



# ADOPTED BUDGET

## Fiscal year 2023-2024

Adopted by Stillwater City Council May 01, 2023

The City of *Stillwater* OKLAHOMA

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## Section 1



# Introduction

FY23 ADOPTED BUDGET





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

Office: 405.372.0025  
Web: [stillwater.org](http://stillwater.org)

May 1, 2023

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) 2023-2024. The FY2023-2024 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 FY2023-2024 budget as compared to the adopted FY2022-2023 for each major fund type.

### General Fund

The FY2023-2024 proposed revenue budget for the General Fund is \$46,303,610 which represents an increase of \$2,069,200, (4.7%) from the FY2022-2023 adopted budget of \$44,234,410. This overall increase in the proposed revenue budget for FY2023-2024 is due to general increase in sales tax collections based on collection trends (\$1,500,000) and increases in use tax (\$600,000).

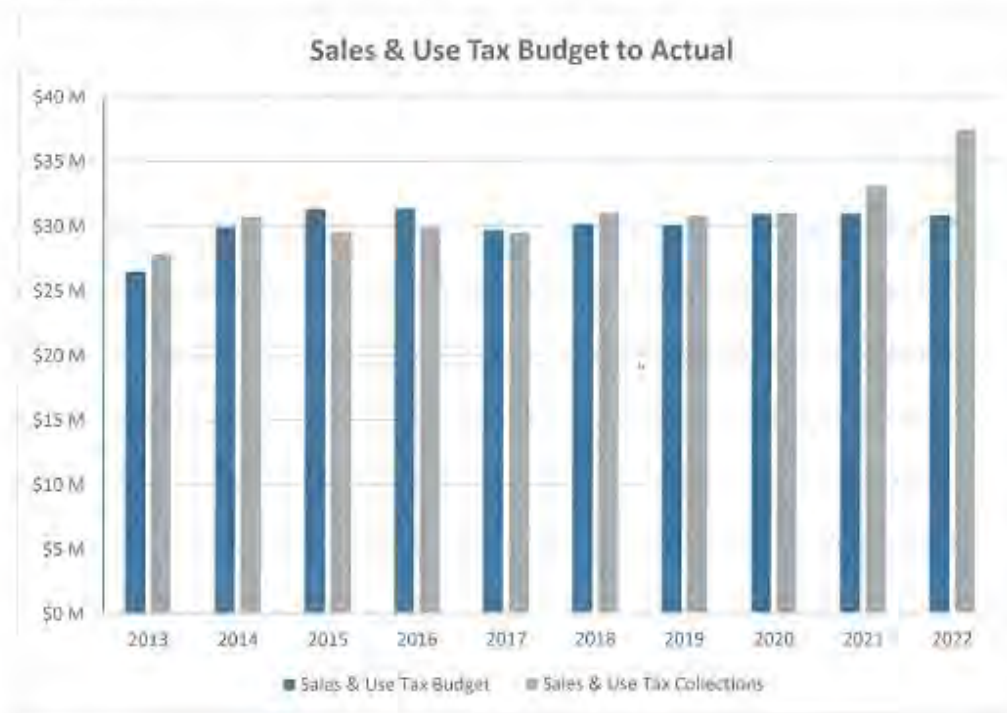
When projecting sales tax, historical data is used which is then adjusted for current trends and economic conditions. Sales tax projections for FY2023-2024 will increase from \$36,000,000 in FY2022-2023 to \$37,500,000 while use tax projections will increase from \$3,400,000 in FY2022-2023 to \$4,000,000.

With sales tax projections increasing in the FY2023-2024 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 FY2023-2024 budget is a transfer from the General Fund to SUA of \$9,375,000 which is up from \$9,000,000 in the FY2022-2023 adopted budget, and a transfer from

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

General Fund to the Transportation Sales Tax Fund of \$9,375,000 which is up from \$9,000,000 in the FY2022-2023 adopted budget.

The following chart shows the budgeted and actual sales & use tax collections from FY2012-2013 to FY2021-2022:



The FY2023-2024 proposed expenditure budget for the General Fund is \$36,328,138 which represents an increase of \$102,321 (0.3%) from the FY2022-2023 adopted budget of \$36,225,817. Personnel expenditures for the fund have increased from FY2022-2023 to FY2023-2024 by \$730,000 with the biggest changes happening in police (\$441,000). Lease payments for two new fire trucks will commence in FY2023-2024 increasing expenditures by \$300,000. The expenditure category of other services and fees has decreased by \$1,000,000 due to the decrease in the minimum revenue guarantee with the commercial air service provider.

### Other Governmental Funds

Other governmental funds include the Debt Service Fund, City Capital Fund, Self-insurance Fund, Visitor Tax Fund, Rural Fire Fund, Stormwater Fund, Transportation Sales Tax Fund, Transportation Fee Fund, General Fund Reserve Fund and several grant and donation funds. Major changes in the FY2023-2024 budget as compared to the FY2022-2023 adopted budget include:

- an increase of \$3,000,000 in the Self-insurance Fund expenditures related to increases in health insurance claims activity.
- an increase from \$0 to \$882,200 in the Debt Service Fund related to annual repayment the 2022 General Obligation Bonds. Repayment is funded by ad-valorem tax revenue.

## Enterprise Funds

The Airport Fund is operated as an enterprise fund of the City. The revenue is projected to increase by \$1,079,260 largely due to the increase in fuel sales which is offset by an increase in fuel purchase expenditures. This is a result of increased flight activity as well as increases in fuel prices.

## Stillwater Economic Development Authority

The proposed expenditure budget for the Stillwater Economic Development Authority (SEDA) for FY2023-2024 is \$1,873,800 which represents a decrease of \$866,970 (31.6%) from the FY2022-2023 adopted budget of \$2,740,770. This decrease is the result of a decrease in appropriation of TIF District #3 funding. Funding will be held as fund balance in the TIF District #3 Fund until projects, in accordance with the Stillwater (Re)Investment Plan (a Stillwater Downtown/Campus Link Project Plan), are identified. At that time, funds will be appropriated for the approved purposes.

