



ADOPTED BUDGET

Fiscal Year 2022–2023

Adopted by Stillwater City Council May 16, 2022

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Section 1

Introduction

FY23 ADOPTED BUDGET



The City of
Stillwater[®]
OKLAHOMA



Office of City Manager
723 S. Lewis St./P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

May 16, 2022

Honorable Mayor and City Council
City of Stillwater
723 S Lewis Street
Stillwater, Oklahoma 74076

Dear Mayor and Council Members,

I am pleased to present to you the proposed budget for Fiscal Year (FY) 2022-2023. The FY2022-2023 proposed budget funds the strategies and tactics needed to accomplish the priorities and objectives established by the City's Strategic Plan.

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 FY2022-2023 budget as compared to the adopted FY2021-2022 for each major fund type.

General Fund

The FY2022-2023 proposed revenue budget for the General Fund is \$44,234,410 which represents an increase of \$9,751,670, (28.3%) from the FY2021-2022 adopted budget of \$34,482,740. This overall increase in the proposed revenue budget for FY2022-2023 is due to the additional ½ cent sales tax approved by the voter's in February 2022 (\$4,500,000), general increase in sales tax collections based on collection trends (\$3,500,000), increase in use tax (\$600,000) and alcohol tax (\$75,000), increase in fines and forfeitures (\$80,000) and Oklahoma State University's cost sharing of the minimum revenue guarantee with the commercial air service provider (\$1,000,000).

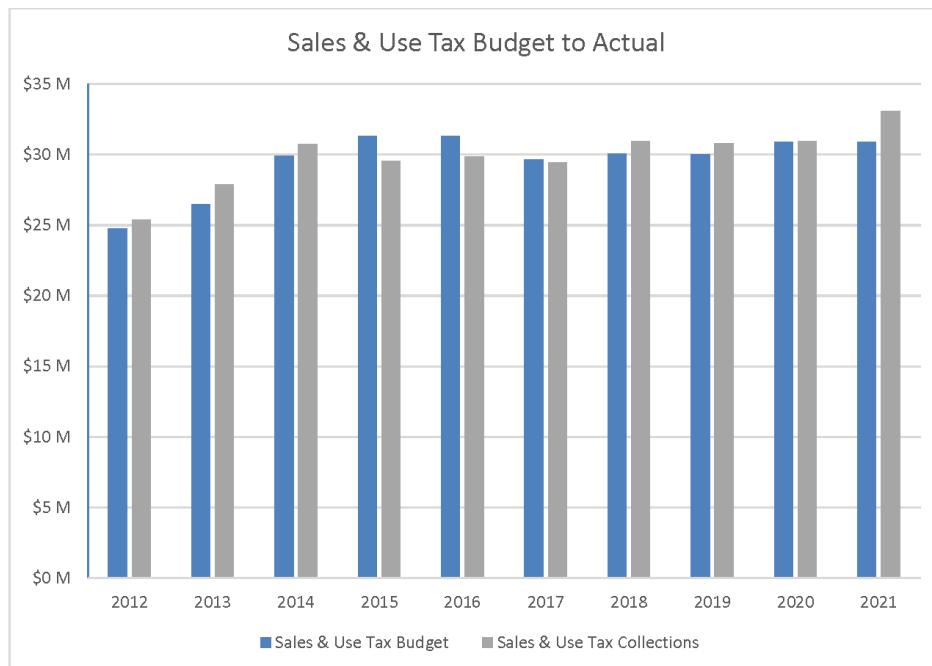
Sales tax collections have remained relatively stable across the region and state-wide in recent years, including during the COVID-19 Pandemic. In fact, Stillwater has begun to see a steady trend in rising sales tax collections and reaching historic collection levels in the current fiscal year. For that reason, mid-year budget amendments to increase projections were approved by the City Council in January 2022. For the first nine months of FY2021-2022, actual sales tax collections are \$24,776,861, which is \$776,861 more than revised budget projection for 75% of the year and \$3,776,861 more than adopted budget projection for 75% of the fiscal year. Actual use tax collections are greater than the FY2021-2022 revised budget projection for 75% of the fiscal year by \$319,175. The combined positive budget to actual variance for sales and use tax is \$1,096,036 (3.1%).

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

When projecting sales tax, historical data is used which is then adjusted for current trends and economic conditions. Sales tax projections for FY2022-2023 will increase from \$28,000,000 to \$36,000,000 while use tax projections will increase from \$2,800,000 to \$3,400,000. The increase in sales tax projection is a combination of increases based on collection trends and the passage of an additional ½ cent sales tax by the voters in February which is effective July 1, 2022.

With sales tax projections increasing in the FY2022-2023 budget, it was necessary to increase the transfers out of the General Fund for the sales taxes dedicated by the voters to the Stillwater Utilities Authority (SUA) and to transportation projects. In 1979, the voters dedicated one cent of the City's sales tax to the SUA, and in 2001, the voters dedicated a half-cent to transportation projects. That half-cent dedication was renewed by the voters in 2006 and 2016 and an additional half-cent was approved by the voters in February 2022 making the total sales tax dedicated to transportation projects a full penny. Included in the FY2022-2023 budget is a transfer from the General Fund to SUA of \$9,000,000 which is up from \$8,000,000 in the FY2021-2022 adopted budget, and a transfer from General Fund to the Transportation Sales Tax Fund of \$9,000,000 which is up from \$4,000,000 in the FY2021-2022 adopted budget.

The following chart shows the budgeted and actual sales & use tax collections from FY2011-2012 to FY2012-2021:



The FY2022-2023 proposed expenditure budget for the General Fund is \$37,665,476 which represents an increase of \$4,400,910 (13.2%) from the FY2021-2022 adopted budget of \$33,264,566. Personnel expenditures for the fund have increased from FY2021-2022 to FY2022-2023 by \$1,386,003 with the biggest changes happening in police (\$473,994) and fire (\$516,929). The expenditure categories of materials and supplies and other services and fees have increased by \$3,014,907 which is due to the

minimum revenue guarantee with the commercial air service provider (\$2,000,000), and the addition of new software and services as well as increases across all departments to compensate for inflationary changes in supply costs. The minimum revenue guarantee with the commercial air service is partially offset by \$1,000,000 in revenue guarantee from Oklahoma State University as mentioned above.

Other Governmental Funds

Other governmental funds include the Debt Service Fund, City Capital Fund, Self-insurance Fund, Tourism and Convention Fund, Rural Fire Fund, Stormwater Fund, Transportation Sales Tax Fund, Transportation Fee Fund and several grant and donation funds. Major changes in the FY2022-2023 budget as compared to the FY2021-2022 adopted budget include:

- an increase in visitor tax revenue from \$500,000 to \$1,300,000 in the Tourism and Convention Fund due to hotel occupancy rates returning to pre-COVID-19 Pandemic levels as well as the additional 3 cent visitor tax approved by the voter's in February 2022.
- an increase of \$166,647 in the Rural Fire Fund for the lease purchase of two fire engines.
- an increase of \$249,594 in the Self-insurance Fund related to increases in property insurance and reinsurance policies.
- a decrease from \$740,878 to \$1,355,000 in capital expenditures in the City Capital Fund.
- an increase from \$0 to \$900,000 in ad-valorem tax revenue and an increase in expenditures and transfers-out from \$0 to \$1,156,775 in the Tax Increment District #3 Fund. This fund became active during FY2021-2022 and budget projections are in accordance with the Stillwater (Re)Investment Plan (a Stillwater Downtown/Campus Link Project Plan).

Enterprise Funds

The Airport Fund is operated as an enterprise fund of the City. The revenue is projected to increase by \$695,740 largely due to the increase in fuel sales which is offset by an increase in fuel purchase expenditures. This is a result of flight activity returning to pre-pandemic levels.

Stillwater Economic Development Authority

The proposed expenditure budget for the Stillwater Economic Development Authority (SEDA) for FY2022-2023 is \$2,740,770 which represents an increase of \$1,062,820 (63.3%) from the FY2021-2022 adopted budget of \$1,677,950. This increase is the result of an increase in the activity level of the TIF District #3 Fund in accordance with the Stillwater (Re)Investment Plan (a Stillwater Downtown/Campus Link Project Plan).

Stillwater Utilities Authority

The proposed FY2022-2023 Stillwater Utilities Authority (SUA) revenue budget of \$87,595,650 includes an increase in revenue of \$7,966,650 (10.0%) over the FY2021-2022 adopted budget of \$79,629,000. This overall increase in the proposed revenue budget for FY2022-2023 is due to the following:

- An increase in waste management revenues of \$1,079,822 related to the new rate structure effective January 1, 2021 and trade-in of nine refuse trucks as part of the equipment refresh program.
- An increase of \$1,000,000 in electric revenues, \$400,000 in water revenues and \$200,000 in wastewater revenues due to the SUA Trustees reinstating the utility rate escalators on April 18,

2022 with an effective date of July 1, 2022. The rate escalators were suspending in 2019 pending the completion of cost of service studies. The studies were completed in 2020. The rate escalators are intended to offset inflationary increases in operating costs.

- An increase of \$3,000,000 in electric sales revenues related to increases in the production cost adjustment (PCA) passed on to electric customers as a result of higher wholesale power costs passed on to the SUA from the Grand River Dam Authority (GRDA).
- An increase of \$1,200,000 in energy payments from the GRDA. These are revenues received for the power generated at the Stillwater Energy Center and sold.
- An increase of \$1,188,000 in the Electric Rate Stabilization Fund due to the recoupment of Storm Uri costs from electric customers.

The SUA's proposed expenditure budget for FY2022-2023 is \$68,563,049 which represents an increase of \$5,559,324 (8.8%) over the FY2021-2022 adopted budget of \$63,003,725. The major changes in the FY2022-2023 budget as compared to the FY2021-2022 adopted budget are an increase of \$3,245,000 in purchased power expenditures, \$1,225,000 in natural gas to fuel the Stillwater Energy Center, \$707,018 in personnel expenditures with the biggest change occurring in the Electric Utility (\$566,444) and increases across all departments to compensate for inflationary changes in supply costs.

Transfers between Funds

Transfers between funds (in and out) for FY2022-2023 total \$51,901,861. This is a decrease of \$9,918,666 (16.0%) from the FY2021-2022 transfer total of \$61,820,527. The decrease is the net effect of less transferred to the Water Reserve Fund (\$10,000,000) and Wastewater Reserve Fund (\$6,000,000) and more transferred from the General Fund to the Transportation Sales Tax Fund (\$5,000,000) and from the General Fund to the SUA (\$1,000,000) for dedicated sales taxes.

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. 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 FY2022-2023 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 2022-2026

Adopted by Stillwater City Council May 16, 2022

Strategic Priority #1

EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT

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

Strategic Priority #2

MOTIVATED MANAGEMENT

Purpose: To serve with integrity and demonstrate proactive leadership, motivated management and smart planning skills that focus on results needed to create a better community.

Strategic Priority #3

SAFE COMMUNITY

Purpose: To promote a safe and secure community for all residents through equitable services, enhanced relationships, and responsive care.

Strategic Priority #4

CONNECTED SPACES

Purpose: To develop a strong sense of place by providing opportunities and services, such as transportation, utilities and parks to best meet the needs of the public.

Strategic Priority #5

UNIQUE CULTURE

Purpose: To cultivate partnerships that enhance the spirit of Stillwater with equal access to services and amenities, strong and connected neighborhoods, and a thriving economy.

Strategic Priority #6

ENGAGED & INVESTED RESIDENTS

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

CITY OF STILLWATER
FISCAL YEAR 2023 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. Reserve targets are identified as follows:
 - General Fund - \$11 million
 - Electric Utility - \$15 million
 - Water Utility - \$11 million
 - Waste Water Utility - \$7 million
 - Waste Management Utility - \$1 million
 - Airport Fund - \$3 million
 - 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.

CITY OF STILLWATER

FISCAL YEAR 2023 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

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

¹ **Ordinance** No. 2858

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

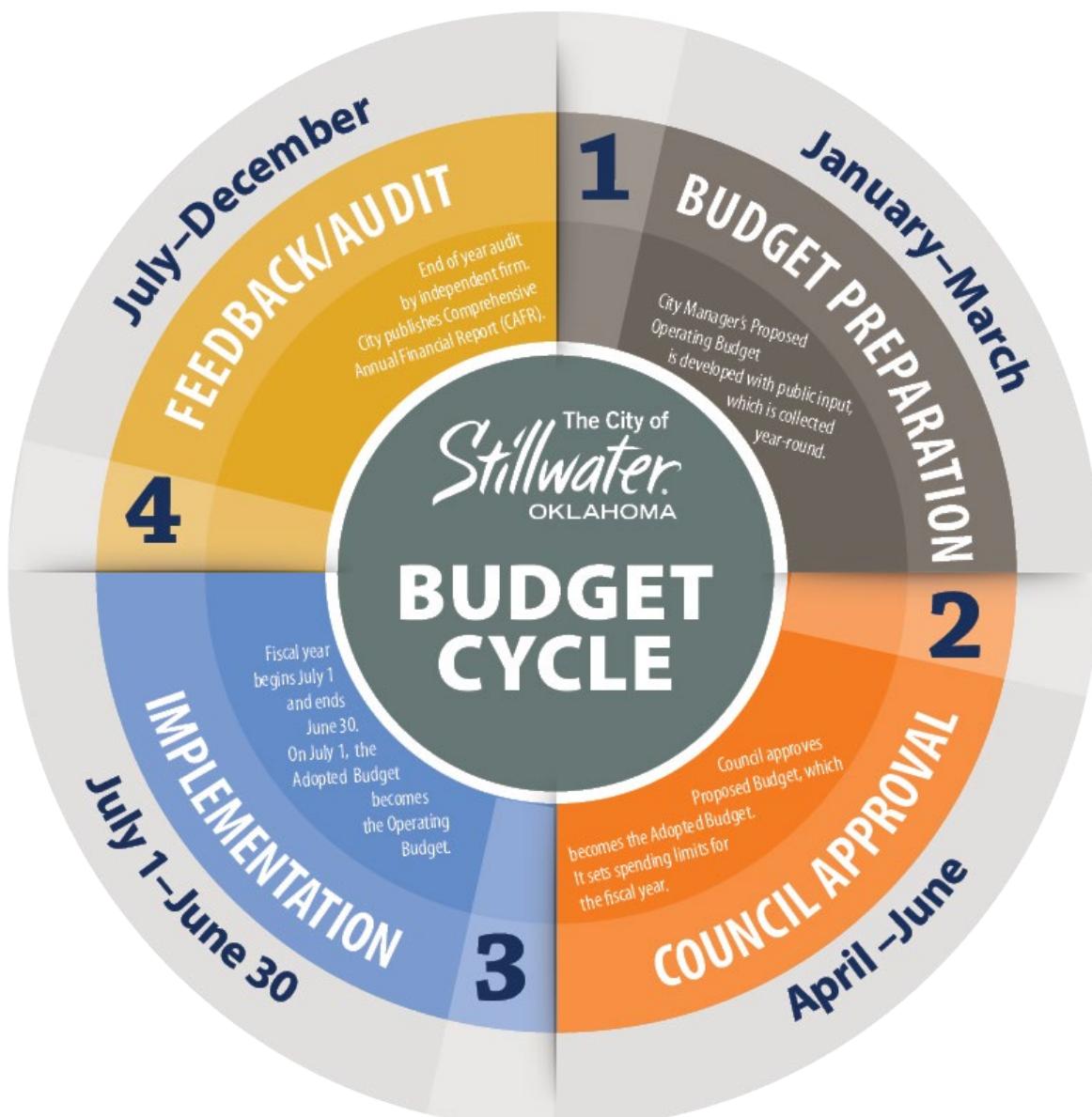
Planning — The City Manager meets with City staff as needed throughout the budget process to analyze and resolve issues, discuss financial policies, and devise revenue and expenditure projections. The Department of Finance provides current year-end projections and revenue forecasts for the new budget 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 2023 ADOPTED BUDGET

