



ADOPTED BUDGET

FISCAL YEAR
2020-2021



Adopted by Stillwater City Council May 18, 2020

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Section 1

Introduction

FY2021 ADOPTED BUDGET





Office of City Manager

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

Office: 405.742.8209
Fax: 405.742.8208
Web: stillwater.org

May 18, 2020

Honorable Mayor and City Council
City of Stillwater
723 S Lewis Street
Stillwater, Oklahoma 74074

Dear Mayor and Council Members:

I am pleased to present to you the proposed budget for Fiscal Year (FY) 2020-2021. The FY2020-2021 proposed budget was developed prior to the COVID-19 pandemic reaching the United States and the State of Oklahoma, and was developed to fund the strategies and tactics needed to accomplish the priorities and objectives established by the City's Strategic Plan. With the financial impact of COVID-19 on the City's revenue sources still unknown, I recommend adoption of the proposed budget as presented, but knowing that budget amendments will follow as information about the effects on our revenues becomes available.

The proposed budget encompasses all funds of the City and includes the Stillwater Utilities Authority, Stillwater Economic Development Authority, and Stillwater Public Works Authority. Below is a summary of significant changes in the FY2020-2021 budget as compared to the adopted FY2019-2020 for each major fund type.

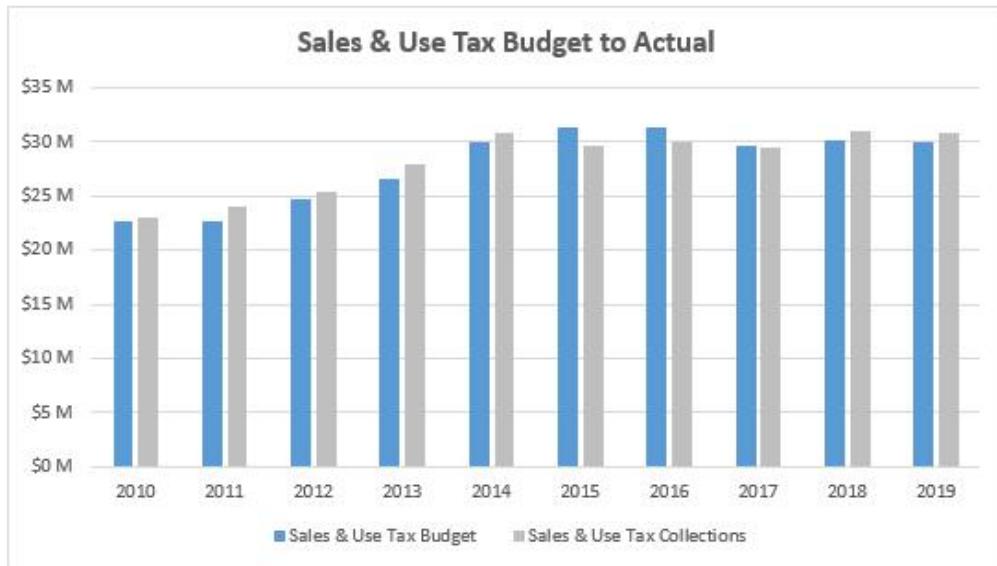
General Fund

The FY2020-2021 proposed revenue budget for the General Fund is \$35,042,80, which represents an increase of \$379,740 (1.1%) from the FY2019-2020 adopted budget of \$34,663,060. This overall increase in the proposed budget for FY2020-2021 is largely due to an increase in use tax and decreases across other revenue categories.

Sales tax collections have remained stable across the region and state-wide in recent years. 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 FY2019-2020, actual sales tax collections are greater than the FY2019-2020 budgeted projection by \$527,205 (2.23%) and actual use tax collections are greater than the FY2019-2020 budgeted projection by \$278,233 (13.66%). The combined positive budget to actual variance for sales and use tax is \$805,438 (3.14%). Sales tax projections for FY2020-2021 will remain at \$28,400,000 while use tax projections will increase from \$1,600,000 to \$2,500,000. Because sales and use taxes provide the majority of funding for General Fund services and is anticipated to be greatly impacted by the COVID-19 pandemic, budget reductions will be recommended as information on sales and use tax declines becomes known.

The following chart shows the budgeted and actual sales and use tax collections from FY2009-2010 to FY2018-2019:

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



The FY2020-2021 proposed expenditure budget for the General Fund is \$32,487,787, which represents a decrease of \$231,216 (0.7%) from the FY2019-2020 adopted budget of \$32,719,003. Personnel expenditures for the fund have increased from FY2018-2019 to FY2019-2020 by \$667,928, while operating and maintenance expenditures have decreased by \$713,492 with the biggest changes happening in the areas of police, fire, and general government.

Other Governmental Funds

Other governmental funds include the Debt Service Fund, City Capital Fund, Self-insurance Fund, Rural Fire Fund, Stormwater Fund, Transportation Sales Tax Fund, Transportation Fee Fund and several grant and donation funds. Major changes in the FY2020-2021 budget as compared to the FY2019-2020 adopted budget include an increase in health insurance from \$5,500,000 to \$6,500,000 in the Self-Insurance Fund, the addition of \$350,000 for street marking in the Transportation Sales Tax Fund, a decrease from \$3,944,000 to \$2,427,000 in capital expenditures in the City Capital Fund, a decrease in capital expenditures from \$300,000 to \$0 in the Rural Fire Fund, and a decrease in debt expenditures from \$841,000 to \$364,400 in the Debt Service Fund.

Enterprise Funds

The Airport Fund is operated as an enterprise fund of the City. There are no major changes in the FY2020-2021 budget as compared to the FY2019-2020 adopted budget.

Stillwater Economic Development Authority

The proposed expenditure budget for the Stillwater Economic Development Authority for FY2020-2021 is \$1,630,365, which represents a decrease of \$109,285 (6.3%) from the FY2019-2020 adopted budget of \$1,739,650. This decrease is the result of reductions in service contracts.

Stillwater Utilities Authority

The proposed FY2020-2021 Stillwater Utilities Authority (SUA) revenue budget of \$80,073,120 includes an increase in revenue of \$92,397 (0.1%) from the FY2019-2020 adopted budget of \$79,980,723. Rate

escalators for electric, water and wastewater rates were suspended by the SUA Trustees at the October 1, 2018 and April 15, 2019 SUA meetings pending a comprehensive rate study and analysis for all utilities. The rate studies were completed in the spring of 2020 and presentations were made to the Trustees at the March 2 and April 20 meetings. As of the date of this letter, no action has been taken by the Trustees to implement any rate adjustments or to reinstate the rate escalators.

SUA proposed expenditures for FY2020-2021 are \$60,279,885, which represents a decrease of \$4,604,821 (7.1%) from the FY2019-2020 adopted budget of \$64,884,706. The major change in the FY2020-2021 budget as compared to the FY2019-2020 adopted budget is a decrease in wholesale purchased power from \$28,900,000 to \$24,000,000 due to changes in the Grand River Dam Authority's rate structure.

Transfers between Funds

Transfers between funds (in and out) for FY2020-2021 total \$45,287,956. This is a decrease of \$2,367,680 (5.0%) from the FY2019-2020 transfer total of \$47,655,636. The decrease is largely due to a decrease of \$329,286 to the Airport Enterprise Fund and a decrease of \$2,000,000 to the City Capital Fund.

Civic Engagement

The City continues to broaden its communication with the public concerning the City's finances and budget process. To accomplish this, the City maintains a Financial Center page on its website to share information. Recently added to the website is a COVID-19 Recovery page to keep our citizens informed of the City's response to and recovery from COVID-19, which will include any amendments to the FY2020-2021 budget. To allow citizens to provide input to City management regarding the current or future budgets, the City uses Speak-up Stillwater and Balancing Act. Both are on-line tools to encourage citizens to become involved.

Acknowledgements

I would like to acknowledge the significant contributions and teamwork of all Department Heads, the Deputy City Manager, and the Finance Department in preparing the FY2020-2021 proposed budget. Once again, my special thanks goes 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

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 2021 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 operating 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 cost 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 2021 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**)

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.

ANNUAL EVALUATION OF REVENUE SUFFICIENCY AND PREPARATION OF REVENUE PROJECTIONS

¹ **Ordinance** No. 2858

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.

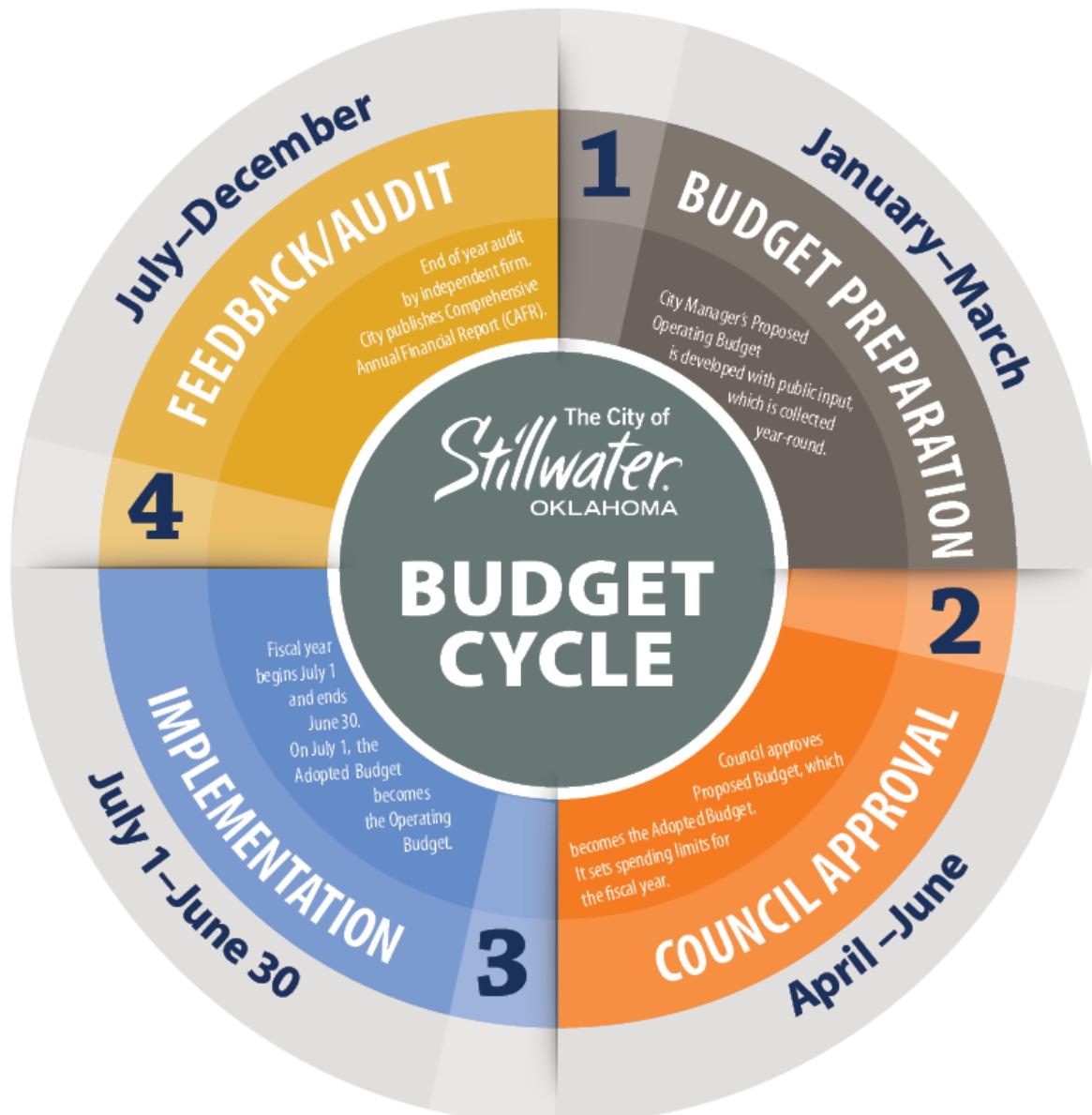
Department Budget Submittals — The City has adopted the zero-based budgeting philosophy of budget preparation. Department directors are charged with developing annual action plans to achieve departmental strategies. Budgets are built around the tactics used to complete the departmental strategies. Each 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 2021 ADOPTED BUDGET

City-wide Authorized Full Time Positions

Department	Fiscal Year 2021 Full Time Equivalents	Fiscal Year 2020 Full Time Equivalents
Funded Positions		
City Manager	12.1	7.0
Information Technology	12.0	12.0
Human Resources	5.0	6.0
Finance	12.0	11.0
Municipal Court	4.8	5.0
Marketing and Civic Engagement	5.5	4.5
Community Development	11.8	12.0
City Engineering	8.6	7.0
Public Works	44.0	44.0
Community Resources	14.2	12.5
Police	127.9	126.5
Emergency Management	3.0	3.0
Fire	78.5	79.5
Library	25.7	25.5
Legal	6.0	5.0
General Government	2.5	2.5
Stormwater Management	4.0	3.0
Airport	16.5	15.5
Electric	67.4	67.5
Environmental Services	2.0	2.0
Utility and Billing Services	25.3	22.0
Fleet	13.0	13.0
Water	47.4	50.0
Wastewater	33.6	25.0
Waste Management	29.0	29.0
Total Funded Positions	611.8	590.0

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Authorized Full Time Positions by Fund

Department	Fiscal Year 2021 Full Time Equivalents	Fiscal Year 2020 Full Time Equivalents
Funded Positions		
General Fund	372.6	362.0
Stormwater Management	4.0	3.0
Transportation Improvements	1.0	1.0
Airport	16.5	15.5
SUA	217.7	208.5
Total Funded Positions	611.8	590.0