## Stillwater Utilities Authority

The proposed FY2023-2024 Stillwater Utilities Authority (SUA) revenue budget of \$100,030,238 includes an increase in revenue of \$12,434,588 (14.2%) over the FY2022-2023 adopted budget of \$87,595,650. This overall increase in the proposed revenue budget for FY2023-2024 is due to the following:

- An increase in waste management revenues of \$354,936 related to the new rate structure effective January 1, 2021.
- An increase of \$350,000 in water revenues and \$200,000 in wastewater revenues due to a 3% rate escalator effective July 1, 2023. The rate escalators are intended to offset inflationary increases in operating costs.
- An increase of \$9,000,000 in electric sales revenues related to a 3% rate escalator effective January 1, 2023 and 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 \$2,100,000 in energy payments from the GRDA. These are revenues received for the power generated at the Stillwater Energy Center and sold.

The SUA's proposed expenditure budget for FY2023-2024 is \$76,684,063 which represents an increase of \$8,121,014 (11.8%) over the FY2022-2023 adopted budget of \$68,563,049. The major changes in the FY2023-2024 budget as compared to the FY2022-2023 adopted budget are an increase of \$4,000,000 in purchased power expenditures, \$2,500,000 in natural gas to fuel the Stillwater Energy Center, \$260,000 in lease payments for Waste Management trucks and \$425,000 in personnel expenditures in the Water Utility to fund a new hydrant flushing crew and to allocate a higher percentage of Engineering Department staff time to water projects.

## Transfers between Funds

Transfers between funds (in and out) for FY2023-2024 total \$56,975,727. This is an increase of \$5,073,866 (9.8%) from the FY2022-2023 transfer total of \$51,901,861. The increase is due to higher transfers into the Self-Insurance Fund due to higher health insurance claims (\$3,400,000), higher transfers of surplus revenues from the SUA to the General Fund (\$1,300,000) and more transferred



from the General Fund to the Transportation Sales Tax Fund (\$375,000) and from the General Fund to the SUA (\$375,000) for dedicated sales taxes.

### **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 FY2023-2024 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 AND 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.

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## **CITY OF STILLWATER**

### **FISCAL YEAR 2024 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
    - Self-insurance Fund - \$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 2024 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**<sup>1</sup> 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 Council<sup>1</sup>.

**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

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<sup>1</sup> **Ordinance** No. 2858

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

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

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

## BUDGET CALENDAR

The following process is required to adopt the annual budget:

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

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

## BUDGET DEVELOPMENT

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

**Department Budget Submittals** — The City has adopted the zero-based budgeting philosophy of budget preparation. Department directors are charged with developing annual action plans to achieve departmental strategies. Budgets are built around the tactics used to complete the departmental strategies. Each department's budget submission is measured for reasonableness

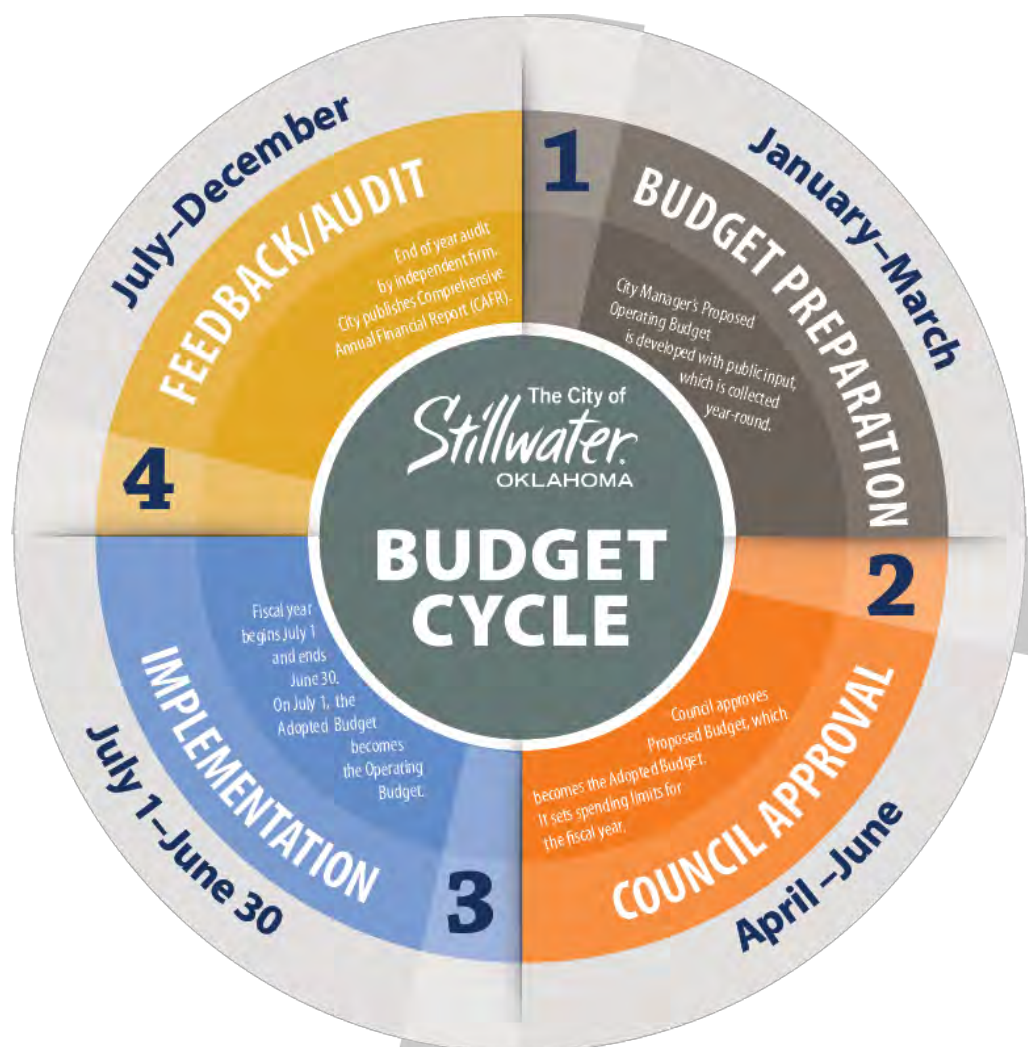


against a rolling three-year average of actual expenditures. Large increases must be justified and relate back to tactics used to achieve departmental strategies. Departments prepare and submit budget requests to the Finance Department. The budget requests are analyzed and summaries are prepared for review by the City Manager.

