	50,000
Police	
Radar replacements (5)	12,000
Patrol Vehicles (8)	410,000
SWAT Com's with Hearing Protection	30,000
Watchguard Evidence Server	35,000
Fire	
Replace Unit 67 - Ford F-350 4x4	65,000
Replace Unit 55 - Ford F-350 4x4	65,000
Pierce Lance Ladder Truck*	200,000
Public Education Trainer/Trailor	18,000
Stormwater	
Stormwater Master Drainage Plan	500,000
Airport	
Crack Seal/Seal Coat 4/22 Taxiways	210,000
Rehabilitate Airport Terminal Roof	105,000
Terminal External "Dry Vit" Repair	10,000
Re-Level Departure Terminal	5,000
Curbing for Main Terminal Parking Lot Entrances	5,000
Total	3,944,000

*joint purchase with OSU and Payne County

FINANCIAL SUMMARY

Reference Copy

General Fund
Other Governmental Funds
Debt Service Fund
Capital Project Funds
Enterprise Funds
Internal Service Funds

FUND DESCRIPTION

GENERAL FUND

The General Fund is the primary operating fund of the City. All general tax revenues and other receipts not allocated by law or some other contractual agreement to other funds are accounted for in the General Fund. The principal sources of revenue for this fund include sales tax and franchise taxes, licenses and permits, fines and forfeitures, and fees. Of the 3.5% sales tax received, 1.5% is transferred out to other funds. Expenditures include general administration, public safety, transportation, community resources, library, and development services.

Reference Copy

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

General Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
REVENUES						
Sales Tax	\$28,907,715	\$28,400,000	\$28,400,000	\$28,400,000	\$0	0.0%
Use Tax	2,032,372	1,600,000	1,600,000	1,600,000	0	0.0%
Other Tax	2,142,051	1,992,000	1,992,000	1,912,000	(80,000)	-4.0%
Grants	211,491	30,000	516,135	50,000	20,000	66.7%
Fines and Forfeits	1,123,676	806,250	806,250	1,035,500	229,250	28.4%
Fees and Rentals	829,997	453,650	453,650	429,160	(24,490)	-5.4%
Interest	6,374	76,000	76,000	100,000	24,000	31.6%
Licenses and Permits	243,017	175,650	175,650	215,900	40,250	22.9%
Other	1,474,682	782,500	991,624	840,500	58,000	7.4%
Total Revenues	36,971,375	34,316,050	35,011,309	34,583,060	267,010	0.8%
Transfers In	14,123,928	12,376,556	16,756,556	16,615,841	4,239,285	34.3%
Total Revenues and Transfers In	\$51,095,303	\$46,692,606	\$51,767,865	\$51,198,901	\$4,506,295	9.7%

EXPENDITURES

City Manager						
Personal Services	\$459,459	\$533,165	\$684,545	\$711,992	\$178,827	33.5%
Materials and Supplies	156	3,900	4,725	3,900	0	0.0%
Other Services and Fees	(10,438)	25,500	24,675	25,500	0	0.0%
Total City Manager	449,177	562,565	713,945	741,392	178,827	31.8%
Information Technology						
Personal Services	771,498	883,492	883,492	931,600	48,108	5.4%
Materials and Supplies	42,895	39,760	839,760	39,595	(165)	-0.4%
Other Services and Fees	545,101	629,000	632,000	667,750	38,750	6.2%
Capital Outlay	0	0	0	0	0	0.0%
Debt	0	200,000	0	0	(200,000)	-100.0%
Total Information Technology	1,359,494	1,752,252	2,355,252	1,638,945	(113,307)	-6.5%
Human Resources						
Personal Services	208,112	362,630	365,702	462,678	100,048	27.6%
Materials and Supplies	9,205	10,500	10,500	12,500	2,000	19.0%
Other Services and Fees	29,421	129,800	126,728	126,300	(3,500)	-2.7%
Total Human Resources	246,738	502,930	502,930	601,478	98,548	19.6%

General Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Finance						
Personal Services	608,799	1,031,354	797,246	978,303	(53,051)	-5.1%
Materials and Supplies	21,136	31,500	31,500	31,200	(300)	-1.0%
Other Services and Fees	11,681	130,065	134,565	178,111	48,046	36.9%
Capital Outlay	0	0	6,600	0	0	0.0%
Total Finance	641,616	1,192,919	969,911	1,187,614	(5,305)	-0.4%
Development Services						
Personal Services	797,296	737,561	761,841	812,636	75,075	10.2%
Materials and Supplies	16,095	12,710	12,510	12,458	(252)	-2.0%
Other Services and Fees	155,149	161,800	165,250	129,170	(32,630)	-20.2%
Capital Outlay	0	0	248,369	0	0	0.0%
Total Development Services	968,540	912,071	1,187,970	954,264	42,193	4.6%
Transportation						
Personal Services	345,996	369,882	369,882	503,355	133,473	36.1%
Materials and Supplies	96,215	304,525	309,602	14,175	(290,350)	-95.3%
Other Services and Fees	31,733	23,450	36,050	25,250	1,800	7.7%
Capital Outlay	152,615	15,000	6,015,000	0	(15,000)	-100.0%
Total Transportation	626,559	712,857	6,730,534	542,780	(170,077)	-23.9%
Public Works						
Personal Services	1,840,737	1,768,331	1,768,331	1,840,521	72,190	4.1%
Materials and Supplies	541,357	591,025	569,488	601,800	10,775	1.8%
Other Services and Fees	191,197	271,950	272,150	273,600	1,650	0.6%
Capital Outlay	64,375	0	154,872	0	0	0.0%
Debt	66,290	34,609	34,609	0	(34,609)	-100.0%
Total Public Works	2,703,956	2,665,915	2,799,450	2,715,921	50,006	1.9%
Community Resources						
Personal Services	925,709	574,968	541,736	631,180	56,212	9.8%
Materials and Supplies	226,278	76,154	66,995	73,454	(2,700)	-3.5%
Other Services and Fees	737,436	787,067	790,473	1,003,209	216,142	27.5%
Capital Outlay	19,706	0	84,985	0	0	0.0%
Debt	34,384	0	0	0	0	0.0%
Total Community Resources	1,943,513	1,438,189	1,484,189	1,707,843	269,654	18.7%

General Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Police						
Personal Services	11,027,859	10,024,300	10,126,794	10,496,694	472,394	4.7%
Materials and Supplies	499,941	483,758	504,594	604,478	120,720	25.0%
Other Services and Fees	256,270	446,534	426,328	485,534	39,000	8.7%
Capital Outlay	61,469	392,000	625,260	0	(392,000)	-100.0%
Total Police	11,845,539	11,346,592	11,682,976	11,586,706	240,114	2.1%
Fire						
Personal Services	6,636,955	6,479,585	6,499,085	7,161,511	681,926	10.5%
Materials and Supplies	206,751	192,900	196,150	212,200	19,300	10.0%
Other Services and Fees	97,813	227,800	215,400	233,500	5,700	2.5%
Capital Outlay	0	0	0	0	0	0.0%
Debt	0	0	0	0	0	100.0%
Total Fire	6,941,519	6,900,285	6,910,635	7,607,211	706,926	10.2%
Library						
Personal Services	1,148,801	1,022,884	999,684	1,070,477	47,593	4.7%
Materials and Supplies	70,125	99,290	99,290	106,245	6,955	7.0%
Other Services and Fees	300,508	131,439	316,393	112,395	(19,044)	-14.5%
Capital Outlay	9,019	0	0	0	0	0.0%
Total Library	1,528,453	1,253,613	1,415,367	1,289,117	35,504	2.8%
Legal						
Personal Services	274,619	446,159	446,159	521,524	75,365	16.9%
Materials and Supplies	13,268	16,000	8,000	16,700	700	4.4%
Other Services and Fees	34,743	64,500	72,500	69,500	5,000	7.8%
Capital Outlay	0	0	0	0	0	0.0%
Total Legal	322,630	526,659	526,659	607,724	81,065	15.4%
General Government						
Personal Services	643,724	605,165	605,165	586,069	(19,096)	-3.2%
Materials and Supplies	47,078	41,798	44,064	37,675	(4,123)	-9.9%
Other Services and Fees	1,507,609	1,528,284	1,561,947	2,168,271	639,987	41.9%
Capital Outlay	126,304	6,000	48,000	0	(6,000)	0.0%
Total General Government	2,324,715	2,181,247	2,259,176	2,792,015	610,768	28.0%
Indirect/Direct	483,792	(1,254,007.00)	(1,254,007.00)	(1,254,007.00)	0	0.0%
Transfers Out	17,266,395	17,224,192	17,244,192	18,987,687	1,763,495	0.0%
Total Expenditures and Transfers	49,652,636	47,918,279	55,529,179	51,706,690	3,788,411	7.9%

General Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Total Personal Services	25,689,564	24,839,476	24,849,662	26,708,540	1,869,064	7.5%
Total Materials and Supplies	1,790,500	1,903,820	2,697,178	1,766,380	(137,440)	-7.2%
Total Other Services and Fees	3,888,223	4,557,189	4,774,459	5,498,090	940,901	20.7%
Indirect/Direct	483,792	(1,254,007)	(1,254,007)	(1,254,007)	0	0%
Total Operating Expenditures	31,852,079	30,046,478	31,067,292	32,719,003	2,672,525	8.9%
Total Capital Outlay	433,488	413,000	7,183,086	0	(413,000)	-100.0%
Total Debt	100,674	234,609	34,609	0	(234,609)	-100.0%
Transfer Out	17,266,395	17,224,192	17,244,192	18,987,687	1,763,495	10.2%
Total Expenditures and Transfers	49,652,636	47,918,279	55,529,179	51,706,690	3,788,411	7.9%
Revenues over(under) Expenditures	1,442,667	(1,225,673)	(3,761,314)	(507,789)	717,884	-58.6%
Beginning Balance 7/1	(1,388,269)	(676,373)	(676,373)	507,789	1,184,162	-175.1%
Adjust for Receivables	(2,204,254)	8,420,366	8,420,366	0	(8,420,366)	-100.0%
Adjust for Payables	1,473,483	(3,474,890)	(3,474,890)	0	3,474,890	-100.0%
Ending Fund Balance	\$676,373)	\$3,043,430	\$ 507,789	\$0	\$3,043,430)	-100.0%

TRANSFERS DETAIL

Transfers In:						
SUA	\$14,123,928	\$12,376,556	\$16,726,556	\$16,615,841	\$4,239,285	34.3%
Airport	0	0	30,000	0	0	0.0%
Total Transfers In	14,123,928	12,376,556	16,756,556	16,629,841	4,253,285	34.4%
Transfers Out:						
SUA (Penny Sales Tax)	9,569,695	8,114,286	8,114,286	8,114,286	0	0.0%
Transportation Fund (1/2 Penny Sales Tax)	4,785,297	4,057,143	4,057,143	4,057,143	0	0.0%
Self Insurance Fund	0	3,826,546	3,826,546	4,640,727	814,181	21.3%
Airport Fund	1,160,679	443,667	463,667	1,287,670	844,003	190.2%
CDBG Fund	143,851	0	0	0	0	0.0%
SEDA	770,005	782,550	782,550	887,861	105,311	0.0%
SUA	836,868	0	0	0	0	0.0%
Total Transfers Out	17,266,395	17,224,192	17,244,192	18,987,687	1,763,495	10.2%

FUND DESCRIPTION

OTHER GOVERNMENTAL FUNDS

Other Governmental Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service, capital projects, enterprise activities, and internal service activities.

- **TOURISM AND CONVENTION FUND** — budgets and accounts for hotel/motel tax. Funds are used to encourage, promote and foster conventions, conferences and tourism development in the City.
- **RURAL FIRE FUND** — budgets and accounts for rural fire subscription fees and expenditures related to fire protection.
- **CDBG GRANTS FUND** — budgets and accounts for grant revenues and expenditures under the Federal Community Development Block Grant Entitlements Program for community development.
- **PARK GRANTS FUND** — budgets and accounts for grant revenues and expenditures related to parks and recreation improvements.
- **COMMUNITY DEVELOPMENT REHAB FUND** — budgets and accounts for grant and loan revenues and expenditures related to community and economic development activities.
- **SPECIAL OPERATIONS TEAM FUND** — budgets and accounts for the receipt and expenditure of donation funds to support the operation of the Stillwater Police Department's Special Operations Team.
- **STORMWATER MANAGEMENT FUND** — budgets and accounts for stormwater fee revenues and expenditures related to the maintenance and improvements of the stormwater drainage system.
- **TRANSPORTATION FEE FUND** — budgets and accounts for transportation fee revenues and expenditures related to enhancements to the City's transportation system.
- **PARK DONATIONS FUND** — budgets and accounts for donations and expenditures pertaining to park improvements
- **GALIE MAY KOCH DONATION FUND** — budgets and accounts for specific revenues and expenditures pertaining to a donation to the police department.