Section 2

City of Stillwater

FY2021 ADOPTED BUDGET

The City of
Stillwater[®]
OKLAHOMA

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

Teresa Kadavy, City Clerk

Barbara Bliss, Community Resources Manager

Brad Stewart, Information Technology Director

Christy Cluck, Finance Director

Christy Luper, Human Resources Director

Cindy Gibson, Administrative Services Manager

Jeff Watts, Police Chief

John McClenny, 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

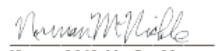
Stacy Delano, Library Director

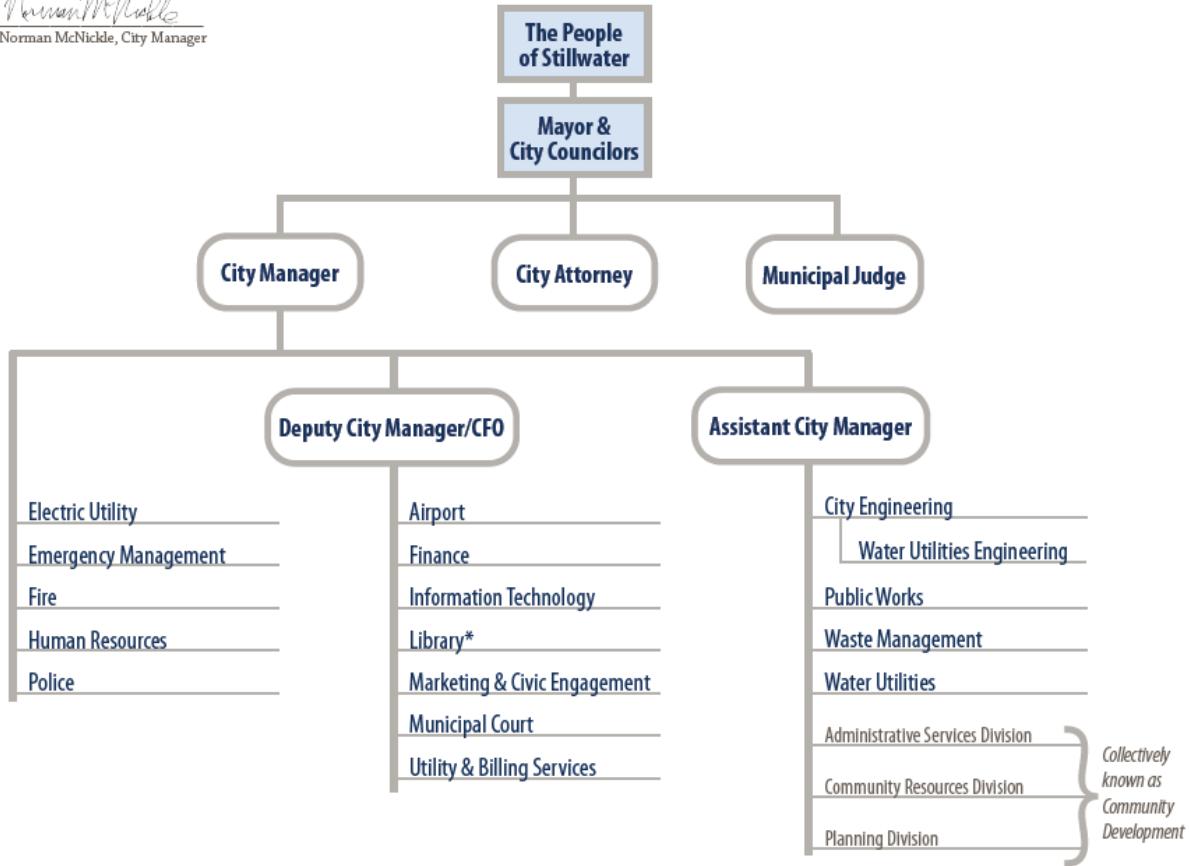
Tom Bradley, Fire Chief

The City of *Stillwater*, OKLAHOMA

Organization Chart—General Government

As of November 19, 2019


Norman McNicoll, City Manager



* 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.

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Authorized Full Time Positions

Department	Fiscal Year 2021 Full Time Equivalents	Fiscal Year 2020 Full Time Equivalents
Funded Positions		
City Manager	12.1	7.0
Information Technology	12.0	12.0
Human Resources	5.0	6.0
Finance	12.0	11.0
Municipal Court	4.7	5.0
Marketing and Civic Engagement	5.5	4.5
Community Development	11.8	12.0
City Engineering	8.6	7.0
Public Works	44.0	44.0
Community Resources	14.2	12.5
Police	127.9	126.5
Emergency Management	3.0	3.0
Fire	78.5	79.5
Library	25.7	25.5
Legal	6.0	5.0
General Government	2.5	2.5
Stormwater Management	4.0	3.0
Airport	16.5	15.5
Total Funded Positions	394.1	381.5

RESOLUTION NO. CC-2020-10

"A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-21."

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 2020-21 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 2020-21 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 the City Capital Fund budget be adopted in the amounts and for the projects reflected in this resolution's Attachment B.

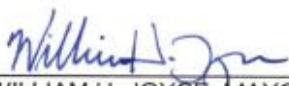
Section 3. That the resolution and a copy of the adopted budget be transmitted to the Oklahoma State Auditor and Inspector and one copy be transmitted to the Clerk of this municipality.

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 18th day of May, 2020.

CITY OF STILLWATER, OKLAHOMA




WILLIAM H. JOYCE, MAYOR


TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 18th day of May, 2020.


JOHN E. DORMAN, CITY ATTORNEY

Attachment A

City of Stillwater
Budget for Fiscal Year 2021
Stillwater, Oklahoma

	General Fund	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CDBG Grants Fund	Parks Grants Fund	Comm Dev Rehab Fund	Special Ops Team Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	Merry Main Street	G.M.Koch Donation Fund	Self Insurance Fund	Airport Fund	TOTAL	
Resources and Transfers																			
Beginning Balance	50	(\$17,717)	\$1,474,336	5580,600	\$172,710	50	\$1,039	\$17,893	545	\$257,552	\$488,365	50	\$5,232,906	32,500	549,144	\$995,379	\$71,736	\$9,356,488	
Sales Tax	28,400,000																	28,400,000	
Use Tax	2,500,000																	2,500,000	
Other Tax	1,954,000	930,000			800,000													3,684,000	
Grants	50,000																	50,000	
Fines and Forfeits	921,400																	921,400	
Fees and Rental	450,600				121,000												1,735,000	2,386,600	
Interest	134,000																	134,000	
Licenses & Permits	226,200																	226,200	
Other	406,600																830,000	1,427,300	
Stormwater Fees										300,000								300,000	
Transfers In	16,375,924		2,000,000														8,060,621	958,384	31,452,072
Total Resources and Transfers	51,418,724	912,283	3,474,336	1,380,600	293,710	0	1,039	17,893	45	\$257,552	568,365	0	\$9,290,049	32,500	49,144	9,886,000	2,955,820	80,838,060	
Expenditures and Transfers																			
City Manager																			
Personal Services	1,234,609																	1,234,609	
Materials & Supplies	3,900																	3,900	
Other Services & Fees	20,500																	20,500	
Capital					300,000														
Debt																		0	
Information Technology																			
Personal Services	932,237																	932,237	
Materials & Supplies	64,570																	64,570	
Other Services & Fees	732,650																	732,650	
Capital																		300,000	
Debt																		0	
Human Resources																			
Personal Services	397,048																	6,500,000	
Materials & Supplies	11,500																	11,500	
Other Services & Fees	126,300																2,046,000	2,172,300	
Capital																		0	
Debt																		0	
Finance																			
Personal Services	999,282																	999,282	
Materials & Supplies	28,445																	28,445	
Other Services & Fees	168,025																	168,025	
Capital																		0	
Debt																		0	
Community Development																			
Personal Services	753,767																	753,767	
Materials & Supplies	5,700																	5,700	
Other Services & Fees	81,470																	81,470	
Capital																		0	

Attachment A

City of Stillwater
Budget for Fiscal Year 2021
Stillwater, Oklahoma

	General Fund	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CDBG Grants Fund	Parks Grants Fund	Comm Dev Rehab Fund	Special Ops Team Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	Merry Main Street	G.M.Koch Donation Fund	Self Insurance Fund	Airport Fund	TOTAL
Debt																		0
City Engineering																		723,556
Personal Services	656,041																	67,515
Materials & Supplies	14,375																	369,815
Other Services & Fees	35,550																	43,365
Capital																		1,000,000
Debt																		0
Public Works																		0
Personal Services	2,205,429																	2,205,429
Materials & Supplies	540,100																	540,100
Other Services & Fees	344,475																	344,475
Capital																		14,000
Debt																		0
Community Resources																		599,181
Personal Services	599,181																	599,181
Materials & Supplies	68,954																	68,954
Other Services & Fees	1,024,778																	1,024,778
Capital																		44,000
Debt																		0
Police																		10,615,245
Personal Services	10,615,245																	559,709
Materials & Supplies	559,709																	405,800
Other Services & Fees	405,800																	948,000
Capital																		0
Debt																		0
Fire																		7,109,832
Personal Services	7,046,832																	58,000
Materials & Supplies	110,250																	30,200
Other Services & Fees	210,268																	5,500
Capital																		81,000
Debt																		0
Library																		1,027,816
Personal Services	1,027,816																	107,750
Materials & Supplies	107,750																	115,590
Other Services & Fees	115,590																	0
Capital																		0
Debt																		0
Legal																		622,535
Personal Services	622,535																	20,000
Materials & Supplies	20,000																	12,050
Other Services & Fees	101,348																	340,000
Capital																		0
Debt																		0
General Government																		286,456
Personal Services	286,456																	12,050
Materials & Supplies	12,050																	1,599,400
Other Services & Fees	1,566,900																	32,500
Capital																		0
Debt																		364,400
Stormwater																		0
Personal Services																		176,036
Materials & Supplies																		23,320
Other Services & Fees																		79,250
																		79,250

Attachment A

City of Stillwater
Budget for Fiscal Year 2021
Stillwater, Oklahoma

	General Fund	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CDBG Grants Fund	Parks Grants Fund	Comm Dev Rehab Fund	Special Ops Team Fund	Stormwater Mgmt. Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	Merry Main Street	G.M.Koch Donation Fund	Self Insurance Fund	Airport Fund	TOTAL
Capital																		0
Debt																		0
Airport																		
Personal Services																		781,430
Materials & Supplies																		1,605,500
Other Services & Fees																		329,880
Capital			50,000															50,000
Debt																		0
Indirect/Direct		(1,439,659)								17,415								(1,378,604)
Transfers Out		18,930,937	229,556		720,000					42,066			13,431					195,370
Total Expenditures and Transfers		51,418,724	593,956	2,437,000	720,000	94,700	0	0	0	338,087	7,218	0	433,996	32,500	0	8,886,000	2,955,820	67,918,001
Ending Balance		50	\$318,327	\$1,037,336	\$660,600	\$199,010	50	\$1,039	\$17,893	\$45	\$219,465	\$561,147	50	\$8,856,053	50	\$49,144	\$1,000,000	(50) \$12,920,059

Attachment B

City of Stillwater
Budget for Fiscal Year 2021
City Capital Fund Expenditures
Stillwater, Oklahoma

Capital Projects	Budget
Information Technology	
Network Infrastructure Upgrade: Core Switches	\$ 300,000
City Engineering	
Master Drainage Plan	500,000
Reserve for Transportation Projects	400,000
Duck Street, 6th to Boomer (Design)	100,000
Public Works	
FLEET: Diesel Diagnostic Software & Laptop	14,000
Community Resources	
Replace Boomer Walking Bridge Boards & Handrails (2)	30,000
Senior Center Carpet	14,000
Police	
Patrol Vehicles (8)	430,000
Fingerprint Workstation Replacement	18,000
Emergency Management	
Storm Sirens	500,000
Fire	
Station 1 Concrete Repair	41,000
Thermal Imaging Camera (5)	30,000
Commercial Extractor	10,000
Airport	
Replace 1979 Stair Truck with Push Up Stair System	50,000
Total	\$ 2,437,000

FINANCIAL SUMMARY

General Fund
Special Revenue 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, parks and recreation, library, and development services.