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

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

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



## CITY OF STILLWATER

## FISCAL YEAR 2024 ADOPTED BUDGET

## City-wide Authorized Full Time Positions

Department	Fiscal Year 2024 Full Time	Fiscal Year 2023 Full Time
<b>Funded Positions</b>		
City Manager	7.0	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	13.0	14.0
City Engineering	22.0	21.0
Public Works	38.0	37.0
Community Resources	7.0	8.0
Police	131.0	129.0
Emergency Management	4.0	4.0
Fire	76.0	77.0
Library	14.0	14.0
Legal	4.0	4.0
Facilities Management	5.0	5.0
Stormwater Management	2.0	2.0
Airport	22.0	16.0
Electric	68.0	67.0
Environmental Services	1.0	1.0
Utility and Billing Services	19.0	20.0
Fleet	13.0	13.0
Water	45.0	40.0
Wastewater	27.0	27.0
Waste Management	31.0	30.0
<b>Total Funded Positions</b>	<b>586.0</b>	<b>576.0</b>

**CITY OF STILLWATER**  
FISCAL YEAR 2024 ADOPTED BUDGET

**Authorized Full Time Positions by Fund**

Department	Fiscal Year 2024 Full Time	Fiscal Year 2023 Full Time
<b>Funded Positions</b>		
General Fund	352.0	353.0
Stormwater Management	2.0	2.0
Airport	22.0	16.0
SUA	210.0	205.0
<b>Total Funded Positions</b>	<b>586.0</b>	<b>576.0</b>





## Section 2



# City of Stillwater

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FY23 ADOPTED BUDGET



## CITY OF STILLWATER, CITY OFFICIALS

### **Mayor and City Council**



**Mayor  
Will Joyce**



**Vice Mayor  
Amy Dzialowski**



**Councilor  
Kevin Clark**



**Councilor  
Christie Hawkins**



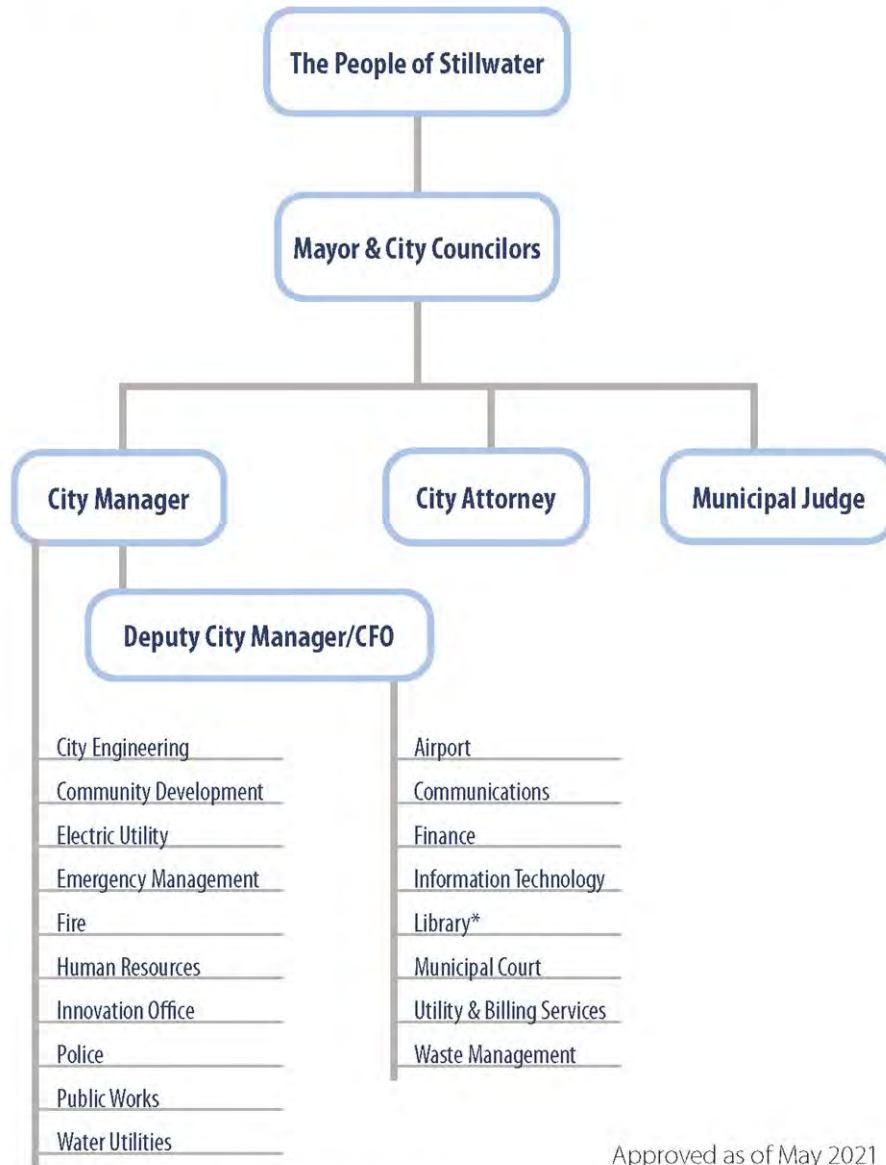
**Councilor  
Tim Hardin**

### **City Administration**

City Manager - Norman McNickle  
City Attorney - Kimberly Carnley  
Deputy City Manager - Melissa Reames  
Assistant City Manager - Brady Moore  
Interim Airport Director - Gary Johnson  
City Clerk - Teresa Kadavy  
City Engineering Director - Candy Staring  
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



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

Approved as of May 2021

*Norman McNickle*  
Norman McNickle, City Manager

K:\Organization Charts\PDFs

**CITY OF STILLWATER**  
FISCAL YEAR 2024 ADOPTED BUDGET

**Authorized Full Time Positions**

<b>Department</b>	<b>Fiscal Year 2024 Full Time</b>	<b>Fiscal Year 2023 Full Time</b>
<b>Funded Positions</b>		
City Manager	7.0	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	13.0	14.0
City Engineering	16.0	21.0
Public Works	38.0	37.0
Community Resources	7.0	8.0
Police	131.0	129.0
Emergency Management	4.0	4.0
Fire	76.0	77.0
Library	14.0	14.0
Legal	4.0	4.0
Facilities Management	5.0	5.0
Stormwater Management	2.0	2.0
Airport	22.0	16.0
<b>Total Funded Positions</b>	<b>376.0</b>	<b>378.0</b>

**RESOLUTION NO. CC-2023-13**

A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING AN  
OPERATING BUDGET FOR THE FISCAL YEAR 2023-24.