City-wide Authorized Full Time Positions

Department	Fiscal Year 2022 Full Time	Fiscal Year 2023 Full Time
Funded Positions		
City Manager	11.0	10.0
Information Technology	12.0	12.0
Human Resources	5.0	5.0
Finance	12.0	12.0
Municipal Court	4.0	4.0
Marketing and Civic Engagement	4.0	4.0
Community Development	12.0	14.0
City Engineering	18.0	21.0
Public Works	37.0	37.0
Community Resources	7.0	8.0
Police	128.0	129.0
Emergency Management	3.0	4.0
Fire	76.0	77.0
Library	15.0	14.0
Legal	4.0	4.0
Facilities Management	5.0	5.0
Stormwater Management	1.0	2.0
Airport	16.0	16.0
Electric	67.0	67.0
Environmental Services	2.0	1.0
Utility and Billing Services	19.0	20.0
Fleet	13.0	13.0
Water	40.0	40.0
Wastewater	27.0	27.0
Waste Management	33.0	30.0
Total Funded Positions	571.0	576.0

CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

Authorized Full Time Positions by Fund

Department	Fiscal Year 2022 Full Time	Fiscal Year 2023 Full Time
Funded Positions		
General Fund	341.3	350.3
Stormwater Management	3.0	1.3
Airport	16.0	16.0
SUA	210.7	208.4
Total Funded Positions	571	576.0



Section 2



City of Stillwater

FY23 ADOPTED BUDGET



**The City of
Stillwater[®]**
OKLAHOMA

CITY OF STILLWATER, CITY OFFICIALS

Mayor and City Council

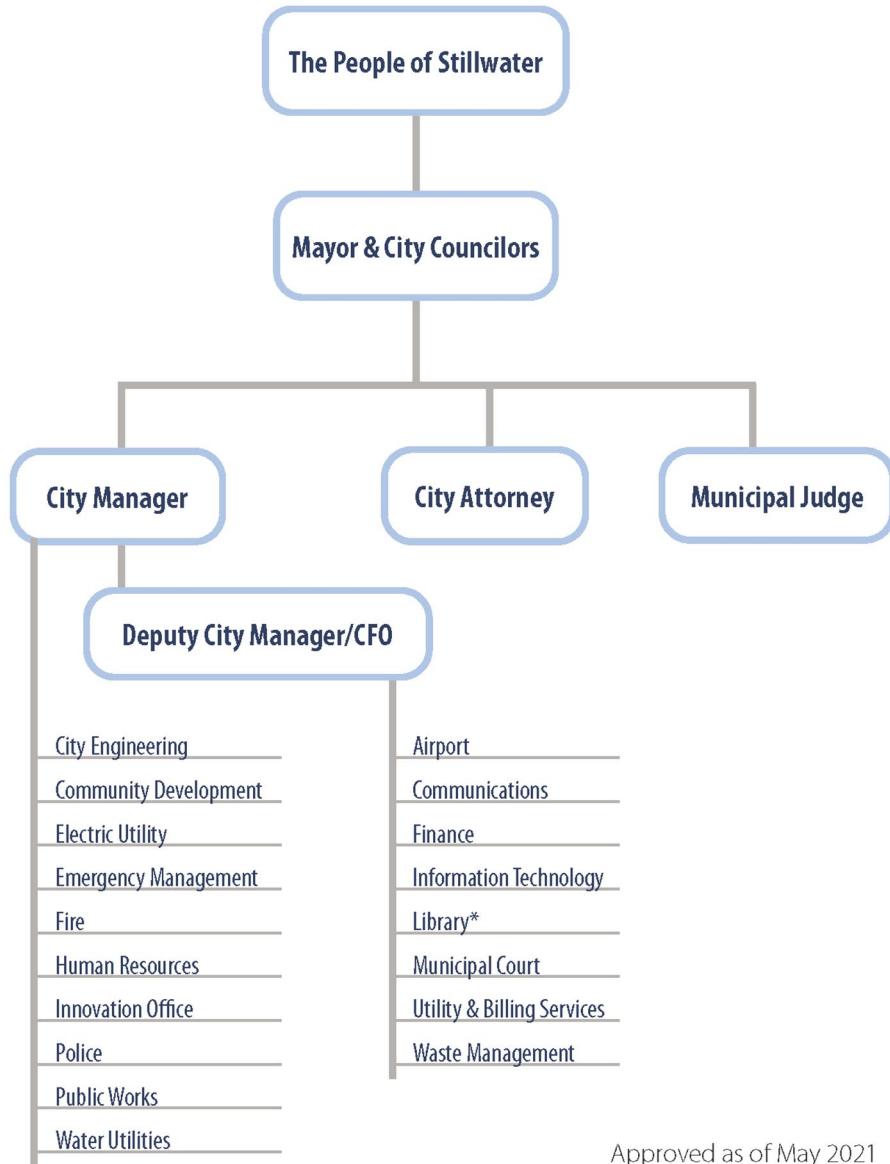


City Administration

City Manager - Norman McNickle
City Attorney - Kimberly Carnley
Deputy City Manager - Melissa Reames
Airport Director - Paul Priegel
Chief Civic Innovation Officer - Becky Taylor
Chief Performance Innovation Officer - Brady Moore
City Clerk - Teresa Kadavy
City Engineering Director - Monty Karns
Communications Director - Dawn Jones
Community Development Director - Jeff Mathews
Community Resources Director - Barbara Bliss
Electric Utility Director - Loren Smith
Emergency Management Director - Rob Hill
Finance Director - Christy Cluck
Fire Chief - Terry Essary
Human Resources Director - Christy Driskel
Information Technology Director - Brad Stewart
Library Director - Stacy DeLano
Municipal Court Clerk - Lisa Burley
Police Chief - Jeff Watts
Public Works Director - Mark White
Utility and Billing Services Director - Dana Mattox
Waste Management Director - Chris Knight
Water Utilities Director - James Driskel

The City of *Stillwater*, OKLAHOMA

ORGANIZATION CHART — GENERAL GOVERNMENT



Approved as of May 2021


Norman McNickle
Norman McNickle, City Manager

<K:\Organization Charts\PDFs>

CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

Authorized Full Time Positions

Department	Fiscal Year 2022 Full Time	Fiscal Year 2023 Full Time
Funded Positions		
City Manager	11.0	10.0
Information Technology	12.0	12.0
Human Resources	5.0	5.0
Finance	12.0	12.0
Municipal Court	4.0	4.0
Marketing and Civic Engagement	4.0	4.0
Community Development	12.0	14.0
City Engineering	8.3	11.3
Public Works	37.0	37.0
Community Resources	7.0	8.0
Police	128.0	129.0
Emergency Management	3.0	4.0
Fire	76.0	77.0
Library	15.0	14.0
Legal	4.0	4.0
Facilities Management	5.0	5.0
Stormwater Management	1.0	1.3
Airport	16.0	16.0
Total Funded Positions	358.3	367.6

RESOLUTION NO. CC-2022-16

"A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2022-23."

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 2022-23 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 2022-23 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 16th day of May, 2022.

CITY OF STILLWATER, OKLAHOMA



ATTEST:


TERESA KADAVY, CITY CLERK


WILLIAM H. JOYCE, MAYOR

APPROVED AS TO FORM AND LEGALITY on this 16th day of May, 2022.


KIMBERLY CARNLEY, CITY ATTORNEY

Attachment A

City of Stillwater
Budget for Fiscal Year 2023
Stillwater, Oklahoma

	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CDBG Grants Fund	Home Buyer's Assistance 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	Tax Increment District #3	Airport Fund	TOTAL
Resources and Transfers																			
Beginning Balance	\$0	\$12,433,775	\$337,246	\$2,945,123	\$172,501	\$386,749	\$883	\$251	\$643	\$104,349	\$743,426	\$0	\$5,811,353	\$12	\$47,458	\$827,256	\$256,775	\$1,246,931	\$25,314,550
Sales Tax	36,000,000																		36,000,000
Use Tax	3,400,000																		3,400,000
Other Tax	2,022,000																		2,022,000
Grants	3,000																		3,000
Fines and Forfeits	526,800																		526,800
Fees and Rental	429,210					119,000							89,000						1,899,000
Interest	132,000																		132,000
Licenses & Permits	264,500																		264,500
Other	1,409,900																		819,000
Stormwater Fees																			181,740
Transfers In	17,237,518					0													35,641,876
Total Resources and Transfers	61,491,928	12,433,775	458,246	2,945,123	1,472,501	505,749	883	75,000	643	408,149	823,426	0	14,811,353	32	47,458	10,025,594	1,156,775	4,252,942	110,910,576
Expenditures and Transfers																			
City Manager																			
Personal Services	1,109,961																		1,109,961
Materials & Supplies	2,900																		2,900
Other Services & Fees	21,465																		21,465
Capital																			0
Debt																			0
Information Technology																			
Personal Services	974,646																		974,646
Materials & Supplies	65,455																		65,455
Other Services & Fees	821,500																		821,500
Capital																			0
Debt																			0
Human Resources																			
Personal Services	404,151																		6,500,000
Materials & Supplies	10,400																		10,400
Other Services & Fees	118,150																		2,030,594
Capital																			0
Debt																			0
Fire																			
Personal Services	1,088,504																		1,088,504
Materials & Supplies	24,625																		24,625
Other Services & Fees	143,755																		143,755
Capital																			0
Debt																			0
Community Development																			
Personal Services	898,534																		898,534
Materials & Supplies	21,150																		21,150
Other Services & Fees	90,890																		90,890
Capital																			0

Attachment A

City of Stillwater
Budget for Fiscal Year 2023
Stillwater, Oklahoma

	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CDBG Grants Fund	Home Buyer's Assistance Fund	Special Ops Team Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	Merry Main Street Fund	G.M.Koch Donation Fund	Self Insurance Fund	Tax Increment District #3 Fund	Airport Fund	TOTAL
Debt																		0	
City Engineering																		666,340	
Personal Services	466,340																	23,700	
Materials & Supplies	23,700																	402,400	
Other Services & Fees	52,400																	0	
Capital																		0	
Debt																		0	
Public Works																		0	
Personal Services	2,267,100																	2,267,100	
Materials & Supplies	480,240																	480,240	
Other Services & Fees	596,600																	596,600	
Capital																		0	
Debt																		0	
Community Resources																		0	
Personal Services	852,132																	652,132	
Materials & Supplies	74,354																	74,354	
Other Services & Fees	834,372																	834,372	
Capital																		0	
Debt																		0	
Police																		0	
Personal Services	11,821,553																	11,821,553	
Materials & Supplies	762,775																	762,775	
Other Services & Fees	400,150																	400,150	
Capital																		1,355,000	
Debt																		0	
Fire																		0	
Personal Services	7,740,518																	7,750,518	
Materials & Supplies	203,550																	260,750	
Other Services & Fees	282,800																	308,350	
Capital																		0	
Debt																		175,747	
Library																		0	
Personal Services	991,538																	991,538	
Materials & Supplies	109,850																	109,850	
Other Services & Fees	104,618																	104,618	
Capital																		0	
Debt																		0	
Legal																		0	
Personal Services	459,310																	459,310	
Materials & Supplies	17,500																	17,500	
Other Services & Fees	228,000																	495,000	
Capital																		723,000	
Debt																		0	
General Government																		0	
Personal Services	295,700																	295,700	
Materials & Supplies	11,170																	11,170	
Other Services & Fees	2,789,610																	3,164,610	
Capital																		0	
Debt																		0	
Education																		0	
Personal Services																		112,404	
Materials & Supplies																		27,750	
Other Services & Fees																		79,320	
Capital																		0	
Debt																		0	

Attachment A

City of Stillwater
Budget for Fiscal Year 2023
Stillwater, Oklahoma

	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	CDBG Grants Fund	Home Buyer's Assistance 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	Tax Increment District #3	Airport Fund	TOTAL
Airport																		918,722	
Personal Services																		1,600,350	
Materials & Supplies																		333,830	
Other Services & Fees																		333,830	
Capital																		0	
Debt																		0	
Indirect/Direct	(1,439,659)									17,415								(1,378,604)	
Transfers Out	25,266,111		193,256		910,000		883			14,270							856,775	309,197	
Total Expenditures and Transfers	61,491,928	0	193,256	1,355,000	910,000	266,447	883	75,000	0	251,169	0	0	350,000	0	0	9,025,594	1,156,775	3,205,739	
Ending Balance	\$0	\$12,433,775	\$265,990	\$1,590,123	\$562,501	\$239,302	(50)	(50)	\$643	\$156,980	\$823,426	\$0	\$14,461,353	\$32	\$47,458	\$1,000,000	\$0	\$1,047,203	
																		\$32,628,785	

Attachment B

**City of Stillwater
Budget for Fiscal Year 2023
City Capital Fund Expenditures
Stillwater, Oklahoma**

Capital Projects	Budget
Emergency Management	
Motorola Solutions Equipment Lease #25210- Radio Equipment	1,355,000
Total	\$ 1,355,000

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 4.0% sales tax received, 2.0% 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 2023 ADOPTED BUDGET

General Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
REVENUES						
Sales Tax	\$29,663,121	\$28,000,000	\$32,000,000	\$36,000,000	\$8,000,000	28.6%
Use Tax	3,436,035	2,800,000	3,300,000	3,400,000	600,000	21.4%
Other Tax	2,157,333	1,977,000	1,977,000	2,022,000	45,000	2.3%
Grants	1,842,029	50,000	582,156	50,000	0	0.0%
Fines and Forfeits	489,761	448,600	448,600	526,800	78,200	17.4%
Fees and Rentals	505,163	442,790	442,790	429,210	(13,580)	-3.1%
Interest	34,150	137,000	137,000	132,000	(5,000)	-3.6%
Licenses and Permits	291,462	244,350	244,350	264,500	20,150	8.2%
Other	537,161	383,000	948,712	1,409,900	1,026,900	268.1%
Total Revenues	38,956,215	34,482,740	40,080,608	44,234,410	9,751,670	28.3%
Transfers In	11,699,154	17,794,460	18,474,460	17,257,518	(536,942)	-3.0%
Total Revenues and Transfers In	\$50,655,369	\$52,277,200	\$58,555,068	\$61,491,928	\$9,214,728	17.6%

EXPENDITURES

City Manager						
Personal Services	\$1,224,858	\$1,169,431	\$1,069,431	\$1,109,961	(\$59,470)	-5.1%
Materials and Supplies	1,873	2,900	3,435	2,900	0	0%
Other Services and Fees	24,023	22,487	21,952	21,465	(1,022)	-4.5%
Total City Manager	1,250,754	1,194,818	1,094,818	1,134,326	(60,492)	-5.1%
Information Technology						
Personal Services	1,105,282	946,074	946,074	974,646	28,572	3.0%
Materials and Supplies	42,531	63,455	77,310	63,455	0	0.0%
Other Services and Fees	617,520	757,650	794,113	821,500	63,850	8.4%
Capital Outlay	34,209	0	30,000	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Information Technology	1,799,542	1,767,179	1,847,497	1,859,601	92,422	5.2%
Human Resources						
Personal Services	426,269	364,067	364,067	404,151	40,084	11.0%
Materials and Supplies	6,489	11,400	11,400	10,400	(1,000)	-8.8%
Other Services and Fees	65,188	113,650	118,150	118,150	4,500	4.0%
Total Human Resources	497,946	489,117	493,617	532,701	43,584	8.9%

General Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Finance						
Personal Services	1,034,547	1,085,991	1,070,991	1,088,504	2,513	0.2%
Materials and Supplies	22,804	22,885	22,385	24,625	1,170	7.6%
Other Services and Fees	119,101	141,635	157,135	143,755	2,120	1.5%
Capital Outlay	0	0	0	0	0	0.0%
Total Finance	1,176,452	1,250,511	1,250,511	1,256,884	6,373	0.5%
Community Development						
Personal Services	838,332	690,277	653,277	898,524	208,247	30.2%
Materials and Supplies	7,080	12,700	15,800	21,150	8,450	66.5%
Other Services and Fees	43,519	89,400	180,150	90,800	1,400	1.6%
Capital Outlay	0	0	241,369	0	0	0.0%
Total Community Development	888,931	792,377	1,090,596	1,010,474	218,097	27.5%
City Engineering						
Personal Services	588,914	655,751	279,851	666,340	10,589	1.6%
Materials and Supplies	3,076	370,350	371,050	23,700	(346,650)	-93.6%
Other Services and Fees	21,778	40,300	161,358	52,400	12,100	30.0%
Capital Outlay	753,016	0	4,864,047	0	0	0.0%
Total City Engineering	1,366,784	1,066,401	5,976,306	742,440	(323,961)	-30.4%
Public Works						
Personal Services	2,432,734	2,138,034	2,002,514	2,267,109	129,075	6.0%
Materials and Supplies	466,403	534,836	495,056	485,240	(49,596)	-9.3%
Other Services and Fees	354,359	324,150	375,091	596,600	272,450	84.1%
Capital Outlay	31,925	0	25,134	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Public Works	3,285,421	2,997,020	2,897,795	3,348,949	351,929	11.7%
Community Resources						
Personal Services	566,945	590,501	542,001	652,132	61,631	10.4%
Materials and Supplies	28,411	69,254	63,143	74,354	5,100	7.4%
Other Services and Fees	728,628	932,273	965,489	834,973	(97,300)	-10.4%
Capital Outlay	22,419	0	206,086	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Community Resources	1,346,403	1,592,028	1,776,719	1,561,459	(30,569)	-1.9%

General Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2023 ADOPTED	
					\$	%
Police						
Personal Services	12,185,399	11,275,022	11,611,622	11,821,553	546,531	4.8%
Materials and Supplies	414,089	562,537	649,652	762,775	200,238	35.6%
Other Services and Fees	684,638	353,451	407,235	400,150	46,699	13.2%
Capital Outlay	62,172	0	8,028	0	0	0.0%
Total Police	13,346,298	12,191,010	12,676,537	12,984,478	793,468	6.5%
Fire						
Personal Services	8,068,082	7,194,802	7,517,802	7,740,518	545,716	7.6%
Materials and Supplies	183,074	198,250	190,991	203,550	5,300	2.7%
Other Services and Fees	141,384	215,700	241,474	282,800	67,100	31.1%
Capital Outlay	0	0	224,000	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Fire	8,392,540	7,608,752	8,174,267	8,226,868	618,116	8.1%
Library						
Personal Services	1,078,826	1,019,498	959,498	991,538	(27,960)	-2.7%
Materials and Supplies	97,464	105,650	105,650	109,850	4,200	4.0%
Other Services and Fees	308,984	111,814	456,959	104,618	(7,196)	-6.4%
Capital Outlay	0	0	10,000	0	0	0.0%
Total Library	1,485,274	1,236,962	1,532,107	1,206,006	(30,956)	-2.5%
Legal						
Personal Services	656,383	474,109	474,109	459,310	(14,799)	-3.1%
Materials and Supplies	17,109	17,500	17,500	17,500	0	1.1%
Other Services and Fees	94,569	128,000	137,595	228,000	100,000	78.1%
Capital Outlay	0	0	0	0	0	0.0%
Total Legal	768,061	619,609	629,204	704,810	85,201	13.8%
General Government						
Personal Services	268,553	265,551	250,551	295,700	30,149	11.4%
Materials and Supplies	39,456	8,130	122,130	11,170	3,040	37.4%
Other Services and Fees	1,177,513	1,624,760	5,054,271	2,789,610	1,164,850	71.7%
Capital Outlay	0	0	0	0	0	0.0%
Total General Government	1,485,522	1,898,441	5,426,952	3,096,480	1,198,039	63.1%
Indirect/Direct	(1,439,659)	(1,439,659)	(1,439,659)	(1,439,659)	0	0.0%
Transfers Out	17,137,209	19,012,634	23,752,634	25,266,111	6,253,477	32.9%
Total Expenditures and Transfers	52,787,479	52,277,200	67,179,902	61,491,928	9,214,728	17.6%

General Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Total Personal Services	30,475,124	27,869,108	28,041,788	29,369,986	492,640	1.8%
Total Materials and Supplies	1,329,859	1,979,847	2,145,502	1,810,669	362,544	22.4%
Total Other Services and Fees	4,381,204	4,855,270	9,070,972	6,484,821	(78,405)	-1.6%
Indirect/Direct	(1,439,659)	(1,439,659)	(1,439,659)	(1,439,659)	0	0.0%
Total Operating Expenditures	34,746,528	33,264,566	37,818,604	36,225,817	776,779	2.4%
Total Capital Outlay	903,741	0	5,608,664	0	0	0.0%
Total Debt	0	0	0	0	0	0.0%
Transfer Out	17,137,209	19,012,634	23,752,634	25,266,111	81,697	0.4%
Total Expenditures and Transfers	52,787,478	52,277,200	67,179,902	61,491,928	858,476	1.7%
Revenues over(under) Expenditures	(2,132,109)	0	(8,624,834)	0	0	0.0%
Beginning Balance 7/1	6,121,436	8,624,834	8,624,834	0	(8,624,834)	-100.0%
Adjust for Receivables	6,210,712	0	0	0	0	0.0%
Adjust for Payables	(1,575,205)	0	0	0	0	0.0%
Ending Fund Balance	\$8,624,834	\$8,624,834	\$0	\$0	(\$8,624,834)	-100.0%

TRANSFERS DETAIL

Transfers In:						
SUA	\$11,699,154	\$17,013,934	\$17,693,934	\$17,256,635	\$242,701	1.4%
Self Insurance Fund	0	779,368	779,368	0	(779,368)	-100.0%
CDBG Fund	0	1,158	1,158	883	(275)	-23.7%
Airport	0	0	0	0	0	0.0%
Total Transfers In	11,699,154	17,794,460	18,474,460	17,257,518	(536,942)	-3.0%
Transfers Out:						
SUA (Penny Sales Tax)	8,480,610	8,000,000	9,100,000	9,000,000	1,000,000	12.5%
Transportation Fund (Penny Sales Tax)	4,240,428	4,000,000	4,550,000	9,000,000	5,000,000	125.0%
Self Insurance Fund	0	5,010,585	5,250,585	5,400,310	389,725	7.8%
City Capital Fund	2,096,329	0	2,850,00	0	0	0.0%
Home Buyer's Assistance Fund	56,069	75,000	75,000	74,749	(251)	-0.3%
Airport Fund	958,384	1,033,083	1,033,083	839,833	(193,250)	-18.7%
CDBG Fund	0	0	0	0	0	0.0%
SEDA	1,305,389	893,966	893,966	951,219	57,253	6.4%
SUA	0	0	0	0	0	0.0%
Total Transfers Out	\$17,137,209	\$19,012,634	\$23,752,634	\$25,266,111	\$6,253,477	32.9%

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.

- **GENERAL FUND RESERVE** – accounts for reserve funds of the City's General Fund
- **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.
- **GRANTS FUND** – budgets and accounts for grant receipts and expenditures
- **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.
- **HOME BUYER'S ASSISTANCE FUND** — budgets and accounts for specific revenues and expenditures related to the City's Home Buyer's Assistance Program.
- **STORMWATER MANAGEMENT FUND** — budgets and accounts for stormwater fee revenues and expenditures related to the maintenance and improvements of the drainage system.
- **TRANSPORTATION FEE FUND** — budgets and accounts for transportation fee revenues and expenditures related to enhancements to the City's transportation system.
- **MERRY MAIN STREET** — budgets and accounts for specific revenues and expenditures pertaining to the annual Merry Main Street special event.
- **GALIE MAY KOCH DONATION FUND** — budgets and accounts for specific revenues and expenditures pertaining to a donation to the police department.
- **CDBG GRANTS FUND** — budgets and accounts for grant revenues and expenditures under the Federal Community Development Block Grant Entitlements Program for community development.
- **TAX INCREMENT DISTRICT #3 FUND** – budgets and accounts for funds used for improvements in the downtown/campus link project area as defined in Ordinance No. 3407. Funding is provided by incremental ad-valorem and sales tax revenue.
- **PARK DONATIONS FUND** — budgets and accounts for donations and expenditures pertaining to park improvements

CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

Other Governmental Funds

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%

GENERAL FUND RESERVE

Revenues						
Interest	\$21,634	\$0	\$0	\$0	\$0	0.0%
Miscellaneous Revenue	12,450,841	0	0	0	0	0.0%
Total Revenues	12,472,475	0	0	0	0	0.0%
Expenditures						
Transfers Out	0	0	0	0	0	0.0%
Total Expenditures	0	0	0	0	0	0.0%
Revenues over Expenditures	12,472,475	0	0	0	0	0.0%
Beginning Balance 7/1	0	12,443,775	12,443,775	12,443,775	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(38,700)	0	0	0	0	0.0%
Ending Fund Balance	\$12,433,775	\$12,433,775	\$12,433,775	\$12,433,775	\$0	0.0%

TOURISM AND CONVENTION FUND

Revenues						
Hotel/Motel Taxes	\$624,717	\$500,000	\$500,000	\$1,300,000	\$800,000	160.0%
Interest	1,697	0	0	0	0	0.0%
Total Revenues	626,414	500,000	500,000	1,300,000	800,000	160.0%
Expenditures						
Capital Outlay	14,843	0	0	0	0	0.0%
Transfers Out	720,000	720,000	720,000	910,000	190,000	26.4%
Total Expenditures	734,843	720,000	720,000	910,000	190,000	26.4%
Revenues over Expenditures	(108,429)	(220,000)	(220,000)	390,000	610,000	100.0%
Beginning Balance 7/1	437,065	392,501	392,501	172,501	(220,000)	-56.1%
Adjust for Receivables	154,293	0	0	0	0	0.0%
Adjust for Payables	(90,428)	0	0	0	0	0.0%
Ending Fund Balance	\$392,501	\$172,501	\$172,501	\$562,501	\$390,000	226.1%

Other Governmental Funds continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED					
					\$	%				
RURAL FIRE FUND										
Revenues										
Fees	\$134,416	\$121,000	\$121,000	\$119,000	\$(-2,000)	-1.7%				
Interest Earnings	3,977	0	0	0	0	0.0%				
Other	0	0	0	0	0	0.0%				
Total Revenues	138,393	121,000	121,000	119,000	(\$2,000)	-1.7%				
Expenditures										
Personal Services	3,720	59,000	40,800	10,000	(49,000)	-83.1%				
Materials and Supplies	19,580	35,300	33,794	57,200	21,900	62.0%				
Other Services and Fees	6,694	5,500	19,206	25,500	20,000	363.6%				
Capital Outlay	320,079	0	46,763	0	0	0.0%				
Debt	0	0	0	173,747	173,747	0.0%				
Total Expenditures	350,073	99,800	140,563	266,447	166,647	167.0%				
Revenues over Expenditures	(211,680)	21,200	(19,563)	(147,477)	(168,647)	-795.5%				
Beginning Balance 7/1	588,947	406,312	406,312	386,749	(19,563)	-4.8%				
Adjust for Receivables	17,478	0	0	0	0	0.0%				
Adjust for Payables	11,567	0	0	0	0	0.0%				
Ending Fund Balance	\$406,312	\$427,512	\$386,749	\$239,302	(\$188,210)	-44.0%				

GRANTS FUND

Revenues						
Grants						
Grants	\$0	\$0	\$8,784,988	\$0	\$0	0.0%
Total Revenues	0	0	8,784,988	0	0	0.0%
Expenditures						
Capital Outlay	0	0	8,784,988	0	0	0.0%
Transfer Out	1,039	0	0	0	0	0.0%
Total Expenditures	1,039	0	8,784,988	0	0	0.0%
Revenues over Expenditures	(1,039)	0	0	0	0	0.0%
Beginning Balance 7/1	1,039	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%