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

General Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
REVENUES						
Sales Tax	\$28,308,577	\$28,400,000	\$28,400,000	\$28,400,000	\$0	0.0%
Use Tax	2,454,018	1,600,000	1,600,000	2,500,000	900,000	56.3%
Other Tax	2,141,342	1,912,000	1,912,000	1,954,000	42,000	2.2%
Grants	477,238	50,000	269,448	50,000	0	0.0%
Fines and Forfeits	1,084,493	1,035,500	1,035,500	921,400	(114,100)	-11.0%
Fees and Rentals	520,383	429,160	429,160	450,600	21,440	5.0%
Interest	89,074	100,000	100,000	134,000	34,000	34.0%
Licenses and Permits	278,768	215,900	215,900	226,200	10,300	4.8%
Other	1,273,900	840,500	961,070	406,600	(433,900)	-51.6%
Total Revenues	36,627,792	34,583,060	34,923,078	35,042,800	459,740	1.3%
Transfers In	16,756,556	16,615,841	16,615,841	16,375,924	(239,917)	-1.4%
Total Revenues and Transfers In	\$53,384,348	\$51,198,901	\$51,538,919	\$51,418,724	\$219,823	0.4%

EXPENDITURES

City Manager						
Personal Services	\$772,318	\$711,992	\$704,715	\$1,234,609	\$522,617	73.4%
Materials and Supplies	6,144	3,900	3,900	3,900	0	0.0%
Other Services and Fees	23,481	25,500	25,500	20,500	(5,000)	-19.6%
Total City Manager	801,943	741,392	734,115	1,259,009	517,617	69.8%
Information Technology						
Personal Services	1,050,364	931,600	931,600	932,237	637	0.1%
Materials and Supplies	836,760	39,595	39,595	64,570	24,975	63.1%
Other Services and Fees	648,155	667,750	694,574	732,650	64,900	9.7%
Capital Outlay	0	0	40,263	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Information Technology	2,535,279	1,638,945	1,706,032	1,729,457	90,512	5.5%
Human Resources						
Personal Services	443,586	462,678	412,678	397,048	(65,630)	-14.2%
Materials and Supplies	9,339	12,500	12,500	11,500	(1,000)	-8.0%
Other Services and Fees	116,610	126,300	126,300	126,300	0	0.0%
Total Human Resources	569,535	601,478	551,478	534,848	(66,630)	-11.1%

General Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Finance						
Personal Services	924,497	978,303	976,747	999,282	20,979	2.1%
Materials and Supplies	25,843	31,200	31,200	28,445	(2,755)	-8.8%
Other Services and Fees	109,579	178,111	178,111	168,025	(10,086)	-5.7%
Capital Outlay	4,726	0	0	0	0	0.0%
Total Finance	1,064,645	1,187,614	1,186,058	1,195,752	8,138	0.7%
Development Services						
Personal Services	872,662	812,636	871,617	753,767	(58,869)	-7.2%
Materials and Supplies	14,632	12,458	12,568	5,700	(6,758)	-54.2%
Other Services and Fees	87,992	129,170	129,060	81,470	(47,700)	-36.9%
Capital Outlay	0	0	248,369	0	0	0.0%
Total Development Services	975,286	954,264	1,261,614	840,937	(113,327)	-11.9%
Transportation						
Personal Services	472,416	503,355	625,524	656,041	152,686	30.3%
Materials and Supplies	9,265	14,175	339,653	14,375	200	1.4%
Other Services and Fees	32,963	25,250	29,531	35,550	10,300	40.8%
Capital Outlay	69,254	0	5,945,745	0	0	0.0%
Total Transportation	583,898	542,780	6,940,453	705,966	163,186	30.1%
Public Works						
Personal Services	2,347,632	2,172,095	2,172,095	2,205,429	33,334	1.5%
Materials and Supplies	513,164	628,850	593,707	540,100	(88,750)	-14.1%
Other Services and Fees	326,520	404,100	415,786	344,475	(59,625)	-14.8%
Capital Outlay	129,026	0	80,710	0	0	0.0%
Debt	40,377	0	0	0	0	0.0%
Total Operations	3,356,719	3,205,045	3,262,298	3,090,004	(115,041)	-3.6%
Parks, Events, and Recreation						
Personal Services	606,366	631,180	619,410	599,181	(31,999)	-5.1%
Materials and Supplies	51,746	73,454	73,454	68,954	(4,500)	-6.1%
Other Services and Fees	754,812	1,003,209	1,034,156	1,024,779	21,570	2.2%
Capital Outlay	90,489	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Parks, Events, and Recreation	1,503,413	1,707,843	1,727,020	1,692,914	(14,929)	-0.9%

General Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Police						
Personal Services	11,487,115	10,496,694	10,811,427	10,615,245	118,551	1.1%
Materials and Supplies	499,534	604,478	571,276	559,709	(44,769)	-7.4%
Other Services and Fees	380,235	485,534	502,915	405,800	(79,734)	-16.4%
Capital Outlay	486,058	0	294,491	0	0	0.0%
Total Police	12,852,942	11,586,706	12,180,109	11,580,754	(5,952)	-0.1%
Fire						
Personal Services	7,274,661	7,161,511	7,175,618	7,046,832	(114,679)	-1.6%
Materials and Supplies	176,649	212,200	237,832	180,250	(31,950)	-15.1%
Other Services and Fees	149,171	233,500	226,762	210,268	(23,232)	-9.9%
Capital Outlay	2,961	0	0	0	0	0.0%
Debt	0	0	0	0	0	100.0%
Total Fire	7,603,442	7,607,211	7,640,212	7,437,350	(169,861)	-2.2%
Library						
Personal Services	1,131,291	1,070,477	1,070,477	1,027,816	(42,661)	-4.0%
Materials and Supplies	108,092	106,245	106,245	107,750	1,505	1.4%
Other Services and Fees	311,858	112,395	261,805	115,590	3,195	2.8%
Capital Outlay	0	0	30,000	0	0	0.0%
Total Library	1,551,241	1,289,117	1,468,527	1,251,156	(37,961)	-2.9%
Legal						
Personal Services	494,263	521,524	521,524	622,525	101,001	19.4%
Materials and Supplies	6,233	16,700	16,100	20,000	3,300	19.8%
Other Services and Fees	43,802	69,500	94,797	101,368	31,868	45.9%
Capital Outlay	0	0	0	0	0	0.0%
Total Legal	544,298	607,724	632,421	743,893	136,169	22.4%
General Government						
Personal Services	237,979	254,495	254,495	286,456	31,961	12.6%
Materials and Supplies	14,367	10,625	30,125	12,050	1,425	13.4%
Other Services and Fees	1,293,160	2,037,771	1,537,191	1,566,900	(470,871)	-23.1%
Capital Outlay	52,476	0	1,899	0	0	0.0%
Total General Government	1,597,982	2,302,891	1,823,710	1,865,406	(437,485)	-19.0%
Indirect/Direct	(1,254,007)	(1,254,007)	(1,254,007)	(1,439,659)	(185,652)	0
Transfers Out	13,319,723	18,987,687	21,741,569	18,930,937	(56,750)	0.0%
Total Expenditures and Transfers	47,606,339	51,706,690	61,601,609	51,418,724	(287,966)	-0.6%

General Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Total Personal Services	28,115,150	26,708,540	27,147,927	27,376,468	667,928	2.5%
Total Materials and Supplies	2,271,768	1,766,380	2,068,155	1,617,303	(149,077)	-8.4%
Total Other Services and Fees	4,278,338	5,498,090	5,256,488	4,933,675	(564,415)	-10.3%
Indirect/Direct	(1,254,007)	(1,254,007)	(1,254,007)	(1,439,659)	(185,652)	14.8%
Total Operating Expenditures	33,411,249	32,719,003	33,218,563	32,487,787	(45,564)	-0.1%
Total Capital Outlay	834,990	0	6,641,477	0	0	0.0%
Total Debt	40,377	0	0	0	0	0.0%
Transfer Out	13,319,723	18,987,687	21,741,569	18,930,937	(56,750)	-0.3%
Total Expenditures and Transfers	47,606,339	51,706,690	61,601,609	51,418,724	(102,314)	-0.2%
Revenues over(under) Expenditures	5,778,009	(507,789)	(10,062,690)	0	507,789	-100.0%
Beginning Balance 7/1	(676,373)	7,191,494	7,191,494	0	(7,183,741)	-99.9%
Adjust for Receivables	2,368,868	6,297,423	6,297,423	0	(6,297,423)	-100.0%
Adjust for Payables	(279,010)	(3,418,474)	(3,426,227)	0	3,418,474	-100.0%
Ending Fund Balance	\$7,191,494	\$9,562,654	\$0	\$0	\$(9,554,901)	-99.9%

TRANSFERS DETAIL

Transfers In:						
SUA	\$16,756,556	\$16,615,841	\$16,615,841	\$16,349,468	\$(266,373)	-1.6%
Airport	0	0	0	0	0	0.0%
Total Transfers In	16,756,556	16,615,841	16,615,841	16,349,468	(266,373)	-1.6%
Transfers Out:						
SUA (Penny Sales Tax)	8,119,331	8,114,286	8,114,286	8,114,286	0	0.0%
Transportation Fund (1/2 Penny Sales Tax)	4,048,232	4,057,143	4,057,143	4,057,143	0	0.0%
Self Insurance Fund	0	4,640,727	4,640,727	4,907,759	267,032	5.8%
Airport Fund	505,800	1,287,670	4,041,552	958,384	(329,286)	-25.6%
CDBG Fund	0	0	0	0	0	0.0%
SEDA	646,359	887,861	887,861	893,365	5,504	0.0%
SUA	0	0	0	0	0	0.0%
Total Transfers Out	13,319,722	18,987,687	21,741,569	18,930,937	(56,750)	-0.3%

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 or capital projects.

- **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.
- **MERRY MAIN STREET** — budgets and accounts for specific revenues and expenditures pertaining to the annual Merry Main Street special event.

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Other Governmental Funds

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
TOURISM AND CONVENTION FUND						
Revenues						
Hotel/Motel Taxes	\$777,659	\$800,000	\$800,000	\$800,000	\$0	0.0%
Interest	5,756	0	0	0	0	0.0%
Total Revenues	783,415	800,000	800,000	800,000	80,000	0.0%
Expenditures						
Other Services and Fees	38,962	0	0	0	0	0.0%
Transfers Out	720,000	800,000	800,000	720,000	80,000	-10.0%
Total Expenditures	758,962	800,000	800,000	720,000	80,000	-10.0%
Revenues over Expenditures	24,453	0	0	80,000	80,000	100.0%
Beginning Balance 7/1	469,711	509,741	509,741	580,600	70,859	13.9%
Adjust for Receivables	(4,953)	91,389	91,389	0	(91,389)	-100.0%
Adjust for Payables	20,530	(20,530)	(20,530)	0	20,530	-100.0%
Ending Fund Balance	\$ 509,741	\$580,600	\$580,600	\$660,600	\$80,000	13.8%

Other Governmental Funds continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
RURAL FIRE FUND						
Revenues						
Fees	\$117,717	\$106,000	\$106,000	\$121,000	\$15,000	14.2%
Grants	6,245	0	0	0	0	0.0%
Interest Earnings	6,937	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
Total Revenues	130,899	106,000	106,000	121,000	15,000	14.2%
Expenditures						
Personal Services	0	68,116	68,116	59,000	(9,116)	-13.4%
Materials and Supplies	35,032	50,000	52,857	30,200	(19,800)	-39.6%
Other Services and Fees	1,738	3,500	5,500	5,500	2,000	57.1%
Capital Outlay	188,191	300,000	303,618	0	(30,848)	-100.0%
Debt	20,811	13,875	13,875	0	29,585	-100.0%
Total Expenditures	245,772	435,491	443,966	94,700	17,825	-78.3%
Revenues over Expenditures	(114,873)	(329,491)	(337,966)	26,300	355,791	-108.0%
Beginning Balance 7/1	616,567	509,413	509,413	172,710	(336,703)	-66.1%
Adjust for Receivables	778	30,848	30,848	0	(30,848)	-100.0%
Adjust for Payables	6,941	(29,585)	(29,585)	0	29,585	-100.0%
Ending Fund Balance	\$509,413	\$181,185	\$172,710	\$199,010	\$17,825	9.8%
CDBG GRANTS FUND						
Revenues						
Grants	\$153,127	\$0	\$156,741	\$0	\$0	0.0%
Interest Earnings	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
Transfers In	0	0	0	0	0	0.0%
Total Revenues	153,127	0	156,741	0	0	0.0%
Expenditures						
Other Services and Fees	0	0	37,185	0	0	0.0%
Capital Outlay	278,370	0	252,450	0	0	0.0%
Total Expenditures	278,370	0	289,635	0	0	0.0%
Revenues over Expenditures	(125,243)	0	(132,894)	0	0	0.0%
Beginning Balance 7/1	265,137	132,894	132,894	0	(132,894)	-100.0%
Adjust for Receivables	68,000	0	0	0	0	0.0%
Adjust for Payables	(75,000)	0	0	0	0	0.0%
Ending Fund Balance	\$132,894	\$132,894	\$0	\$0	\$(132,894)	-100.0%

Other Governmental Funds continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%

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%

COMMUNITY DEVELOP 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%

Other Governmental Funds continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED					
					\$	%				
SPECIAL OPERATIONS TEAM FUND										
Revenues										
Donations	\$ 6,430	\$0	\$0	\$0	\$0	0.0%				
Interest Earnings	66	0	0	0	0	0.0%				
Total Revenues	6,496	0	0	0	0	0.0%				
Expenditures										
Materials and Supplies	1,748	0	0	0	0	0.0%				
Other Services and Fees	891	0	0	0	0	0.0%				
Total Expenditures	2,639	0	0	0	0	0.0%				
Revenues over Expenditures	3,857	0	(6,900)	0	0	0.0%				
Beginning Balance 7/1	4,553	6,942	6,942	45	(6,897)	-99.4%				
Adjust for Receivables	0	3	3	0	(3)	0.0%				
Adjust for Payables	(1,468)	0	0	0	0	0.0%				
Ending Fund Balance	\$6,942	\$6,945	\$45	\$45	\$(6,900)	-99.4%				
STORMWATER MANAGEMENT FUND										
Revenues										
Fees	\$ 303,712	\$300,000	\$300,000	\$300,000	\$0	0.0%				
Interest Earnings	5,260	0	0	0	0	0.0%				
Other	0	0	0	0	0	0.0%				
Total Revenues	308,972	300,000	300,000	300,000	0	0.0%				
Expenditures										
Personal Services	195,041	190,316	190,316	176,036	(14,280)	-7.5%				
Materials and Supplies	31,365	43,830	44,830	23,320	(20,510)	-46.8%				
Other Services and Fees	35,551	104,850	109,850	79,250	(25,600)	-24.4%				
Capital Outlay	12,670	0	120,000	0	0	0.0%				
Direct/Indirect Cost Allocation	15,332	15,332	15,332	17,415	2,083	13.6%				
Transfers Out	0	39,703	39,703	42,066	2,363	6.0%				
Total Expenditures	289,959	394,031	520,031	338,087	(55,944)	-14.2%				
Revenues over Expenditures	19,013	(94,031)	(220,031)	(38,087)	55,944	-59.5%				
Beginning Balance 7/1	411,169	445,348	445,348	257,552	(187,796)	-42.2%				
Adjust for Receivables	19,587	54,174	54,175	0	(54,175)	-100.0%				
Adjust for Payables	(4,421)	(21,940)	(21,940)	0	21,940	-100.0%				
Ending Fund Balance	\$445,348	\$383,552	\$257,552	\$219,465	\$(164,087)	-42.8%				