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 2023-24 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 2023-24 fiscal year operating budget be adopted in the amounts reflected in the attached schedule (Attachment A) which lists expenditures by department and classifications as required by 11 O.S. 17-213.

Section 2. That this resolution and a copy of the adopted budget be transmitted to the Oklahoma State Auditor and Inspector and one copy be transmitted to the City Clerk.

Section 3. 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 1st day of May, 2023.

CITY OF STILLWATER, OKLAHOMA

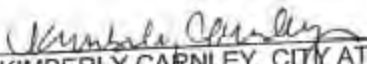


  
WILLIAM H. JOYCE, MAYOR

ATTEST:

  
TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 1st day of May, 2023.

  
KIMBERLY CARNLEY, CITY ATTORNEY

Attachment A

City of Stillwater  
Budget for Fiscal Year 2024  
Stillwater, Oklahoma

	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	Grants Fund	CDSG Grants Fund	Home Buyer's Assistance Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	General Obligation Bond Fund	Merry Main Street	G.M.Koch Donation Fund	Boatick Gym Fund	Self Insurance Fund	Tax Incremental District #5	Airport Fund	TOTAL
<b>Resources and Transfers</b>																					
Beginning Balance	50	511,937,806	5,902,042	51,767,355	5,938,241	5,551,175	54,392,494	50	555	5245,166	5,255,905	50	512,677,837	50	53,292	550,254	569	5450,314	(5178,939)	51,456,685	534,861,352
Sales Tax	37,500,000																				37,500,000
Use Tax	4,000,000																				4,000,000
Other Tax	2,130,000		566,000		1,300,000														570,000		4,566,000
Grants	50,000																				50,000
Fines and Forfeits	661,000																				661,000
Fees and Rental	475,610					137,000					100,000									2,947,000	3,659,610
Interest	166,000	200,000																			366,000
License & Permits	365,000																				365,000
Transfer	2,010,000																	800,000		204,000	2,814,000
Stormwater Fees										310,000			9,375,000					11,774,730		1,116,352	40,899,735
Transfers In	18,558,316								74,907												
<b>Total Resources and Transfers</b>	64,962,426	12,127,806	1,170,042	1,767,355	2,238,241	368,175	4,392,494	0	75,000	595,166	355,905	0	22,052,837	0	3,292	50,254	69	13,025,594	391,080	5,703,977	128,206,737
<b>Expenditures and Transfers</b>																					
<b>City Manager</b>																					
Personal Services	762,196																				762,196
Material & Supplies	2,900																				2,900
Other Services & Fees	21,465																				21,465
Capital																					0
Debt																					0
Communications																					0
Information Technology																					0
Personal Services	346,520																				346,520
Material & Supplies	5,000																				5,000
Other Services & Fees	224,900																				224,900
Capital																					0
Debt																					0
<b>Information Technology</b>																					
Personal Services	1,025,948																				1,025,948
Material & Supplies	83,455																				83,455
Other Services & Fees	821,560																				821,560
Capital																					0
Debt																					0
<b>Human Resources</b>																					
Personal Services	422,646																	9,500,000			9,922,646
Material & Supplies	10,400																				10,400
Other Services & Fees	116,150																	2,030,584			2,146,734
Capital																					0
Debt																					0
<b>Public Works</b>																					
Personal Services	846,747																				846,747
Material & Supplies	20,700																				20,700
Other Services & Fees	175,890																				175,890
Capital																					0
Debt																					0
<b>Municipal Court</b>																					
Personal Services	302,005																				302,005
Material & Supplies	3,825																				3,825
Other Services & Fees	2,865																				2,865
Capital																					0
Debt																					0
<b>Community Development</b>																					
Personal Services	876,345																				876,345
Material & Supplies	21,150																				21,150
Other Services & Fees	90,800																				90,800
Capital																					0



City of Stillwater Budget for Fiscal Year 2024 Stillwater, Oklahoma														
	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fund	Grants Fund	CFBG Capital Fund	Home Buyer's Assistance Fund	Shawnee Market Fund	Transportation Fund	Park District Fund	Transportation Service Fund	General Obligation Bond Fund
Debt:														
City Engineering	790,902													
Personal Services														
Materials & Supplies	23,700													
Other Services & Fees	52,400													
Capital														
Public Works														
Personal Services	2,413,132													
Materials & Supplies														
Other Services & Fees	485,240													
Capital	596,600													
Debt:														
Community Resources														
Personal Services	528,240													
Materials & Supplies	75,240													
Other Services & Fees	75,240													
Capital	784,973													
Debt:														
Police														
Personal Services	11,961,567													
Materials & Supplies	666,015													
Other Services & Fees	292,350													
Capital														
Emergency Management														
Personal Services	294,514													
Materials & Supplies	27,950													
Other Services & Fees	66,500													
Capital														
Debt:														
Fire														
Personal Services	7,665,394													
Materials & Supplies	203,550													
Other Services & Fees	282,800													
Capital														
Debt:														
Library														
Personal Services	1,044,509													
Materials & Supplies	109,850													
Other Services & Fees	104,618													
Capital														
Debt:														
Legal														
Personal Services	520,864													
Materials & Supplies	17,500													
Other Services & Fees	226,000													
Capital														
Debt:														
General Government														
Personal Services	11,636													
Materials & Supplies	6,170													
Other Services & Fees	1,757,210													
Capital														
Debt:														
Stormwater														
Personal Services														
Materials & Supplies														
Other Services & Fees														
Capital														
Debt:														
TOTAL	0													