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Other Governmental Funds

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
	\$	%				

TOURISM AND CONVENTION FUND

Revenues						
Hotel/Motel Taxes	\$842,623	\$720,000	\$720,000	\$800,000	\$80,000	11.1%
Interest	1,738	0	0	0	0	100.0%
Total Revenues	844,361	720,000	720,000	800,000	80,000	11.1%
Expenditures						
Other Services and Fees	0	0	44,100	0	0	0.0%
Transfers Out	583,082	720,000	720,000	800,000	80,000	100.0%
Total Expenditures	583,082	720,000	764,100	800,000	80,000	11.1%
Revenues over Expenditures	261,279	0	(44,100)	0	0	100.0%
Beginning Balance 7/1	201,649	469,711	469,711	511,892	42,181	9.0%
Adjust for Receivables	11,098	86,281	86,281	0	(86,281)	-100.0%
Adjust for Payables	(4,315)	0	0	0	0	0.0%
Ending Fund Balance	\$ 469,711	\$ 555,992	\$511,892	\$511,892	\$ (44,100)	-7.9%

RURAL FIRE FUND

Revenues						
Fees	\$144,952	\$115,000	\$115,000	\$106,000	\$ (9,000)	-7.8%
Interest Earnings	6,276	0	0	0	0	100.0%
Other	0	0	0	0	0	0.0%
Total Revenues	151,228	115,000	115,000	106,000	(9,000)	-7.8%
Expenditures						
Personal Services	4,935	0	0	68,116	68,116	100.0%
Materials and Supplies	53,020	51,000	63,750	50,000	(1,000)	-2.0%
Other Services and Fees	504	1,500	3,500	3,500	2,000	133.3%
Capital Outlay	0	0	195,000	300,000	300,000	100.0%
Debt	52,447	20,812	20,812	13,875	(6,937)	-33.3%
Total Expenditures	110,906	73,312	283,062	435,491	362,179	494.0%
Revenues over Expenditures	40,322	41,688	(168,062)	(329,491)	(371,179)	-890.4%
Beginning Balance 7/1	559,929	616,567	616,567	456,928	(159,639)	-25.9%
Adjust for Receivables	(4,880)	31,067	31,067	0	(31,067)	-100.0%
Adjust for Payables	21,196	(22,644)	(22,644)	0	22,644	-100.0%
Ending Fund Balance	\$616,567	\$666,678	\$456,928	\$127,437	\$ (539,241)	-80.9%

Other Governmental Funds continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED					
					\$	%				
CDBG GRANTS FUND										
Revenues										
Grants	\$227,623	\$0	\$159,409	\$0	\$0	0.0%				
Interest Earnings	0	0	0	0	0	0.0%				
Other	4,524	0	0	0	0	0.0%				
Transfers In	198,162	0	0	0	0	0.0%				
Total Revenues	430,309	0	159,409	0	0	0.0%				
Expenditures										
Other Services and Fees	20,395	0	37,185	0	0	0.0%				
Capital Outlay	214,192	0	380,361	0	0	0.0%				
Total Expenditures	234,587	0	417,546	0	0	0.0%				
Revenues over Expenditures	195,722	0	(258,137)	0	0	0.0%				
Beginning Balance 7/1	62,581	265,137	265,137	0	(265,137)	-100.0%				
Adjust for Receivables	(68,000)	68,000	68,000	0	(68,000)	-100.0%				
Adjust for Payables	74,834	(75,000)	(75,000)	0	75,000	-100.0%				
Ending Fund Balance	\$265,137	\$258,137	\$0	\$0	\$(258,137)	-100.0%				
PARK GRANTS FUND										
Revenues										
Grants	\$0	\$0	\$0	\$0	\$0	0.0%				
Total Revenues	0	0	0	0	0	0.0%				
Expenditures										
Capital Outlay	0	0	0	0	0	0.0%				
Total Expenditures	0	0	0	0	0	0.0%				
Revenues over Expenditures	0	0	0	0	0	0.0%				
Beginning Balance 7/1	1,039	1,039	1,039	1,039	0	0.0%				
Adjust for Receivables	0	0	0	0	0	0.0%				
Adjust for Payables	0	0	0	0	0	0.0%				
Ending Fund Balance	\$1,039	\$1,039	\$1,039	\$1,039	\$0	0.0%				

Other Governmental Funds continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
COMMUNITY DEVELOPMENT REHAB FUND						
Revenues						
Interest Earnings	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.0%
Loan Revenues	0	0	0	0	0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Expenditures						
Other Services and Fees	0	0	0	0	0	0.0%
Total Expenditures	0	0	0	0	0	0.0%
Revenues over Expenditures	0	0	0	0	0	0.0%
Beginning Balance 7/1	17,893	17,893	17,893	17,893	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$17,893	\$17,893	\$17,893	\$17,893	\$0	0.0%

SPECIAL OPERATIONS TEAM FUND

Revenues						
Donations						
Donations	\$ 7,720	\$6,500	\$ 6,500	\$0	\$ (6,500)	-100.0%
Interest Earnings	36	0	0	0	0	0.0%
Total Revenues	7,756	6,500	6,500	0	(6,500)	-100.0%
Expenditures						
Materials and Supplies	4,005	200	200	0	(200)	-100.0%
Other Services and Fees	3,086	900	900	0	(900)	-100.0%
Total Expenditures	7,091	1,100	1,100	0	(1,100)	-100.0%
Revenues over Expenditures	665	5,400	5,400	0	(5,400)	-100.0%
Beginning Balance 7/1	142	4,553	4,553	8,485	3,932	86.4%
Adjust for Receivables	2,278	0	0	0	0	0.0%
Adjust for Payables	1,468	(1,468)	(1,468)	0	1,468	-100.0%
Ending Fund Balance	\$4,553	\$8,485	\$8,485	\$8,485	\$0	0.0%

Other Governmental Funds continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED					
					\$	%				
STORMWATER MANAGEMENT FUND										
Revenues										
Fees	\$ 306,310	\$ 290,000	\$290,000	\$300,000	\$10,000	3.4%				
Interest Earnings	4,541	0	0	0	0	0.0%				
Other	0	0	0	0	0	0.0%				
Total Revenues	310,851	290,000	290,000	300,000	10,000	3.4%				
Expenditures										
Personal Services	148,799	182,412	182,412	190,316	7,904	4.3%				
Materials and Supplies	34,855	43,230	43,230	43,830	600	1.4%				
Other Services and Fees	57,656	132,500	132,500	104,850	(27,650)	-20.9%				
Capital Outlay	27,175	0	132,825	0	0	0.0%				
Direct/Indirect Cost Allocation	17,604	15,332	15,332	15,332	0	0.0%				
Transfers Out	0	25,258	25,258	39,703	14,445	57.2%				
Total Expenditures	286,089	398,732	531,557	394,031	(4,701)	-1.2%				
Revenues over Expenditures	24,762	(108,732)	(241,557)	(94,031)	14,701	-13.5%				
Beginning Balance 7/1	401,810	411,169	411,169	216,611	(194,558)	-47.3%				
Adjust for Receivables	(24,599)	73,358	73,358	0	(73,358)	-100.0%				
Adjust for Payables	9,196	(26,359)	(26,359)	0	26,359	-100.0%				
Ending Fund Balance	\$411,169	\$349,436	\$216,611	\$122,580	\$(226,856)	-64.9%				

TRANSPORTATION FEE FUND

Revenues						
Expenditures						
Fees	\$92,442	\$100,000	\$100,000	\$100,000	\$0	0.0%
Interest Earnings	4,075	3,300	3,300	0	(3,300)	-100.0%
Other	0	0	0	0	0	0.0%
Total Revenues	96,517	103,300	103,300	100,000	(3,300)	-3.2%
Other Services and Fees	32,043	0	10,202	0	0	0.0%
Capital Outlay	8,102	0	90,994	0	0	0.0%
Total Expenditures	80,145	0	101,196	0	0	0.0%
Revenues over Expenditures	16,372	103,300	2,104	100,000	(3,300)	-3.2%
Beginning Balance 7/1	431,355	398,769	398,769	400,873	2,104	0.5%
Adjust for Receivables	(12)	0	0	0	0	0.0%
Adjust for Payables	(48,946)	0	0	0	0	0.0%
Ending Fund Balance	\$398,769	\$502,069	\$400,873	\$500,873	\$(1,196)	-0.2%

Other Governmental Funds continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED					
					\$	%				
PARK DONATIONS FUND										
Revenues										
Interest Earnings	\$693	\$0	\$0	\$0	\$0	0.0%				
Donations	0	0	0	0	0	0.0%				
Total Revenues	693	0	0	0	0	0.0%				
Expenditures										
Materials and Supplies	0	0	0	0	0	0.0%				
Transfers Out	54,312	0	0	0	0	0.0%				
Total Expenditures	54,312	0	0	0	0	0.0%				
Revenues over Expenditures	(53,619)	0	0	0	0	0.0%				
Beginning Balance 7/1	115,085	63,467	63,467	63,467	0	0.0%				
Adjust for Receivables	2,547	0	0	0	0	0.0%				
Adjust for Payables	(546)	0	0	0	0	0.0%				
Ending Fund Balance	\$63,467	\$63,467	\$63,467	\$63,467	\$0	0.0%				

GALIE MAY KOCH DONATION FUND

Revenues						
Interest Earnings						
Interest Earnings	\$526	\$500	\$500	\$0	\$(500)	-100.0%
Total Revenues	526	500	500	0	(500)	-100.0%
Expenditures						
Materials and Supplies						
Materials and Supplies	99	10,000	10,000	0	(10,000)	-100.0%
Total Expenditures	99	10,000	10,000	0	(10,000)	-100.0%
Revenues over Expenditures	427	(9,500)	(9,500)	0	9,500	-100.0%
Beginning Balance 7/1	48,926	49,311	49,311	39,811	(9,500)	-19.3%
Adjust for Receivables	(3)	0	0	0	0	0.0%
Adjust for Payables	(39)	0	0	0	0	0.0%
Ending Fund Balance	\$49,311	\$39,811	\$39,811	\$39,811	\$0	0.0%

FUND DESCRIPTION

DEBT SERVICE FUNDS

- **DEBT SERVICE FUND** — budgets and accounts for property taxes paid to the City for use in retiring **general obligation** bonds, court-assessed judgments, and related interest and fiscal agent fees (as prescribed by state law).

Reference Copy

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Debt Service Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Ad Valorem Taxes	\$943,458	\$1,030,000	\$1,030,000	\$830,000	\$(200,000)	-19.4%
Total Revenues	943,458	1,030,000	1,030,000	830,000	(200,000)	-19.4%
Expenditures						
Interest and Fiscal Fees	110,000	107,333	107,333	46,300	(61,033)	-56.9%
Principal Retirements	800,000	800,000	800,000	795,000	(5,000)	-0.6%
Total Expenditures	910,000	907,333	907,333	841,300	(66,033)	-7.3%
Other Uses						
Transfers Out	82,763	78,822	78,822	158,726	79,904	101.4%
Total Expenditures and Uses	992,763	986,155	986,155	1,000,026	13,871	1.4%
Revenues Over Expenditures	(49,305)	43,845	43,845	(170,026)	(213,871)	0.0%
Beginning Cash Balance 7/1	193,834	137,479	137,479	183,025	45,546	33.1%
Adjust for Receivables	(46,460)	71,580	71,580	0	(71,580)	-100.0%
Adjust for Payables	39,410	(69,879)	(69,879)	0	69,879	-100.0%
Ending Fund Balance	\$137,479	\$183,025	\$183,025	\$12,999	\$(170,026)	-92.9%

TRANSFERS DETAIL

Transfers Out						
Self Insurance Fund	\$82,763	\$78,822	\$78,822	\$158,726	\$79,904	101.4%
Total Transfers Out	82,763	78,822	78,822	158,726	79,904	101.4%

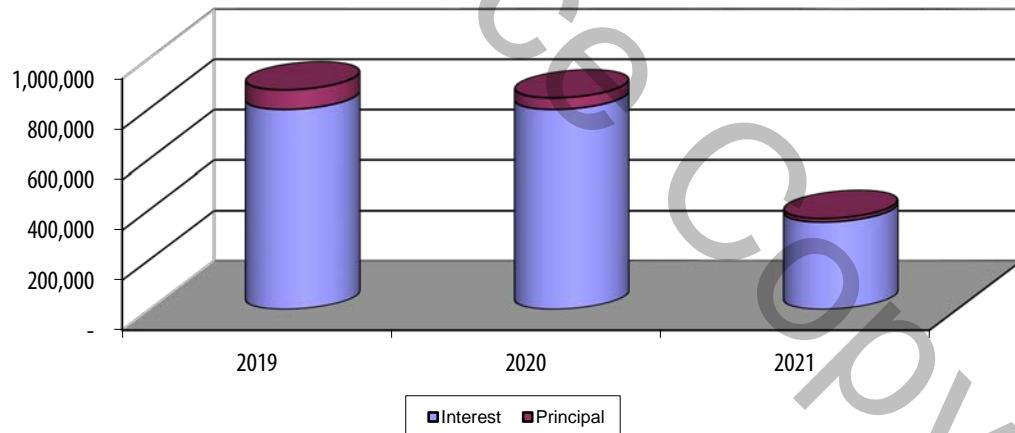
CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Debt Service Requirements

Series	Description	Amount	Issue Date	Amount Outstanding at 6/30/2018	Issue Type	Interest Rate	Maturity Date
1.	2010 GO Refunding Bonds	\$8,390,000	4/8/2010	\$1,940,000	GO Bond	4.0000%	6/1/2021

Fiscal Year	Principal	Interest	Total
2019	\$ 795,000	\$77,600	\$872,600
2020	795,000	45,800	840,800
2021	350,000	14,000	364,000
	\$1,940,000	\$137,400	\$2,077,400

Debt Service Requirements



FUND DESCRIPTION

CAPITAL PROJECT FUNDS

Capital Project Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other **capital assets**.

- **CITY CAPITAL FUND** — budgets and accounts for capital expenditures of the City.
- **TRANSPORTATION IMPROVEMENT FUND** — budgets and accounts for street improvements or debt payments funded by the related half penny sales tax.

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

City Capital Fund

	ACTUAL 6/30/2018	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Other Resources						
Transfers In	\$0	\$0	\$3,000,000	\$4,000,000	\$4,000,000	100.0%
Total Resources	0	0	3,000,000	4,000,000	4,000,000	100.0%
Expenditures						
Capital Outlay:						
Airport	0	0	0	335,000	335,000	100.0%
Development Services	0	0	0	84,000	84,000	100.0%
Fire	0	0	0	348,000	348,000	100.0%
Information Technology	0	0	0	805,000	805,000	100.0%
Parks and Recreation	0	0	0	185,000	185,000	100.0%
Police	0	0	0	487,000	487,000	100.0%
Public Works	0	0	0	200,000	200,000	100.0%
Stormwater	0	0	0	500,000	500,000	100.0%
Transportation	0	0	3,000,000	1,000,000	1,000,000	100.0%
Total Expenditures	0	0	3,000,000	3,944,000	3,944,000	100.0%
Revenues over Expenditures	0	0	0	56,000	56,000	100.0%
Beginning Balance 7/1	0	0	0	0	0	0.0%
Ending Balance	\$0	\$0	\$0	\$56,000	\$56,000	100.0%

TRANSFERS DETAIL

Transfers In						
Stillwater Utilities Authority	\$ 0	\$0	\$3,000,000	\$4,000,000	\$4,000,000	100.0%
Total Transfers In	0	0	3,000,000	4,000,000	4,000,000	100.0%

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Transportation Improvement Fund

	ACTUAL 6/30/2018	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest Earnings	\$74,525	\$0	\$0	\$0	\$0	100.0%
Other	12,179	0	0	0	0	0.0%
Total Revenues	86,704	0	0	0	0	0.0%
Other Resources						
Transfers In	4,785,297	4,057,143	4,057,143	4,057,143	0	0.0%
Total Revenues and Resources	4,872,001	4,057,143	4,057,143	4,057,143	0	0.0%
Expenditures						
Personal Services	76,741	67,187	67,187	71,116	3,929	5.9%
Materials and Supplies	3,167	2,550	2,550	2,850	300	11.8%
Other Services and Fees	147	600	600	600	0	0.0%
Capital Outlay	722,249	0	8,181,049	0	0	0.0%
Total Expenditures	802,304	70,337	8,251,386	74,566	4,189	6.0%
Other Uses						
Transfers Out	0	12,629	12,629	11,988	(641)	-5.1%
Total Expenditures and Uses	802,304	82,966	8,264,015	86,554	3,588	4.3%
Revenues over Expenditures	4,069,697	3,974,177	(4,206,872)	3,970,589	(3,588)	-0.1%
Beginning Balance 7/1	5,133,014	8,611,080	8,611,080	4,955,440	(3,655,640)	-42.5%
Adjust for Receivables	(702,925)	703,081	703,081	0	(703,081)	-100.0%
Adjust for Payables	111,294	(151,849)	(151,849)	0	151,849	-100.0%
Ending Fund Balance	\$8,611,080	\$13,136,489	\$4,955,440	\$8,926,029	\$(4,210,460)	-32.1%
TRANSFERS DETAIL						
Transfers In						
General Fund	\$4,785,297	\$4,057,143	\$4,057,143	\$4,057,143	\$0	100.0%
Total Transfers In	4,785,297	4,057,143	4,057,143	4,057,143	0	100.0%
Transfers Out						
Self Insurance Fund	0	12,629	12,629	11,988	(641)	100.0%
Total Transfers Out	0	12,629	12,629	11,988	(641)	100.0%

FUND DESCRIPTION

ENTERPRISE FUNDS

Enterprise Funds are used to account for activities that are operated in a manner similar to a private business enterprise, where the cost of goods and services are to be financed or recovered primarily through user charges.