Other Governmental Funds continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%

TRANSPORTATION FEE FUND

Revenues						
Fees	\$85,171	\$100,000	\$100,000	\$80,000	(\$20,000)	-20.0%
Interest Earnings	5,258	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
Total Revenues	90,429	100,000	100,000	80,000	(20,000)	-20.0%
Expenditures						
Other Services and Fees	2,984	0	7,218	7,218	7,218	100.0%
Capital Outlay	0	0	90,994	0	0	0.0%
Total Expenditures	2,984	0	98,212	7,218	7,218	0.0%
Revenues over Expenditures	87,445	100,000	1,788	72,782	(27,218)	-27.2%
Beginning Balance 7/1	398,769	486,364	486,364	488,365	2,001	0.4%
Adjust for Receivables	150	213	213	0	(213)	-100.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$486,364	\$586,577	\$488,365	\$561,147	\$(25,430)	-4.3%

PARK DONATIONS FUND

Revenues						
Interest Earnings	\$0	\$0	\$0	\$0	\$0	0.0%
Donations	65,000	0	0	0	0	0.0%
Total Revenues	65,000	0	0	0	0	0.0%
Expenditures						
Capital Outlay	0	0	65,000	0	0	0.0%
Transfers Out	0	0	0	0	0	0.0%
Total Expenditures	0	0	65,000	0	0	0.0%
Revenues over Expenditures	65,000	0	(65,000)	0	0	0.0%
Beginning Balance 7/1	0	65,000	65,000	0	(65,000)	-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	\$65,000	\$65,000	\$0	\$0	\$(65,000)	-100.0%

Other Governmental Funds continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED					
					\$	%				
GALIE MAY KOCH DONATION FUND										
Revenues										
Interest Earnings	\$576	\$0	\$0	\$0	\$0	0.0%				
Total Revenues	576	0	0	0	0	0.0%				
Expenditures										
Materials and Supplies	790	0	0	0	0	0.0%				
Total Expenditures	790	0	0	0	0	0.0%				
Revenues over Expenditures	(214)	0	0	0	0	0.0%				
Beginning Balance 7/1	49,311	49,121	49,121	49,144	23	0.0%				
Adjust for Receivables	24	23	23	0	(23)	-100.0%				
Adjust for Payables	0	0	0	0	0	0.0%				
Ending Fund Balance	\$49,121	\$49,144	\$49,144	\$49,144	\$0	0.0%				
MERRY MAIN STREET										
Revenues										
Fees	\$0	\$0	\$4,950	\$0	\$0	0.0%				
Other	0	0	17,626	0	0	0.0%				
Interest	5	0	0	0	0	0.0%				
Transfer In	128,528	0	0	0	0	0.0%				
Total Revenues	128,528	0	22,576	0	0	0.0%				
Expenditures										
Personal Services	0	0	13,568	0	0	0.0%				
Materials and Supplies	0	0	7,300	0	0	0.0%				
Other Services and Fees	0	0	16,511	32,500	0	100.0%				
Capital Outlay	0	0	98,230	0	0	0.0%				
Total Expenditures	0	0	118,609	32,500	0	0.0%				
Revenues over Expenditures	128,533	0	(96,033)	(32,500)	(32,500)	-100.0%				
Beginning Balance 7/1	0	128,533	128,533	32,500	(96,033)	-74.7%				
Adjust for Receivables	0	0	0	0	0	0.0%				
Adjust for Payables	0	0	0	0	0	0.0%				
Ending Fund Balance	128,533	\$128,533	\$32,500	\$0	\$(128,533)	-100.0%				

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).

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Debt Service Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Ad Valorem Taxes	\$959,767	\$830,000	\$830,000	\$930,000	\$100,000	12.0%
Interest	4,811	0	0	0	0	0.0%
Total Revenues	964,578	830,000	830,000	930,000	100,000	12.0%
Expenditures						
Interest and Fiscal Fees	78,000	46,300	46,300	14,400	(31,900)	-68.9%
Principal Retirements	795,000	795,000	795,000	350,000	(445,000)	-56.0%
Total Expenditures	873,000	841,300	841,300	364,400	(476,900)	-56.7%
Other Uses						
Transfers Out	78,822	158,726	158,726	229,556	70,830	44.6%
Total Expenditures and Uses	951,822	1,000,026	1,000,026	593,956	(406,070)	-40.6%
Revenues Over Expenditures	12,756	(170,026)	(170,026)	336,044	506,070	-297.6%
Beginning Cash Balance 7/1	137,479	149,861	149,861	(17,717)	(167,578)	-111.8%
Adjust for Receivables	31,594	40,358	40,358	0	(40,358)	-100.00%
Adjust for Payables	(31,968)	(37,910)	(37,910)	0	37,910	-100.00%
Ending Fund Balance	\$149,861	\$(17,717)	\$(17,717)	\$318,327	\$336,044	-1896.7%

TRANSFERS DETAIL

Transfers Out						
Self Insurance Fund	\$78,822	\$158,726	\$158,726	\$229,556	\$70,830	44.6%
Total Transfers Out	78,822	158,726	158,726	229,556	70,830	44.6%

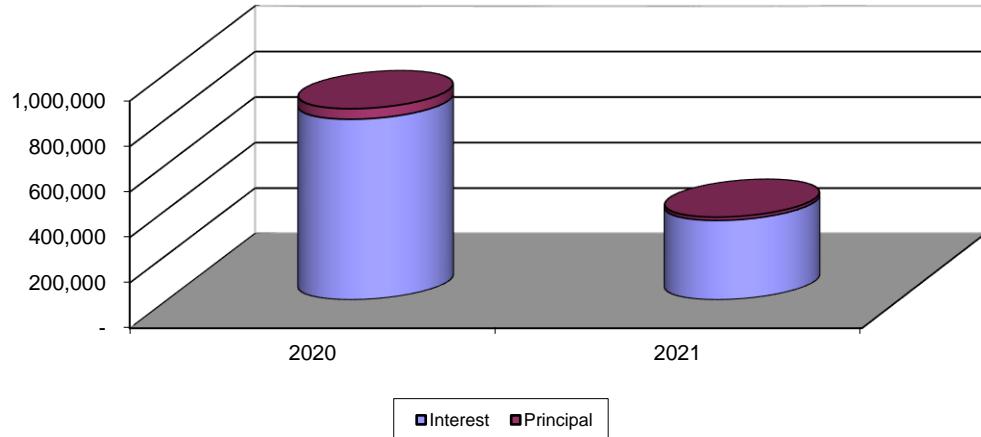
CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Debt Service Requirements

Series	Description	Amount	Issue Date	Amount Outstanding at 6/30/2019	Issue Type	Interest Rate	Maturity Date
1.	2010 GO Refunding Bonds	\$8,390,000	4/8/2010	\$1,145,000	GO Bond	4.0000%	6/1/2021

Fiscal Year	Principal	Interest	Total
2020	795,000	45,800	840,800
2021	350,000	14,000	364,000
	\$1,145,000	\$59,800	\$1,204,800

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 2021 ADOPTED BUDGET

City Capital Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 PROPOSED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest Earnings	\$4,544	\$0	\$0	\$0	\$0	0.0%
Misc Revenue	0	0	220,263	0	0	0.0%
Total Revenues	4,544	0	220,263	0	0	0.0%
Other Resources						
Transfers In	3,000,000	4,000,000	5,589,445	2,000,000	(2,000,000)	0.0%
Total Resources	3,004,544	4,000,000	5,809,708	2,000,000	(2,000,000)	-50.0%
Expenditures						
Capital Outlay:						
Airport	0	335,000	333,400	50,000	(285,000)	-85.1%
City Engineering	0	1,000,000	4,175,180	500,000	(500,000)	-50.0%
Community Resources	0	185,000	276,153	44,000	(141,000)	-76.2%
Development Services	0	84,000	84,000	0	(84,000)	-100.0%
Emergency Management	0	0	0	500,000	500,000	0.0%
Fire	0	348,000	483,000	81,000	(267,000)	-76.7%
General Government	0	0	161,100	0	0	0.0%
Information Technology	0	805,000	680,000	300,000	(505,000)	-62.7%
Police	0	487,000	472,263	448,000	(39,000)	-8.0%
Public Works	24,820	200,000	150,000	14,000	(186,000)	-93.0%
Stormwater	0	500,000	500,000	500,000	0	0.0%
Total Expenditures	0	3,944,000	7,315,096	2,437,000	(1,507,000)	-38.2%
Revenues over Expenditures	2,979,724	56,000	(1,505,388)	(437,000)	(493,000)	-880.4%
Beginning Balance 7/1	0	2,979,540	2,979,540	1,474,336	(1,505,204)	-50.5%
Adjust for Receivables	(184)	184	184	0	(184)	-100.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Balance	\$2,979,540	\$3,035,724	\$1,474,336	\$1,037,336	\$(1,998,388)	-65.8%

TRANSFERS DETAIL

Transfers In						
General Fund			1,589,445			0.0%
Stillwater Utilities Authority	3,000,000	4,000,000	4,000,000	2,000,000	(2,000,000)	-50.0%
Total Transfers In	3,000,000	4,000,000	5,589,445	2,000,000	(2,000,000)	-50.0%

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Transportation Improvement Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest Earnings	\$111,487	\$0	\$0	\$0	\$0	0.0%
Other	0	0	0	0	0	0.0%
Total Revenues	111,487	0	0	0	0	0.0%
Other Resources						
Transfers In	4,048,232	4,057,143	4,057,143	4,057,143	0	0.0%
Total Revenues and Resources	4,159,719	4,057,143	4,057,143	4,057,143	0	0.0%
Expenditures						
Personal Services	77,700	71,116	71,116	67,515	(3,601)	-5.1%
Materials and Supplies	3,058	2,850	2,850	352,450	349,600	12,266.7%
Other Services and Fees	0	600	600	600	0	0.0%
Capital Outlay	2,405,931	0	9,579,658	0	0	0.0%
Total Expenditures	2,486,689	74,566	9,654,224	420,565	345,999	464.0%
Other Uses						
Transfers Out	0	11,988	11,988	13,431	1,443	12.0%
Total Expenditures and Uses	2,486,689	86,554	9,666,212	433,996	347,442	401.4%
Revenues over Expenditures	1,673,030	3,970,589	(5,609,069)	3,623,147	(347,442)	-8.8%
Beginning Balance 7/1	8,611,080	10,544,998	10,544,998	5,232,906	(5,312,092)	-50.4%
Adjust for Receivables	31,014	678,700	678,700	0	(678,700)	-100.0%
Adjust for Payables	229,875	(381,723)	(381,723)	0	381,723	-100.0%
Ending Fund Balance	\$10,544,998	\$14,812,564	\$5,232,906	\$8,856,053	\$(5,956,511)	-40.2%
TRANSFERS DETAIL						
Transfers In						
General Fund	4,048,232	4,057,143	4,057,143	4,057,143	0	0.0%
Total Transfers In	4,048,232	4,057,143	4,057,143	4,057,143	0	0.0%
Transfers Out						
Self Insurance Fund	0	11,988	11,988	13,431	1,443	12.0%
Total Transfers Out	0	11,988	11,988	13,431	1,443	12.0%