Attachment A

City of Stillwater  
Budget for Fiscal Year 2024  
Stillwater, Oklahoma

	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism and Convention Fund	Rural Fire Fund	Grants Fund	CDRC Grants Fund	Mass Buyer's Assistance Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	General Obligation Bond Fund	Mary Murray Street	GM&H Donations Fund	Busick Gym Fund	Self Insurance Fund	Tax Increment District #3	Airport Fund	TOTAL
Airport																					
Personal Services																					
Material & Supplies																					
Other Services & Fees																					
Capital																					
Debt																					
Interfund Direct	(1,439,850)									17,415											
Transfers Out	28,534,358		158,596		975,000					41,250											
			1,040,706	1,355,000	975,000	92,845	0	0	75,000	269,792	0	0	350,000	0	0	0	0	12,025,544	391,000	4,497,990	85,935,433
Total Expenditures and Transfers	64,862,426	0	1,040,706	1,355,000	975,000	92,845	0	0	75,000	269,792	0	0	350,000	0	0	0	0	12,025,544	391,000	4,497,990	85,935,433
Ending Balance	\$0	\$12,127,800	\$129,336	\$412,355	\$1,263,241	\$295,330	\$4,392,484	\$0	\$0	\$323,374	\$358,905	\$0	\$21,702,887	\$0	\$3,292	\$50,254	\$69	\$1,000,000	\$0	\$1,205,987	\$43,265,324

## **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 2024 ADOPTED BUDGET

### General Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>REVENUES</b>						
Sales Tax	\$ 33,713,191	\$ 36,000,000	\$ 38,000,000	\$ 37,500,000	\$ 1,500,000	4.2%
Use Tax	3,694,453	3,400,000	4,200,000	4,000,000	600,000	17.6%
Other Tax	2,315,113	2,022,000	2,022,000	2,130,000	108,000	5.3%
Grants	1,021,914	50,000	837,754	50,000	-	0.0%
Fines and Forfeits	725,292	526,800	526,800	661,000	134,200	25.5%
Fees and Rentals	502,061	429,210	429,210	475,610	46,400	10.8%
Interest	(56,311)	132,000	-	166,000	34,000	25.8%
Licenses and Permits	352,762	264,500	264,500	305,000	40,500	15.3%
Other	1,126,054	1,409,900	1,479,047	1,016,000	(393,900)	-27.9%
<b>Total Revenues</b>	<b>43,394,530</b>	<b>44,234,410</b>	<b>47,759,311</b>	<b>46,303,610</b>	<b>2,069,200</b>	<b>4.7%</b>
Transfers In	14,671,565	17,257,518	17,557,518	18,558,816	1,301,298	7.5%
<b>Total Revenues and Transfers In</b>	<b>\$ 58,066,095</b>	<b>\$ 61,491,928</b>	<b>\$ 65,316,829</b>	<b>\$ 64,862,426</b>	<b>\$ 3,370,498</b>	<b>5.5%</b>
<b>EXPENDITURES</b>						
<b>City Manager</b>						
Personal Services	\$ 1,154,873	\$ 794,654	\$ 604,654	\$ 446,889	\$ (347,765)	-43.8%
Materials and Supplies	1,147	2,900	3,050	2,900	-	0.0%
Other Services and Fees	20,030	6,575	21,575	6,575	-	0.0%
<b>Total City Manager</b>	<b>1,176,049</b>	<b>804,129</b>	<b>629,279</b>	<b>456,364</b>	<b>(347,765)</b>	<b>-43.2%</b>
<b>Information Technology</b>						
Personal Services	1,142,355	714,965	714,965	766,267	51,302	7.2%
Materials and Supplies	36,282	63,455	117,805	63,455	-	0.0%
Other Services and Fees	787,134	674,979	694,356	674,979	-	0.0%
Capital Outlay	29,487	-	-	-	-	0.0%
Debt	-	-	-	-	-	0.0%
<b>Total Information Technology</b>	<b>1,995,258</b>	<b>1,453,399</b>	<b>1,527,126</b>	<b>1,504,701</b>	<b>51,302</b>	<b>3.5%</b>
<b>Human Resources</b>						
Personal Services	479,890	218,499	218,499	236,994	18,495	8.5%
Materials and Supplies	7,318	10,400	10,400	10,400	-	0.0%
Other Services and Fees	89,666	66,801	66,801	66,801	-	0.0%
<b>Total Human Resources</b>	<b>576,874</b>	<b>295,700</b>	<b>295,700</b>	<b>314,195</b>	<b>18,495</b>	<b>6.3%</b>
<b>Finance</b>						
Personal Services	752,153	353,194	309,694	393,581	40,387	11.4%
Materials and Supplies	17,373	20,700	28,480	20,700	-	0.0%
Other Services and Fees	141,898	55,940	109,815	90,940	35,000	62.6%
Capital Outlay	-	-	-	-	-	0.0%
<b>Total Finance</b>	<b>911,424</b>	<b>429,834</b>	<b>447,989</b>	<b>505,221</b>	<b>75,387</b>	<b>17.5%</b>



	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Municipal Court</b>						
Personal Services	336,179	282,144	280,344	302,005	19,861	7.0%
Materials and Supplies	3,037	3,925	5,725	3,925	-	0.0%
Other Services and Fees	4,537	2,865	2,865	2,865	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%
<b>Total Municipal Court</b>	<b>343,753</b>	<b>288,934</b>	<b>288,934</b>	<b>308,795</b>	<b>19,861</b>	<b>6.9%</b>
<b>Community Development</b>						
Personal Services	852,886	898,524	848,524	876,345	(22,179)	-2.5%
Materials and Supplies	11,510	21,150	21,150	21,150	-	0.0%
Other Services and Fees	145,260	90,800	90,800	90,800	-	0.0%
Capital Outlay	233,218	-	508,151	-	-	0.0%
<b>Total Community Development</b>	<b>1,242,874</b>	<b>1,010,474</b>	<b>1,468,625</b>	<b>988,295</b>	<b>(22,179)</b>	<b>-2.2%</b>
<b>City Engineering</b>						
Personal Services	602,575	666,340	547,840	790,902	124,562	18.7%
Materials and Supplies	10,287	23,700	30,275	23,700	-	0.0%
Other Services and Fees	40,377	52,400	162,483	52,400	-	0.0%
Capital Outlay	280,757	-	4,567,151	-	-	0.0%
<b>Total City Engineering</b>	<b>933,996</b>	<b>742,440</b>	<b>5,307,749</b>	<b>867,002</b>	<b>124,562</b>	<b>16.8%</b>
<b>Public Works</b>						
Personal Services	2,512,042	2,267,109	2,044,909	2,413,132	146,023	6.4%
Materials and Supplies	408,361	485,240	550,961	485,240	-	0.0%
Other Services and Fees	375,756	396,600	612,180	596,600	200,000	50.4%
Capital Outlay	24,235	-	-	-	-	0.0%
Debt	-	-	-	-	-	0.0%
<b>Total Operations</b>	<b>3,320,394</b>	<b>3,148,949</b>	<b>3,208,050</b>	<b>3,494,972</b>	<b>346,023</b>	<b>11.0%</b>
<b>Community Resources</b>						
Personal Services	614,103	652,132	587,132	598,240	(53,892)	-8.3%
Materials and Supplies	32,082	74,354	67,481	74,354	-	0.0%
Other Services and Fees	76,603	1,034,973	841,153	784,973	(250,000)	-24.2%
Capital Outlay	169,881	-	53,775	-	-	0.0%
Debt	-	-	-	-	-	0.0%
<b>Total Community Resources</b>	<b>892,669</b>	<b>1,761,459</b>	<b>1,549,541</b>	<b>1,457,567</b>	<b>(303,892)</b>	<b>-17.3%</b>
<b>Police</b>						
Personal Services	13,670,690	11,539,711	11,688,611	11,981,567	441,856	3.8%
Materials and Supplies	517,714	734,825	801,931	668,025	(66,800)	-9.1%
Other Services and Fees	299,879	331,650	465,764	292,350	(39,300)	-11.8%
Capital Outlay	4,280	-	-	-	-	0.0%
<b>Total Police</b>	<b>14,492,563</b>	<b>12,606,186</b>	<b>12,956,306</b>	<b>12,941,942</b>	<b>335,756</b>	<b>2.7%</b>