Other Governmental Funds continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
SPECIAL OPERATIONS TEAM FUND						
Revenues						
Donations	\$ 260	\$0	\$0	\$0	\$0	0.0%
Interest Earnings	3	0	0	0	0	0.0%
Total Revenues	263	0	0	0	0	0.0%
Expenditures						
Other Services and Fees	0	0	0	0	0	0.0%
Capital Outlay	0	0	0	0	0	0.0%
Total Expenditures	0	0	0	0	0	0.0%
Revenues over Expenditures	236	0	0	0	0	0.0%
Beginning Balance 7/1	375	643	643	643	0	0.0%
Adjust for Receivables	3	0	0	0	0	0.0%
Adjust for Payables	2	0	0	0	0	0.0%
Ending Fund Balance	\$643	\$643	\$643	\$643	\$0	0.0%
HOME BUYER'S ASSISTANCE FUND						
Revenues						
Interest	\$249	\$0	\$0	\$0	\$0	0.0%
Transfers In	83,531	75,000	75,000	74,749	(251)	-0.3%
Total Revenues	83,780	75,000	75,000	74,749	(251)	-0.3%
Expenditures						
Other Services and Fees	60,384	75,000	98,146	75,000	0	0.0%
Total Expenditures	60,384	75,000	98,146	75,000	0	0.0%
Revenues over Expenditures	23,396	0	(23,146)	(251)	(251)	0.0%
Beginning Balance 7/1	0	23,397	23,397	251	(23,146)	-98.9%
Adjust for Receivables	17	0	0	0	0	0.0%
Adjust for Payables	(16)	0	0	0	0	0.0%
Ending Fund Balance	\$23,397	\$23,397	\$251	\$0	(\$23,397)	-100.0%

Other Governmental Funds continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED					
					\$	%				
STORMWATER MANAGEMENT FUND										
Revenues										
Fees	\$307,733	\$300,000	\$300,000	\$304,000	\$4,000	1.3%				
Interest Earnings	3,205	0	0	0	0	0.0%				
Other	0	0	0	0	0	0.0%				
Total Revenues	310,938	300,000	300,000	304,000	4,000	1.3%				
Expenditures										
Personal Services	144,145	175,482	175,513	112,404	(63,078)	-35.9%				
Materials and Supplies	20,722	33,968	34,237	27,760	(6,208)	-18.3%				
Other Services and Fees	18,917	80,962	101,815	79,320	(1,642)	-2.0%				
Capital Outlay	0	0	435,179	0	0	0.0%				
Direct/Indirect Cost Allocation	17,415	17,415	17,415	17,415	0	0.0%				
Transfers Out	0	47,066	47,066	14,270	(32,796)	-69.7%				
Total Expenditures	201,199	354,893	811,225	251,169	(103,724)	-29.2%				
Revenues over Expenditures	109,739	(54,893)	(511,225)	52,831	107,724	-196.2%				
Beginning Balance 7/1	474,899	615,374	615,374	104,149	(511,225)	-83.1%				
Adjust for Receivables	40,263	0	0	0	0	0.0%				
Adjust for Payables	(9,527)	0	0	0	0	0.0%				
Ending Fund Balance	\$615,374	\$560,481	\$104,149	\$156,980	(\$403,501)	-72.0%				
TRANSPORTATION FEE FUND										
Revenues										
Fees	\$130,971	\$60,000	\$60,000	\$80,000	\$20,000	33.3%				
Interest Earnings	3,903	0	0	0	0	0.0%				
Total Revenues	134,874	60,000	60,000	80,000	20,000	33.3%				
Expenditures										
Other Services and Fees	0	7,218	7,218	0	(7,218)	-100.0%				
Capital Outlay	0	0	31,362	0	0	0.0%				
Total Expenditures	0	7,218	38,580	0	(7,218)	-100.0%				
Revenues over Expenditures	134,874	52,782	21,420	80,000	27,218	51.6%				
Beginning Balance 7/1	586,753	722,006	722,006	743,426	21,420	3.0%				
Adjust for Receivables	275	0	0	0	0	0.0%				
Adjust for Payables	104	0	0	0	0	0.0%				
Ending Fund Balance	\$722,006	\$774,788	\$743,426	\$823,426	48,638	6.3%				

Other Governmental Funds continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%

PARK DONATIONS FUND

Revenues						
Interest Earnings	\$0	\$0	\$0	\$0	\$0	0.0%
Donations	84,467	0	373,955	0	0	0.0%
Total Revenues	84,467	0	373,955	0	0	0.0%
Expenditures						
Other Services and Fees	1,900	0	4,700	0	0	0.0%
Capital Outlay	142,946	0	374,301	0	0	0.0%
Total Expenditures	144,846	0	379,001	0	0	0.0%
Revenues over Expenditures	(60,379)	0	(5,046)	0	0	0.0%
Beginning Balance 7/1	65,525	5,046	5,046	0	(5,046)	-100.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(100)	0	0	0	0	0.0%
Ending Fund Balance	\$5,046	\$5,046	\$0	\$0	(\$5,046)	-100.0%

MERRY MAIN STREET

Revenues						
Fees	\$0	\$0	\$0	\$0	\$0	0.0%
Other	0	0	0	0	0	0.0%
Interest	204	0	0	0	0	0.0%
Transfer In	0	0	0	0	0	0.0%
Total Revenues	204	0	0	0	0	0.0%
Expenditures						
Materials and Supplies	0	0	10,090	0	0	0.0%
Other Services and Fees	2,441	31,800	21,710	0	(31,800)	-100.0%
Total Expenditures	2,441	31,800	31,800	0	(31,800)	-100.0%
Revenues over Expenditures	(2,237)	(31,800)	(31,800)	0	31,800	-100.0%
Beginning Balance 7/1	34,020	31,832	31,832	32	(31,800)	-99.9%
Adjust for Receivables	14	0	0	0	0	0.0%
Adjust for Payables	35	0	0	0	0	0.0%
Ending Fund Balance	\$31,832	\$32	\$32	\$32	\$0	0.0%

Other Governmental Funds continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED					
					\$	%				
GALIE MAY KOCH DONATION FUND										
Revenues										
Interest Earnings	\$307	\$0	\$0	\$0	\$0	0.0%				
Total Revenues	307	0	0	0	0	0.0%				
Expenditures										
Materials and Supplies	0	0	2,542	0	0	0.0%				
Total Expenditures	0	0	2,542	0	0	0.0%				
Revenues over Expenditures	307	0	(2,542)	0	0	0.0%				
Beginning Balance 7/1	49,657	50,000	50,000	47,458	(2,542)	-5.1%				
Adjust for Receivables	21	0	0	0	0	0.0%				
Adjust for Payables	15	0	0	0	0	0.0%				
Ending Fund Balance	\$50,000	\$50,000	47,458	\$47,458	(\$2,542)	-5.1%				
CDBG GRANTS FUND										
Revenues										
Grants	\$5,066	\$0	\$927,000	\$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	5,066	0	927,000	0	0	0.0%				
Expenditures										
Capital Outlay	85,061	0	927,000	0	0	0.0%				
Transfer Out	8,530	1,158	1,158	883	(275)	-23.7%				
Total Expenditures	93,591	1,158	928,158	883	(275)	-23.7%				
Revenues over Expenditures	(88,525)	(1,158)	(1,158)	(883)	275	-23.7%				
Beginning Balance 7/1	93,368	2,041	2,041	883	(1,158)	-56.7%				
Adjust for Receivables	0	0	0	0	0	0.0%				
Adjust for Payables	(2,802)	0	0	0	0	0.0%				
Ending Fund Balance	\$2,041	\$883	\$883	\$0	(\$883)	-100.0%				

Other Governmental Funds continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED					
					\$	%				
TAX INCREMENT DISTRICT #3 FUND										
Revenues										
Tax Revenue	\$838,135	\$0	\$900,000	\$900,000	\$900,000	100.0%				
Interest Earnings	2,710	0	0	0	0	0.0%				
Transfer In	0	0	0	0	0	0.0%				
Total Revenues	840,845	0	900,000	900,000	900,000	0.0%				
Expenditures										
Other Services and Fees	284,070	0	300,000	300,000	300,000	100.0%				
Capital Outlay	0	0	0	0	0	0.0%				
Transfers Out	0	0	900,000	856,775	856,775	100.0%				
Total Expenditures	284,070	0	1,200,000	1,156,775	1,156,775	100.0%				
Revenues over Expenditures	556,775	0	(300,000)	(256,775)	(256,775)	-100.0%				
Beginning Balance 7/1	0	556,775	556,775	256,775	(300,000)	-53.0%				
Adjust for Receivables	0	0	0	0	0	0.0%				
Adjust for Payables	0	0	0	0	0	0.0%				
Ending Fund Balance	\$556,775	\$556,775	\$256,775	\$0	(\$556,775)	-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 2023 ADOPTED BUDGET

Debt Service Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Ad Valorem Taxes	\$734,839	\$230,000	\$230,000	\$122,000	(\$108,000)	-47.0%
Interest	2,887	0	0	0	0	0.0%
Total Revenues	737,726	230,000	230,000	122,000	(108,000)	-47.0%
Expenditures						
Interest and Fiscal Fees	14,400	0	0	0	0	0.0%
Principal Retirements	350,000	0	0	0	0	0.0%
Total Expenditures	364,400	0	0	0	0	0.0%
Other Uses						
Transfers Out	229,556	198,928	198,928	193,256	(5,672)	-2.9%
Total Expenditures and Uses	593,956	198,928	198,928	193,256	(5,672)	-2.9%
Revenues Over Expenditures	143,770	31,072	31,072	(71,256)	(102,328)	-329.3%
Beginning Cash Balance 7/1	154,659	306,174	306,174	337,246	31,072	10.1%
Adjust for Receivables	63,642	0	0	0	0	0.0%
Adjust for Payables	(55,897)	0	0	0	0	0.0%
Ending Fund Balance	\$306,174	\$337,246	\$337,246	\$265,990	\$71,256	-21.1%

TRANSFERS DETAIL

Transfers Out						
Self Insurance Fund	\$229,556	\$198,928	\$198,928	\$193,256	(\$5,672)	-2.9%
Total Transfers Out	229,556	198,928	198,928	193,256	(\$5,672)	-2.9%

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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 one cent sales tax.

CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

City Capital Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 PROPOSED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Grant	\$35,667	\$0	\$234,214	\$0	\$0	0.0%
Interest Earnings	35,532	0	0	0	0	0.0%
Misc Revenue	0	0	0	0	0	0.0%
Total Revenues	71,199	0	234,214	0	0	0.0%
Other Resources						
Transfers In	4,096,329	0	3,206,000	0	0	0.0%
Total Resources	4,167,528	0	3,440,214	0	0	0.0%
Expenditures						
Capital Outlay:						
Airport	218,652	367,778	404,078	0	(367,778)	-100.0%
City Engineering	1,202,695	65,000	2,273,187	0	(65,000)	-100.0%
Community Development	0	27,000	27,000	0	(27,000)	-100.0%
Community Resources	44,584	207,000	766,639	0	(207,000)	-100.0%
Emergency Management	309,152	100,000	322,262	1,355,000	1,255,000	1255.0%
Finance	0	33,500	35,786	0	(33,500)	-100.0%
Fire	464,824	0	7,761	0	0	0.0%
General Government	74,237	0	0	0	0	0.0%
Information Technology	315,653	225,000	1,003,170	0	(225,000)	-100.0%
Library	0	5,500	5,500	0	(5,500)	-100.0%
Police	426,961	1,187,600	1,159,922	0	(1,187,600)	-100.0%
Public Works	39,992	522,500	574,834	0	(522,500)	-100.0%
Stormwater	0	0	0	0	0	0.0%
Total Expenditures	3,096,750	2,740,878	6,580,139	1,355,000	(1,385,878)	-50.6%
Revenues over Expenditures	1,070,778	(2,740,878)	(3,139,925)	(1,355,000)	1,385,878	-50.6%
Beginning Balance 7/1	5,188,110	6,085,048	6,085,048	2,945,123	(3,139,925)	-51.6%
Adjust for Receivables	38,172	0	0	0	0	0.0%
Adjust for Payables	(212,012)	0	0	0	0	0.0%
Ending Balance	\$6,085,048	\$3,344,170	\$2,945,123	\$1,590,123	(\$1,754,047)	-52.5%

TRANSFERS DETAIL

Transfers In						
General Fund	\$2,096,329	\$0	\$2,850,000	\$0	\$0	0.0%
Stillwater Utilities Authority	2,000,000	0	356,000	0	0	0.0%
Total Transfers In	\$4,096,329	\$0	\$3,206,000	\$0	\$0	0.0%

CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

Transportation Improvement Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest Earnings	\$77,270	\$0	\$0	\$0	\$0	0.0%
Other	0	0	0	0	0	0.0%
Total Revenues	77,270	0	0	0	0	0.0%
Other Resources						
Transfers In	4,240,428	4,000,000	4,550,000	9,000,000	5,000,000	125.0%
Total Revenues and Resources	4,317,698	4,000,000	4,550,000	9,000,000	5,000,000	125.0%
Expenditures						
Personal Services	66,185	0	0	0	0	0.0%
Materials and Supplies	3,074,	0	0	350,000	350,000	100.0%
Other Services and Fees	628	0	0	0	0	0.0%
Capital Outlay	2,417,975	0	12,388,870	0	0	0.0%
Total Expenditures	2,487,862	0	0	350,000	350,000	100.0%
Other Uses						
Transfers Out	0	15,098	15,098	0	(15,098)	-100.0%
Total Expenditures and Uses	2,487,862	15,098	12,403,968	350,000	334,902	2,218.2%
Revenues over Expenditures	1,829,836	3,384,902	(7,853,968)	8,650,000	4,665,098	117.1%
Beginning Balance 7/1	12,544,006	13,665,321	13,665,321	5,811,353	(7,853,968)	-57.5%
Adjust for Receivables	668,762	0	0	0	0	0.0%
Adjust for Payables	(1,377,283)	0	0	0	0	0.0%
Ending Fund Balance	\$13,665,321	\$17,650,223	\$5,811,353	\$14,461,353	(\$3,188,870)	-18.1%
TRANSFERS DETAIL						
Transfers In						
General Fund	\$4,240,428	\$4,000,000	\$4,550,000	\$9,000,000	\$5,000,000	125.0%
Total Transfers In	4,240,428	4,000,000	4,550,000	9,000,000	5,000,000	125.0%
Transfers Out						
Self Insurance Fund	0	15,098	15,098	0	(15,098)	-100.0%
Total Transfers Out	\$0	\$15,098	\$15,098	\$0	(\$15,098)	-100.0%

FUND DESCRIPTION

ENTERPRISE FUNDS

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

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

The City of *Stillwater*, OKLAHOMA

Organization Chart—Stillwater Regional Airport Authority (SRAA)

As of November 19, 2019

Norman McNickle
Norman McNickle, City Manager



CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

Airport Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Charges for Services	\$1,361,005	\$1,243,000	\$1,743,000	\$1,890,000	\$647,000	52.1%
Other	206,5885	133,000	158,500	181,740	48,740	36.6%
Grants	10,192,953	0	8,835,033	0	0	0.0%
Interest	7,159	0	0	0	0	0.0%
Total Revenues	11,767,702	1,376,000	10,736,533	2,071,740	695,740	50.6%
Other Resources						
Transfers In	976,921	1,033,083	1,033,083	839,833	(193,250)	-18.7%
Total Revenues and Resources	12,744,623	2,409,083	11,769,616	2,911,573	502,490	20.9%
Expenditures						
Personal Services	1,022,885	881,633	881,633	918,722	37,089	4.2%
Materials & Supplies	1,052,895	1,103,350	1,621,299	1,600,350	497,000	45.0%
Other Services & Fees	163,758	299,180	258,092	333,830	34,650	11.6%
Capital Outlay	10,313,912	0	9,014,374	0	0	0.0%
Indirect/Direct	43,640	43,640	43,640	43,640	0	0.0%
Total Expenditures	12,597,090	2,327,803	11,819,038	2,896,542	568,739	24.4%
Other Uses						
Transfers Out	18,537	218,704	218,704	214,759	(3,945)	-1.8%
Total Expenditures	\$12,615,627	\$2,546,507	\$12,037,742	\$3,111,301	\$564,794	22.2%
Revenues over Expenditures	\$128,996	(\$137,424)	(\$268,126)	(\$199,728)	(\$62,304)	45.3%
Beginning Balance 7/1	1,724,940	1,515,057	1,515,057	1,246,931	(268,126)	-17.7%
Adjust for Receivables	233,158	0	0	0	0	0.0%
Adjust for Payables	(572,037)	0	0	0	0	0.0%
Ending Balance	\$1,515,057	\$1,377,633	\$1,246,931	\$1,047,203	(\$330,430)	-24.0%
TRANSFERS DETAIL						
Transfer In						
General Fund	\$2,452,107	\$1,033,083	\$1,033,083	\$839,833	(193,250)	-18.7%
Total Transfer In	2,452,107	1,033,083	1,033,083	839,833	(193,250)	-18.7%
Transfers Out						
Self Insurance Fund	0	218,704	\$218,704	214,759	(3,945)	-1.8%
Total Transfers Out	\$0	\$218,704	\$218,704	\$214,759	(\$3,945)	-1.8%

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 and the Stillwater Utilities Authority.