- **AIRPORT FUND** — budgets and accounts for revenues and expenditures related to the operation of the airport facility, pay debt service requirements on airport related debt, and finance future airport improvements.

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Airport Fund

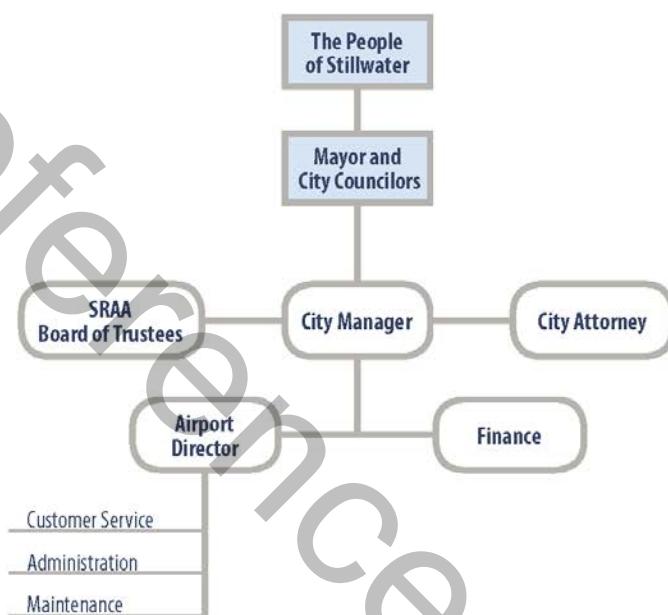
	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Charges for Services	\$1,245,585	\$1,123,169	\$1,219,427	\$1,502,000	\$378,831	33.7%
Other	412,000	128,750	384,860	168,900	40,150	31.2%
Grants	1,581,155	0	4,121,310	0	0	0.0%
Interest	416	0	0	0	0	0.0%
Total Revenues	3,239,156	1,251,919	5,725,597	1,670,900	418,981	33.5%
Other Resources						
Transfers In	1,176,952	443,667	1,523,667	1,287,670	844,003	190.2%
Total Revenues and Resources	4,416,108	1,695,586	7,249,264	2,958,570	1,262,984	74.5%
Expenditures						
Personal Services	725,494	577,765	613,765	731,447	153,682	26.6%
Materials & Supplies	1,231,704	982,146	1,284,483	1,554,125	571,979	58.2%
Other Services & Fees	208,796	238,474	354,098	364,260	125,513	52.6%
Capital Outlay	1,881,332	0	5,344,632	0	0	0.0%
Indirect/Direct	22,812	27,874	27,874	27,874	0	0.0%
Total Expenditures	4,070,138	1,826,259	7,624,852	2,677,706	851,447	46.6%
Other Uses						
Transfers Out	16,273	88,402	178,402	206,746	118,344	133.9%
Total Expenditures	4,086,411	1,914,661	7,803,254	2,884,452	969,791	50.7%
Revenues over Expenditures	329,697	(219,075)	(553,990)	74,118	293,193	-133.8%
Beginning Balance 7/1	1,176,762	762,453	762,453	51,283	(711,170)	-93.3%
Adjust for Receivables	(161,443)	69,431	69,431	0	(69,431)	-100.0%
Adjust for Payables	(582,563)	(226,611)	(226,611)	0	226,611	-100.0%
Ending Balance	\$762,453	\$386,198	\$51,283	\$125,401	\$(260,797)	-67.5%

The City of *Stillwater*, OKLAHOMA

STILLWATER REGIONAL AIRPORT AUTHORITY

Organization Chart—Stillwater Regional Airport Authority

As of March 2019



Norman McNickle
Norman McNickle, City Manager

last updated: 2/21/19 js

FUND DESCRIPTION

INTERNAL SERVICE FUNDS

- **Self Insurance Fund** — Established to account for direct and indirect costs of administering a self-funded and fully insured plan which includes group health insurance, workers compensation, unemployment compensation, and liability coverage, the major sources of revenue for this fund are transfers from the General Fund, Airport Fund, Stormwater Management Fund, Transportation Management Fund, and the Stillwater Utilities Authority.

Reference Copy

CITY OF STILLWATER
FISCAL YEAR 2020 ADOPTED BUDGET

Self Insurance Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Reimbursements	\$0	\$875,000	\$875,000	\$850,000	\$(25,000)	-2.9%
Workers Comp Contributions	0	361,155	361,155	0	(361,155)	-100.0%
Total Revenues	0	1,236,155	1,236,155	850,000	(386,155)	-31.2%
Other Resources						
Transfers In	83,660	6,203,822	6,203,822	7,307,835	1,104,013	17.8%
Total Revenues and Resources	83,660	7,439,977	7,439,977	8,157,835	717,858	9.6%
Expenditures						
Personal Services	0	5,500,000	5,500,000	5,500,000	0	0.0%
Materials & Supplies	0	0	0	0	0	0.0%
Other Services & Fees	696,583	2,464,800	2,464,800	2,311,000	(153,800)	-6.2%
Total Expenditures	696,583	7,964,800	7,964,800	7,811,000	(153,800)	-1.9%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenditures and Uses	696,583	7,964,800	7,964,800	7,811,000	(153,800)	-1.9%
Revenues over Expenditures	(612,923)	(524,823)	(524,823)	346,835	871,658	-166.1%
Beginning Balance 7/1	1,155,209	2,253,325	2,253,325	653,165	(1,600,160)	-71.0%
Adjust for Receivables	122,309	68,365	68,365	0	(68,365)	-100.0%
Adjust for Payables	1,588,730	(1,143,702)	(1,143,702)	0	1,143,702	-100.0%
Ending Fund Balance	\$2,253,325	\$ 653,165	\$ 653,165	\$1,000,000	\$ 346,835	53.1%

TRANSFERS DETAIL

Transfers In						
General Fund	\$0	\$3,826,546	\$3,826,546	\$4,640,727	\$ 814,181	21.3%
Debt Service Fund	82,763	78,822	78,822	158,726	79,904	101.4%
Stormwater Management Fund	0	25,258	25,258	39,703	14,445	57.2%
Transportation Fund	0	12,629	12,629	11,988	(641)	-5.1%
Airport Fund	0	88,402	88,402	206,746	118,344	133.9%
Stillwater Utilities Authority	0	2,172,165	2,172,165	2,249,945	77,780	3.6%
Stillwater Economic Development Authority	897	0	0	0	0	0.0%
Total Transfers In	83,660	6,203,822	6,203,822	7,307,835	1,104,013	17.8%

Section 3

Stillwater Utilities Authority

FY2020 ADOPTED FINANCIAL PLAN

Reference Copy



STILLWATER UTILITIES AUTHORITY OFFICIALS

Chairmen and Trustees

Will Joyce, Chairman

Pat Darlington, Vice Chairman

Amy Dzialowski, Trustee

John Wedlake, Trustee

Alane Zannotti, Trustee

Administration

Norman McNickle, General Manager

John Dorman, General Counsel

Elizabeth Chrz, Secretary

Bill Millis, Water Resources Engineering Director

Chris Knight, Waste Management Director

Dana Mattox, Utility and Billing Services Director

James Driskel, Water Utilities Director

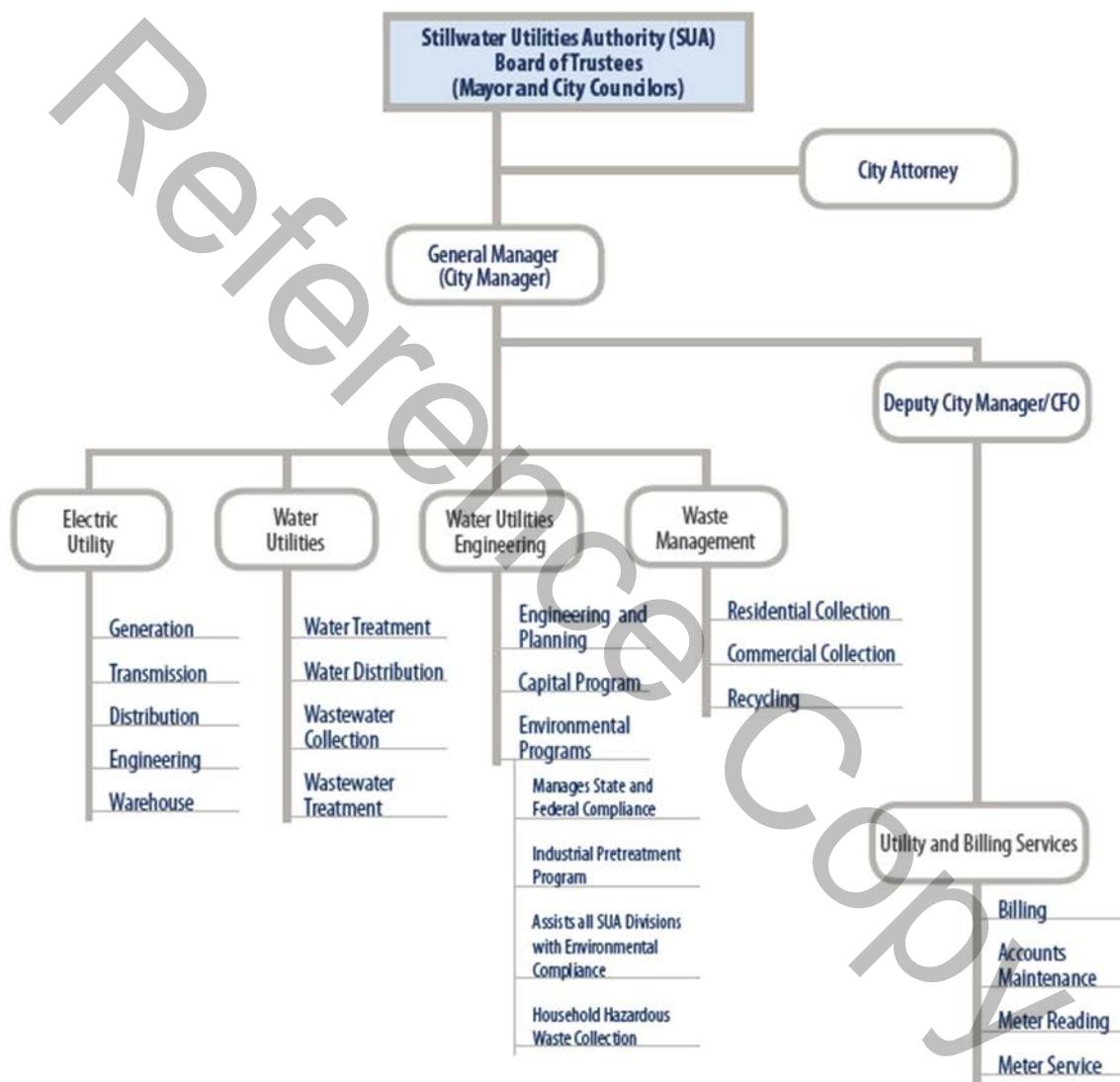
Loren Smith, Electric Director

The City of *Stillwater*, OKLAHOMA

CITY GOVERNMENT

Organization Chart—Stillwater Utilities Authority (SUA)

As of May 2019



Norman McNickle
Norman McNickle, City Manager

Last updated: 5/15/19 at

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 APPROVED FINANCIAL PLAN

Authorized Full Time Positions

Department	Fiscal Year 2020 Full Time Equivalents	Fiscal Year 2019 Full Time Equivalents
Funded Positions		
Administration	0.0	1.0
Customer Service	22.0	21.0
Electric	67.5	64.5
Environmental Services	2.0	2.0
Fleet	13.0	13.0
Waste Management	29.0	27.0
Wastewater	25.0	24.0
Water	50.0	47.5
Total Funded Positions	208.5	200.0

RESOLUTION NO. SUA-2019-1

**"A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2019-20."**

WHEREAS, 60 O.S. §176 H provides that public trusts shall file annually, with their beneficiary, copies of financial documents and reports sufficient to demonstrate the fiscal activity of such trust, including, but not limited to, budgets financial reports, bond indentures, and audits; and

WHEREAS, the Trustees of the Stillwater Utilities Authority adopted a General Fund Transfer Policy consistent with Article V, Paragraph 15, Stillwater Utilities Authority Trust Indenture, as amended March 24, 2014 and established in Resolution No. SUA-2016-5; and

WHEREAS, in accordance with the foregoing, the Trustees have determined that the estimated General Fund Transfer for the 2019-20 fiscal year shall not exceed \$20,615,841 of which no less than \$4,000,000 shall be deposited in the City Capital Fund and used for City capital purchases; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2019-20 fiscal year operating budget; and

WHEREAS, the 2019-20 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2019-20 fiscal year operating budget attached hereto be adopted in the amounts reflected therein.

Section 2. That this resolution and a copy of the adopted budget be filed with the Stillwater City Clerk.

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIR of the STILLWATER UTILITIES AUTHORITY, this 20th day of May, 2019.

STILLWATER UTILITIES AUTHORITY




WILLIAM H. JOYCE, CHAIR

ATTEST:


ELIZABETH CHRZ, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 20th day of May, 2019.