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Emergency Management</b>						
Personal Services	312,904	281,842	281,842	294,514	12,672	4.5%
Materials and Supplies	26,539	27,950	34,731	27,950	-	0.0%
Other Services and Fees	55,039	68,500	65,028	68,500	-	0.0%
Capital Outlay	1,600	-	-	-	-	0.0%
<b>Total Police</b>	<b>396,082</b>	<b>378,292</b>	<b>381,601</b>	<b>390,964</b>	<b>12,672</b>	<b>3.3%</b>
<b>Fire</b>						
Personal Services	9,249,726	7,740,518	7,890,518	7,865,294	124,776	1.6%
Materials and Supplies	216,568	203,550	238,737	203,550	-	0.0%
Other Services and Fees	161,023	282,800	553,251	282,800	-	0.0%
Capital Outlay	220,320	-	51,000	-	-	0.0%
Debt	-	-	-	297,852	297,852	100.0%
<b>Total Fire</b>	<b>9,847,637</b>	<b>8,226,868</b>	<b>8,733,506</b>	<b>8,649,496</b>	<b>422,628</b>	<b>5.1%</b>
<b>Library</b>						
Personal Services	1,138,012	991,538	991,538	1,044,509	52,971	5.3%
Materials and Supplies	89,665	109,850	119,419	109,850	-	0.0%
Other Services and Fees	425,167	104,618	465,412	104,618	-	0.0%
Capital Outlay	9,750	-	-	-	-	0.0%
<b>Total Library</b>	<b>1,662,594</b>	<b>1,206,006</b>	<b>1,576,369</b>	<b>1,258,977</b>	<b>52,971</b>	<b>4.4%</b>
<b>Legal</b>						
Personal Services	476,150	166,142	166,142	227,696	61,554	37.0%
Materials and Supplies	20,930	17,500	28,486	17,500	-	0.0%
Other Services and Fees	119,962	182,952	177,644	182,952	-	0.0%
Capital Outlay	-	-	-	-	-	0.0%
<b>Total Legal</b>	<b>617,042</b>	<b>366,594</b>	<b>372,272</b>	<b>428,148</b>	<b>61,554</b>	<b>16.8%</b>
<b>General Government</b>						
Personal Services	274,980	295,700	295,700	358,145	62,445	21.1%
Materials and Supplies	120,418	11,170	12,570	11,170	-	0.0%
Other Services and Fees	1,215,528	2,771,231	5,751,426	1,963,731	(807,500)	-29.1%
Capital Outlay	-	-	-	-	-	0.0%
<b>Total General Government</b>	<b>1,610,926</b>	<b>3,078,101</b>	<b>6,059,696</b>	<b>2,333,046</b>	<b>(745,055)</b>	<b>-24.2%</b>
Indirect/Direct	428,452	428,452	428,452	428,452	-	0.0%
<b>Transfers Out</b>	<b>19,576,473</b>	<b>25,266,111</b>	<b>27,342,808</b>	<b>28,534,289</b>	<b>3,268,178</b>	<b>12.9%</b>
<b>Total Expenditures and Transfers</b>	<b>59,285,226</b>	<b>61,491,928</b>	<b>72,574,003</b>	<b>64,862,426</b>	<b>3,337,965</b>	<b>5.4%</b>



	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
Total Personal Services	32,920,435	27,863,012	27,470,912	28,596,080	700,535	2.5%
Total Materials and Supplies	1,489,655	1,810,669	2,071,201	1,743,869	(66,800)	-3.7%
Total Other Services and Fees	3,898,283	6,123,684	10,080,553	5,261,884	(861,800)	-14.1%
Indirect/Direct	428,452	428,452	428,452	428,452	-	0.0%
<b>Total Operating Expenditures</b>	<b>38,736,825</b>	<b>36,225,817</b>	<b>40,051,118</b>	<b>36,030,285</b>	<b>(228,065)</b>	<b>-0.6%</b>
Total Capital Outlay	971,928	-	5,180,077	-	-	0.0%
Total Debt	-	-	-	297,852	297,852	100.0%
Transfer Out	19,576,473	25,266,111	27,342,808	28,534,289	3,268,178	12.9%
<b>Total Expenditures and Transfers</b>	<b>59,285,226</b>	<b>61,491,928</b>	<b>72,574,003</b>	<b>64,862,426</b>	<b>3,337,965</b>	<b>5.4%</b>
<b>Revenues over(under) Expenditures</b>	<b>-\$1,219,131</b>	<b>\$0</b>	<b>-\$7,257,174</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>TRANSFERS DETAIL</b>						
<b>Transfers In</b>						
SUA	\$ 13,891,039	\$ 17,256,635	\$ 17,556,635	\$ 18,558,816	\$ 1,302,181	7.5%
Self Insurance Fund	779,368	0	0	0	0	0.0%
CDBG Fund	1,158	883	883	0	-883	-100.0%
Airport	0	0	0	0	0	0.0%
<b>Total Transfers In</b>	<b>14,671,565</b>	<b>17,257,518</b>	<b>17,557,518</b>	<b>18,558,816</b>	<b>1,301,298</b>	<b>7.5%</b>
<b>Transfers Out</b>						
SUA (Penny Sales Tax)	9,636,752	9,000,000	9,500,000	9,375,000	375,000	4.2%
Transportation Fund (1/2 Penny Sales Tax)	4,818,377	9,000,000	9,500,000	9,375,000	375,000	4.2%
TIF Districts	412,929	425,195	425,195	450,000	24,805	5.8%
Self Insurance Fund	240,000	5,400,310	6,410,636	7,793,576	2,393,266	44.3%
City Capital Fund	2,850,000	-	-	-	-	0.0%
Home Buyer's Assistance Fund	75,000	74,749	74,749	74,907	158	0.2%
Park Donation Fund	-	-	66,371	-	-	0.0%
Airport Fund	1,033,083	839,833	839,833	1,042,462	202,629	24.1%
CDBG Fund	-	-	-	-	-	0.0%
SEDA	510,332	526,024	526,024	423,343	(102,681)	-19.5%
SUA	-	-	-	-	-	0.0%
<b>Total Transfers Out</b>	<b>19,576,473</b>	<b>25,266,111</b>	<b>27,342,808</b>	<b>28,534,288</b>	<b>3,268,177</b>	<b>12.9%</b>