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 2021 ADOPTED BUDGET

Airport Fund

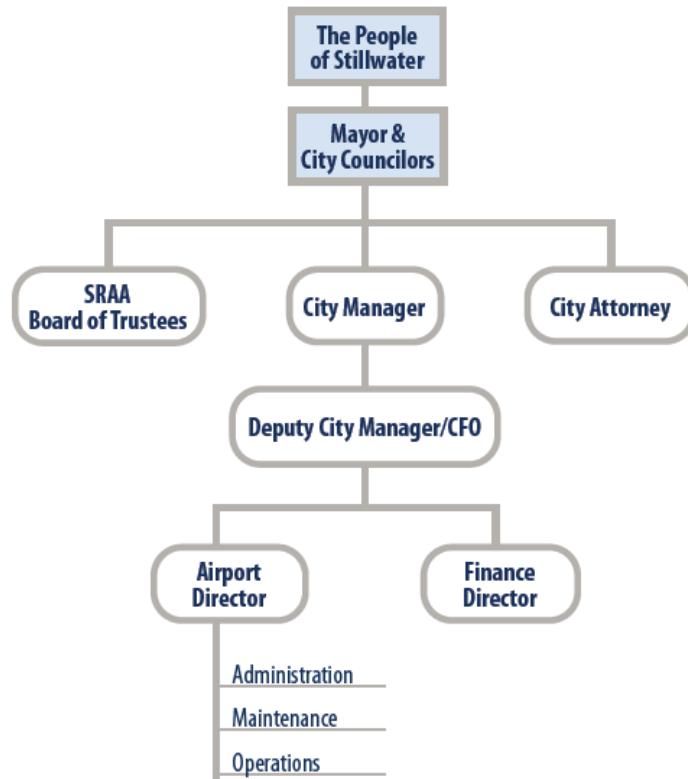
	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Charges for Services	\$1,505,771	\$1,502,000	\$1,502,000	\$1,735,000	\$233,000	15.5%
Other	208,376	168,900	198,900	190,700	21,800	12.9%
Grants	2,138,557	0	5,675,322	0	0	0.0%
Interest	672	0	0	0	0	0.0%
Total Revenues	3,853,376	1,670,900	7,426,222	1,925,700	254,800	15.2%
Other Resources						
Transfers In	1,523,667	1,287,670	2,498,949	958,384	(329,286)	-25.6%
Total Revenues and Resources	5,377,043	2,958,570	9,925,171	2,884,084	(74,486)	-2.5%
Expenditures						
Personal Services	733,237	731,447	731,447	781,430	49,983	6.8%
Materials & Supplies	1,435,029	1,554,125	1,623,194	1,605,500	51,375	3.3%
Other Services & Fees	315,633	364,260	261,327	329,880	(34,380)	-9.4%
Capital Outlay	2,566,572	0	7,905,011	0	0	0.0%
Indirect/Direct	27,874	27,874	27,874	43,640	15,766	56.6%
Total Expenditures	5,078,345	2,677,706	10,548,853	2,760,450	82,744	3.1%
Other Uses						
Transfers Out	90,000	206,746	253,588	195,370	(11,376)	-5.5%
Total Expenditures	\$5,168,345	\$2,884,452	\$10,802,441	\$2,955,820	\$71,368	2.5%
Revenues over Expenditures	\$208,698	\$74,118	\$(877,270)	\$(71,736)	\$(145,854)	-196.8%
Beginning Balance 7/1	752,453	776,554	776,554	71,736	(704,818)	-90.8%
Adjust for Receivables	(443,330)	605,480	605,480	0	(605,480)	-100.0%
Adjust for Payables	248,733	(433,028)	(433,028)	0	433,028	-100.0%
Ending Balance	\$776,554	\$1,023,124	\$71,736	\$0	\$(1,023,124)	-100.0%

The City of *Stillwater*, OKLAHOMA

Organization Chart—Stillwater Regional Airport Authority (SRAA)

As of November 19, 2019

Norman McNickle
Norman McNickle, City Manager



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.

CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET

Self Insurance Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Reimbursements	\$0	\$850,000	\$850,000	\$830,000	\$(20,000)	-2.4%
Workers Comp Contributions	0	0	0	0	0	0.0%
Total Revenues	0	850,000	850,000	850,000	(20,000)	2.4%
Other Resources						
Transfers In	78,822	7,307,835	7,307,835	8,060,621	752,786	10.3%
Total Revenues and Resources	78,822	8,157,835	8,157,835	8,890,621	732,786	9.0%
Expenditures						
Personal Services	0	5,500,000	5,500,000	6,500,000	1,000,000	18.2%
Materials & Supplies	0	0	0	0	0	0.0%
Other Services & Fees	498,267	2,311,000	2,421,000	2,386,000	75,000	3.2%
Total Expenditures	498,267	7,811,000	7,921,000	8,886,000	1,075,000	13.8%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenditures and Uses	498,267	7,811,000	7,921,000	8,886,000	1,075,000	13.8%
Revenues over Expenditures	(419,445)	346,835	236,835	4,621	(342,214)	-98.7%
Beginning Balance 7/1	2,253,325	1,558,123	1,558,123	995,379	(562,744)	-36.1%
Adjust for Receivables	(68,120)	136,485	136,485	0	(136,485)	-100.0%
Adjust for Payables	(207,637)	(936,064)	(936,064)	0	936,064	-100.0%
Ending Fund Balance	\$1,558,123	\$1,105,379	\$995,379	\$1,000,000	\$(105,379)	-9.5%

TRANSFERS DETAIL

Transfers In						
General Fund	\$0	\$4,640,727	\$4,640,727	\$4,907,759	\$267,032	21.3%
Debt Service Fund	78,822	158,726	158,726	229,556	70,830	101.4%
Stormwater Management Fund	0	39,703	39,703	42,066	2,363	57.2%
Transportation Fund	0	11,988	11,988	13,431	1,443	-5.1%
Airport Fund	0	206,746	206,746	195,370	(11,376)	133.9%
Stillwater Utilities Authority	0	2,249,945	2,249,945	2,672,439	422,494	3.6%
Stillwater Economic Development Authority	0	0	0	0	0	0.0%
Total Transfers In	78,822	7,307,835	7,307,835	8,060,621	752,786	10.3%

Section 3

Stillwater Utilities Authority

FY2021 ADOPTED FINANCIAL PLAN



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

Teresa Kadavy, Secretary

Bill Millis, Water Utilities Engineering Director

Chris Knight, Waste Management Director

Dana Mattox, Utility and Billing Services Director

James Driskel, Water Utilities Director

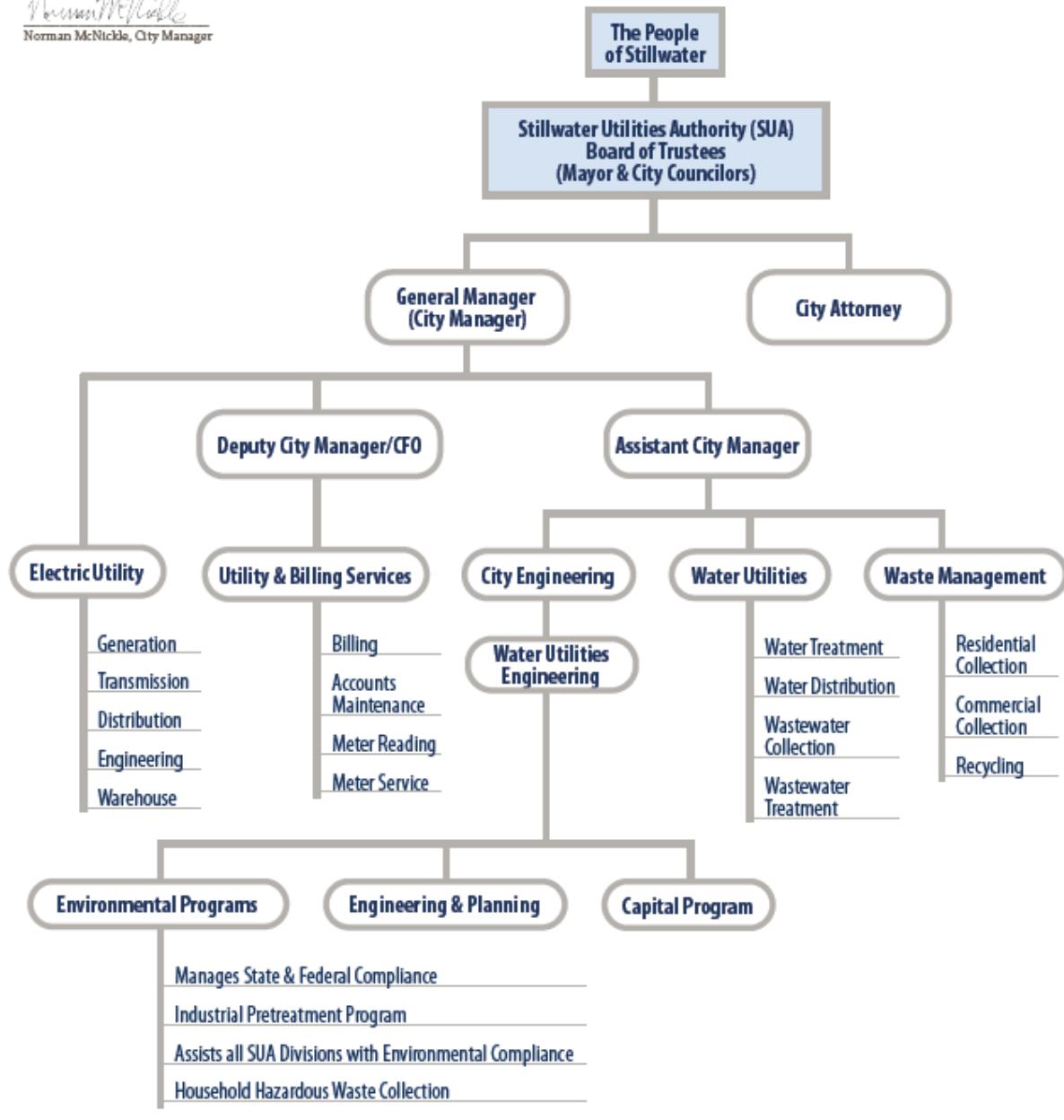
Loren Smith, Electric Director

The City of *Stillwater*, OKLAHOMA

Organization Chart—Stillwater Utilities Authority (SUA)

As of November 19, 2019

Norman McNickle
Norman McNickle, City Manager



STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021
APPROVED FINANCIAL PLAN

Authorized Full Time Positions

Department	Fiscal Year 2021 Full Time Equivalents	Fiscal Year 2020 Full Time Equivalents
Funded Positions		
Electric	67.4	67.5
Environmental Services	2.0	2.0
Utility and Billing Services	25.3	22.0
Fleet	13.0	13.0
Water	47.4	50.0
Wastewater	33.6	25.0
Waste Management	29.0	29.0
Total Funded Positions	217.7	208.5

RESOLUTION NO. SUA-2020-2

**"A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-21."**

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 2020-21 fiscal year shall not exceed \$18,375,924 of which no less than \$2,000,000 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 2020-21 fiscal year operating budget; and

WHEREAS, the 2020-21 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2020-21 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 18th day of May, 2020.

STILLWATER UTILITIES AUTHORITY



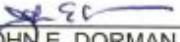

WILLIAM H. JOYCE, CHAIR

ATTEST:



TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 18th day of May, 2020.


JOHN E. DORMAN, GENERAL COUNSEL

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2021
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	\$10,257,019	\$21,838,245	\$33,186,651	\$12,764,079	\$881,260	\$564,635	\$897,502	\$500,145	\$1,000,000	\$1,000,000	\$865,311	\$0	\$0	\$83,754,847
Electric	46,605,000	4,702,000												51,307,000
Water			14,164,100		22,000									14,186,100
Wastewater				7,015,120										7,015,120
Waste Management								5,275,000						5,275,000
Customer Service	435,696		360,576	315,504				390,624						1,502,400
Interest	141,300		447,450	180,550				15,700						785,000
Miscellaneous	2,500													2,500
Transfers In	8,114,286	4,000,000									134,689			12,248,975
Total Resources and Transfers	65,555,801	30,540,245	48,158,777	20,275,253	903,260	564,635	897,502	6,181,469	1,000,000	1,000,000	1,000,000	0	0	176,076,942
Expenses and Transfers														
Administration														672,500
Operating	672,500													672,500
Capital														0
Debt														0
SUA Overhead Allocation	(437,500)													(437,500)
Environmental Services														
Operating	190,238													190,238
Capital														0
Debt														0
SUA Overhead Allocation	(190,238)													(190,238)
Customer Service														
Operating	1,312,315													1,312,315
Capital														0
Debt														0
SUA Overhead Allocation	(1,312,315)													(1,312,315)
Electric														
Operating	36,501,250													36,501,250
Capital		600,000												600,000
Debt	113,440	4,104,600												4,218,040
SUA Overhead Allocation	904,737													904,737

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2021
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	
Water															
Operating			4,857,869											4,857,869	
Capital			300,000											300,000	
Debt			3,165,469											3,165,469	
SUA Overhead Allocation			628,972											628,972	
Wastewater															
Operating				2,701,920										2,701,920	
Capital														0	
Debt					822,897									822,897	
SUA Overhead Allocation					432,691									432,691	
Waste Management															
Operating							3,316,881							3,316,881	
Capital							220,000							220,000	
Debt							717,694							717,694	
SUA Overhead Allocation							510,330							510,330	
Fleet															
Operating		883,816												883,816	
Capital														0	
Debt														0	
SUA Overhead Allocation		(443,629)												(443,629)	
City Overhead Allocation		(440,187)												(440,187)	
Transfers Out		22,859,103		578,146	329,239			1,416,564						25,183,052	
Total Expenses and Transfers		60,613,530	4,704,600	9,530,456	4,286,747	0	0	0	6,181,469	0	0	0	0	85,316,802	
Ending Balance		\$4,942,271	\$25,835,645	\$38,628,321	\$15,988,506	\$903,260	\$564,635	\$897,502	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$90,760,140

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

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 2021 ADOPTED FINANCIAL PLAN

Utility Operating Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$39,294,290	\$44,510,000	\$44,510,000	\$45,009,000	\$499,000	1.1%
Miscellaneous	1,909,675	2,049,403	2,098,703	1,390,496	(658,907)	-32.2%
Interest	1,374,563	450,000	450,000	785,000	335,000	74.4%
Total Revenues	42,578,528	47,009,403	47,058,703	47,184,496	175,093	0.4%
Other Resources						
Transfers In	8,119,332	8,114,286	8,114,286	8,114,286	0	0.0%
Total Revenues and Resources	50,697,860	55,123,689	55,172,989	55,298,782	175,093	0.3%
EXPENSES						
Administration						
Personal Services	\$6,157	\$0	\$0	\$0	\$0	0.0%
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	468,323	600,000	600,000	672,500	72,500	12.1%
Debt	710	0	0	0	0	0.0%
Indirect/Direct	(475,190)	(550,000)	(550,000)	(437,500)	112,500	-20.5%
Total Administration	0	50,000	50,000	235,000	185,000	370.0%
Environmental Services						
Personal Services	157,726	135,821	135,821	140,038	4,217	3.1%
Materials and Supplies	2,538	3,550	3,550	3,550	0	0.0%
Other Services and Fees	44,935	45,550	45,550	46,650	1,100	2.4%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	(205,199)	(184,921)	(184,921)	(190,238)	(5,317)	2.9%
Total Environmental	0	0	0	0	0	0.0%
Utility and Billing Services						
Personal Services	1,090,197	1,037,600	1,087,445	1,068,600	31,000	3.0%
Materials and Supplies	188,116	194,126	194,126	196,110	1,984	1.0%
Other Services and Fees	26,908	41,705	41,705	47,605	5,900	14.1%
Capital	0	0	49,300	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	(1,295,608)	(1,273,431)	(1,273,431)	(1,312,315)	(38,884)	3.1%
Total Utility and Billing Services	9,613	0	99,145	0	0	100.0%