JOHN E. DORMAN, GENERAL COUNSEL

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2020
Stillwater, Oklahoma

	SUA Operating	Electric Rate Stabilization Fund	Water Fund	Wastewater Fund	Water Tie-on Fund	Water Capital Fund	Wastewater Capital Fund	Waste Management Fund	Water Reserve Fund	Wastewater Reserve Fund	Waste Mgmt Reserve Fund	Water 2016 Debt Fund	Water 2017 Debt Fund	Total Combined Funds
Resources and Transfers														
Beginning Balance	\$16,999,683	\$12,618,740	\$30,677,680	\$11,955,265	\$857,418	\$535,622	\$179,593	\$852,946	\$750,000	\$750,000	\$915,000	\$80,555	\$0	\$77,172,502
Electric	46,114,283	4,700,000												50,814,283
Water		14,684,440		50,000										14,734,440
Wastewater			7,200,000											7,200,000
Waste Management							5,252,000							5,252,000
Customer Service	443,120		366,720	320,880			397,280							1,528,000
Interest	450,000													450,000
Miscellaneous	2,000													2,000
Transfers In	8,114,286	4,000,000						250,000	250,000	85,000				12,699,286
Total Resources and Transfers	72,123,372	21,318,740	45,726,840	19,476,145	907,418	\$535,622	\$179,593	6,502,226	1,000,000	1,000,000	1,000,000	80,555	0	169,852,511
Expenses and Transfers														
Administration														
Operating	600,000													600,000
Capital														0
Debt														0
SUA Overhead Allocation	(550,000)													(550,000)
Environmental Services														
Operating	200,253													200,253
Capital														0
Debt														0
SUA Overhead Allocation	(200,253)													(200,253)
Customer Service														
Operating	1,373,446													1,373,446
Capital														0
Debt														0
SUA Overhead Allocation	(1,373,446)													(1,373,446)
Electric														
Operating	41,250,945													41,250,945
Capital		600,000												600,000
Debt	206,960	4,113,300												4,320,360
SUA Overhead Allocation	955,053													955,053
Water														
Operating		5,199,937												5,199,937
Capital		300,000												300,000
Debt		3,212,774												3,212,774
SUA Overhead Allocation	646,379													646,379
Wastewater														
Operating		2,829,585												2,829,585
Capital														0
Debt		824,080												824,080
SUA Overhead Allocation	447,468													447,468
Waste Management														
Operating						3,054,271								3,054,271
Capital														0
Debt						644,151								644,151
SUA Overhead Allocation						535,803								535,803
Fleet														
Operating	929,339													929,339
Capital														0
Debt														0
SUA Overhead Allocation	(461,004)													(461,004)
City Overhead Allocation	(454,335)													(454,335)
Transfers Out	23,935,261		669,068	578,456			2,268,001							27,450,786
Total Expenses and Transfers	66,412,219	4,713,300	10,028,158	4,679,589	0	0	0	6,502,226	0	0	0	0	0	92,335,492
Ending Balance	\$5,711,153	\$16,605,440	\$35,700,682	\$14,796,556	\$907,418	\$535,622	\$179,593	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$80,555	\$0	\$77,517,019

FINANCIAL SUMMARY

Utility Operating Fund
Electric Rate Stabilization Fund
Water Fund
Wastewater Fund
Water Tie-on Fund
Water Capital Improvement Fund
Wastewater Capital Improvement Fund
Waste Management Fund
Water Reserve Fund
Wastewater Reserve Fund
Waste Management Reserve Fund
Water 2016 Debt Fund
Water 2017 Debt Fund

Reference Copy

FUND DESCRIPTION

STILLWATER UTILITIES AUTHORITY

- **UTILITY OPERATING FUND** — budgets and accounts for activities of the public trust in providing electric services to citizens of Stillwater. Revenues are generated by charges for services as well as a transfer-in of a one cent dedicated sales tax from the City. The costs incurred include personal services, materials and supplies, other services and fees, and capital outlay necessary to adequately develop and maintain a high level of service in the utility facilities. The fund also accounts for the operations of the Fleet Management and Environmental Divisions. Entered
- **ELECTRIC RATE STABILIZATION FUND** — budgets and accounts for capital improvements to the electric utility system. Since its establishment in March 1988, a portion of the revenues generated by the electric utility have been set aside for this purpose.
- **WATER FUND** — budgets and accounts for activities of the public trust in providing water services to citizens of Stillwater. Revenues are generated by charges for services. The costs incurred include personal services, materials and supplies, other services and fees, and capital outlay necessary to adequately develop and maintain a high level of service in the utility facilities.
- **WASTEWATER FUND** — budgets and accounts for activities of the public trust in providing wastewater services to citizens of Stillwater. Revenues are generated by charges for services. The costs incurred include personal services, materials and supplies, other services and fees, and capital outlay necessary to adequately develop and maintain a high level of service in the utility facilities.
- **WATER TIE-ON FUND** — budgets and accounts for water tie-on fee revenue and capital expenditures as authorized by Ordinance No. 2916.
- **WATER CAPITAL IMPROVEMENT FUND** — budgets and accounts for capital improvements to the water utility system. During the period of July 1, 2009 through June 30, 2015, all revenues generated by water rate increases were set aside for this purpose and will remain in this fund until expended.
- **WASTEWATER CAPITAL IMPROVEMENT FUND** — budgets and accounts for capital improvements to the wastewater utility system. During the period of July 1, 2009 through June 30, 2015, all revenues generated by wastewater rate increases were set aside for this purpose and will remain in this fund until expended.
- **WASTE MANAGEMENT FUND** — budgets and accounts for activities of the public trust in providing solid waste services to citizens of Stillwater. Revenues are generated by charges for services. The costs incurred include personal services, materials and supplies, other services and fees, and capital outlay necessary to adequately develop and maintain a high level of service in the utility.

- **WATER RESERVE FUND** — accounts for reserve funds of the water utility.
- **WASTEWATER RESERVE FUND** — accounts for reserve funds of the wastewater utility.
- **WASTE MANAGEMENT RESERVE FUND** — accounts for reserve funds of the waste management utility.
- **WATER 2016 DEBT FUND** — budgets and accounts for capital improvements funded by a debt issuance through the Oklahoma Water Resources Board's Drinking Water State Revolving Fund program.
- **WATER 2017 DEBT FUND** — budgets and accounts for capital improvements funded by a debt issuance through the Oklahoma Water Resources Board's Drinking Water State Revolving Fund program.

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Utility Operating Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$38,278,726	\$41,900,000	\$41,900,000	\$44,500,000	\$2,600,000	6.2%
Miscellaneous	3,507,050	3,139,403	3,139,403	2,059,403	(1,080,000)	-34.4%
Interest	332,201	410,000	410,000	450,000	40,000	9.8%
Total Revenues	42,117,977	45,449,403	45,449,403	47,009,403	1,560,000	3.4%
Other Resources						
Transfers In	10,406,563	8,114,286	8,114,286	8,114,286	0	0.0%
Total Revenues and Resources	52,524,540	53,563,689	53,563,689	55,123,689	1,560,000	2.9%
EXPENSES						
Administration						
Personal Services	117,149	132,277	6,160	0	(132,277)	-100.0%
Materials and Supplies	0	250	250	0	(250)	-100.0%
Other Services and Fees	377,611	523,750	630,890	600,000	76,250	14.6%
Indirect/Direct	(497,726)	(506,277)	(506,277)	(550,000)	(43,723)	8.6%
Total Administration	(2,966)	150,000	131,023	50,000	(100,000)	-66.7%
Environmental Services						
Personal Services	150,009	122,747	122,797	135,821	13,074	10.7%
Materials and Supplies	2,615	3,250	3,250	3,550	300	9.2%
Other Services and Fees	43,465	44,850	44,800	45,550	700	1.6%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	(196,087)	(170,847)	(170,847)	(184,921)	(14,074)	8.2%
Total Environmental Services	2	0	0	0	0	0.0%
Utility and Billing Services						
Personal Services	1,181,462	909,711	928,688	1,037,600	127,889	14.1%
Materials and Supplies	196,526	195,747	195,747	194,126	(1,621)	-0.8%
Other Services and Fees	42,338	37,406	37,406	41,705	4,299	11.5%
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	(1,267,139)	(1,142,864)	(1,142,864)	(1,273,431)	(130,567)	11.4%
Total Utility and Billing Services	153,187	0	18,977	0	0	0.0%

Utility Operating Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Electric						
Personal Services	5,672,433	5,344,847	5,618,332	5,875,627	530,780	9.9%
Materials and Supplies	647,454	1,630,038	1,585,564	1,208,300	(421,738)	-25.9%
Other Services and Fees	29,800,761	33,746,966	33,571,793	33,438,431	(308,535)	-0.9%
Capital	2,068,110	0	96,247	0	0	0.0%
Debt	312,582	211,149	211,149	206,960	(4,189)	100.0%
Indirect/Direct	1,612,228	1,608,135	1,608,135	1,683,640	75,505	4.7%
Total Electric	40,113,568	42,541,135	42,691,220	42,412,958	(128,177)	-0.3%
Wastewater						
Personal Services	0	0	0	0	0	0.0%
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	72,331	0	0	0	0	0.0%
Capital	709,119	0	1,628,797	0	0	0.0%
Indirect/Direct	0	0	0	0	0	0.0%
Total Wastewater	781,450	0	1,628,797	0	0	0.0%
Fleet						
Personal Services	772,645	773,112	773,112	760,889	(12,223)	-1.6%
Materials and Supplies	80,397	63,200	62,200	65,900	2,700	4.3%
Other Services and Fees	22,871	26,500	27,500	43,800	17,300	65.3%
Capital	43,832	0	0	0	0	0.0%
Indirect/Direct	(792,497)	(862,812)	(862,812)	(856,589)	6,223	-0.7%
Total Fleet	127,248	0	0	14,000	14,000	0.0%
Total Expenses	41,172,489	42,691,135	44,470,017	42,476,958	(214,177)	-0.5%
Total Personal Services	7,893,698	7,282,694	7,449,089	7,809,937	527,243	7.2%
Total Materials and Supplies	926,992	1,892,485	1,847,011	1,471,876	(420,609)	-22.2%
Total Other Services and Fees	30,359,377	34,379,472	34,312,389	34,169,486	(209,986)	-0.6%
Total Indirect/Direct	(1,141,221)	(1,074,665)	(1,074,665)	(1,181,301)	(106,636)	-9.9%
Total Operating Expenses	38,038,846	42,479,986	42,533,824	42,269,998	(209,988)	-0.5%
Total Capital	2,821,061	0	1,725,044	0	0	0.0%
Total Debt	312,582	211,149	211,149	206,960	(4,189)	-2.0%
Total Expenses	41,172,489	42,691,135	44,470,017	42,476,958	(214,177)	-0.5%
Transfers Out	14,123,928	13,513,154	20,063,154	23,935,261	10,422,107	77.1%
Total Expenses and Transfers	55,296,417	56,204,289	64,533,171	66,412,219	10,207,930	18.2%

Utility Operating Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues over(under) Expenses	(2,771,877)	(2,640,600)	(10,969,482)	(11,288,530)	(8,647,930)	-327.5%
Beginning Balance 7/1	27,507,473	21,406,661	21,406,661	16,999,683	(4,406,978)	-20.6%
Adjust for Receivables	(2,008,123)	10,083,094	10,083,094	0	(10,083,094)	-100.0%
Adjust for Payables	(1,320,811)	(3,520,590)	(3,520,590)	0	3,520,590	-100.0%
Ending Fund Balance	\$21,406,661	\$25,328,565	\$16,999,683	\$5,711,153	\$(19,617,412)	-77.5%

TRANSFERS DETAIL

Transfers In						
General Fund (Penny Sales Tax)	\$9,569,695	\$8,114,286	\$8,114,286	\$8,114,286	\$0	0.0%
General Fund	836,868	0	0	0	0	0.0%
Total Transfers In	10,406,563	8,114,286	8,114,286	8,114,286	0	0.0%
Transfers Out						
Self Insurance Fund	0	1,136,598	1,136,598	1,162,976	26,378	2.3%
General Fund	14,123,928	12,376,556	14,926,556	14,772,285	2,315,729	18.7%
Airport Fund	0	0	1,000,000	0	0	0.0%
City Capital Improvement Fund	0	0	3,000,000	4,000,000	4,000,000	100.0%
Rate Stabilization Fund	0	0	0	4,000,000	4,000,000	100.0%
Total Transfers Out	14,123,928	13,513,154	20,063,154	23,935,261	10,342,107	76.5%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Electric Rate Stabilization Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Capacity Payments	\$4,561,645	\$4,270,000	\$4,270,000	\$4,500,000	\$230,000	5.4%
Energy Payments	153,523	317,000	317,000	200,000	(117,000)	-36.9%
Total Revenues	4,715,168	4,587,000	4,587,000	4,700,000	113,000	2.5%
Other Resources						
Transfer In	7,245,863	0	0	4,000,000	4,000,000	100.0%
Total Revenues and Resources	11,961,031	4,587,000	4,587,000	8,700,000	4,113,000	89.7%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	3,850,914	0	13,577,562	600,000	600,000	100.0%
Debt	4,113,913	4,112,600	4,112,600	4,113,300	700	0.0%
Total Expenses	7,964,827	4,112,600	17,690,162	4,713,300	600,700	14.6%
Revenues over Expenses	3,996,204	474,400	(13,103,162)	3,986,700	3,512,300	740.4%
Beginning Balance 7/1	21,351,937	27,675,662	27,675,662	12,618,740	(15,056,922)	-54.4%
Adjust for Receivables	486,010	0	0	0	0	0.0%
Adjust for Payables	1,841,511	(1,953,760)	(1,953,760)	0	0	0.0%
Ending Fund Balance	\$27,675,662	\$26,196,302	\$12,618,740	\$16,605,440	(\$9,590,862)	-36.6%

TRANSFERS DETAIL

Transfers In						
Utility Operating Fund	\$7,245,863	\$0	\$0	\$4,000,000	\$4,000,000	100.0%
Total Transfers In	7,245,863	0	0	4,000,000	4,000,000	100.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Water Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$14,320,258	\$14,700,000	\$14,700,000	\$14,500,000	\$(200,000)	-1.4%
Other	802,480	551,160	551,160	551,160	0	0.0%
Total Revenues	15,122,738	15,251,160	15,251,160	15,051,160	(200,000)	-1.3%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	15,122,738	15,251,160	15,251,160	15,051,160	(200,000)	-1.3%
EXPENSES						
Administration						
Personal Services	504,547	401,125	401,125	414,907	13,782	3.4%
Materials and Supplies	7,099	10,000	10,000	8,750	(1,250)	-12.5%
Other Services and Fees	166,747	218,900	218,900	288,600	69,700	31.8%
Debt	1,516,508	2,347,842	2,347,842	3,212,774	864,932	36.8%
Indirect/Direct	1,098,915	933,867	933,867	986,404	52,537	5.6%
Total Administration	3,293,816	3,911,734	3,911,734	4,911,435	999,701	25.5%
Line Maintenance						
Personal Services	1,362,580	1,380,637	1,380,637	1,446,603	65,966	4.8%
Materials and Supplies	455,266	509,900	494,900	485,500	(24,400)	-4.8%
Other Services and Fees	101,955	302,000	303,000	240,500	(61,500)	-20.4%
Capital	249,949	300,000	320,462	300,000	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Line Maintenance	2,169,750	2,492,537	2,498,999	2,472,603	(19,934)	-0.8%
Water Treatment Plant						
Personal Services	694,206	779,575	779,575	850,916	71,341	9.2%
Materials and Supplies	391,064	720,450	712,950	741,575	21,125	2.9%
Other Services and Fees	285,739	392,000	434,500	382,561	(9,439)	-2.4%
Capital	255,400	0	2,048,852	0	0	0.0%
Debt	3,310	0	0	0	0	0.0%
Total Water Treatment Plant	1,629,719	1,892,025	3,975,877	1,975,052	83,027	4.4%
Total Expenses	7,093,285	8,296,296	10,386,610	9,359,090	1,062,794	12.8%