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## FUND DESCRIPTION

### SPECIAL REVENUE 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.
- **PARK DONATIONS FUND** — budgets and accounts for donations and expenditures pertaining to park improvements
- **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.
- **BOSTICK GYM 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.

## CITY OF STILLWATER

### FISCAL YEAR 2024 ADOPTED BUDGET

#### Special Revenue Funds

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>GENERAL FUND RESERVE</b>						
<b>Revenues</b>						
Interest Earnings	-505,975	\$0	\$0	\$200,000	\$200,000	100.0%
Miscellaneous	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>-505,975</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>100.0%</b>
<b>Expenditures</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>TOURISM &amp; CONVENTION FUND</b>						
<b>Revenues</b>						
Hotel/Motel Taxes	\$874,248	\$1,300,000	\$1,300,000	\$1,300,000	\$0	0.0%
Interest	1,492	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>875,740</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Capital Outlay	0	0	0	0	0	0.0%
Transfers Out	720,000	910,000	910,000	975,000	65,000	7.1%
<b>Total Expenditures</b>	<b>720,000</b>	<b>910,000</b>	<b>910,000</b>	<b>975,000</b>	<b>65,000</b>	<b>7.1%</b>
<b>RURAL FIRE FUND</b>						
<b>Revenues</b>						
Fees	\$152,595	\$119,000	\$119,000	\$137,000	\$18,000	15.1%
Grants	0	0	0	0	0	0.0%
Interest Earnings	2,141	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>154,736</b>	<b>119,000</b>	<b>119,000</b>	<b>137,000</b>	<b>18,000</b>	<b>15.1%</b>
<b>Expenditures</b>						
Personal Services	5,420	10,000	10,000	10,145	145	1.5%
Materials and Supplies	25,896	57,200	84,650	57,200	0	0.0%
Other Services and Fees	16,954	25,500	90,025	25,500	0	0.0%
Capital Outlay	47,631	0	0	0	0	0.0%
Debt	0	173,747	148,297	0	-173,747	-100.0%
<b>Total Expenditures</b>	<b>95,901</b>	<b>266,447</b>	<b>332,972</b>	<b>92,845</b>	<b>-173,602</b>	<b>-65.2%</b>

## Special Revenue Funds continued...

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>GRANTS FUND</b>						
<b>Revenues</b>						
Grants	\$0	\$0	\$4,392,494	\$0	\$0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>4,392,494</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Capital Outlay	0	0	5,292,958	0	0	0.0%
Grant Expenditures	0	0	0	0	0	0.0%
Transfer Out	0	0	0	0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>5,292,958</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>SPECIAL OPERATIONS TEAM FUND</b>						
<b>Revenues</b>						
Donations	\$240	\$0	\$0	\$0	\$0	0.0%
Interest Earnings	4	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials and Supplies	0	0	887	0	0	0.0%
Capital Outlay	0	0	0	0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>887</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Home Buyer's Assistance</b>						
<b>Revenues</b>						
Interest	\$94	\$0	\$0	\$0	0	0.0%
Transfers In	75,000	74,749	74,749	74,907	158	0.2%
<b>Total Revenues</b>	<b>75,094</b>	<b>74,749</b>	<b>74,749</b>	<b>74,907</b>	<b>158</b>	<b>0.2%</b>
<b>Expenditures</b>						
Other Services and Fees	56,288	75,000	116,858	75,000	0	0.0%
<b>Total Expenditures</b>	<b>56,288</b>	<b>75,000</b>	<b>116,858</b>	<b>75,000</b>	<b>0</b>	<b>0.0%</b>

## Special Revenue Funds continued...

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
STORMWATER MANAGEMENT FUND						
Revenues						
Fees	\$313,835	\$304,000	\$304,000	\$310,000	\$6,000	2.0%
Interest Earnings	3,049	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
Total Revenues	316,884	304,000	304,000	310,000	6,000	2.0%
Expenditures						
Personal Services	170,954	112,404	112,404	104,047	-8,357	-7.4%
Materials and Supplies	33,606	27,760	27,860	27,760	0	0.0%
Other Services and Fees	22,480	79,320	93,573	79,320	0	0.0%
Capital Outlay	3,547	0	439,568	0	0	0.0%
Direct/Indirect Cost Allocation	17,415	17,415	17,415	17,415	0	0.0%
Transfers Out	0	14,270	14,270	41,250	26,980	189.1%
Total Expenditures	248,001	251,169	705,090	269,792	18,623	7.4%
TRANSPORTATION FEE FUND						
Revenues						
Fees	\$152,790	\$80,000	\$80,000	\$100,000	\$20,000	25.0%
Interest Earnings	4,109	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
Total Revenues	156,900	80,000	80,000	100,000	20,000	25.0%
Expenditures						
Other Services and Fees	0	0	0	0	0	0.0%
Capital Outlay	0	0	700,000	0	0	0.0%
Total Expenditures	0	0	700,000	0	0	0.0%
PARK DONATIONS FUND						
Revenues						
Interest Earnings	\$0	\$0	\$0	\$0	\$0	0.0%
Donations	143,955	0	311,425	0	0	0.0%
Transfers In	0	0	66,371	0	0	0.0%
Total Revenues	143,955	0	377,796	0	0	0.0%
Expenditures						
Other Services and Fees	400	0	9,300	0	0	0.0%
Capital Outlay	128,403	0	388,739	0	0	0.0%
Total Expenditures	128,803	0	398,039	0	0	0.0%