CITY OF STILLWATER
FISCAL YEAR 2023 ADOPTED BUDGET

Self Insurance Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Reimbursements	\$0	\$830,000	\$830,000	\$819,000	(\$11,000)	-1.3%
Workers Comp Contributions	0	0	342,514	0	0	0.0%
Total Revenues	0	830,000	1,172,514	830,000	(11,000)	-1.3%
Other Resources						
Transfers In	229,556	8,469,929	8,709,929	8,379,339	(90,590)	-1.1%
Total Revenues and Resources	229,556	8,469,929	9,882,443	9,198,339	(101,590)	-1.1%
Expenditures						
Personal Services	0	6,500,000	7,350,000	6,500,000	0	0.0%
Materials & Supplies	0	0	0	0	0	0.0%
Other Services & Fees	466,696	2,276,000	2,516,000	2,525,594	249,594	11.0%
Total Expenditures	466,696	8,776,000	9,866,000	9,025,594	249,594	2.8%
Other Uses						
Transfers Out	0	779,368	779,368	0	(779,368)	-100.0%
Total Expenditures and Uses	466,696	9,555,368	10,645,368	9,025,594	(529,774)	-5.5%
Revenues over Expenditures	(237,140)	(255,439)	(762,925)	172,745	428,184	-167.6%
Beginning Balance 7/1	1,936,925	1,590,180	1,590,180	827,255	(762,925)	-48.0%
Adjust for Receivables	21,614	0	0	0	0	0.0%
Adjust for Payables	(131,219)	0	0	0	0	0.0%
Ending Fund Balance	\$1,590,180	\$1,334,741	\$827,255	\$1,000,000	(\$334,741)	-25.1%

TRANSFERS DETAIL

Transfers In						
General Fund	\$0	\$5,010,585	\$5,250,585	\$5,400,310	\$389,725	7.8%
Debt Service Fund	229,556	198,928	198,928	193,256	(5,672)	-2.9%
Stormwater Management Fund	0	47,066	47,066	14,270	(32,796)	-69.7%
Transportation Fund	0	15,098	15,098	0	(15,098)	-100.0%
Airport Fund	0	218,704	218,704	214,759	(3,945)	-1.8%
Stillwater Utilities Authority	0	2,979,548	2,979,548	2,556,744	(422,804)	-14.2%
Stillwater Economic Development Authority	0	0	0	0	0	0.0%
Total Transfers In	\$229,556	\$8,469,929	\$8,709,929	\$8,379,339	(\$90,590)	-1.1%



Section 3

Stillwater Utilities Authority

FY23 ADOPTED BUDGET



The City of
Stillwater
OKLAHOMA

STILLWATER UTILITIES AUTHORITY OFFICIALS

Chairman and Trustees



Chairman **William Joyce**



Vice Chairman **Alane Zannotti**



Trustee **Amy Dzialowski**



Trustee **Kevin Clark**



Trustee **Christie Hawkins**

Administration

General Manager - Norman McNickle

General Counsel - Kimberly Carnley

Secretary - Teresa Kadavy

Waste Management Director - Chris Knight

Utility and Billing Services Director - Dana Mattox

Water Utilities Director - James Driskel

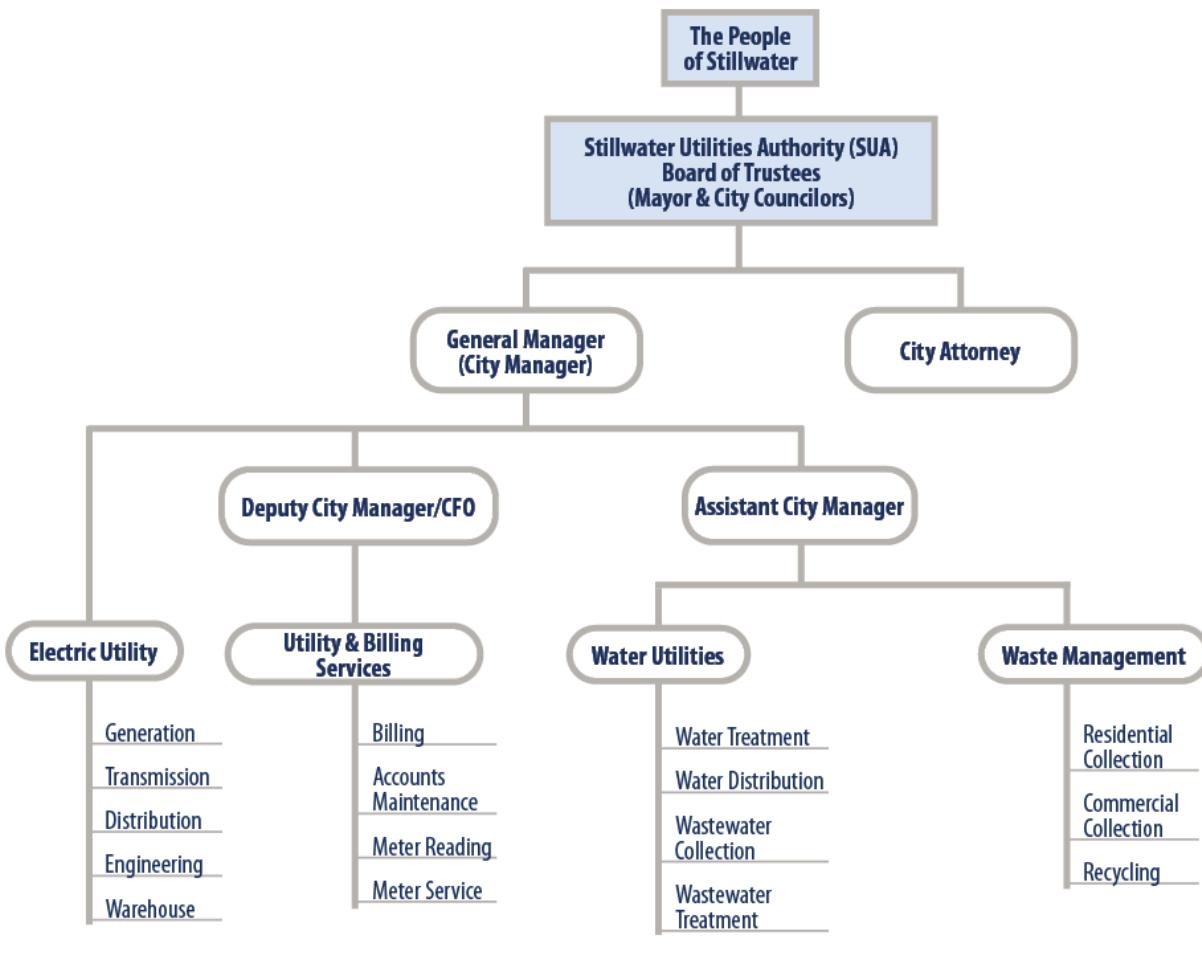
Electric Director - Loren Smith

The City of *Stillwater*, OKLAHOMA

Organization Chart—Stillwater Utilities Authority (SUA)

As of April 29, 2021

Norman McNickle
Norman McNickle, City Manager



STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023
APPROVED FINANCIAL PLAN

Authorized Full Time Positions

Department	Fiscal Year 2022 Full Time	Fiscal Year 2023 Full Time
Funded Positions		
City Engineering	9.7	9.7
Electric	67.0	67.0
Environmental Services	2.0	1.7
Utility and Billing Services	19.0	20.0
Fleet	13.0	13.0
Water	40.0	40.0
Wastewater	27.0	27.0
Waste Management	33.0	30.0
Total Funded Positions	210.7	208.4

RESOLUTION NO. SUA-2022-6

**"A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2022-23."**

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 2022-23 fiscal year shall not exceed \$17,256,635; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2022-23 fiscal year operating budget; and

WHEREAS, the 2022-23 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2022-23 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 16th day of May, 2022.

STILLWATER UTILITIES AUTHORITY




WILLIAM H. JOYCE, CHAIR


TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 16th day of May, 2022.


KIMBERLY CARNLEY, GENERAL COUNSEL

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2023
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	\$9,649,192	\$10,076,622	\$24,231,523	\$9,564,561	\$909,435	\$526,234	\$47,845	\$762,594	\$9,000,000	\$5,800,000	\$499	\$0	\$3	\$70,568,509	
Electric	51,515,000	5,568,000													57,103,000
Water			14,276,150		18,000										14,294,150
Wastewater				7,200,000											7,200,000
Waste Management								7,141,800							7,141,800
Customer Service	382,973		315,288	275,877				341,562							1,315,700
Interest	97,380		308,370	124,430				10,820							541,000
Transfers In	9,000,000	4,000,000									537,991				13,537,991
Total Resources and Transfers	70,644,545	19,664,622	39,131,331	17,164,868	927,435	526,234	47,845	8,256,776	9,000,000	5,800,000	538,490	0	3	171,702,150	
Expenses and Transfers															
Administration															
Operating	468,000														468,000
Capital															0
Debt															0
SUA Overhead Allocation	(418,000)														(418,000)
Environmental Services															
Operating	0														0
Capital															0
Debt															0
SUA Overhead Allocation	0														0
Customer Service															
Operating	1,505,582														1,505,582
Capital															0
Debt															0
SUA Overhead Allocation	(1,505,582)														(1,505,582)
Electric															
Operating	42,374,605														42,374,605
Capital		600,000													600,000
Debt		4,103,350													4,103,350
SUA Overhead Allocation	953,902														953,902

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2023
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			5,554,717											5,554,717
Capital			300,000											300,000
Debt			3,006,177											3,006,177
SUA Overhead Allocation			673,030											673,030
Wastewater														
Operating				3,139,825										3,139,825
Capital														0
Debt				1,233,967										1,233,967
SUA Overhead Allocation				254,181										254,181
Waste Management														
Operating							4,310,858							4,310,858
Capital														0
Debt							1,544,258							1,544,258
SUA Overhead Allocation							464,176							464,176
Fleet														
Operating		911,214												911,214
Capital														0
Debt														0
SUA Overhead Allocation		(421,707)												(421,707)
City Overhead Allocation		(489,507)												(489,507)
Transfers Out		21,543,717		537,371	380,745			1,889,537						24,351,369
Total Expenses and Transfers	64,922,224	4,703,350	10,071,295	5,008,718	0	0	0	8,208,829	0	0	0	0	0	92,914,415
Ending Balance	\$5,722,321	\$14,961,272	\$29,060,036	\$12,156,150	\$927,435	\$526,234	\$47,845	\$47,948	\$9,000,000	\$5,800,000	\$538,490	\$0	\$3	\$78,787,735

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 2023 ADOPTED FINANCIAL PLAN

Utility Operating Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$44,579,545	\$45,009,000	\$45,009,000	\$49,008,000	\$3,999,000	8.9%
Miscellaneous	17,111,979	1,260,090	3,760,090	2,446,353	1,186,263	94.1%
Interest	468,653	515,000	515,000	541,000	26,000	5.0%
Total Revenues	62,160,177	46,784,090	49,284,090	51,995,353	5,211,263	11.1%
Other Resources						
Transfers In	8,480,610	8,000,000	9,100,000	9,000,000	1,000,000	12.5%
Total Revenues and Resources	70,640,787	54,784,090	58,384,090	60,995,353	6,211,263	11.3%
EXPENSES						
Administration						
Other Services and Fees	\$374,201	\$470,000	\$989,635	\$468,000	(\$2,000)	-0.4%
Debt	0	0	0	0	0	0.0%
Capital	0	0	200,000	0	0	0.0%
Indirect/Direct	(374,201)	(370,000)	(370,000)	(418,000)	(48,000)	13.0%
Total Administration	0	100,0000	819,635	50,000	(50,000)	-50.0%
Environmental Services						
Personal Services	97,355	0	0	0	0	0.0%
Materials and Supplies	2,741	0	0	0	0	0.0%
Other Services and Fees	50,119	0	0	0	0	0.0%
Indirect/Direct	(150,215)	0	0	0	0	0.0%
Total Environmental	0	0	0	0	0	0.0%
Utility and Billing Services						
Personal Services	1,176,128	1,089,863	1,054,863	1,169,752	79,889	7.3%
Materials and Supplies	167,755	195,580	214,995	206,600	11,020	5.6%
Other Services and Fees	32,911	47,105	47,105	48,884	1,779	3.8%
Capital	48,142	0	0	0	0	0.0%
Indirect/Direct	(1,390,746)	(1,332,548)	(1,332,548)	(1,425,236)	(92,688)	7.0%
Total Utility and Billing Services	34,190	0	0	0	0	0.0%