Water Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Total Personal Services	2,561,333	2,561,337	2,561,337	2,712,426	151,089	5.9%
Total Materials and Supplies	853,429	1,240,350	1,217,850	1,235,825	(4,525)	-0.4%
Total Other Services and Fees	554,441	912,900	956,400	911,661	(1,239)	-0.1%
Total Indirect/Direct	1,098,915	933,867	933,867	986,404	52,537	5.6%
Total Operating Expenses	5,068,118	5,648,454	5,669,454	5,846,316	197,862	3.5%
Total Capital	505,349	300,000	2,369,314	300,000	0	0.0%
Total Debt	1,519,818	2,347,842	2,347,842	3,212,774	864,932	36.8%
Total Expenses	7,093,285	8,296,296	10,386,610	9,359,090	1,062,794	12.8%
Transfers Out	250,000	635,180	635,180	669,068	33,888	5.3%
Total Expenses and Transfers	7,343,285	8,931,476	11,021,790	10,028,158	1,096,682	12.3%
Revenues over(under) Expenses	7,779,453	6,319,684	4,229,370	5,023,002	(1,296,682)	-20.5%
Beginning Balance 7/1	17,564,646	24,795,971	24,795,971	30,677,680	5,881,709	23.7%
Adjust for Receivables	76,569	2,938,017	2,938,017	0	(2,938,017)	-100.0%
Adjust for Payables	(624,697)	(1,285,678)	(1,285,678)	0	1,285,678	-100.0%
Ending Fund Balance	\$24,795,971	\$32,767,994	\$30,677,680	\$35,700,682	\$2,932,688	8.9%

TRANSFERS DETAIL

Transfers Out						
Water Reserve Fund	\$250,000	\$250,000	\$250,000	\$250,000	\$0	0.0%
Self Insurance Fund	0	385,180	385,180	419,068	0	0
Total Transfers Out	250,000	635,180	635,180	669,068	0	0.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Wastewater Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$7,085,181	\$7,000,000	\$7,000,000	\$7,000,000	\$0	0.0%
Other	535,976	520,880	520,880	520,880	0	0.0%
Total Revenues	7,621,157	7,520,880	7,520,880	7,520,880	0	0.0%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	7,621,157	7,520,880	7,520,880	7,520,880	0	0.0%
EXPENSES						
Administration						
Personal Services	393,501	406,313	409,313	414,907	8,594	2.1%
Materials and Supplies	789	3,800	3,800	2,950	(850)	-22.4%
Other Services and Fees	30,618	75,700	72,700	100,700	25,000	33.0%
Debt	826,518	825,311	825,311	824,080	(1,231)	-0.1%
Indirect/Direct	690,011	608,067	608,067	639,372	31,305	5.1%
Total Administration	1,941,437	1,919,191	1,919,191	1,982,009	62,818	3.3%
Line Maintenance						
Personal Services	762,911	868,595	868,595	821,353	(47,242)	-5.4%
Materials and Supplies	156,672	160,000	161,000	165,800	5,800	3.6%
Other Services and Fees	52,821	226,900	225,900	229,700	2,800	1.2%
Capital	121,098	0	944,493	0	0	100.0%
Total Line Maintenance	1,093,502	1,255,495	2,199,988	1,216,853	(38,642)	-3.1%
Wastewater Treatment Plant						
Personal Services	567,753	504,906	504,906	537,571	32,665	6.5%
Materials and Supplies	110,207	152,050	152,050	144,800	(7,250)	-4.8%
Other Services and Fees	167,668	246,400	246,400	219,900	(26,500)	-10.8%
Capital	706,329	0	992,074	0	0	100.0%
Total Wastewater Treatment Plant	1,551,957	903,356	1,895,430	902,271	(1,085)	-0.1%
Total Expenses	4,586,896	4,078,042	6,014,609	4,101,133	23,091	0.6%

Wastewater Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Total Personal Services	1,724,165	1,779,814	1,782,814	1,773,831	(5,983)	-0.3%
Total Materials and Supplies	267,668	315,850	316,850	313,550	(2,300)	-0.7%
Total Other Services and Fees	251,107	549,000	545,000	550,300	1,300	0.2%
Total Indirect/Direct	690,011	608,067	608,067	639,372	31,305	5.1%
Total Operating Expenses	2,932,951	3,252,731	3,252,731	3,277,053	24,322	0.7%
Total Capital	827,427	0	1,936,567	0	0	0.0%
Total Debt	826,518	825,311	825,311	824,080	(1,231)	-0.1%
Total Expenses	4,586,896	4,078,042	6,014,609	4,101,133	23,091	0.6%
Transfers Out	250,000	584,665	584,665	578,456	(6,209)	-1.1%
Total Expenses and Transfers	4,836,896	4,662,707	6,599,274	4,679,589	16,882	0.4%
Revenues over(under) Expenses	2,784,261	2,858,173	921,606	2,841,291	(16,882)	-0.6%
Beginning Balance 7/1	7,846,912	10,404,630	10,404,630	11,955,265	1,550,635	14.9%
Adjust for Receivables	388,910	1,163,860	1,163,860	0	(1,163,860)	-100.0%
Adjust for Payables	(615,453)	(534,831)	(534,831)	0	534,831	-100.0%
Ending Fund Balance	\$10,404,630	\$13,891,832	\$11,955,265	\$14,796,556	\$904,724	6.5%

TRANSFERS DETAIL

Transfers Out						
Wastewater Reserve Fund	\$250,000	\$250,000	\$250,000	\$250,000	\$0	0.0%
Self Insurance Fund	0	334,665	334,665	328,456	0	0.0%
Total Transfers Out	250,000	584,665	584,665	578,456	0	0.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Water Tie-on Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$53,727	\$50,000	\$50,000	\$50,000	\$0	0.0%
Total Revenues	53,727	50,000	50,000	50,000	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	0	0	0	0	0	0.0%
Revenues over Expenses	53,727	50,000	50,000	50,000	0	0.0%
Beginning Balance 7/1	753,659	807,796	807,796	857,418	49,622	6.1%
Adjust for Receivables	410	0	0	0	0	0.0%
Adjust for Payables	0	(378)	(378)	0	0	0.0%
Ending Fund Balance	\$807,796	\$857,418	\$857,418	\$907,418	\$49,622	5.8%

Water Capital Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$790	\$0	\$0	\$0	\$0	0.0%
Total Revenues	790	0	0	0	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	782,487	0	10,077,525	0	0	0.0%
Debt	652,790	655,984	655,984	0	(655,984)	0.0%
Total Expenses	1,435,277	655,984	10,733,509	0	(655,984)	0.0%
Revenues over Expenses	(1,434,487)	(655,984)	(10,733,509)	0	655,984	0.0%
Beginning Balance 7/1	12,720,726	11,572,846	11,572,846	535,622	(11,037,224)	-95.4%
Adjust for Receivables	5,731	0	0	0	0	0.0%
Adjust for Payables	280,876	(303,715)	(303,715)	0	0	0.0%
Ending Fund Balance	\$11,572,846	\$10,613,147	\$535,622	\$535,622	\$(10,381,240)	-97.8%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Wastewater Capital Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
	\$	%				
Revenues						
Interest	\$10	\$0	\$0	\$0	\$0	0.0%
Total Revenues	10	0	0	0	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	37,743	0	973,737	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	37,743	0	973,737	0	0	0.0%
Revenues over Expenses	(37,733)	0	(973,737)	0	0	0.0%
Beginning Balance 7/1	1,192,863	1,132,014	1,132,014	179,593	(952,421)	-84.1%
Adjust for Receivables	(25,176)	24,676	24,676	0	0	0.0%
Adjust for Payables	2,060	(3,360)	(3,360)	0	0	0.0%
Ending Fund Balance	\$1,132,014	\$1,153,330	\$179,593	\$179,593	\$(952,421)	-82.6%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Waste Management Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$5,288,639	\$5,015,000	\$5,015,000	\$5,205,000	\$190,000	3.8%
Other	1,138,519	402,280	402,280	444,280	42,000	10.4%
Total Revenues	6,427,158	5,417,280	5,417,280	5,649,280	232,000	4.3%
Other Resources						
Transfers In	0	0	85,000	0	0	0.0%
Total Revenues and Resources	6,427,158	5,417,280	5,502,280	5,649,280	232,000	4.3%
EXPENSES						
Administration						
Personal Services	\$126,968	\$113,054	\$113,054	\$179,987	\$66,933	59.2%
Materials and Supplies	4,541	5,400	5,400	4,000	(1,400)	-25.9%
Other Services and Fees	91,641	52,622	52,622	92,889	40,267	76.5%
Indirect/Direct	257,358	250,839	250,839	256,523	5,684	2.3%
Total Administration	480,508	421,915	421,915	533,399	111,484	26.4%
Residential						
Personal Services	636,049	498,151	498,151	487,804	(10,347)	-2.1%
Materials and Supplies	317,968	237,100	260,100	237,200	100	0.0%
Other Services and Fees	260,874	274,500	284,500	274,500	0	0.0%
Debt	827,876	653,630	576,630	369,031	(284,599)	-43.5%
Indirect/Direct	328,327	301,088	301,088	313,359	12,271	4.1%
Total Residential	2,371,094	1,964,469	1,920,469	1,681,894	(282,575)	-14.4%
Commercial						
Personal Services	357,749	314,451	369,451	386,491	72,040	22.9%
Materials and Supplies	163,222	161,500	207,900	148,000	(13,500)	-8.4%
Other Services and Fees	281,660	274,500	289,500	274,500	0	0.0%
Debt	161,263	161,264	161,264	161,264	0	0.0%
Indirect/Direct	153,182	141,382	141,382	146,844	5,462	3.9%
Total Commercial	1,117,076	1,053,097	1,169,497	1,117,099	64,002	6.1%

Waste Management Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Street Sweeping						
Personal Services	199,228	90,026	102,608	108,702	8,676	20.7%
Materials and Supplies	20,551	32,200	32,200	30,700	(1,500)	-4.7%
Other Services and Fees	44	0	0	0	0	0.0%
Debt	39,565	39,565	39,565	39,565	0	0.0%
Indirect/Direct	51,104	50,223	50,223	49,600	(623)	-1.2%
Total Street Sweeping	310,492	212,014	224,596	228,567	16,553	7.8%
Convenience Collection Center						
Personal Services	18,605	25,426	19,135	20,564	(4,862)	-19.1%
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	88,735	47,000	47,000	50,000	3,000	6.4%
Total Convenience Collection Center	107,340	72,426	66,135	70,564	(1,862)	-2.6%
Roll-off Services						
Personal Services	140,058	111,804	105,513	100,909	(10,895)	-9.7%
Materials and Supplies	37,105	30,000	41,000	30,700	700	2.3%
Other Services and Fees	74,247	45,000	75,000	54,000	9,000	20.0%
Capital	0	0	0	0	0	0.0%
Debt	74,291	74,291	74,291	74,291	0	0.0%
Total Roll-off Services	325,701	261,095	295,804	259,900	(1,195)	-0.5%
Recycling						
Personal Services	96,723	104,404	104,404	143,102	38,698	37.1%
Materials and Supplies	11,602	20,500	25,500	16,700	(3,800)	-18.5%
Other Services and Fees	182,042	205,000	171,600	183,000	(22,000)	-10.7%
Capital	0	0	0	0	0	0.0%
Debt	91,096	0	0	0	0	0.0%
Total Recycling	381,463	329,904	301,504	342,802	12,898	3.9%
Total Expenses	5,093,674	4,314,920	4,399,920	4,234,225	(80,695)	-1.9%
Total Personal Services	1,575,380	1,257,316	1,312,316	1,427,559	170,243	13.5%
Total Materials and Supplies	554,989	486,700	572,100	467,300	(19,400)	-4.0%
Total Other Services and Fees	979,243	898,622	920,222	928,889	30,267	3.4%
Total Indirect/Direct	789,971	743,532	743,532	766,326	22,794	3.1%
Total Operating Expenses	3,899,583	3,386,170	3,548,170	3,590,074	203,904	6.0%
Total Capital	0	0	0	0	0	0.0%
Total Debt	1,194,091	928,750	851,750	644,151	(284,599)	-30.6%
Total Expenses	5,093,674	,314,920	4,399,920	4,234,225	(80,695)	-1.9%

Waste Management Fund continued...

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Transfers Out	250,000	565,722	2,987,603	2,268,001	1,702,279	300.9%
Total Expenses and Transfers	5,343,674	4,880,642	7,387,523	6,502,226	1,621,584	33.2%
Revenues over(under) Expenses	1,083,484	536,638	(1,885,243)	(852,946)	(1,389,584)	-258.9%
Beginning Balance 7/1	1,345,520	2,967,182	2,967,182	852,946	(2,114,236)	-71.3%
Adjust for Receivables	442,854	745,061	745,061	0	(745,061)	-100.0%
Adjust for Payables	95,324	(974,054)	(974,054)	0	974,054	-100.0%
Ending Fund Balance	\$2,967,182	\$3,274,827	\$852,946	\$0	\$(3,274,827)	-100.0%

TRANSFERS DETAIL

Transfers In						
Waste Management Reserve Fund	\$0	\$0	\$85,000	\$0	\$0	0.0%
Total Transfers In	0	0	85,000	0	0	0.0%
Transfers Out						
Waste Management Reserve Fund	250,000	250,000	871,881	85,000	(165,000)	-66.0%
General Fund	0	0	1,800,000	1,843,556	1,843,556	100.0%
Self Insurance Fund	0	315,722	315,722	339,445	23,723	7.5%
Total Transfers Out	250,000	565,722	2,987,603	2,268,001	1,702,279	300.9%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Water Reserve Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfer In	250,000	250,000	250,000	250,000	0	0.0%
Total Revenues and Resources	250,000	250,000	250,000	250,000	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	0	0	0	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	0	0	0	0	0	0.0%
Revenues over Expenses	250,000	250,000	250,000	250,000	0	0.0%
Beginning Balance 7/1	250,000	500,000	500,000	750,000	250,000	50.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$500,000	\$750,000	\$750,000	\$1,000,000	\$250,000	33.3%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Wastewater Reserve Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfer In	250,000	250,000	250,000	250,000	0	0.0%
Total Revenues and Resources	250,000	250,000	250,000	250,000	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	0	0	0	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	0	0	0	0	0	0.0%
Revenues over Expenses	250,000	250,000	250,000	250,000	0	0.0%
Beginning Balance 7/1	250,000	500,000	500,000	750,000	250,000	50.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$500,000	\$750,000	\$750,000	\$1,000,000	\$250,000	33.3%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Waste Management Reserve Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfer In	250,000	250,000	871,881	85,000	(165,000)	0.0%
Total Revenues and Resources	250,000	250,000	871,881	85,000	(165,000)	-66.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	371,881	250,000	250,000	0	(250,000)	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	371,881	250,000	250,000	0	(250,000)	0.0%
Other Uses						
Transfers Out	0	0	85,000	0	0	0.0%
Total Expenses and Uses	371,881	250,000	335,000	0	(250,000)	0.0%
Revenues over Expenses	(121,881)	0	536,881	85,000	85,000	0.0%
Beginning Balance 7/1	500,000	378,119	378,119	915,000	536,881	142.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$378,119	\$378,119	\$915,000	\$1,000,000	\$621,881	164.5%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Water 2016 Debt Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	100.0%
Other Resources						
Loan Proceeds	5,912,642	0	12,242,233	0	0	0.0%
Total Revenues and Resources	5,912,642	0	12,242,233	0	0	0.0%
Expenses						
Other Services and Fees	0	0	764	0	0	0.0%
Capital	9,844,156	0	6,518,168	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	9,844,156	0	6,518,932	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	9,844,156	0	6,518,932	0	0	0.0%
Revenues over Expenses	(3,931,514)	0	5,723,301	0	0	0.0%
Beginning Balance 7/1	(434,780)	(3,229,104)	(3,229,104)	80,555	3,309,659	-102.5%
Adjust for Receivables	(1,286)	0	0	0	0	0.0%
Adjust for Payables	1,138,476	(2,413,642)	(2,413,642)	0	0	0.0%
Ending Fund Balance	\$(3,229,104)	\$(5,642,746)	\$80,555	\$80,555	\$3,309,659	-58.7%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Water 2017 Debt Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	100.0%
Other Resources						
Loan Proceeds	0	0	12,600,000	0	0	0.0%
Total Revenues and Resources	0	0	12,600,000	0	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	0	0	12,468,000	0	0	0.0%
Debt	132,000	0	0	0	0	0.0%
Total Expenses	132,000	0	12,468,000	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	132,000	0	12,468,000	0	0	0.0%
Revenues over Expenses	(132,000)	0	132,000	0	0	0.0%
Beginning Balance 7/1	0	(132,000)	(132,000)	0	132,000	-100.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$132,000	\$132,000	\$0	\$0	\$132,000	-100.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