Utility Operating Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Electric						
Personal Services	5,969,943	5,875,627	5,974,737	6,090,076	214,449	3.6%
Materials and Supplies	1,563,823	1,208,300	1,206,604	1,186,907	(21,393)	-1.8%
Other Services and Fees	29,943,127	33,438,431	30,145,925	28,372,093	(5,066,338)	-15.2%
Capital	38,119	0	8,628	0	0	0.0%
Debt	216,643	206,960	206,960	113,440	(93,520)	100.0%
Indirect/Direct	1,673,946	1,683,640	1,683,640	1,756,911	73,271	4.4%
Total Electric	39,405,601	42,412,958	39,226,494	37,519,427	(4,893,531)	-11.5%
Wastewater						
Personal Services	0	0	0	0	0	0.0%
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	0	0	0	0	0	0.0%
Capital	53,313	0	1,573,811	0	0	100.0%
Indirect/Direct	0	0	0	0	0	0.0%
Total Wastewater	53,313	0	1,573,811	0	0	0.0%
Fleet						
Personal Services	858,864	760,889	760,889	769,116	8,227	1.1%
Materials and Supplies	71,961	65,900	58,100	61,100	(4,800)	-7.3%
Other Services and Fees	23,007	43,800	51,600	53,600	9,800	22.4%
Capital	0	0	0	0	0	0.0%
Indirect/Direct	(924,539)	(856,589)	(856,589)	(883,816)	(27,227)	3.2%
Total Fleet	29,293	14,000	14,000	0	(14,000)	0.0%
Total Expenses	39,497,820	42,462,958	40,963,450	37,754,427	(4,708,531)	-11.1%
Personal Services	8,082,887	7,809,937	7,958,892	8,067,830	257,893	3.3%
Materials and Supplies	1,826,438	1,471,876	1,462,380	1,447,667	(24,209)	-1.6%
Other Services and Fees	30,506,300	34,169,486	30,884,780	29,192,448	(4,977,038)	-14.6%
Indirect/Direct	(1,226,590)	(1,181,301)	(1,181,301)	(1,066,958)	114,343	-9.7%
Total Operating Expenses	39,189,035	42,269,998	39,124,751	37,640,987	(4,629,011)	-11.0%
Capital	91,432	0	1,631,739	0	0	0.0%
Debt	217,353	206,960	206,960	113,440	(93,520)	-45.2%
Total Expenses	39,497,820	42,476,958	40,963,450	37,754,427	(4,722,531)	-11.1%
Transfers Out	18,947,916	23,935,261	23,035,261	22,859,103	(1,076,158)	-4.5%
Total Expenses and Transfers	58,445,736	66,412,219	63,998,711	60,613,530	(5,798,689)	-8.7%

Utility Operating Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues over(under)						
Expenses	(7,747,876)	(11,288,530)	(8,825,722)	(5,314,748)	5,973,782	-52.9%
Beginning Balance 7/1	21,406,661	15,412,084	15,412,084	10,257,019	(5,155,065)	-33.4%
Adjust for Receivables	2,213,749	8,473,051	8,473,051	0	(8,473,051)	-100.0%
Adjust for Payables	(460,450)	(4,802,394)	(4,802,394)	0	4,802,394	-100.0%
Ending Fund Balance	\$15,412,084	\$7,794,211	\$10,257,019	\$4,942,271	\$2,851,940	-36.6%

TRANSFERS DETAIL

Transfers In						
General Fund (Penny Sales Tax)	\$8,119,332	\$8,114,286	\$8,114,286	\$8,114,286	\$0	0.0%
Total Transfers In	8,119,332	8,114,286	8,114,286	8,114,286	0	0.0%
Transfers Out						
Self Insurance Fund	1,136,598	1,162,976	1,162,976	1,361,190	198,214	17.0%
General Fund	13,789,959	14,772,285	14,772,285	15,471,292	699,007	4.7%
Airport Fund	1,000,000	0	0	0	0	0.0%
City Capital Improvement Fund	3,000,000	4,000,000	4,000,000	2,000,000	(2,000,000)	100.0%
Rate Stabilization Fund	21,359	4,000,000	4,000,000	4,000,000	0	100.0%
Total Transfers Out	18,947,916	23,935,261	23,935,261	22,832,482	(1,102,779)	-4.6%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Electric Rate Stabilization Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	
Revenues						
Capacity Payments	\$4,614,992	\$4,500,000	\$4,500,000	\$4,500,000	\$0	0.0%
Electric Sales	6,817,134	0	0	0	0	0.0%
Energy Payments	211,177	200,000	200,000	200,000	0	0.0%
Interest	6,792	0	0	2,000	2,000	100.0%
Total Revenues	11,650,095	4,700,000	4,700,000	4,702,000	0	0.0%
Other Resources						
Transfer In	21,360	4,000,000	4,000,000	4,000,000	0	0.0%
Total Revenues and Resources	11,671,455	8,700,000	8,700,000	8,702,000	0	0.0%
Expenses						
Other Services and Fees	0	0	80,000	0	0	0.0%
Capital	4,369,465	600,000	11,551,216	600,000	0	0.0%
Debt	4,099,300	4,113,300	4,113,300	4,104,600	(8,700)	-0.2%
Total Expenses	8,468,765	4,713,300	15,744,516	4,704,600	(8,700)	0.0%
Transfer Out	22,867	0	0	0	0	0.0%
Total Expenses and Transfers	8,491,632	4,713,300	15,744,516	4,704,600	(8,700)	-0.2%
Revenues over Expenses	3,179,823	3,986,700	(7,044,516)	3,997,400	8,700	0.2%
Beginning Balance 7/1	27,675,662	28,619,881	28,619,881	21,838,245	(6,781,636)	-23.7%
Adjust for Receivables	(581,633)	464,209	464,209	0	0	0.0%
Adjust for Payables	(1,653,971)	(201,329)	(201,329)	0	0	0.0%
Ending Fund Balance	\$28,619,881	\$32,869,461	\$21,838,245	\$25,835,645	\$(6,772,936)	-20.6%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Water Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$12,347,817	\$14,500,000	\$17,307,896	\$14,000,000	\$(500,000)	-3.4%
Other	945,119	551,160	551,160	972,126	420,966	76.4%
Total Revenues	13,292,936	15,051,160	17,859,056	14,972,126	(79,034)	-0.5%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	13,292,936	15,051,160	17,859,056	14,972,126	(79,034)	-0.5%
EXPENSES						
Administration						
Personal Services	478,210	414,907	414,907	600,473	185,566	44.7%
Materials and Supplies	7,312	8,750	8,750	7,900	(850)	-9.7%
Other Services and Fees	171,642	288,600	328,600	260,400	(28,200)	-9.8%
Capital	36,674	0	1,425,026	0	0	0.0%
Debt	1,681,942	3,212,774	3,212,774	3,165,469	(47,305)	-1.5%
Indirect/Direct	994,833	986,404	986,404	1,107,744	121,340	12.3%
Total Administration	3,370,613	4,911,435	6,376,461	5,141,986	230,551	4.7%
Line Maintenance						
Personal Services	1,545,054	1,446,603	1,446,603	1,282,447	(164,156)	-11.3%
Materials and Supplies	452,172	485,500	479,089	388,250	(97,250)	-20.0%
Other Services and Fees	144,361	240,500	246,911	115,550	(124,950)	-52.0%
Capital	113,341	300,000	353,800	300,000	0	100.0%
Debt	0	0	0	0	0	0.0%
Total Line Maintenance	2,254,928	2,472,603	2,526,403	2,086,247	(386,356)	-15.6%
Water Treatment Plant						
Personal Services	909,399	850,916	850,916	924,572	73,656	8.7%
Materials and Supplies	556,558	741,575	741,400	522,000	(219,575)	-29.6%
Other Services and Fees	279,368	382,561	382,736	277,505	(105,056)	-27.5%
Capital	443,330	0	4,904,689	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Water Treatment Plant	2,188,655	1,975,052	6,879,741	1,724,077	(250,975)	-12.7%

Water Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Total Expenses	7,814,196	9,359,090	15,782,605	8,952,310	(406,780)	-4.3%
Personal Services	2,932,663	2,712,426	2,712,426	2,807,492	95,066	3.5%
Materials and Supplies	1,016,042	1,235,825	1,229,239	918,150	(317,675)	-25.7%
Other Services and Fees	595,371	911,661	958,247	653,455	(258,206)	-28.3%
Indirect/Direct	994,833	986,404	986,404	1,107,744	121,340	12.3%
Total Operating Expenses	5,538,909	5,846,316	5,886,316	5,486,841	(359,475)	-6.1%
Capital	593,345	300,000	6,683,515	300,000	0	0.0%
Debt	1,681,942	3,212,774	3,212,774	3,165,469	(47,305)	-1.5%
Total Expenses	7,814,196	9,359,090	15,782,605	8,952,310	(406,780)	-4.3%
Transfers Out	250,000	669,068	669,068	578,146	(90,922)	-13.6%
Total Expenses and Transfers	8,064,196	10,028,158	16,451,673	9,530,456	(497,702)	-5.0%
Revenues over(under)	5,228,740	5,023,002	1,407,383	5,441,670	418,668	8.3%
Beginning Balance 7/1	24,795,971	29,776,578	29,776,578	33,186,651	3,410,073	11.5%
Adjust for Receivables	(522,810)	2,168,102	2,168,102	0	(2,168,102)	-100.0%
Adjust for Payables	274,677	(165,412)	(165,412)	0	165,412	-100.0%
Ending Fund Balance	\$29,776,578	\$36,802,270	\$33,186,651	\$38,628,321	\$1,826,051	5.0%

TRANSFERS DETAIL

Transfers Out						
Water Reserve Fund	250,000	250,000	250,000	0	(250,000)	-100.0%
Self Insurance Fund	0	419,068	419,068	578,146		
Total Transfers Out	250,000	669,068	669,068	578,146	(250,000)	-37.4%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Wastewater Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$6,962,063	\$7,000,000	\$7,000,000	\$6,900,000	\$(100,000)	-1.4%
Other	584,815	520,880	520,880	611,174	90,294	17.3%
Total Revenues	7,546,878	7,520,880	7,520,880	7,511,174	(9,706)	-0.1%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	7,546,878	7,520,880	7,520,880	7,511,174	(9,706)	-0.1%
EXPENSES						
Administration						
Personal Services	442,387	414,907	414,907	301,658	(113,249)	-27.3%
Materials and Supplies	1,764	2,950	2,950	1,700	(1,250)	-42.4%
Other Services and Fees	61,141	100,700	140,700	138,900	38,200	37.9%
Debt	832,318	824,080	824,080	822,897	(1,183)	-0.1%
Indirect/Direct	651,524	639,372	639,372	628,803	(10,569)	-1.7%
Total Administration	1,989,134	1,982,009	2,022,009	1,893,958	(88,051)	-4.4%
Line Maintenance						
Personal Services	891,149	821,353	821,353	851,961	30,608	3.7%
Materials and Supplies	152,755	165,800	164,849	139,450	(26,350)	-15.9%
Other Services and Fees	93,507	229,700	237,001	195,775	(33,925)	-14.8%
Capital	215,815	0	622,947	0	0	0.0%
Total Line Maintenance	1,353,226	1,216,853	1,846,150	1,187,186	(29,667)	-2.4%
Wastewater Treatment Plant						
Personal Services	569,789	537,571	537,571	553,089	15,518	2.9%
Materials and Supplies	128,411	144,800	219,300	128,300	(16,500)	-11.4%
Other Services and Fees	192,620	219,900	172,900	194,975	(24,925)	-11.3%
Capital	290,319	0	3,182,001	0	0	100.0%
Total Wastewater Treatment Plant	1,181,139	902,271	4,111,772	876,364	(25,907)	-2.9%

Wastewater Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 PROPOSED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Total Expenses	4,523,499	4,101,133	7,979,931	3,957,508	(143,625)	-3.5%
Personal Services	1,903,325	1,773,831	1,773,831	1,706,708	(67,123)	-3.8%
Materials and Supplies	282,930	313,550	387,099	269,450	(44,100)	-14.1%
Other Services and Fees	347,268	550,300	550,601	529,650	(20,650)	-3.8%
Indirect/Direct	651,524	639,372	639,372	628,803	(10,569)	-1.7%
Total Operating Expenses	3,185,047	3,277,053	3,350,903	3,134,611	(142,442)	-4.3%
Capital	506,134	0	3,804,948	0	0	0.0%
Debt	832,318	824,080	824,080	822,897	(1,183)	-0.1%
Total Expenses	4,523,499	4,101,133	7,979,931	3,957,508	(143,625)	-3.5%
Transfers Out	250,000	578,456	578,456	329,239	(249,217)	-43.1%
Total Expenses and Transfers	4,773,499	4,679,589	8,558,387	4,286,747	(392,842)	-8.4%
Revenues over(under) Expenses	2,773,379	2,841,291	(1,037,507)	3,224,427	383,136	13.5%
Beginning Balance 7/1	10,404,630	12,866,389	12,866,389	12,764,079	(102,310)	-0.8%
Adjust for Receivables	(404,064)	1,190,453	1,190,453	0		-100.0%
Adjust for Payables	92,444	(255,256)	(255,256)	0	255,256	-100.0%
Ending Fund Balance	\$12,866,389	\$16,642,877	\$12,764,079	\$15,988,506	\$(654,371)	-3.9%