Utility Operating Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Electric						
Personal Services	6,366,339	6,204,918	5,706,868	6,768,900	563,982	9.1%
Materials and Supplies	843,628	976,706	1,093,231	1,097,356	120,650	12.4%
Other Services and Fees	43,690,872	28,948,625	34,980,863	33,656,175	4,707,550	16.3%
Capital	40,883	0	10,000	0	0	0.0%
Debt	529	0	0	0	0	100.0%
Indirect/Direct	1,799,095	1,724,964	1,724,964	1,806,076	81,112	4.7%
Total Electric	52,741,346	37,855,213	43,515,926	43,328,507	5,473,294	14.5%
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	98,439	0	1,417,274	0	0	0.0%
Indirect/Direct	0	0	0	0	0	0.0%
Total Wastewater	98,439	0	1,417,274	0	0	0.0%
Fleet						
Personal Services	886,646	775,702	760,702,	772,241	(3,461)	-1.4%
Materials and Supplies	63,220	47,596	46,596	44,100	(3,496)	-7.3%
Other Services and Fees	45,133	31,606	32,606	45,553	13,947	44.1%
Capital	(39,992)	0	0	0	0	0.0%
Indirect/Direct	(977,446)	(854,816)	(854,904)	(861,894)	(6,990)	0.8%
Total Fleet	(22,439)	0	(15,000)	0	0	0.0%
Total Expenses	52,851,536	37,955,213	45,722,250	43,378,507	5,423,294	14.3%
Personal Services	8,526,468	8,070,483	7,522,433	8,710,893	640,410	7.9%
Materials and Supplies	1,077,344	1,219,882	1,354,822	1,348,056	128,174	10.5%
Other Services and Fees	44,193,236	29,497,336	36,050,209	34,218,612	4,721,276	16.0%
Indirect/Direct	(1,093,513)	(832,488)	(832,488)	(899,054)	(66,566)	-8.0%
Total Operating Expenses	52,703,535	37,955,213	44,094,976	43,378,507	5,423,294	14.3%
Capital	147,472	0	1,627,274	0	0	0.0%
Debt	529	0	0	0	0	0.0%
Total Expenses	52,851,536	37,955,213	45,722,250	43,378,507	5,423,294	14.3%
Transfers Out	17,113,810	21,528,458	23,079,178	21,543,717	15,259	0.1%
Total Expenses and Transfers	69,965,346	59,483,671	68,801,428	64,922,224	5,438,553	9.1%

Utility Operating Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues over(under) Expenses	675,441	(4,699,581)	(5,253,287)	(4,699,581)	615,167	11.6%
Beginning Balance 7/1	17,010,880	20,066,530	20,066,530	9,649,192	(10,417,338)	-51.9%
Adjust for Receivables	8,268,280	0	0	0	0	0.0%
Adjust for Payables	(5,888,071)	0	0	0	0	0.0%
Ending Fund Balance	\$20,066,530	\$15,366,949	\$9,649,192	\$5,722,321	(\$9,644,628)	-62.8%

TRANSFERS DETAIL

Transfers In						
General Fund (Penny Sales Tax)	\$8,480,610	\$8,000,000	\$9,100,000	\$9,000,000	\$1,000,000	12.5%
Total Transfers In	8,480,610	8,000,000	9,100,000	9,000,000	1,000,000	12.5%
Transfers Out						
Self Insurance Fund	0	1,514,534	1,514,534	1,287,081	(227,443)	-15.0%
General Fund	11,113,810	16,013,934	16,693,934	16,256,635	242,701	1.5%
Stillwater Economic Development Authority	0	0	650,000	0	0	0.0%
City Capital Improvement Fund	2,000,000	0	220,720	0	0	0.0%
Rate Stabilization Fund	4,000,000	4,000,000	4,000,000	4,000,000	0	0.0%
Total Transfers Out	\$17,113,810	\$21,528,458	\$23,079,178	\$21,543,716	15,258	0.1%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Electric Rate Stabilization Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	
Revenues						
Electric Sales	\$0	\$0	\$792,000	\$1,188,000	\$1,188,000	0.0%
Capacity Payments	4,511,174	4,500,000	4,500,000	4,200,000	(300,000)	-6.7%
Energy Payments	225,148	170,000	170,000	200,000	30,000	17.6%
Interest	96	0	0	0	0	0.0%
Total Revenues	4,736,418	4,670,000	5,462,000	5,588,000	918,000	19.7%
Other Resources						
Transfer In	4,000,000	4,000,000	4,000,000	4,000,000	0	0.0%
Total Revenues and Resources	8,36,418	8,670,000	9,462,000	9,588,000	918,000	10.6%
Expenses						
Other Services and Fees	0	0	3,569,176	0	0	0.0%
Capital	941,234	600,000	20,653,992	600,000	0	0.0%
Debt	4,086,600	4,100,850	4,100,850	4,103,350	2,500	0.1%
Total Expenses	5,027,834	4,700,850	28,324,018	4,703,350	2,500	0.1%
Transfer Out	0	0	2,800,000	0	0	0.0%
Total Expenses and Transfers	5,027,834	4,700,850	31,124,018	4,703,350	2,500	0.1%
Revenues over Expenses	3,708,584	3,969,150	(21,662,018)	4,884,650	915,500	23.1%
Beginning Balance 7/1	28,031,628	31,738,640	31,738,640	10,076,622	(21,662,018)	-68.3%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(1,572)	0	0	0	0	0.0%
Ending Fund Balance	\$31,738,640	\$35,707,790	\$10,076,622	\$14,961,272	(\$20,746,518)	-58.1%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Water Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
REVENUES						
Grant Revenue	\$1,431,420	\$0	\$338,562	\$0	\$0	0.0%
Charges for Services	13,665,621	13,600,000	13,600,000	14,150,000	550,000	4.0%
Interest	11	0	0	0	0	0.0%
Other	1,334,304	738,490	738,490	749,808	11,318	1.5%
Total Revenues	16,431,356	14,338,490	14,677,052	14,899,808	561,318	3.9%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	16,431,356	14,338,490	14,677,052	14,899,808	561,318	3.9%
EXPENSES						
Administration						
Personal Services	399,897	529,266	512,516	473,592	(55,674)	-10.5%
Materials and Supplies	1,514	8,650	8,650	9,250	600	6.9%
Other Services and Fees	677,062	420,950	432,035	490,050	69,100	16.4%
Capital	4,929,902	0	0	0	0	0.0%
Debt	885,116	3,615,136	3,615,136	3,006,177	(608,959)	-16.8%
Indirect/Direct	1,156,488	1,095,624	1,095,624	1,151,802	56,178	-5.1%
Total Administration	8,049,979	5,669,626	5,663,961	5,130,871	(538,755)	-9.5%
Water Capital Improvement						
Capital	1,137,292	0	7,632,419	0	0	0.0%
Total Water Capital Improvement	1,137,292	0	7,632,419	0	0	0.0%
Water Inspection						
Personal Services	0	81,996	71,796	77,486	(4,510)	-5.5%
Other Services and Fees	0	0	10,200	0	0	0.0%
Total Water Inspection	0	81,996	81,996	77,486	(4,510)	-5.5%
Line Maintenance						
Personal Services	1,398,955	1,282,465	1,265,465	1,262,460	(20,005)	-1.6%
Materials and Supplies	385,202	391,150	395,250	447,250	56,100	14.3%
Other Services and Fees	78,676	119,050	141,450	160,550	41,500	34.9%
Capital	113,840	300,000	288,741	300,000	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Line Maintenance	1,976,673	2,092,665	2,090,906	2,170,260	77,595	3.7%

Water Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Water Treatment Plant						
Personal Services	1,119,099	920,556	930,556	1,003,992	83,436	9.1%
Materials and Supplies	628,944	717,300	767,400	771,100	53,800	7.5%
Other Services and Fees	347,861	328,350	332,915	380,215	51,865	15.8%
Capital	1,894,604	0	1,222,095	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Water Treatment Plant	3,990,508	1,966,206	3,252,966	2,155,307	189,101	9.6%
Total Expenses	15,154,452	9,810,493	18,722,248	9,533,924	(272,059)	-2.8%
Personal Services	2,917,951	2,814,283	2,780,333	2,817,530	7,757	0.3%
Materials and Supplies	1,015,660	1,117,100	1,171,300	1,227,600	110,500	9.9%
Other Services and Fees	1,103,599	868,350	916,600	1,030,815	162,465	18.7%
Indirect/Direct	1,156,488	1,095,624	1,095,624	1,151,802	56,178	5.1%
Total Operating Expenses	6,193,698	5,895,357	5,963,857	6,227,747	336,900	5.7%
Capital	8,075,638	300,000	9,143,255	300,000	0	0.0%
Debt	885,116	3,615,136	3,615,136	3,006,177	(608,959)	-16.8%
Total Expenses	15,154,452	9,810,493	18,722,248	9,533,924	(272,059)	-2.8%
Transfers Out	0	10,648,9840	10,716,620	537,371	(10,111,609)	-95.0%
Total Expenses and Transfers	15,154,452	20,459,473	29,438,868	10,071,295	(10,383,668)	-50.8%
Revenues over(under) Expenses	1,276,904	(6,120,983)	(14,761,816)	4,828,513	10,949,496	-178.9%
Beginning Balance 7/1	33,477,433	38,993,339	38,993,339	24,231,523	(14,761,816)	-37.9%
Adjust for Receivables	3,193,557	0	0	0	0	0.0%
Adjust for Payables	1,045,445	0	0	0	0	0.0%
Ending Fund Balance	\$38,993,339	\$32,872,356	\$24,231,523	\$29,060,037	(\$3,812,319)	-11.6%

TRANSFERS DETAIL

Transfers Out						
Water Reserve Fund	\$0	10,000,000	\$10,000,000	\$0	(\$10,000,000)	-100.0%
City Capital Fund	0	0	67,640	0	0	0.0%
Self Insurance Fund	0	648,980	648,980	537,371	(111,609)	-17.2%
Total Transfers Out	\$0	\$10,648,980	\$10,716,620	\$537,371	(\$10,111,609)	-95.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Wastewater Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
REVENUES						
Charges for Services	\$6,992,177	\$6,900,000	\$6,900,000	\$7,200,000	\$300,000	4.3%
Interest	1	0	0	0	0	0.0%
Other	611,950	500,060	500,060	400,307	(99,753)	-19.9%
Total Revenues	7,604,128	7,400,060	7,400,060	7,600,307	200,247	2.7%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	7,604,128	7,400,060	7,400,060	7,600,307	200,247	2.7%
EXPENSES						
Administration						
Personal Services	299,017	271,287	263,577	359,923	88,096	32.4%
Materials and Supplies	44	1,750	1,750	1,750	0	0.0%
Other Services and Fees	27,253	138,900	159,491	138,900	0	0.0%
Debt	67,005	820,128	820,128	1,233,967	413,839	50.5%
Indirect/Direct	585,828	446,483	446,483	450,293	3,810	0.9%
Total Administration	979,147	1,679,088	1,691,429	2,184,833	505,745	30.1%
Watershed						
Personal Services	0	128,323	128,323	148,720	20,397	15.9%
Materials and Supplies	0	4,850	4,850	5,075	225	4.6%
Other Services and Fees	0	59,000	59,000	64,000	5,000	8.5%
Indirect/Direct	0	12,702	12,702	12,702	0	0.0%
Total Watershed	0	204,875	204,875	230,497	25,622	12.5%
Wastewater Capital Improvement						
Capital	0	0	1,384,867	0	0	0.0%
Total Wastewater Capital Improvement	0	0	0	0	0	0.0%
Wastewater Inspection						
Personal Services	0	81,996	72,096	75,206	(6,790)	-8.3%
Other Services and Fees	0	0	9,900	0	0	0.0%
Total Wastewater Inspection	0	81,996	81,996	75,206	(6,790)	-8.3%
Line Maintenance						
Personal Services	993,374	865,597	833,597	837,426	(28,171)	-3.3%
Materials and Supplies	122,118	132,235	159,929	150,475	18,150	13.7%
Other Services and Fees	111,321	118,750	123,146	145,750	27,000	22.7%

Wastewater Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Capital	0	0	1,037,234	0	0	0.0%
Total Line Maintenance	1,226,813	1,116,672	2,153,906	1,133,651	16,979	1.5%
Wastewater Treatment Plant						
Personal Services	624,534	527,690	527,690	563,476	35,786	6.8%
Materials and Supplies	130,215	136,200	132,400	212,750	76,550	56.2%
Other Services and Fees	212,312	226,200	227,859	227,560	1,360	0.6%
Capital	2,104,012	0	640,494	0	0	0.0%
Total Wastewater Treatment Plant	3,071,073	890,090	1,528,443	1,003,786	113,696	12.8%
Total Expenses	5,277,033	3,685,850	6,758,645	4,627,973	636,420	17.3%
Personal Services	1,916,925	1,875,433	1,825,283	1,984,751	109,318	5.8%
Materials and Supplies	252,377	275,125	298,929	370,050	94,925	34.5%
Other Services and Fees	350,886	542,850	579,396	576,210	33,360	6.1%
Indirect/Direct	585,828	459,185	459,185	462,995	3,810	0.8%
Total Operating Expenses	3,106,016	3,152,593	3,162,793	3,394,006	241,413	7.7%
Capital	2,104,012	0	3,062,595	0	0	0.0%
Debt	67,005	820,128	820,128	1,233,967	413,839	50.5%
Total Expenses	5,277,033	3,972,721	7,045,516	4,627,973	655,252	16.5%
Transfers Out	0	6,432,621	6,468,221	380,745	(6,051,876)	-94.1%
Total Expenses and Transfers	5,277,033	10,405,342	13,513,737	5,008,718	(5,396,624)	-51.9%
Revenues over(under) Expenses	2,598,295	(3,005,282)	(6,113,677)	2,591,589	5,596,871	-186.2%
Beginning Balance 7/1	15,025,094	15,678,237	15,678,237	9,564,560	(6,113,677)	-39.0%
Adjust for Receivables	814,296	0	0	0	0	0.0%
Adjust for Payables	(2,759,448)	0	0	0	0	0.0%
Ending Fund Balance	\$15,678,237	\$12,672,955	\$9,564,560	\$12,156,149	(\$516,806)	-4.1%

TRANSFERS DETAIL

Transfers Out						
Wastewater Reserve Fund	\$0	\$6,000,000	\$6,000,000	\$0	(\$6,000,000)	-100.0%
City Capital Fund	0	0	35,600	0	0	0.0%
Self Insurance Fund	0	432,621	432,621	380,745	(51,876)	-12.0%
Total Transfers Out	\$0	\$6,432,621	\$6,468,221	\$380,745	(\$6,051,876)	-94.1%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Water Tie-on Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$36,557	\$22,000	\$22,000	\$18,000	(\$4,000)	-18.2%
Total Revenues	36,557	22,000	22,000	18,000	(4,000)	-18.2%
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	36,557	22,000	22,000	18,000	(4,000)	-18.2%
Beginning Balance 7/1	853,476	887,435	887,435	909,435	22,000	2.5%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(2,598)	0	0	0	0	0.0%
Ending Fund Balance	\$887,435	\$909,435	\$909,435	\$927,435	\$18,000	2.0%