OUTSTANDING DEBT

Series	Description	Original Amount	Issue Date	Amount Outstanding at 6/30/18	Issue Type	Interest Rate	Maturity Date
1	OWRB-Water Treatment Plant refunding	\$3,413,483.20	2/8/2002	\$597,360	DWSRF Note	0% + 0.5%	9/15/2021
2	OWRB-Wastewater Treatment Plant-Partial refunding	\$4,876,086.11	12/19/2002	\$1,097,119	CWSRF Note	0% + 0.5%	9/15/2022
3	OWRB-Wastewater Treatment Plant-Phase II refunding	\$7,620,000.00	6/29/2005	\$3,220,669	CWSRF Note	2.60% + 0.5%	3/15/2025
4	OWRB-Wastewater ARRA Loan	\$1,875,000.00	11/24/2009	\$846,147	CWSRF Note	2.34% + 0.5%	9/15/2030
5	OWRB-Water ARRA Loan	\$11,645,000.00	11/24/2009	\$7,407,114	DWSRF Note	2.84% + 0.5%	9/15/2032
6	OWRB-Water 2040 Loan (Construction Loan)	\$29,900,000.00	6/27/2016	\$16,162,769	DWSRF Note	1.82% + 0.5%	3/15/2017
7	2014 Revenue Bonds-Stillwater Energy Center	\$61,830,000.00	8/14/2014	\$60,535,000	Revenue Bonds	Range: 3% - 5%	10/1/2042
8	USACE-Water Storage at Kaw	\$1,530,403.00	8/27/1984	\$778,744	USACE Note	3.222%	8/27/2034
9	Bank of America - Equipment (Gradall)	\$324,915.00	1/30/2014	\$40,045	Lease	2.479%	12/30/2018
10	Bank of America - Equipment (Fire High Rise Simulator)	\$99,988.08	3/13/2015	\$34,210	Lease	1.580%	2/13/2020
11	Bank of America - Equipment (F550 Truck, Electric Dept.)	\$95,660.00	4/16/2015	\$34,302	Lease	1.5036%	3/16/2020
12	Bank of America - Equipment (Digger Derrick)	\$180,966.00	7/9/2015	\$73,973	Lease	1.4588%	6/9/2020
13	Bank of America - Equipment (Street Sweeper)	\$190,579.00	8/24/2015	\$81,122	Lease	1.4780%	7/24/2020
14	Bank of America - Equipment (Digger Derrick)	\$339,721.00	3/11/2016	\$183,872	Lease	1.2729%	2/11/2021
15	Bank of America - Equipment (Bucket Truck)	\$288,385.00	4/10/2016	\$160,925	Lease	1.2985%	3/10/2021
16	Bank of America - Equipment (Bucket Truck)	\$116,058.97	6/18/2016	\$68,583	Lease	1.2537%	5/18/2021
17	Bank of America - Equipment (4 WM Freightliner Trucks)	\$ 772,460.00	1/22/2017	\$547,575	Lease	1.7008%	12/22/2021
18	Bank of America - Equipment (2 Mack Rolloff Trucks)	\$355,000.00	1/13/2017	\$257,631	Lease	1.7970%	1/13/2022
19	Bank of America - Equipment (6 Mack Rolloff Trucks)	\$1,730,500.00	6/13/2018	\$1,730,500	Lease	2.5534%	6/13/2023

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Maturity Schedule

Series	FY 2018 /2019	FY 2019 /2020	FY 2020 /2021	FY 2021 /2022	FY 2022 /2023	FY 2023 /2024	FY 2024 /2025	FY 2025 /2026	FY 2026 /2027	FY 2027 /2028
1	\$173,488	\$172,627	\$171,757	\$85,555	\$0	\$0	\$0	\$0	\$0	\$0
2	249,060	247,834	246,588	245,352	122,214	0	0	0	0	0
3	494,651	494,645	494,708	494,738	494,758	494,736	494,786	0	0	0
4	655,483	655,290	655,101	654,910	654,720	654,525	654,338	654,147	653,956	653,760
5	81,099	81,099	81,099	81,099	81,099	81,099	81,099	81,099	81,099	81,099
6	1,365,862	1,342,739	1,319,616	1,296,494	1,273,371	1,250,248	1,227,126	1,204,003	1,180,880	1,157,758
7	4,107,600	4,108,300	4,099,600	4,095,850	4,098,350	4,100,300	4,093,625	4,089,750	4,086,500	4,103,675
8	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210
9	40,377	0	0	0	0	0	0	0	0	0
10	20,811	13,874	0	0	0	0	0	0	0	0
11	19,872	14,904	0	0	0	0	0	0	0	0
12	37,551	37,551	0	0	0	0	0	0	0	0
13	39,565	39,565	3,297	0	0	0	0	0	0	0
14	70,165	70,165	46,777	0	0	0	0	0	0	0
15	59,601	59,601	44,701	0	0	0	0	0	0	0
16	23,959	23,959	21,963	0	0	0	0	0	0	0
17	161,263	161,263	161,263	80,632	0	0	0	0	0	0
18	74,291	74,291	74,291	43,336	0	0	0	0	0	0
19	369,031	369,031	369,031	369,031	369,031	0	0	0	0	0
Total	\$8,103,939	\$8,026,949	\$7,850,002	\$7,507,206	\$7,153,752	\$6,641,118	\$6,611,183	\$6,089,209	\$6,062,645	\$6,056,501

Section 4

Stillwater Economic Development Authority

FY2020 ADOPTED FINANCIAL PLAN



STILLWATER ECONOMIC DEVELOPMENT AUTHORITY OFFICIALS

Chairmen and Trustees

Will Joyce, Chairman

Pat Darlington, Vice Chairman

Amy Dzialowski, Trustee

John Wedlake, Trustee

Alane Zannotti, Trustee

Administration

Norman McNickle, General Manager

John Dorman, General Counsel

Elizabeth Chrz, Secretary

The City of **Stillwater**, OKLAHOMA

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

Organization Chart—Stillwater Economic Development Authority

As of March 2019



Norman McNickle
Norman McNickle, City Manager

last updated: 2/21/19 jjs

RESOLUTION NO. SEDA-2019-1

"A RESOLUTION OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2019-20."

WHEREAS, 60 O.S. §176 H provides that public trusts shall file annually, with their beneficiary, copies of financial documents and reports sufficient to demonstrate the fiscal activity of such trust, including, but not limited to, budgets financial reports, bond indentures, and audits; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2019-20 fiscal year operating budget; and

WHEREAS, the 2019-20 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2019-20 fiscal year operating budget attached hereto be adopted in the amounts reflected therein.

Section 2. That this resolution and a copy of the adopted budget be filed with the Stillwater City Clerk.

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIR of the STILLWATER ECONOMIC DEVELOPMENT AUTHORITY, this 20th day of May, 2019.

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY




WILLIAM H. JOYCE, CHAIR

ATTEST:


ELIZABETH CHRZ, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 20th day of May, 2019.


JOHN E. DORMAN, GENERAL COUNSEL

Stillwater Economic Development Authority
Financial Plan for Fiscal Year 2020
Stillwater, Oklahoma

	General Operating Fund	Downtown Improvement District Fund	Visitor and Event Fund	Tax Increment Financing District #1 Fund	Total Combined Funds
Resources and Transfers					
Beginning Balance	\$24,789	\$99,037	\$0	\$0	\$123,826
					0
Interest	0	0	0	0	0
Transfers In	537,861	0	800,000	350,000	1,687,861
Total Resources and Transfers	562,650	99,037	800,000	350,000	1,811,687
Expenses and Transfers					
Operating	562,650	27,000	800,000	350,000	1,739,650
Capital	0	0	0	0	0
Debt	0	0	0	0	0
Transfers Out	0	0	0	0	0
Total Expenses and Transfers	562,650	27,000	800,000	350,000	1,739,650
Ending Balance	\$0	\$72,037	\$0	\$0	\$72,037

FINANCIAL SUMMARY

Reference Copy

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

FUND DESCRIPTION

The Stillwater Economic Development Authority (SEDA) was established by resolution of the City Council on February 19, 1990 as the Stillwater Industrial Redevelopment Authority, pursuant to Title 60, Oklahoma Statutes 1981, Sections 176-180.4, inclusive as amended and supplemented (The "Public Trust Act"), Title 11, Oklahoma Statutes 1981, Sections 40-101 through 40-115, inclusive, as amended and supplemented (the "Central Business District Redevelopment Act"). The authority was renamed via an amendment to the trust on November 5, 2012 as the Stillwater Economic Development Authority. The SEDA is a public trust with the City as beneficiary and the City Councilors designated as trustees. The main purpose is the improvement of the economic climate of the trust beneficiary. Methods of improving the economic climate may include, but are not limited to, assisting in acquisition of financial resources to improve availability of housing, redevelopment of blighted areas and other economic activities.

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

Combined Funds

	GENERAL OPERATING FUND	DOWNTOWN IMPROVEMENT DISTRICT FUND	VISITOR AND EVENT FUND	TAX INCREMENT FINANCING DISTRICT #1 FUND	TOTAL COMBINED FUNDS
Revenues					
Interest	\$0	\$0	\$0	\$0	\$0
Loan Activity	0	0	0	0	0
Total Revenues	0	0	0	0	0
Other Resources					
Transfers In	537,861	0	800,000	350,000	1,687,861
Total Revenues and Resources	537,861	0	800,000	350,000	1,687,861
Expenses					
Personal Services	0	0	0	0	0
Materials and Supplies	0	0	0	65	65
Other Services and Fees	562,650	27,000	800,000	349,935	1,739,585
Total Expenses	562,650	27,000	800,000	350,000	1,739,650
Other Uses					
Transfers Out	0	0	0	0	0
Total Expenses and Uses	562,650	27,000	800,000	350,000	1,739,650
Revenues over(under) Expenses	(24,789)	(27,000)	0	0	(51,789)
Beginning Fund Balance 7/1	24,789	99,037	0	0	123,826
Ending Fund Balance	\$0	\$72,037	\$0	\$0	\$72,037

TRANSFERS DETAIL

Transfers In					
General Fund - Operating	\$497,861	\$0	\$0	\$0	\$497,861
General Fund - Sales Tax Incentive	40,000	0	0	350,000	390,000
Tourism and Convention Fund	0	0	800,000	0	800,000
Total Transfers In	537,861	0	800,000	350,000	887,861

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

SEDA General Operating Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Loan Activity	1,078	0	0	0	0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
Total Revenues	1,078	0	0	0	0	0.0%
Other Resources						
Transfers In	445,441	532,400	532,400	537,861	5,461	1.0%
Total Revenues and Resources	446,519	532,400	532,400	537,861	5,461	1.0%
Expenses						
Materials and Supplies	148	250	225	0	(250)	-100.0%
Other Services and Fees	543,914	532,150	532,175	562,650	30,500	5.7%
Capital	0	0	0	0	0	0.0%
Total Expenses	544,062	532,400	532,400	562,650	30,250	5.7%
Other Uses						
Transfers Out	897	0	0	0	0	0.0%
Total Expenses and Uses	544,959	532,400	532,400	562,650	30,250	5.7%
Revenues Over Expenses	(98,440)	0	0	(24,789)	(24,789)	0.0%
Beginning Cash Balance 7/1	123,229	24,789	24,789	24,789	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$24,789	\$24,789	\$24,789	\$0	\$(24,789)	-100.0%

TRANSFERS DETAIL

Transfers In						
General Fund – Operating	\$445,441	\$250,400	\$250,400	\$497,861	\$247,461	98.8%
General Fund – Sales Tax Incentive	0	282,000	282,000	40,000	(242,000)	-85.8%
Total Transfers In	445,441	532,400	532,400	537,861	5,461	46.5%
Transfers Out						
Self Insurance Fund	897	0	0	0	0	0.0%
Total Transfers Out	897	0	0	0	0	0.0%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

SEDA Downtown Improvement District Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$1,340	\$0	\$0	\$0	\$0	0.0%
BID Assessment	12,449	0	0	0	0	0.0%
Miscellaneous	905	0	0	0	0	0.0%
Total Revenues	14,694	0	0	0	0	0.0%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	14,694	0	0	0	0	0.0%
Expenses						
Materials and Supplies	32	0	0	0	0	0.0%
Other Services and Fees	54,717	16,500	16,500	27,000	10,500	63.6%
Capital	4,827	0	0	0	0	0.0%
Total Expenses	59,576	16,500	16,500	27,000	10,500	9.1%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	59,576	16,500	16,500	27,000	10,500	63.6%
Revenues Over Expenses	(44,882)	(16,500)	(16,500)	(27,000)	(10,500)	63.6%
Beginning Cash Balance 7/1	160,419	115,537	115,537	99,037	(16,500)	-14.3%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$115,537	\$99,037	\$99,037	\$72,037	\$(27,000)	-27.3%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

SEDA Visitor and Event Fund

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
	\$	%				
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfers In	583,082	720,000	720,000	800,000	80,000	11.1%
Total Revenues and Resources	583,082	720,000	720,000	800,000	80,000	11.1%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	900,000	720,000	720,000	800,000	80,000	11.1%
Capital	0	0	0	0	0	0.0%
Total Expenses	900,000	720,000	720,000	800,000	80,000	11.1%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	900,000	720,000	720,000	800,000	80,000	11.1%
Revenues over Expenses	(316,918)	0	0	0	0	0.0%
Beginning Cash Balance 7/1	316,918	0	0	0	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	0.0%

TRANSFERS DETAIL

Transfers In						
Tourism and Convention Fund	\$583,082	\$720,000	\$720,000	\$800,000	\$80,000	11.1%
Total Transfers In	583,082	720,000	720,000	800,000	80,000	11.1%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

SEDA Tax Increment Financing District #1

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY2019 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfers In	324,564	250,150	250,150	350,000	99,850	39.9%
Total Revenues and Resources	324,564	250,150	250,150	350,000	99,850	39.9%
Expenses						
Materials and Supplies	0	0	15	65	65	0.0%
Other Services and Fees	324,564	250,150	250,135	349,935	99,785	39.9%
Capital	0	0	0	0	0	0.0%
Total Expenses	324,564	250,150	250,150	350,000	99,850	39.9%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	324,564	250,150	250,150	350,000	99,850	39.9%
Revenues over Expenses	0	0	0	0	0	0.0%
Beginning Cash Balance 7/1	362,049	152,372	152,372	0	(152,372)	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(209,677)	(152,372)	(152,372)	0	0	0.0%
Ending Fund Balance	\$152,372	\$0	\$0	\$0	\$(152,372)	0.0%

TRANSFERS DETAIL

Transfers In						
General Fund - Sales Tax Incentive	\$324,564	\$250,150	\$250,150	\$350,000	\$99,850	39.9%
Total Transfers In	324,564	250,150	250,150	350,000	99,850	39.9%

Section 5

Stillwater Public Works Authority

FY2020 ADOPTED FINANCIAL PLAN

Reference Copy

The City of
Stillwater[®]
OKLAHOMA

STILLWATER PUBLIC WORKS AUTHORITY OFFICIALS

Chairman and Trustees

Will Joyce, Chairman

Pat Darlington, Vice Chairman

Amy Dzialowski, Trustee

John Wedlake, Trustee

Alane Zannotti, Trustee

Administration

Norman McNickle, General Manager

John Dorman, General Counsel

Elizabeth Chrz, Secretary

RESOLUTION NO. SPWA-2019-1

**"A RESOLUTION OF THE STILLWATER PUBLIC WORKS AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2019-20."**

WHEREAS, 60 O.S. §176 H provides that public trusts shall file annually, with their beneficiary, copies of financial documents and reports sufficient to demonstrate the fiscal activity of such trust, including, but not limited to, budgets financial reports, bond indentures, and audits; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2019-20 fiscal year operating budget; and

WHEREAS, the 2019-20 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2019-20 fiscal year operating budget attached hereto be adopted in the amounts reflected therein.