TRANSFERS DETAIL

Transfers Out						
Wastewater Reserve Fund	\$250,000	\$250,000	\$250,000	\$0	\$(250,000)	-100.0%
Self Insurance Fund	0	328,456	328,456	329,239	783	0.2%
Total Transfers Out	250,000	578,456	578,456	329,239	(249,217)	-43.1%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Water Tie-on Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$23,842	\$50,000	\$50,000	\$22,000	\$(28,000)	-56.0%
Total Revenues	23,842	50,000	50,000	22,000	(28,000)	-56.0%
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	23,842	50,000	50,000	22,000	(28,000)	-56.0%
Beginning Balance 7/1	807,796	831,260	831,260	881,260	50,000	6.0%
Adjust for Receivables	(378)	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$831,260	\$881,260	\$881,260	\$903,260	\$22,000	2.5%

Water Capital Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$2,274	\$0	\$0	\$0	\$0	0.0%
Total Revenues	2,274	0	0	0	0	0.0%
Expenses						
Capital	2,519,165	0	7,518,800	0	0	0.0%
Debt	652,493	0	0	0	0	0.0%
Total Expenses	0	0	0	0	0	0.0%
Revenues over Expenses	(3,169,384)	0	(7,518,800)	0	0	0.0%
Beginning Balance 7/1	11,572,846	8,324,746	8,324,746	564,634	(7,760,111)	-93.2%
Adjust for Receivables	(17,674)	7,149	7,149	0	0	0.0%
Adjust for Payables	(61,042)	(248,460)	(248,460)	0	0	0.0%
Ending Fund Balance	\$8,324,746	\$8,083,435	\$564,635	\$564,635	\$(7,760,111)	-96.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Wastewater Capital Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	151,428	0	111,409	0	0	0.0%
Debt	(7,010)	0	0	0	0	0.0%
Total Expenses	144,418	0	111,409	0	0	0.0%
Revenues over Expenses	(144,418)	0		0	0	0.0%
Beginning Balance 7/1	1,132,014	965,179	965,179	897,502	(67,677)	-7.0%
Adjust for Receivables	(29,814)	54,489	54,489	0	0	0.0%
Adjust for Payables	7,397	(10,757)	(10,757)	0	0	0.0%
Ending Fund Balance	\$965,179	\$1,008,911	\$897,502	\$897,502	\$(67,677)	-6.7%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Waste Management Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$5,326,622	\$5,205,000	\$5,205,000	\$5,222,000	\$17,000	0.3%
Other	454,206	444,280	963,286	459,324	15,044	3.4%
Total Revenues	5,780,828	5,649,280	6,168,286	5,681,324	32,044	0.6%
Other Resources						
Transfers In	85,000	0	0	0	0	0.0%
Total Revenues and Resources	5,865,828	5,649,280	6,168,286	5,681,324	32,044	0.6%
EXPENSES						
Administration						
Personal Services	\$133,595	\$179,987	\$192,194	\$195,473	\$15,486	8.6%
Materials and Supplies	2,674	4,000	4,000	4,000	0	0.0%
Other Services and Fees	83,030	92,889	101,722	104,000	11,111	12.0%
Capital	0	0	0	200,000	200,000	100.0%
Debt	12,978	0	0	0	0	0.0%
Indirect/Direct	245,823	256,523	256,523	210,060	(46,463)	-18.1%
Total Administration	478,100	533,399	554,439	713,533	180,134	33.8%
Residential						
Personal Services	604,860	487,804	614,294	577,076	89,272	18.3%
Materials and Supplies	276,291	237,200	242,940	275,000	37,800	15.9%
Other Services and Fees	281,209	274,500	273,688	297,500	23,000	8.4%
Capital	0	0	36,312	0	0	0.0%
Debt	40,082	369,031	369,031	369,031	0	0.0%
Indirect/Direct	333,628	313,359	313,359	307,387	(5,972)	-1.9%
Total Residential	1,536,070	1,681,894	1,849,624	1,825,994	144,100	8.6%
Commercial						
Personal Services	396,010	386,491	360,472	407,998	21,507	5.6%
Materials and Supplies	237,757	148,000	163,510	186,000	38,000	25.7%
Other Services and Fees	295,353	274,500	278,190	297,500	23,000	8.4%
Debt	0	161,264	504,540	278,636	117,372	72.8%
Indirect/Direct	155,112	146,844	146,844	143,705	(3,139)	-2.1%
Total Commercial	1,085,232	1,117,099	1,453,556	1,313,839	196,740	17.6%

Waste Management Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Street Sweeping						
Personal Services	91,823	108,702	94,477	94,275	(14,427)	-13.3%
Materials and Supplies	26,043	30,700	25,700	25,700	(5,000)	-16.3%
Other Services and Fees	0	0	0	3,000	3,000	0.0%
Debt	0	39,565	42,713	0	(39,565)	-100.0%
Indirect/Direct	56,470	49,600	49,600	47,863	(1,737)	-3.5%
Total Street Sweeping	174,336	228,567	212,490	170,838	(57,729)	-25.3%
Convenience Collection Center						
Personal Services	17,535	20,564	0	0	(20,564)	-100.0%
Materials and Supplies	570	0	0	0	0	0.0%
Other Services and Fees	44,027	50,000	40,200	61,000	11,000	22.0%
Capital	0	0	0	20,000	20,000	100.0%
Total Convenience Collection Center	62,132	70,564	40,200	81,000	10,436	14.8%
Roll-off Services						
Personal Services	92,585	100,909	92,867	90,780	(10,129)	-10.0%
Materials and Supplies	29,681	30,700	30,700	49,700	19,000	61.9%
Other Services and Fees	73,073	54,000	54,000	68,000	14,000	25.9%
Capital	0	0	0	0	0	0.0%
Debt	0	74,291	232,100	70,027	(4,264)	-5.7%
Total Roll-off Services	195,339	259,900	409,667	278,507	18,607	7.2%
Recycling						
Personal Services	169,196	143,102	180,660	179,794	36,692	25.6%
Materials and Supplies	20,077	16,700	16,700	17,400	700	4.2%
Other Services and Fees	166,944	283,000	162,519	184,000	1,000	0.5%
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Recycling	356,217	342,802	359,879	381,194	38,392	11.2%

Waste Management Fund continued...

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Total Expenses	3,887,426	4,234,225	4,879,855	4,764,905	530,680	12.5%
Personal Services	1,505,604	1,427,559	1,534,964	1,545,396	117,837	8.3%
Materials and Supplies	594,093	467,300	483,550	557,800	90,500	19.4%
Other Services and Fees	943,636	928,889	910,319	1,015,000	86,111	9.3%
Indirect/Direct	791,033	766,326	766,326	709,015	(57,311)	-7.5%
Total Operating Expenses	3,834,366	3,590,074	3,695,159	3,827,211	237,137	6.6%
Capital	0	0	36,312	220,000	220,00	0.0%
Debt	53,060	644,151	1,148,384	717,694	73,543	11.4%
Total Expenses	3,887,426	4,234,225	4,879,855	4,764,905	530,680	12.5%
Transfers Out	2,671,881	2,268,001	2,268,001	1,416,564	(851,437)	-37.5%
Total Expenses and Transfers	6,559,307	6,502,226	7,147,856	6,181,469	(320,757)	-4.9%
Revenues over(under) Expenses	(693,479)	(852,946)	(979,570)	(500,145)	352,801	-41.4%
Beginning Balance 7/1	2,967,182	1,232,307	1,232,307	500,145	(732,162)	-59.4%
Adjust for Receivables	(414,794)	720,253	720,253	0	(720,253)	-100.0%
Adjust for Payables	(626,602)	(472,845)	(472,845)	0	472,845	-100.0%
Ending Fund Balance	\$1,232,307	\$626,769	\$500,145	\$0	\$(626,769)	-100.0%

TRANSFERS DETAIL

Transfers In						
Waste Management Reserve Fund	\$85,000	\$0	\$0	\$0	\$0	0.0%
Total Transfers In	85,000	0	0	0	0	0.0%
Transfers Out						
Waste Management Reserve Fund	871,881	85,000	85,000	134,689	49,689	58.5%
General Fund	1,484,278	1,843,556	1,843,556	878,011	(965,545)	-52.4%
Self Insurance Fund	315,722	339,445	339,445	403,864	64,419	19.0%
Total Transfers Out	2,671,881	2,268,001	2,268,001	1,416,564	(851,437)	-37.5%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Water Reserve Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 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	0	(250,000)	-100.0%
Total Revenues and Resources	250,000	250,000	250,000	0	(250,000)	-100.0%
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	0	(250,000)	-100.0%
Beginning Balance 7/1	500,000	750,000	750,000	1,000,000	250,000	33.3%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0	0.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Wastewater Reserve Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 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	0	(250,000)	-100.0%
Total Revenues and Resources	250,000	250,000	250,000	0	(250,000)	-100.0%
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	0	(250,000)	-100.0%
Beginning Balance 7/1	500,000	750,000	750,000	1,000,000	250,000	33.3%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0	0.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Waste Management Reserve Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$65,000	\$0	\$0	0.0%
Total Revenues	0	0	65,000	0	0	0.0%
Other Resources						
Transfer In	871,881	85,000	85,000	134,689	49,689	58.5%
Total Revenues and Resources	871,881	85,000	150,000	134,689	49,689	58.5%
Expenses						
Other Services and Fees	0	0	165,265	0	0	0.0%
Capital	38,924	0	245,500	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	38,924	0	410,765	0	0	0.0%
Other Uses						
Transfers Out	85,000	0	0	0	0	0.0%
Total Expenses and Uses	123,924	0	410,765	0	0	0.0%
Revenues over Expenses	747,957	85,000	(260,765)	134,689	49,689	0.0%
Beginning Balance 7/1	378,119	986,165	986,165	865,311	(120,854)	-12.3%
Adjust for Receivables	(165,000)	165,000	165,000	0	0	0.0%
Adjust for Payables	25,089	(25,089)	(25,089)	0	0	0.0%
Ending Fund Balance	\$986,165	\$1,211,076	\$865,311	\$1,000,000	\$(71,165)	-5.9%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Water 2016 Debt Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Loan Proceeds	7,787,144	0	4,445,089	0	0	0.0%
Total Revenues and Resources	7,787,144	0	4,445,089	0	0	0.0%
Expenses						
Other Services and Fees	0	0	764	0	0	0.0%
Capital	3,626,037	0	2,905,986	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	3,626,037	0	2,906,750	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	3,626,037	0	2,906,750	0	0	0.0%
Revenues over Expenses	4,161,107	0	1,548,339	0	0	0.0%
Beginning Balance 7/1	(3,229,104)	(269,386)	(269,386)	0	269,386	-100.0%
Adjust for Receivables	126,080	0	0	0	0	0.0%
Adjust for Payables	(1,327,469)	(1,278,953)	(1,278,953)	0	0	0.0%
Ending Fund Balance	\$(269,386)	\$(1,548,339)	\$0	\$0	\$269,386	-17.4%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Water 2017 Debt Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
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	0	0	0	0	0	0.0%
Total Expenses	0	0	12,468,000	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	0	0	12,468,000	0	0	0.0%
Revenues over Expenses	0	0	132,000	0	0	0.0%
Beginning Balance 7/1	(132,000)	(258,080)	(258,080)	0	258,080	-100.0%
Adjust for Receivables	(126,080)	126,080	126,080	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$(258,080)	\$(132,000)	\$0	\$0	\$258,080	-195.5%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

OUTSTANDING DEBT

Series	Description	Original Amount	Issue Date	Amount Outstanding at 6/30/19	Issue Type	Interest Rate	Maturity Date
1	OWRB-Water Treatment Plant refunding	\$3,413,483.20	2/8/2002	\$426,685	DWSRF Note	0% + 0.5%	9/15/2021
2	OWRB-Wastewater Treatment Plant-Partial refunding	\$4,876,086.11	12/19/2002	\$853,315	CWSRF Note	0% + 0.5%	9/15/2022
3	OWRB-Wastewater Treatment Plant-Phase II refunding	\$7,620,000.00	6/29/2005	\$2,802,438	CWSRF Note	2.60% + 0.5%	3/15/2025
4	OWRB-Wastewater ARRA Loan	\$1,875,000.00	11/24/2009	\$789,009	CWSRF Note	2.34% + 0.5%	9/15/2030
5	OWRB-Water ARRA Loan	\$11,645,000.00	11/24/2009	\$6,963,030	DWSRF Note	2.84% + 0.5%	9/15/2032
6	OWRB-Water 2040 Loan (Construction Loan)	\$29,900,000.00	6/27/2016	\$22,953,247	DWSRF Note	1.82% + 0.5%	3/15/2017
7	2014 Revenue Bonds- Stillwater Energy Center	\$61,830,000.00	8/14/2014	\$59,205,000	Revenue Bonds	Range: 3% - 5%	10/1/2042
8	USACE-Water Storage at Kaw	\$1,530,403.00	8/27/1984	\$743,626	USACE Note	3.222%	8/27/2034
9	Bank of America - Equipment (Fire High Rise Simulator)	\$99,988.08	3/13/2015	\$13,791	Lease	1.580%	2/13/2020
10	Bank of America - Equipment (F550 Truck, Electric Dept.)	\$95,660.00	4/16/2015	\$14,811	Lease	1.5036%	3/16/2020
11	Bank of America - Equipment (Digger Derrick)	\$180,966.00	7/9/2015	\$37,256	Lease	1.4588%	6/9/2020
12	Bank of America - Equipment (Street Sweeper)	\$190,579.00	8/24/2015	\$42,495	Lease	1.4780%	7/24/2020
13	Bank of America - Equipment (Digger Derrick)	\$339,721.00	3/11/2016	\$115,650	Lease	1.2729%	2/11/2021
14	Bank of America - Equipment (Bucket Truck)	\$288,385.00	4/10/2016	\$103,070	Lease	1.2985%	3/10/2021
15	Bank of America - Equipment (Bucket Truck)	\$116,058.97	6/18/2016	\$45,351	Lease	1.2537%	5/18/2021
16	Bank of America - Equipment (4 WM Freightliner Trucks)	\$ 772,460.00	1/22/2017	\$394,434	Lease	1.7008%	12/22/2021
17	Bank of America - Equipment (2 Mack Rolloff Trucks)	\$355,000.00	1/13/2017	\$187,394	Lease	1.7970%	1/13/2022
18	Bank of America - Equipment (6 Mack Trucks)	\$1,730,500.00	6/13/2018	\$1,401,827	Lease	2.5534%	6/13/2023
19	Bank of America - Equipment (9 Mack Trucks)	\$1,658,000.00	11/26/2019	\$0	Lease	1.9920%	11/26/2024