Water Capital Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 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	946,168	0	5,274,790	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	946,168	0	5,274,790	0	0	0.0%
Revenues over Expenses	(946,168)	0	(5,274,790)	0	0	0.0%
Beginning Balance 7/1	7,664,638	5,801,024	5,801,024	526,234	(5,274,790)	-90.9%
Adjust for Receivables	46,623	0	0	0	0	0.0%
Adjust for Payables	(964,069)	0	0	0	0	0.0%
Ending Fund Balance	\$5,801,024	\$5,802,024	\$526,234	\$526,234	(\$5,274,790)	-90.9%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Wastewater Capital Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 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	199,469	0	721,117	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	199,469	0	721,117	0	0	0.0%
Revenues over Expenses	(199,469)	0	(721,117)	0	0	0.0%
Beginning Balance 7/1	901,875	768,962	768,962	47,845	(721,117)	-93.8%
Adjust for Receivables	66,556	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$768,962	\$768,962	\$47,845	\$47,845	(\$721,117)	-93.8%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Waste Management Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
REVENUES						
Grant Revenue	\$0	\$0	\$49,110	\$0	\$0	0.0%
Charges for Services	5,909,170	5,998,400	5,998,400	6,284,300	285,900	4.8%
Other	(89,847)	415,960	415,960	1,209,882	793,922	190.9%
Total Revenues	5,819,323	6,414,360	6,463,470	7,494,182	1,079,882	16.8%
Other Resources						
Transfers In	0	834,089	834,089	0	(834,089)	-100.0%
Total Revenues and Resources	5,819,323	7,248,449	7,297,559	7,494,182	245,733	3.4%
EXPENSES						
Administration						
Personal Services	\$221,801	\$196,224	\$196,224	\$209,066	\$12,842	6.5%
Materials and Supplies	2,442	3,900	3,850	3,550	(350)	-9.0%
Other Services and Fees	85,051	207,700	128,867	221,540	13,840	6.7%
Capital	0	0	49,110	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	200,960	201,285	201,285	198,685	(2,600)	-1.3%
Depreciation Expense	326,860	0	0	0	0	0.0%
Total Administration	837,114	609,109	579,336	632,841	23,732	3.9%
Residential						
Personal Services	710,832	640,008	645,008	711,222	71,214	11.1%
Materials and Supplies	339,001	305,050	325,161	340,050	35,000	11.5%
Other Services and Fees	339,670	320,000	320,000	555,000	504,569	157.7%
Capital	0	0	0	0	0	0.0%
Debt	217,124	0	0	0	0	0.0%
Indirect/Direct	319,474	269,743	269,743	0	(269,743)	-100.0%
Total Residential	1,726,101	1,534,801	1,559,912	1,875,841	341,040	22.2%
Commercial						
Personal Services	472,046	404,871	408,597	313,398	(91,473)	-22.6%
Materials and Supplies	181,294	211,000	263,330	266,000	55,000	26.1%
Other Services and Fees	343,421	331,100	324,121	706,196	375,096	113.3%
Capital	0	0	84,555	0	0	0.0%
Debt	20,957	726,932	726,932	1,295,737	568,805	78.2%
Indirect/Direct	152,074	140,283	140,283	0	(140,283)	-100.0%
Total Commercial	1,169,792	1,814,186	1,947,818	2,581,331	767,145	42.3%

Waste Management Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Street Sweeping						
Personal Services	123,525	95,315	97,315	96,451	1,136	1.2%
Materials and Supplies	21,750	25,700	30,000	25,700	0	0.0%
Other Services and Fees	0	0	0	46,671	46,671	0.0%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	57,292	44,972	44,972	0	(44,927)	-100.0%
Total Street Sweeping	202,567	165,987	172,287	168,822	2,835	1.7%
Convenience Collection Center						
Personal Services	0	0	0	0	0	0.0%
Materials and Supplies	3,374	6,000	500	6,500	500	8.3%
Other Services and Fees	35,812	60,000	43,201	61,000	1,000	1.7%
Capital	18,815	0	0	0	0	0.0%
Total Convenience Collection Center	58,001	66,000	43,701	67,500	1,500	2.3%
Roll-off Services						
Personal Services	86,229	96,824	86,824	48,611	(48,213)	-49.8%
Materials and Supplies	58,377	29,700	31,600	89,700	60,000	202.0%
Other Services and Fees	79,143	80,000	80,000	101,000	21,000	26.3%
Capital	0	0	0	0	0	0.0%
Debt	5,263	106,828	106,828	248,521	141,693	132.6%
Total Roll-off Services	229,012	313,352	305,252	487,832	174,480	55.7%
Recycling						
Personal Services	226,182	223,603	213,603	229,675	6,072	2.7%
Materials and Supplies	34,542	20,450	25,450	20,450	0	0.0%
Other Services and Fees	117,097	184,000	140,426	255,000	71,000	38.6%
Capital	0	1,600,000	1,600,000	0	(1,600,000)	-100.0%
Debt	0	32,960	32,960	0	(32,960)	-100.0%
Total Recycling	377,821	2,061,013	2,012,439	505,125	(1,555,888)	-75.5%
Total Expenses	4,600,408	6,564,448	6,620,745	6,319,292	(245,156)	-3.7%

Waste Management Fund continued...

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Personal Services	1,840,615	1,656,845	1,647,571	1,608,423	(48,422)	-2.9%
Materials and Supplies	640,780	601,800	679,891	751,950	150,150	25.0%
Other Services and Fees	1,000,194	1,182,800	1,036,615	2,215,976	1,033,176	87.4%
Indirect/Direct	729,800	656,283	656,283	198,685	(457,598)	-69.7%
Total Operating Expenses	4,211,389	4,097,728	4,020,360	4,775,034	677,306	16.5%
Capital	18,815	1,600,000	1,733,665	0	(1,600,000)	-100.0%
Debt	43,344	866,720	866,720	1,544,258	677,538	78.2%
Depreciation Expense	326,860	0	0	0	0	0.0%
Total Expenses	4,600,408	6,464,448	6,620,745	6,319,292	(245,156)	-3.7%
Transfers Out	720,033	1,383,423	1,415,463	1,889,536	506,113	36.6%
Total Expenses and Transfers	5,320,441	7,947,871	8,036,208	8,208,828	260,957	3.3%
Revenues over(under) Expenses	498,882	(699,422)	(738,649)	(714,646)	(15,224)	2.2%
Beginning Balance 7/1	521,912	1,501,243	1,501,243	762,594	(738,649)	-49.2%
Adjust for Receivables	851,190	0	0	0	0	0.0%
Adjust for Payables	(370,741)	0	0	0	0	0.0%
Ending Fund Balance	\$1,501,243	\$801,821	\$762,594	\$47,948	(\$753,873)	-94.0%

TRANSFERS DETAIL

Transfers In						
Waste Management Reserve Fund	\$0	\$834,089	\$834,089	\$0	(\$834,089)	-100.0%
Total Transfers In	0	834,089	834,089	0	(834,089)	-100.0%
Transfers Out						
Waste Management Reserve Fund	134,689	0	0	537,991	537,991	100.0%
General Fund	585,344	1,000,000	1,032,040	1,000,000	0	0.0%
Self Insurance Fund	0	383,423	383,423	351,545	(31,878)	-8.3%
Total Transfers Out	\$720,033	\$1,383,423	\$1,415,463	\$1,889,536	\$506,113	36.6%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Water Reserve Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfer In	0	10,000,000	10,000,000	0	(10,000,000)	-100.0%
Total Revenues and Resources	0	10,000,000	10,000,000	0	(10,000,000)	-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	2,000,000	0	0	0.0%
Total Expenses and Uses	0	0	0	0	0	0.0%
Revenues over Expenses	0	10,000,000	8,000,000	0	(10,000,000)	-100.0%
Beginning Balance 7/1	1,000,000	1,000,000	1,000,000	9,000,000	8,000,000	800.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$1,000,000	\$11,000,000	\$9,000,000	\$9,000,000	(\$2,000,000)	-18.2%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Wastewater Reserve Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Transfer In	0	6,000,000	6,000,000	0	(6,000,000)	-100.0%
Total Revenues and Resources	0	6,000,000	6,000,000	0	(6,000,000)	-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	1,200,000	0	0	0.0%
Total Expenses and Uses	0	0	1,200,000	0	0	0.0%
Revenues over Expenses	0	6,000,000	4,800,000	0	(6,000,000)	-100.0%
Beginning Balance 7/1	1,000,000	1,000,000	1,000,000	5,800,000	4,800,000	480.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Fund Balance	\$1,000,000	\$7,000,000	\$5,800,000	\$5,800,000	(\$1,200,000)	-17.1%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Waste Management Reserve Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	\$0	\$0	\$0	\$0	\$0	0.0%
Other Resources						
Transfer In	134,689	0	0	537,991	537,991	100.0%
Total Revenues and Resources	134,689	0	0	537,991	537,991	100.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	162,409	0	3,002	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	162,409	0	3,002	0	0	0.0%
Other Uses						
Transfers Out	0	834,089	834,089	0	(834,089)	-100.0%
Total Expenses and Uses	162,409	834,089	834,089	0	(834,089)	-100.0%
Revenues over Expenses	(27,720)	(834,089)	(837,091)	537,991	1,372,080	-164.5%
Beginning Balance 7/1	880,810	837,590	837,590	499	(837,091)	-99.9%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(15,500)	0	0	0	0	0.0%
Ending Fund Balance	\$837,590	\$3,501	\$499	\$538,490	\$534,989	15281.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Water 2016 Debt Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Loan Proceeds	446,439	0	1,558,955	0	0	0.0%
Total Revenues and Resources	446,439	0	1,558,955	0	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	22,862	0	1,558,960	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	22,862	0	1,558,960	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	22,862	0	1,558,960	0	0	0.0%
Revenues over Expenses	423,577	0	(5)	0	0	0.0%
Beginning Balance 7/1	(54,529)	5	5	0	(5)	-100.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(369,043)	0	0	0	0	0.0%
Ending Fund Balance	\$5	\$5	\$0	\$0	(\$5)	-104.3%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Water 2017 Debt Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Total Revenues	0	0	0	0	0	0.0%
Other Resources						
Loan Proceeds	4,121,513	0	5,838,744	0	0	0.0%
Total Revenues and Resources	4,121,513	0	5,838,744	0	0	0.0%
Expenses						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	1,705,980	0	5,838,744	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Total Expenses	1,705,980	0	5,838,744	0	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	1,705,980	0	5,838,744	0	0	0.0%
Revenues over Expenses	2,415,533	0	0	0	0	0.0%
Beginning Balance 7/1	(1,974,079)	3	3	3	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(441,451)	0	0	0	0	0.0%
Ending Fund Balance	\$3	\$3	\$3	\$3	0	0.0%

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

OUTSTANDING DEBT

Series	Description	Original Amount	Issue Date	Amount Outstanding at 6/30/21	Issue Type	Interest Rate	Maturity Date
1	OWRB-Water Treatment Plant refunding	\$3,413,483	2/8/2002	\$85,337	DWSRF Note	0% + 0.5%	9/15/2021
2	OWRB-Wastewater Treatment Plant-Partial refunding	\$4,876,086	12/19/2002	\$365,706	CWSRF Note	0% + 0.5%	9/15/2022
3	OWRB-Wastewater Treatment Plant-Phase II refunding	\$7,620,000	6/29/2005	\$1,926,042	CWSRF Note	2.60% + 0.5%	3/15/2025
4	OWRB-Wastewater ARRA Loan	\$1,875,000	11/24/2009	\$669,774	CWSRF Note	2.34% + 0.5%	9/15/2030
5	OWRB-Water ARRA Loan	\$11,645,000	11/24/2009	\$6,033,405	DWSRF Note	2.84% + 0.5%	9/15/2032
6	OWRB-Water 2040 Loan (2016)	\$29,900,000	6/27/2016	\$23,856,050	DWSRF Note	1.82% + 0.5%	3/15/2017
7	OWRB-Water 2040 Loan (2017)	\$12,600,000	9/22/2017	\$6,341,258	DWSRF Note	2.18% + 0.5%	
8	2014 Revenue Bonds-Stillwater Energy Center	\$61,830,000	8/14/2014	\$56,380,000	Revenue Bonds	Range: 3% - 5%	10/1/2042
9	USACE-Water Storage at Kaw	\$1,530,403	8/27/1984	\$669,957	USACE Note	3.222%	8/27/2034
10	Bank of America - Equipment (9 Waste Trucks)	\$1,658,000	11/26/2019	\$1,150,707	Lease	1.9920%	11/26/2024
11	Bank of America - Equipment (7 Waste Trucks)	\$2,002,000	6/15/2021	\$2,002,000	Lease	1.1555%	6/15/2026
12	Bank of America - Equipment (1 Waste Truck)	\$304,500	7/30/2021	\$0	Lease	1.1555%	7/30/2026

STILLWATER UTILITIES AUTHORITY
FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

Maturity Schedule (Principal and Interest)

Series	FY 2021 /2022	FY 2022 /2023	FY 2023 /2024	FY 2024 /2025	FY 2025 /2026	FY 2026 /2027	FY 2027 /2028	FY 2028 /2029	FY 2029 /2030	FY 2030 /2031
1	\$85,555	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	245,352	122,214	0	0	0	0	0	0	0	0
3	494,738	494,758	494,736	494,786	0	0	0	0	0	0
4	654,910	654,720	654,525	654,338	654,147	653,956	653,760	653,574	653,384	653,193
5	79,535	79,535	79,535	79,535	79,535	79,535	79,535	79,535	79,535	40,071
6	1,544,345	1,521,223	1,498,100	1,474,978	1,451,855	1,428,732	1,405,610	1,382,487	1,359,364	1,336,242
7	587,131	575,875	564,620	553,363	542,108	530,851	519,595	508,339	497,083	485,827
8	4,095,850	4,098,350	4,100,300	4,093,625	4,089,750	4,086,500	4,103,675	4,081,975	4,081,100	4,079,850
9	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210	60,210
10	348,663	348,663	348,663	145,276	0	0	0	0	0	0
11	412,271	412,271	412,271	412,271	412,271	0	0	0	0	0
12	57,532	57,532	57,532	57,532	57,532	5,230	0	0	0	0
Total	\$8,666,092	\$8,425,351	\$8,270,492	\$8,025,914	\$7,347,408	\$6,845,014	\$6,822,385	\$6,766,120	\$6,730,676	\$6,655,393



Section 4

Stillwater Economic Development Authority

FY23 ADOPTED BUDGET



The City of
Stillwater[®]
OKLAHOMA

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY OFFICIALS

Chairman and Trustees



Chairman **William Joyce**



Vice Chairman **Alane Zannotti**



Trustee **Amy Dzialowski**



Trustee **Kevin Clark**



Trustee **Christie Hawkins**

Administration

General Manager - Norman McNickle,

General Counsel - Kimberly Carnley

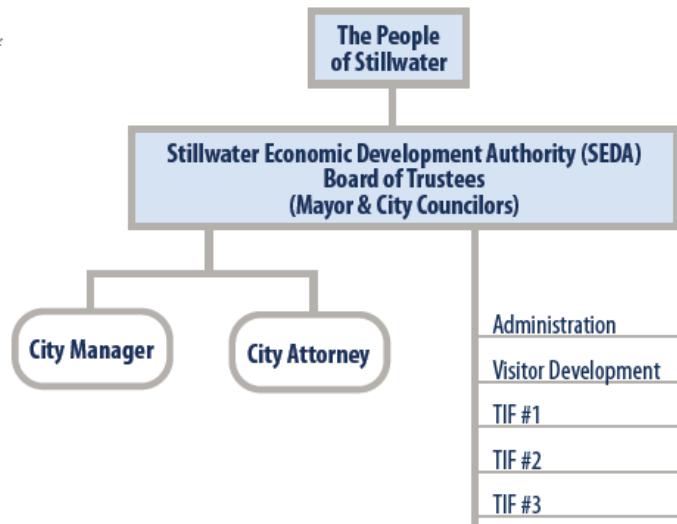
Secretary - Teresa Kadavy

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. SUA-2022-6

"A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2022-23."