Section 2. That this resolution and a copy of the adopted budget be filed with the Stillwater City Clerk.

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIR of the STILLWATER PUBLIC WORKS AUTHORITY, this 20th day of May, 2019.

STILLWATER PUBLIC WORKS AUTHORITY


WILLIAM H. JOYCE, CHAIR

(SEAL)

ATTEST:


ELIZABETH CHRZ, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 20th day of May, 2019.


JOHN E. DORMAN, GENERAL COUNSEL

Stillwater Public Works Authority
Financial Plan for Fiscal Year 2020
Stillwater, Oklahoma

<u>Resources and Transfers</u>	
Beginning Balance	\$104,891
Interest	300
Transfers In	0
Total Resources and Transfers	105,191
<u>Expenses and Transfers</u>	
Operating	0
Capital	0
Debt	0
Transfers Out	0
Total Expenses and Transfers	0
Ending Balance	\$105,191

FINANCIAL SUMMARY

Reference Copy

FUND DESCRIPTION

STILLWATER PUBLIC WORKS AUTHORITY

The Stillwater Public Works Authority (SPWA) was created by a Declaration of Trust dated January 21, 1963, pursuant to Title 60, Oklahoma Statutes 1961, and the Oklahoma Trust Act, designating the City council as trustees to enter into contractual arrangements to provide services and physical facilities to departments of the City and, on behalf of the City, to other governments and residential and commercial customers within the corporate boundaries of the City. There are both formal and informal leasing arrangements between the SPWA and the City.

Reference Copy

STILLWATER PUBLIC WORKS AUTHORITY
FISCAL YEAR 2020 ADOPTED FINANCIAL PLAN

	FY2018 ACTUAL	FY2019 ADOPTED	FY2019 REVISED	FY2020 ADOPTED	CHANGE OVER FY 2019 ADOPTED	
					\$	%
Revenues						
Interest	\$449	\$300	\$300	\$300	\$0	0.0%
Miscellaneous	10	0	0	0	0	0.0%
Total Revenues	459	300	300	300	0	0.0%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	0	0	0	0	0	0.0%
Capital	0	0	0	0	0	0.0%
Total Expenses	0	0	0	0	0	0.0%
Revenues over Expenses	459	300	300	300	0	0.0%
Beginning Balance 7/1	104,132	104,591	104,591	104,891	300	0.3%
Ending Balance	\$104,591	\$104,891	\$104,891	\$105,191	\$300	0.3%

Section 6

Appendix A.

REVENUE DESCRIPTIONS

Reference Copy



GENERAL FUND

TAXES

Sales Tax

Since 2006, the City levies a 3.5% sales tax. The first one percent was approved by voters in 1966 for the "general purposes" of municipal government. In 1972, voters approved an additional 1% for the primary purpose of debt service on capital improvements and, secondarily, for the "general purposes" of the City. In 1979, voters approved the third 1% restricting its use to the Stillwater Utilities Authority. An additional 0.5% was approved by voters in 2001 and was extended in 2006 and 2015 (to expire on September 30, 2026) for the purpose of transportation improvements. The sales tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the tax commission. The tax commission retains 1% of the collections for its administration of the program.

Ordinance 1160	April 25, 1966	(1%)
Ordinance 1432	November 13, 1972	(additional 1%)
Ordinance 1835	1979	(additional 1%)
Ordinance 2718	September 11, 2001	(additional 0.5%)
Ordinance 2923	April 4, 2006	(0.5% extended)
Ordinance 3322	November 10, 2015	(0.5% extended)

Use Tax

The City's use tax was approved at the same rate as sales tax in 1997, which is now 3.5%. Use tax is calculated on personal property purchased outside the city limits but stored, used or consumed within the city. The use tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the tax commission. The tax commission retains 1% of the collections for its administration of the program.

Ordinance 2562 April 7, 1997

Cigarette Tax

This tax is the City's portion of tobacco tax collected by the Oklahoma Tax Commission.

Interest on Sales Tax

Interest earned on sales and use tax collection during the period held by the Oklahoma Tax Commission and remitted to the City.

Franchise Tax Telephone

A 2% franchise tax, which is termed an inspection fee, was approved on September 18, 1939.

Ordinance 723 September 18, 1939

Franchise Tax ONE Gas, Inc.

A 25-year non-exclusive franchise agreement was approved by voters on November 10, 2015. The agreement requires ONE Gas, Inc. to remit monthly a percentage that equals 4.25% of its gross cash receipts or the highest rate paid to any other municipality by ONE Gas, Inc.

Ordinance 3325 September 14, 2015

Franchise Tax CATV

This franchise fee is 5% of gross revenues of Suddenlink and its affiliates collected from each subscriber to Suddenlink's Cable Services product and 5% of gross revenues from advertising. All fees are paid on a quarterly basis. The franchise fee is affected by rate changes.

Ordinance 3182 July 16, 2012

Alcohol Beverage Tax

State law 37-579 authorizes the State to collect a 10% tax on total gross receipts from the sale of alcoholic beverages and on admission charges to such establishments. Under Section 37-563 the State retains 2/3 of 97% and distributes 1/3 of 97% to the counties on a population/area formula of the county. The County distributes those funds to the cities on a per capita basis per the last Federal Decennial Census.

Franchise Tax OG&E

A 25-year, non-exclusive franchise agreement was approved by voters on August 14, 2007. The agreement requires OG&E to remit monthly a percentage that equals 3% of its gross cash receipts for electrical service provided to Oklahoma State University.

Ordinance 3000 August 14, 2007

Network Fee – Fiber

Fee paid by telecommunications companies to use the City's fiber system network.

CREC Service Agreement Payments

Central Rural Electric Cooperative and the City executed an agreement December 17, 2007, effective January 1, 2008. Under this agreement CREC agrees to pay a monthly user fee to the City per the following schedule:

Existing CREC customers located inside corporate boundaries of the City - 4% of gross monthly sales.

New CREC customers located inside corporate boundaries of the City – 4.5% of gross monthly sales.

New or existing CREC customers located in any area annexed into the corporate boundaries of the City – 4.5% of gross monthly sales.

State Gasoline Tax

Title 68 of the Oklahoma Revenue and Taxation Code, Article 5, Section 504, defines the apportionment method of the gasoline tax. This tax is collected by the State and 5% of collections are distributed to cities based on population. The funds are restricted for streets and alleys and for street lighting.

State Auto Tag Tax

Section 47-1104 of the Oklahoma Vehicle License and Registration Act defines the apportionment method of the auto tag tax. This tax is collected by the State and 3% of collections are distributed to cities based on population. The funds are restricted for streets and alleys and for street lighting.

Grants

These revenues are grant proceeds received from federal, state, and local granting agencies.

Fines and Forfeitures

These revenues include library fines and police fines and court costs approved by the City Council.

Ordinance 3147 August 15, 2011 (police/court fines)

\$5 of each fine is earmarked to provide continuous and advanced training for Police Officers

Council Action CC-08-31-98 August 31, 1998

FEES AND RENTALS

Return Check Fees

This fee is \$25.

Hotel/Motel Administration Fee

A 4% hotel/motel tax was adopted by City Council on March 25, 1985 and approved by voters on March 7, 1985. This administration fee is 1% of the gross receipts of hotel/motel tax collections retained by the City to offset the administration cost.

Ordinance 2178 March 25, 1985

Ordinance 2621 July 13, 1998

Bail Bond Assessment

A fee of \$35 is assessed by the Court for the filing of any bail bond. A portion of these funds is used to offset the cost of operating the municipal jail.

Blue Print/Copying Fees

Costs are assessed for blue print copies based on the quantity and size of copy. This fee was adopted by the Public Works Department January 10, 2002.

Filing Fees

City Council adopted a planning application fee schedule effective July 1, 2000. These fees were increased July 1, 2001. In September 2018, City Council adopted a fee schedule for services such as annexation request, earth change permits, drainage study review as well as water, sewer and street improvement reviews.

Resolution CC-2000-3 July 1, 2000

Resolution CC-2001-13 July 1, 2001

Resolution CC-2018-18 September 24, 2018

Mowing Fees

The City may enter private property to mow weeds when the owner has failed to comply with the ordinance and notices. The mowing is done by contract with rates established seasonally by solicitation of proposals. Unpaid charges are turned over to the county and become a tax lien. A \$70 administrative handling fee as well as the fees for filing and releasing the liens is added to the actual cost.

Ordinance 2320 May 23, 1988

Police Other Fees

Fees for copying reports, video tapes, audio tapes, and pictures requested by citizens, attorneys, and District Attorney's Office.

Police Prisoner Fees

Fees charged to defray costs related to housing prisoners in the municipal jail.

Animal Shelter Fees

The redemption fee is \$5 for each day of impoundment. A \$10 deposit is required by state law Title 4, Chapter 14A, Section 499.2 that is refunded upon proof of neutering. Non-residents are charged \$20 to leave an abandoned animal at the shelter. Standard adoption fees are \$60 for dogs and \$40 for cats.

Ordinance 2069 May 2, 1983

Royalties

Royalties received for wells drilled on City property.

Library Space

Rental fees for the use of the Library facilities and equipment are approved by the Library Board. The fees are \$30 per hour for small conference rooms; \$35 per hour for reception area; \$45 per hour for large meeting rooms. There is a 50% increase to rental charges for non-residents.

E-911 Fees

On April 4, 1989 voters approved a 5% fee on telephone bills for funding the upgrade of the C-911 emergency service to E-911. The fee is collected by the local telephone company and remitted to the City on a monthly basis. The proceeds of the fee will be used for equipment and additional dispatchers. State law requires that the City Council annually evaluate the need to retain the 5% fee.

Ordinance 2350 May 15, 1989

Ordinance 3361 April 3, 2017

On April 2, 2001 the voters in Payne County approved a fee for the provision of fixed location Enhanced 911 service for all Payne County residents. Voters also approved a fee for the provision of wireless E-911 service. The proposition called for the creation of an administrative board to oversee fee collection and evaluation of the percentage charged each year to county residents for E-911 service. The Board shall adopt an annual budget separately providing for the costs of providing Enhanced Telephone Services for all fixed location and/or wireless telephone users who are either located within Payne County or connected to a telephone exchange providing service within Payne County. The funds collected by the Agency from the proceeds of the Emergency Telephone Fee may only be expended for providing Emergency Telephone Services to persons at fixed locations either within Payne County but outside of the municipal boundary of the City of Stillwater, or who are outside Payne County but connected to a telephone exchange also providing service within Payne County. The funds collected by the Agency from the proceeds of the Wireless Telephone Fee may only be expended for providing cellular Emergency Telephone Services for calls initiated anywhere within Payne County. The City will receive a portion of these funds beginning in January 2003 for providing services including utilization of the city's 911 hardware and additional personnel in Central Communications.

Parks and Recreation Fees

The Parks and Recreation Department collects various fees for recreation programs. These fees include program fees and facilities rental fees.

CC-08-233 December 15, 2008

INTEREST EARNED

Interest earned on investments and NOW accounts.

LICENSES AND PERMITS

Liquor Store Licenses

The annual occupation tax for a retail package store is \$905.

Ordinance 3413 August 20, 2018

Mixed Beverage Licenses

The annual occupation tax for retailer is \$1,005 for the initial license and \$905 for a renewal. For a fraternal organization the annual tax is \$500.

Ordinance 3413 August 20, 2018

Wine and Beer Licenses

This annual occupation tax is \$500 for the initial license and \$450 for a renewal.

Ordinance 3413 August 20, 2018

Solicitors and Canvassers Licenses

The annual license fee is \$250 for non-residents and \$75 for residents.

Ordinance 3058 February 18, 2009

Itinerant – Peddlers Licenses

The annual license fee is \$50.

Ordinance 3406 April 23, 2018

Caterer Mixed Beverage Combo Licenses

The annual occupation tax is \$1,250.

Ordinance 3413 August 20, 2018

Daycare License

In September, 2018 City Council adopted a fee for in-home and commercial daycare license registration.

The in-home daycare rate is \$50.00 and the commercial rate is \$75.00.

Resolution CC-2018-18 September 24, 2018

Street Works Contractor License

In September, 2018 City Council adopted a fee for street work contractor license registration. The new registration is \$200.00 and the renewal rate is \$55.00. These license expire annually at the end of June of each year.

Resolution CC-2018-18 September 24, 2018

Public Way Permits

In July, 2018, City Council adopted Ordinance No. 3408 establishing a new process and fee resolution for the management of the public rights of way. This new permit process was created for the public health, safety and welfare of Stillwater citizens as well as aid in disruption to the traveling public. The former combination of right-of-way with curb cut and/or sidewalk permits were consolidated into the one public way permit. The base public way permit cost is \$50.00

This public way permit can be inclusive for lane restrictions and/or closures as well as sidewalk and parking restrictions and/or closures. The base public way permit cost is \$50.00 plus additional applicable fees based upon number of lanes, parking spaces and/or linear feet of sidewalk closed for extensive amount of days as set forth in the fee schedule adopted with Resolution CC-2018-15 in July, 2018 and revised with Resolution CC-2018-23 in November, 2018.