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

Maturity Schedule

Series	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	FY 2028 /2029
1	\$172,627	\$171,757	\$85,555	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	247,834	246,588	245,352	122,213	0	0	0	0	0	0
3	494,645	494,708	494,738	494,758	494,736	494,786	0	0	0	0
4	655,290	655,101	654,910	654,720	654,525	654,338	654,147	653,956	653,760	653,574
5	81,099	81,099	81,099	81,099	81,099	81,099	81,099	81,099	81,099	81,099
6	1,523,401	1,500,278	1,477,155	1,454,033	1,430,910	1,407,787	1,384,665	1,361,542	1,338,419	1,315,297
7	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	4,081,975
8	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210
9	13,874	0	0	0	0	0	0	0	0	0
10	14,904	0	0	0	0	0	0	0	0	0
11	37,551	0	0	0	0	0	0	0	0	0
12	39,565	3,297	0	0	0	0	0	0	0	0
13	70,165	46,777	0	0	0	0	0	0	0	0
14	59,601	44,701	0	0	0	0	0	0	0	0
15	23,959	21,963	0	0	0	0	0	0	0	0
16	161,263	161,263	80,632	0	0	0	0	0	0	0
17	74,291	74,291	43,336	0	0	0	0	0	0	0
18	369,031	369,031	369,031	369,031	0	0	0	0	0	0
19	348,663	348,663	348,663	348,663	145,276	0	0	0	0	0
Total	\$8,556,273	\$8,379,326	\$8,036,530	\$7,683,077	\$6,967,056	\$6,791,845	\$6,269,871	\$6,243,307	\$6,237,163	\$6,192,155

Section 4

Stillwater Economic Development Authority

FY2021 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

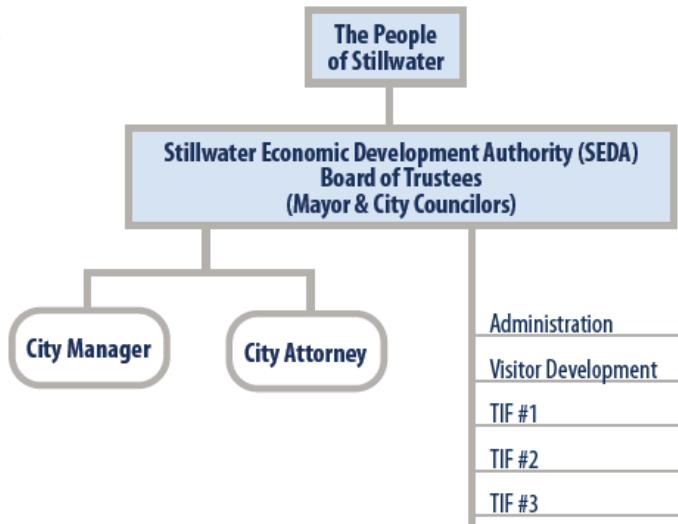
Teresa Kadavy, Secretary

The City of *Stillwater*, OKLAHOMA

Organization Chart—Stillwater Economic Development Authority (SEDA)

As of November 19, 2019

Norman McNickle
Norman McNickle, City Manager



RESOLUTION NO. SEDA-2020-2

"A RESOLUTION OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-21."

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 2020-21 fiscal year operating budget; and

WHEREAS, the 2020-21 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2020-21 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 18th day of May, 2020.

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY




WILLIAM H. JOYCE, CHAIR


TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 18th day of May, 2020.


JOHN E. DORMAN
GENERAL COUNSEL

Stillwater Economic Development Authority
Financial Plan for Fiscal Year 2021
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	\$0	\$72,841	\$0	\$0	\$72,841
					0
Interest	0	0	0	0	0
Transfers In	553,150	0	720,000	340,215	1,613,365
Total Resources and Transfers	553,150	72,841	720,000	340,215	1,686,206
Expenses and Transfers					
Operating	553,150	17,000	720,000	340,215	1,630,365
Capital	0	0	0	0	0
Debt	0	0	0	0	0
Transfers Out	0	0	0	0	0
Total Expenses and Transfers	553,150	17,000	720,000	340,215	1,630,365
Ending Balance	\$0	\$55,841	\$0	\$0	\$55,841

FINANCIAL SUMMARY

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 2021 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	553,150	0	720,000	340,215	1,613,365
Total Revenues and Resources	553,150	0	720,000	340,215	1,613,365
Expenses					
Personal Services	0	0	0	0	0
Materials and Supplies	0	0	0	65	65
Other Services and Fees	553,150	17,000	720,000	340,150	1,630,300
Total Expenses	553,150	17,000	720,000	340,215	1,630,365
Other Uses					
Transfers Out	0	0	0	0	0
Total Expenses and Uses	553,150	17,000	720,000	340,215	1,630,365
Revenues over(under) Expenses	0	(17,000)	0	0	(17,000)
Beginning Fund Balance 7/1	0	72,841	0	0	72,841
Ending Fund Balance	\$0	\$55,841	\$0	\$0	\$55,841

TRANSFERS DETAIL

Transfers In					
General Fund - Operating	\$522,650	\$0	\$0	\$65	\$522,715
General Fund - Sales Tax Incentive	30,500	0	0	340,150	370,650
Hotel/Motel Tax Fund	0	0	720,000	0	720,000
Total Transfers In	553,150	0	720,000	340,215	1,613,365

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

SEDA General Operating Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Loan Activity	494	0	0	0	0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
Total Revenues	494	0	0	0	0	0.0%
Other Resources						
Transfers In	333,813	537,861	537,861	553,150	15,289	2.8%
Total Revenues and Resources	334,307	537,861	537,861	553,150	15,289	2.8%
Expenses						
Materials and Supplies	0	0	1,090	0	0	0.0%
Other Services and Fees	414,165	562,650	482,488	553,150	(9,500)	-1.7%
Capital	0	0	0	0	0	0.0%
Total Expenses	414,165	562,650	483,578	553,150	(9,500)	-1.7%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	414,165	562,650	483,578	553,150	(9,500)	-1.7%
Revenues Over Expenses	(79,858)	(24,789)	54,283	0	24,789	-100.0%
Beginning Cash Balance 7/1	24,789	(64,729)	(64,729)	0	64,729	-100.0%
Adjust for Receivables	27,206	19,018	19,018	0	(19,018)	-100.0%
Adjust for Payables	(36,866)	(8,572)	(8,572)	0	8,572	-100.0%
Ending Fund Balance	(\$64,729)	(\$79,072)	\$0	\$0	\$89,518	-113.2%

TRANSFERS DETAIL

Transfers In						
General Fund – Operating	\$333,813	\$497,861	\$497,861	\$522,650	\$24,789	5.0%
General Fund – Sales Tax Incentive	0	40,000	40,000	30,500	(9,500)	-23.8%
Total Transfers In	333,813	537,861	537,861	553,150	15,289	2.8%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

SEDA Downtown Improvement District Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 ADOPTED	
					\$	%
Revenues						
Interest	\$1,296	\$0	\$0	\$0	\$0	0.0%
BID Assessment	354	0	0	0	0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
Total Revenues	1,650	0	0	0	0	0.0%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	1,650	0	0	0	0	0.0%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	17,465	27,000	27,000	17,000	(10,000)	-37.0%
Capital	0	0	0	0	0	0.0%
Total Expenses	17,465	27,000	27,000	17,000	(10,000)	-37.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	17,465	27,000	27,000	17,000	(10,000)	-37.0%
Revenues Over Expenses	(15,815)	(27,000)	(27,000)	(17,000)	10,000	-37.0%
Beginning Cash Balance 7/1	115,537	100,464	100,464	72,841	(27,623)	-27.5%
Adjust for Receivables	67	52	52	0	(52)	-100.0%
Adjust for Payables	675	(675)	(675)	0	675	-100.0%
Ending Fund Balance	\$100,464	\$72,841	\$72,841	\$55,841	(17,623)	-24.2%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

SEDA Visitor and Event Fund

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 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	720,000	800,000	800,000	720,000	(80,000)	-10.0%
Total Revenues and Resources	720,000	800,000	800,000	720,000	(80,000)	-10.0%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	720,000	800,000	800,000	720,000	(80,000)	-10.0%
Capital	0	0	0	0	0	0.0%
Total Expenses	720,000	800,000	800,000	720,000	(80,000)	-10.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	720,000	800,000	800,000	720,000	(80,000)	-10.0%
Revenues over Expenses	0	0	0	0	0	0.0%
Beginning Cash Balance 7/1	0	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						
Hotel/Motel Tax Fund	\$720,000	\$800,000	\$800,000	\$720,000	\$(80,000)	-10.0%
Total Transfers In	720,000	800,000	800,000	720,000	(80,000)	-10.0%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

SEDA Tax Increment Financing District #1

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY2020 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	312,546	350,000	350,000	340,215	(9,785)	-2.8%
Total Revenues and Resources	312,546	350,000	350,000	340,215	(9,785)	-2.8%
Expenses						
Materials and Supplies	50	65	65	65	0	0.0%
Other Services and Fees	312,496	349,935	349,935	340,150	(9,785)	-2.8%
Capital	0	0	0	0	0	0.0%
Total Expenses	312,546	350,000	350,000	340,215	(9,785)	-2.8%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	312,546	350,000	350,000	340,215	(9,785)	-2.8%
Revenues over Expenses	0	0	0	0	0	0.0%
Beginning Cash Balance 7/1	152,372	0	0	0	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(152,372)	0	0	0	0	0.0%
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	0.0%

TRANSFERS DETAIL

Transfers In						
General Fund - Sales Tax Incentive	\$312,546	\$350,000	\$350,000	\$340,215	\$ (9,785)	-2.8%
Total Transfers In	312,546	350,000	350,000	340,215	(9,785)	-2.8%

Section 5

Stillwater Public Works Authority

FY2021 ADOPTED FINANCIAL PLAN



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

Teresa Kadavy, Secretary

RESOLUTION NO. SPWA-2020-1

"A RESOLUTION OF THE STILLWATER PUBLIC WORKS AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2020-21."

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 2020-21 fiscal year operating budget; and

WHEREAS, the 2020-21 fiscal year operating budget shall be adopted by the Trustees.

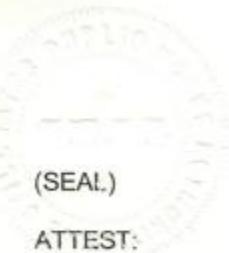
NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2020-21 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 18th day of May, 2020.

STILLWATER PUBLIC WORKS AUTHORITY



WILLIAM H. JOYCE, CHAIR

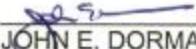
(SEAL.)

ATTEST:



TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 18th day of May, 2020.



JOHN E. DORMAN, GENERAL COUNSEL

**Stillwater Public Works Authority
Financial Plan for Fiscal Year 2021
Stillwater, Oklahoma**

<u>Resources and Transfers</u>	
Beginning Balance	\$105,435
Interest	350
Transfers In	0
Total Resources and Transfers	105,785
<u>Expenses and Transfers</u>	
Operating	0
Capital	0
Debt	0
Transfers Out	0
Total Expenses and Transfers	0
Ending Balance	\$105,785

FINANCIAL SUMMARY

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.

STILLWATER PUBLIC WORKS AUTHORITY
FISCAL YEAR 2021 ADOPTED FINANCIAL PLAN

	FY2019 ACTUAL	FY2020 ADOPTED	FY2020 REVISED	FY2021 ADOPTED	CHANGE OVER FY 2020 ADOPTED	
					\$	%
Revenues						
Interest	\$524	\$300	\$300	\$350	\$50	16.7%
Miscellaneous	10	0	0	0	0	0.0%
Total Revenues	534	300	300	350	50	16.7%
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	534	300	300	350	50	16.7%
Beginning Balance 7/1	104,591	105,125	105,125	105,435	310	0.3%
Adjust for Receivables	0	10	10	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Balance	\$105,125	\$105,435	\$105,435	\$105,785	\$360	0.3%

Section 6

Appendix A.

REVENUE DESCRIPTIONS



**CITY OF STILLWATER
FISCAL YEAR 2021 ADOPTED BUDGET
Revenue Descriptions**

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

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

INTEREST EARNED:

Interest earned on investments and NOW accounts.

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



Glossary

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

SIRA — Stillwater Industrial Redevelopment 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.