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 2022-23 fiscal year shall not exceed \$17,256,635; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2022-23 fiscal year operating budget; and

WHEREAS, the 2022-23 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2022-23 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 16th day of May, 2022.

STILLWATER UTILITIES AUTHORITY




WILLIAM H. JOYCE, CHAIR

ATTEST:


TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 16th day of May, 2022.


KIMBERLY CARNLEY, GENERAL COUNSEL

Stillwater Economic Development Authority
Financial Plan for Fiscal Year 2023
Stillwater, Oklahoma

	General Operating Fund	Downtown Improvement District Fund	Visitor and Event Fund	Tax Increment Financing District #1 Fund	Tax Increment Financing Downtown/Campus Link Fund	Total Combined Funds
<u>Resources and Transfers</u>						
Beginning Balance	\$5,776	\$45,287	\$0	\$0	\$0	\$51,063
Interest	0	0	0	0	0	\$0
Transfers In	526,024	0	910,000	425,195	856,775	\$2,717,994
Total Resources and Transfers	531,800	45,287	910,000	425,195	856,775	2,769,057
<u>Expenses and Transfers</u>						
Operating	531,800	17,000	910,000	425,195	856,775	\$2,740,770
Capital	0	0	0	0	0	\$0
Debt	0	0	0	0	0	\$0
Transfers Out	0	0	0	0	0	\$0
Total Expenses and Transfers	531,800	17,000	910,000	425,195	856,775	2,740,770
Ending Balance	\$0	\$28,287	\$0	\$0	\$0	\$28,287

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 2023 ADOPTED FINANCIAL PLAN

Combined Funds

	OPERATING FUND	DWTN IMP DISTRICT FUND	VISITOR AND EVENT FUND	TIF DISTRICT #1 FUND	TIF DISTRICT DWTN/ CAMPUS LINK FUND	TOTAL COMBINED FUNDS
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	\$0
Loan Activity	0	0	0	0	0	0
Total Revenues	0	0	0	0	0	0
Other Resources						
Transfers In	526,024	0	910,000	425,195	856,775	2,717,994
Total Revenues and Resources	526,024	0	910,000	425,195	856,775	2,717,994
Expenses						
Personal Services	0	0	0	0	0	0
Materials and Supplies	0	0	0	65	0	65
Other Services and Fees	531,800	17,000	910,000	425,130	856,775	2,740,705
Total Expenses	531,800	17,000	910,000	425,195	856,775	2,740,770
Other Uses						
Transfers Out	0	0	0	0	0	0
Total Expenses and Uses	531,800	17,000	910,000	425,195	856,775	2,740,770
Revenues over(under) Expenses	(5,776)	(17,000)	0	0	0	(22,776)
Beginning Fund Balance 7/1	5,776	45,287	0	0	0	51,063
Ending Fund Balance	\$0	\$28,287	\$0	\$0	\$0	\$28,287

TRANSFERS DETAIL

Transfers In						
General Fund - Operating	\$526,024	\$0	\$0	\$0	\$0	\$526,024
General Fund - Sales Tax Incentive	0	0	0	425,195	0	425,195
Hotel/Motel Tax Fund	0	0	910,000	0	0	910,000
TIF District #3 Fund – Ad Valorem Tax	0	0		0	856,775	856,775
Total Transfers In	\$526,024	\$0	\$910,000	\$425,195	\$856,775	\$2,717,994

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

SEDA General Operating Fund

	FY2021 REVISED	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Loan Activity	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	557,135	513,841	513,841	526,024	12,183	2.4%
Total Revenues and Resources	557,135	513,841	513,841	526,024	12,183	2.4%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	548,357	560,825	563,825	531,800	(29,025)	-5.2%
Capital	0	0	0	0	0	0.0%
Depreciation Expense	1,968	0	0	0	0	0.0%
Total Expenses	550,325	560,825	563,825	531,800	(29,025)	-5.2%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	550,325	560,825	563,825	531,800	(29,025)	-5.2%
Revenues Over Expenses	6,810	(46,984)	(49,984)	(5,776)	41,208	-87.7%
Beginning Cash Balance 7/1	56,949	55,760	55,760	5,776	(49,984)	-89.6%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(7,999)	0	0	0	0	0.0%
Ending Fund Balance	\$55,760	\$8,776	\$5,776	\$0	(\$8,776)	-100.0%

TRANSFERS DETAIL

Transfers In						
General Fund – Operating	\$522,650	\$483,341	\$522,650	\$526,024	\$42,683	8.8%
General Fund – Sales Tax Incentive	34,485	30,500	30,500	0	(30,500)	-100.0%
Total Transfers In	\$557,135	\$513,841	\$553,150	\$526,024	\$12,183	2.4%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

SEDA Downtown Improvement District Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$442	\$0	\$0	\$0	\$0	0.0%
BID Assessment	0	0	0	0	0	0.0%
Miscellaneous	935	0	0	0	0	0.0%
Total Revenues	1,377	0	0	0	0	0.0%
Other Resources						
Transfers In	0	0	0	0	0	0.0%
Total Revenues and Resources	1,377	0	0	0	0	0.0%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	17,576	17,000	17,000	17,000	0	0.0%
Capital	0	0	0	0	0	0.0%
Total Expenses	17,576	17,000	17,000	17,000	0	0.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	17,576	17,000	17,000	17,000	0	0.0%
Revenues Over Expenses	(16,199)	(17,000)	(17,000)	(17,000)	0	0.0%
Beginning Cash Balance 7/1	78,920	62,287	62,287	45,287	(17,000)	-27.3%
Adjust for Receivables	31	0	0	0	0	0.0%
Adjust for Payables	(465)	0	0	0	0	0.0%
Ending Fund Balance	\$62,287	\$45,287	\$45,287	\$28,287	(\$17,000)	-37.5%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

SEDA Visitor and Event Fund

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 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	720,000	720,000	910,000	190,000	26.4%
Total Revenues and Resources	720,000	720,000	720,000	910,000	190,000	26.4%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	720,000	720,000	720,000	910,000	190,000	26.4%
Capital	0	0	0	0	0	0.0%
Total Expenses	720,000	720,000	720,000	910,000	190,000	26.4%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	720,000	720,000	720,000	910,000	190,000	26.4%
Revenues over Expenses	0	0	0	0	0	0.0%
Beginning Cash Balance 7/1	3,100	0	0	0	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(3,100)	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	\$720,000	\$720,000	\$910,000	\$190,000	26.4%
Total Transfers In	\$720,000	\$720,000	\$720,000	\$910,000	\$190,000	26.4%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

SEDA Tax Increment Financing District #1

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 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	398,254	380,125	380,125	425,195	45,070	11.9%
Total Revenues and Resources	398,254	380,125	380,125	425,195	45,070	11.9%
Expenses						
Materials and Supplies	0	0	0	65	65	0%
Other Services and Fees	398,254	380,125	380,125	425,130	45,005	11.9%
Capital	0	0	0	0	0	0.0%
Total Expenses	398,254	380,125	380,125	425,195	45,070	11.9%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	398,254	380,125	380,125	425,195	45,070	11.9%
Revenues over Expenses	0	0	0	0	0	0.0%
Beginning Cash Balance 7/1	184,736	0	0	0	0	0.0%
Adjust for Receivables	0	0	0	0	0	0.0%
Adjust for Payables	(184,736)	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	\$398,254	\$380,125	\$380,125	\$425,195	\$45,070	11.9%
Total Transfers In	\$398,254	\$380,125	\$380,125	\$425,195	\$45,070	11.9%

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2023 ADOPTED FINANCIAL PLAN

SEDA TIF-Downtown/Campus Link

	FY2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 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	0	0	900,000	856,775	856,775	100.0%
Total Revenues and Resources	0	0	900,000	856,775	856,775	100.0%
Expenses						
Other Services and Fees	0	0	900,000	856,775	856,775	100.0%
Capital	0	0	0	0	0	0.0%
Total Expenses	0	0	900,000	856,775	856,775	100.0%
Other Uses						
Transfers Out	0	0	0	0	0	0.0%
Total Expenses and Uses	0	0	900,000	856,775	856,775	100.0%
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						
Tax Increment District #3 Fund – Ad Valorem Tax	\$0	\$0	\$900,000	\$856,775	\$856,775	100.0%
Total Transfers In	\$0	\$0	\$900,000	\$856,775	\$856,775	100.0%



Section 5



Stillwater Public Works Authority

FY23 ADOPTED BUDGET



The City of
Stillwater[®]
OKLAHOMA

STILLWATER PUBLIC WORKS AUTHORITY OFFICIALS

Chairman and Trustees



Chairman **William Joyce**



Vice Chairman **Alane Zannotti**



Trustee **Amy Dzialowski**



Trustee **Kevin Clark**



Trustee **Christie Hawkins**

Administration

General Manager - Norman McNickle,

General Counsel - Kimberly Carnley

Secretary - Teresa Kadavy

RESOLUTION NO. SPWA-2022-1

**"A RESOLUTION OF THE STILLWATER PUBLIC WORKS AUTHORITY
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2022-23."**

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 2022-23 fiscal year operating budget; and

WHEREAS, the 2022-23 fiscal year operating budget shall be adopted by the Trustees.

**NOW, THEREFORE BE IT RESOLVED BY THE CHAIR AND THE TRUSTEES
OF THE STILLWATER PUBLIC WORKS AUTHORITY:**

Section 1. That the 2022-23 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 16th day of May, 2022.

STILLWATER PUBLIC WORKS AUTHORITY


WILLIAM H. JOYCE, CHAIR

(SEAL)

ATTEST:


TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 16th day of May, 2022.


KIMBERLY CARNLEY, GENERAL COUNSEL

**Stillwater Public Works Authority
Financial Plan for Fiscal Year 2023
Stillwater, Oklahoma**

Resources and Transfers	
Beginning Balance	\$105,545
Interest	0
Transfers In	0
Total Resources and Transfers	105,545
Expenses and Transfers	
Operating	0
Capital	0
Debt	0
Transfers Out	0
Total Expenses and Transfers	0
Ending Balance	\$105,545

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 2023 ADOPTED FINANCIAL PLAN

	2021 ACTUAL	FY2022 ADOPTED	FY2022 REVISED	FY2023 ADOPTED	CHANGE OVER FY2022 ADOPTED	
					\$	%
Revenues						
Interest	\$10	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	10	0	0	0	0	0.0%
Total Revenues	20	0	0	0	0	0.0%
Expenses						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	0	0	0	0	0	0.0%
Capital	0	0	0	0	0	0.0%
Total Expenses	0	0	0	0	0	0.0%
Revenues over Expenses	20	0	0	0	0	0.0%
Beginning Balance 7/1	105,515	105,545	105,545	105,545	0	0.0%
Adjust for Receivables	10	0	0	0	0	0.0%
Adjust for Payables	0	0	0	0	0	0.0%
Ending Balance	\$105,545	\$105,545	\$105,545	\$105,545	\$0	0.0%



Section 6

Appendix A.

REVENUE DESCRIPTIONS



The City of
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OKLAHOMA

CITY OF STILLWATER
FISCAL YEAR 2023 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. In 2022, the voters approved an additional 0.5% for the purpose of transportation improvements bringing the total to 1% (entire 1% to expire on June 30, 2032). The sales tax is collected by the Oklahoma Tax Commission (OTC) and remitted to the City in the month following receipt by the OTC. 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)
Ordinance 3486	February 8, 2022	(0.5% extended plus additional 0.5%)

Use Tax

The City's use tax was approved at the same rate as sales tax in 1997, which is now 4.0%. 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 728 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.

Visitor Tax Administration Fee

A 4% visitor tax was adopted by City Council on March 25, 1985 and approved by voters on March 7, 1985. An additional 3% tax was approved by the voters on February 8, 2022. The administration fee is 1% of the gross receipts of visitor tax collections retained by the City to offset the administration cost.

Ordinance 2178 March 25, 1985

Ordinance 2621 July 13, 1998

Ordinance 3485 February 8, 2022

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

Visitor Tax

A 4% visitor tax was adopted by City Council on March 25, 1985, and approved by Stillwater voters on May 7, 1985. An additional 3% tax was approved by the voters on February 8, 2022. The City contracts with Visit Stillwater to provide destination marketing services to attract visitors, conventions, and events to the Stillwater area.

Ordinance 2178 March 25, 1985

Ordinance 2621 July 13, 1998

Ordinance 3485 February 8, 2022

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.

Passenger Facility Charge

A fee of up to \$4.50 allowed by US federal law to be charged by airports for every enplaned passenger at public-agency controlled commercial airports. The airport must use the money from the fees to pay for projects approved by the Federal Aviation Administration (FAA) that, according to the FAA, "enhance safety, security or capacity; reduce noise; or increase air carrier competition."

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**

Resolution SUA-2022-5 **April 18, 2022**

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**

Resolution SUA-2022-5 April 18, 2022

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

Resolution SUA-2022-5 April 18, 2022

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

Resolution SUA-2020-8 December 7, 2020

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-Thursday 5:30PM – 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



The City of
Stillwater[®]
OKLAHOMA

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.