Resolution CC-2018-15 July 16, 2018

Resolution CC-2018-23 November 19, 2018

Occupancy of Rights of Way License and Permitting

In July 2018, City Council established a new process and fee resolution for the occupancy of the public rights-of-way. This new permit process was created for the public health, safety and welfare of Stillwater citizens as well as ensure the structural integrity of the City's streets and related infrastructure; established standards for authorizing and managing the placement of facilities in the rights-of-way.

To occupy the public rights-of way, the requestor must apply for and be approved by the City Council for a license. This application fee is \$200.00. Upon receiving this license, the applicant will apply for occupancy in the public rights-of-way. Upon approval, a fee is calculated and paid based upon factors of the linear feet being installed as well as calculated maintenance incurred by the City of these area(s).

Ordinance 3408 July 16, 2018

Electric Permits

Electric fees for new construction are \$47.23 per 100 amps. For remodeling or additions, with no change in circuit wiring, the fee is \$31.11. To upgrade service, the fee is \$29.97 for the first 100 amps plus \$0.175 per amp over 100. Electrical contractor license fee is \$200 for the first year and \$55 for renewal.

Resolution CC-2004-6 August 20, 2004

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Mechanical Permits

Permit fee for new construction is \$47.23 for the first HVAC air handler, plus \$15.54 for each HVAC air handler over one. Fee for alteration/change outs is \$15.54. Mechanical contractor license fee is \$200 for the first year and \$55 for renewal.

Resolution CC-2004-6 August 20, 2004

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Plumbing Permits

The basic permit fee is \$94.47 plus \$3.10 per fixture for commercial construction and \$47.23 plus \$15.54 for each bathroom over one for residential construction. New residential multi-family is \$25.35 per dwelling unit. New motel or hotel is \$15.54 per guest room plus \$94.47 plus \$3.10 per fixture for additional plumbing fixtures other than guest rooms. Plumbing contractor license fee is \$200 for the first year and \$55 for renewal.

Resolution CC-2004-6 August 20, 2004

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Building Permits

Commercial/Industrial Permit applications are processed with a plan review fee based upon valuation of the project. Upon approval, new commercial construction permits are \$316.85 plus \$0.063 per square foot of building. Commercial remodels are \$63.40. Commercial additions are \$0.063 per square foot of addition. These commercial fees have a 1,000 square foot minimum.

Residential (1&2 Family) Permit applications are \$31.11 per dwelling unit plus \$0.032 per square foot of building. Residential remodel is \$50.69 per dwelling unit. Residential additions are \$31.11 per dwelling unit plus \$0.032 per square foot of addition. These residential fees have a 1,000 square foot minimum.

Residential accessory permits for storage buildings larger than 200 square feet, pergolas and swimming pools at \$31.11 upon review and approval. Residential accessory permits for storage buildings of 200 square feet or less are no charge permits.

Resolution CC-2004-6 August 20, 2004

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Mobile Home Permits

This permit fee is \$63.40.

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

House Moving Permits

This fee is \$47.23 plus a licensed plumber must acquire a separate plumbing permit to have the city sewer disconnection location inspected and accepted. The plumbing permit cost is \$15.54.

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Sign Permits

This fee is \$0.1765 per square foot, but not less than a minimum fee of \$17.65.

Resolution CC-2008-8 July 1, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Fire Permits

These fees are established based upon the fire sprinkler and fire alarm permits that are issued. In September 2018, City Council adopted a resolution to charge a fee for fire alarm and sprinkler inspections required on building projects.

Resolution CC-2008-9 June 2, 2008 (Includes an automatic annual update based on the May Consumer Price Index (CPI). When adjusted, new fees become effective July 1.)

Resolution CC-2018-18 September 24, 2018

Alarm Permits

This annual fee is \$6.

Ordinance 2490 October 3, 1994

Burn Permits

The fee for burning inside the city limits is \$25 for recreational fires, control of disease or pests, elimination of fire hazards, and maintenance of agricultural land. Land management carries a \$50 fee. Land clearing operations require a \$350 deposit and a \$50 fee.

Ordinance 2699 November 13, 2000

TOURISM AND CONVENTION FUND

Hotel/Motel Tax

A 4% hotel/motel tax was adopted by City Council on March 25, 1985, and approved by Stillwater voters on May 7, 1985. The City contracts with the Chamber of Commerce to operate the Stillwater Convention and Visitors Bureau for economic development purposes to use the proceeds to attract visitors, conventions, and events to the Stillwater area.

Ordinance 2178 March 25, 1985
Ordinance 2621 July 13, 1998

RURAL FIRE FUND

Membership Fees

Rural property owners or lessees may elect to purchase a rural fire contract from the City for an annual fee of \$100; the maximum fee for such services shall be capped at \$2000 per incident.

Ordinance 3050 December 8, 2008

Rural Fire Runs

Property owners or lessees who do not qualify to contract for service or elect not to contract will be charged the fire run and rescue run fees as approved by the City Council on December 15, 2008.

Resolution CC-2008-25 December 15, 2008

STORMWATER MANAGEMENT FUND

Stormwater Fee

This fee was created to provide funds for drainage facilities and stormwater related projects.

Resolution 97-18 July 7, 1997

TRANSPORTATION FEE FUND

Transportation Fees

Prior to the issuance of a building permit for new residential, commercial, or industrial construction, the applicant pays this fee to be used for the exclusive purpose of planning, designing, and construction capacity enhancements to the city's transportation system.

DEBT SERVICE FUND

Property Tax

Under State law, municipalities are limited in their ability to **levy** a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgments.

AIRPORT ENTERPRISE FUND

Charges for Services

Included in charges for services are landing fees, stand-by ARFF fees, security fees, land usage fees, fuel flowage fees, parking charges, pasture rentals, hangar rentals, and office rentals.

Fuel Sales

These are revenues from sale of fuel to retail fuelers. The airport serves as the marketer of aviation fuel through a marketer agreement. The retail fueling companies provide fuel and line services to airport users.

STILLWATER UTILITIES AUTHORITY FUNDS

UTILITY SALES

Electric

Electric rates are set by the Stillwater Utilities Authority Trustees to ensure that the financial requirements of the electric system are met. The electric tariff is composed of various rate structures that are based on the service type. Each rate is composed of an electric customer service charge and an energy charge based on metered consumption. Some rates include demand charges and adjustments based on production costs. Some rates also include seasonal variations in the energy charge.

Resolution SUA-2011-4

June 20, 2011

Water

Water rates are set by the SUA Trustees to ensure that the financial requirements of the water system are met. The water rate is comprised of two components: a water customer service charge based on the meter size and a water volumetric charge based on metered consumption.

Resolution SUA-2015-7

July 6, 2015

Wastewater

Wastewater rates are set by the SUA Trustees to ensure that the financial requirements of the wastewater system are met. The wastewater rate is comprised of two components: a wastewater customer service charge based on the water meter size and a wastewater volumetric charge which is based on the water usage. All customers, except industrial consumers, are billed using the winter average formula, unless the customer elects to be billed based on actual water consumption. Winter average for each account is calculated in April of each year and is based on the actual monthly water usage for December through March.

Resolution SUA-2015-7

July 6, 2015

Waste Management

Waste collection fees are set by the SUA Trustees to ensure that the financial requirements for waste management and street sweeping are met. The waste management tariff is composed of various rate structures based on the service type. Fees for residential service are based on the size and number of carts being picked up at each location. Fees for commercial service are based on the size of dumpster and frequency of pick-up. The street sweeping fee is a flat rate charged to all utility customers located within the City limits.

Resolution SUA-2013-1 May 6, 2013

Resolution SUA-2017-4 April 17, 2017

UTILITY AND BILLING SERVICES

Installation and Reconnection Fees and Miscellaneous Fees and Charges

\$25 processing installation fee billed to the account when deposit installation is made during normal working hours.

\$40 disconnect fee collected if a trip is made to the service address to disconnect service due to non-payment. This fee is collected at the time service is turned on.

\$25 disconnect fee billed to account when temporary service arrangements have not been completed according to the terms of the agreement.

\$25 reconnection fee collected with payment to the customer's account when reconnection is made during normal working hours.

\$20 reconnection fee for replacing a water meter removed for the purpose of avoiding base charges.

\$25 processing fee prepaid in cash for installation of new service or \$50 reconnection fee when reconnection for non-payment is made during after-hour service hours: Monday-Friday 5:00PM – 7:00 PM.

\$200 installation/reconnection fee billed to an account, to be paid by 9:00 AM the following business day if installation or reconnection is requested when customer service after-hour service is not provided.

\$5 cut-off notice fee is charged if a cut-off notice is mailed due to non-payment, with no charge on the first notice within each 12 month period.

Late charge penalty fee equal to 10% of a customer's total utility account balance outstanding at the time each monthly bill is determined to be past due or \$2500; whichever is less.

Electric meter test fee of \$28.50 per test and water meter test fee of \$44 per test.

Returned check, bank draft service charge, or electronic payment fee of \$25

Stop payment fee of \$25 if less than 6 months since the date the check was issued.

Resolution CC-2008-13; SUA-2008-6 July 7, 2008

Charge Offs Collected

Collections received from collection agencies for recovered account receivables.

Section 7

Appendix B. GLOSSARY

Reference Copy



Accrual Basis Accounting — basis of accounting used by most corporations and for-profit entities. This basis recognizes revenue when earned and expenses when incurred; they are recorded at the end of an accounting period even though the cash has not been received or paid.

Ad Valorem — levy imposed on the value of property. This is most commonly imposed by counties, states, and municipalities on the value of real estate.

Appropriation — authorization of a governmental unit to spend money within specified restrictions such as amount, time period, and purpose.

Beginning Fund Balance — the prior fiscal year ending fund balance which is available for appropriation.

Budget Amendment — an increase or decrease in the budget of a fund that is approved after the adoption and implementation of the original budget. These amendments must be approved by the governing body.

Budget Basis Accounting — basis of accounting used solely for budgetary preparation and monitoring. The budget basis used by a municipality is determined by each entity individually to suit their needs and usually differs from generally accepted accounting principles.

Budget Revision — a reallocation of budgetary resources within a fund or department after the adoption and implementation of the original budget. These adjustments only require the approval of the City Manager.

Budgeted Reserve — amounts that are appropriated but not intended to be spent. Examples include operating reserve, severance reserve, compensated absence reserve, etc.

Capital Asset — asset purchased for use over a long period of time and not for resale. Included are land, buildings, plants and equipment, etc.

Capital Outlay — expenses for capital items such as machinery and equipment, furniture, land, buildings, improvements other than buildings, infrastructure, and all construction, reconstruction, or improvements to real property. Capital items with a life expectancy over 1 year and a cost of \$5,000 or more are capitalized as capital assets.

Capital Projects Fund — a fund that accounts for financial resources to be used for the acquisition or construction of capital assets.

Debt Service — expenses for debt principal payments, periodic interest payments, or related service charges for benefits received.

Debt Service Fund — fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal, judgments, and interest.

Department — operating unit of the City. Departments are organized within funds. Some departments can be further broken down into divisions.

Encumbrance — represents an unfilled obligation on contracts or purchase orders. The purpose of an encumbrance is to prevent multiple commitments from being made on the same budgeted resources. An encumbrance must be entered into the system to reserve a portion of the budgeted resources prior to committing to a contract or ordering the goods or services.

Ending Fund Balance — amount of money remaining after expenses have been extracted from the fund, which is available for appropriation in the following fiscal year.

Enterprise Fund — fund that provides services to the community for a fee. These funds follow accounting principles similar to a business-type entity.

Estimated Revenue — amount of revenues estimated to be received during the fiscal year in each fund for which a budget is prepared.

Expendable Trust Fund — a trust fund that can be fully spent for the designated purposes. (See also Fiduciary Fund.)

Expenditure — payment of cash or property, or the issuance of a liability to obtain an asset or service.

Fiduciary Fund — term used to describe a fund used by the government to act in a fiduciary capacity such as a trustee or agent. The government is responsible for the assets placed in its care. (See also Expendable Trust Fund.)

Fiscal Year — consecutive twelve month period used by an entity to account for and report its business transactions. The City and most municipalities in the State of Oklahoma use June 30 as the last day of their fiscal year.

Full Time Equivalents — number of full time equivalent positions, defined as total hours worked divided by average annual hours worked.

Fund — fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with associated liabilities and residual equities. Funds are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance — represents the difference between assets and liabilities in governmental funds. (Formula is: "assets - liabilities = fund balance")

GAAP — Generally Accepted Accounting Principles. GAAP is a set of standards, conventions, and rules accountants follow in recording and summarizing transactions and in the preparation of the financial statements.

GASB — Governmental Accounting Standards Board. GASB is the highest authority in governmental accounting.

General Fund — fund used to account for all assets and liabilities of a government entity except those particularly assigned for other purposes in a more specialized fund. It is the primary operating fund of the government. Much of the usual activities of a government are supported by the general fund.

General Obligation Bond — bond for which payment is unconditionally promised by a governmental unit that has the power to levy taxes. General Obligation Bonds are backed by the full faith and credit (taxing power) of a municipality.

Governmental Fund — describes all funds of the government except enterprise funds, internal service funds and fiduciary funds. Examples of governmental funds include the general fund, special revenue funds, debt service fund, and capital projects funds.

Internal Service Fund — fund used to account for goods or services given from one department to another on a cost reimbursement basis.

Levy — to impose ad valorem taxes or the total amount of ad valorem taxes for a purpose or entity.

Materials and Supplies — expenses for articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies, and repair and maintenance supplies.

Measurement Focus — the accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Modified Accrual Basis — basis of accounting in which revenues are recognized when they are available and measurable. Expenditures are generally recognized when incurred.

Net Income — revenue less all expenses.

Operating Reserve — appropriated budget amount that is set aside for use in only the most extreme of emergencies.

Ordinance — a formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, universally require ordinances.

Other Services and Fees — expenses for professional services, contractual services, and other services or fees such as communications, transportation, advertising, insurance, public utility services, and rentals.

Personal Services — expenses for salaries, wages or other compensation, fees, allowances, and related employee benefits paid to any officer or employee for services rendered or for employment. Employee benefits include employer contribution to retirement and pension plan, employee insurance, Social Security/Medicare, or similar benefits.

Proprietary Fund — type of fund that focuses on profit and loss similar to a business. The two types of proprietary funds are Enterprise Funds and Internal Service Funds.

Resolution — a written motion adopted by a deliberative body. The substance of the resolution can be anything that can normally be proposed as a motion. Resolutions do not carry the weight of law.

Restricted Donation — donation that is restricted as to purpose or timing. An example would be a donation for a specific building project or a donation restricted to being spent in a future period.

SEDA — Stillwater Economic Development Authority

Special Revenue Fund — fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

SPWA — Stillwater Public Works Authority

SUA — Stillwater Utilities Authority

Transfer — permanent transfers of resources from one fund to another.