## Special Revenue Funds continued...

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Merry Main Street</b>						
<b>Revenues</b>						
Fees	\$4,600	\$0	\$0	\$0	\$0	0.0%
Other	16,500	0	0	0	0	0.0%
Interest	163	0	0	0	0	0.0%
Transfers In	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>21,263</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials and Supplies	5,524	0	0	0	0	0.0%
Other Services and Fees	15,279	0	29,000	0	0	0.0%
<b>Total Expenditures</b>	<b>20,803</b>	<b>0</b>	<b>29,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>GALIE MAY KOCH DONATION FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$255	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	<b>255</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials and Supplies	0	0	0	0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>BOSTICK GYM FUND</b>						
<b>Revenues</b>						
Interest	\$71	\$0	\$0	\$0	\$0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Other Services and Fees	0	0	19,941	0	0	0.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>19,941</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

## Special Revenue Funds continued...

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%

## CDBG GRANTS FUND

<b>Revenues</b>						
Grants	\$490,000	\$0	\$802,000	\$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%
<b>Total Revenues</b>	<b>490,000</b>	<b>0</b>	<b>802,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Other Services and Fees	0	0	0	0	0	0.0%
Capital Outlay	490,000	0	802,000	0	0	0.0%
Transfer Out	1,158	883	883	0	-883	-100.0%
<b>Total Expenditures</b>	<b>491,158</b>	<b>883</b>	<b>802,883</b>	<b>0</b>	<b>-883</b>	<b>-100.0%</b>

## TAX INCREMENT DISTRICT #3 FUND

<b>Revenues</b>						
Tax Revenue	\$625,761	\$900,000	\$900,000	\$570,000	-\$330,000	-36.7%
Interest Earnings	2,698	0	0	0	0	0.0%
Transfers In	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>628,459</b>	<b>900,000</b>	<b>900,000</b>	<b>570,000</b>	<b>-330,000</b>	<b>-36.7%</b>
<b>Expenditures</b>						
Other Services and Fees	207,379	300,000	300,000	0	-300,000	-100.0%
Capital Outlay	0	0	0	0	0	0.0%
Transfer Out	900,000	856,775	856,775	391,080	-465,695	-54.4%
<b>Total Expenditures</b>	<b>1,107,379</b>	<b>1,156,775</b>	<b>1,156,775</b>	<b>391,080</b>	<b>-765,695</b>	<b>-66.2%</b>

**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 2024 ADOPTED BUDGET

**Debt Service Fund**

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Advalorem Taxes	\$181,342	\$122,000	\$122,000	\$568,000	\$446,000	365.6%
Interest	1,436	0	0	0	0	0.0%
Bonds Proceeds	383,275	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>182,778</b>	<b>230,000</b>	<b>230,000</b>	<b>568,000</b>	<b>338,000</b>	<b>147.0%</b>
<b>Expenditures</b>						
Interest and Fiscal Fees	0	0	0	412,200	412,200	100.0%
Principal Retirements	0	0	0	470,000	470,000	100.0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>882,200</b>	<b>882,200</b>	<b>100.0%</b>
<b>Other Uses</b>						
Transfers Out	198,928	193,256	193,256	158,506	-34,750	-18.0%
<b>Total Expenditures and Uses</b>	<b>198,928</b>	<b>198,928</b>	<b>198,928</b>	<b>1,040,706</b>	<b>847,450</b>	<b>426.0%</b>



CITY OF STILLWATER  
FISCAL YEAR 2024 ADOPTED BUDGET

Outstanding Debt

Series	Description	Amount	Issue Date	Amount Outstanding at 6/30/2022	Issue Type	Interest Rate	Maturity Date
1.	2022 GO Bonds	\$9,000,000	6/29/2022	\$9,000,000	GO Bond	5.0000%	6/1/2042

Year	Series 1
FY24	\$881,700
FY25	858,200
FY26	834,700
FY27	811,200
FY28	787,700
FY29	764,200
FY30	740,700
FY31	717,200
FY32	693,700
FY33	670,200
FY34	646,700
FY35	623,200
FY36	604,400
FY37	585,600
FY38	566,800
FY39	548,000
FY40	529,200
FY41	510,400
FY42	561,600

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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.
- **GENERAL OBLIGATION BOND FUND** – budgets and accounts for capital expenditures funded by general obligation bond proceeds.

## CITY OF STILLWATER

### FISCAL YEAR 2024 ADOPTED BUDGET

#### City Capital Fund

	FY2022 Actual	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Grant	\$2,690	\$0	\$231,524	\$0	\$0	0.0%
Interest Earnings	25,746	0	0	0	0	0.0%
Misc Revenue	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>28,436</b>	<b>0</b>	<b>231,524</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	3,206,000	0	0	0	0	0.0%
<b>Total Revenues &amp; Resources</b>	<b>3,234,436</b>	<b>0</b>	<b>231,524</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Other Services and Fees	182,749	0	280,119	0	0	0.0%
Debt Service	0	1,355,000	1,355,000	1,355,000	0	0.0%
<b>Capital Outlay:</b>						
Airport	31,937	0	549,000	0	0	0.0%
Animal Welfare	57,127	0	0	0	0	0.0%
Community Center	93,254	0	0	0	0	0.0%
City Engineering	657,765	0	1,552,755	0	0	0.0%
Community Development	25,227	0	0	0	0	0.0%
Community Resources	102,465	0	112,139	0	0	0.0%
Emergency Management	208,604	0	108,607	0	0	0.0%
Engineering	29,488	0	30,850	0	0	0.0%
Finance	3,161	0	31,095	0	0	0.0%
Fire	0	0	0	0	0	0.0%
General Government	0	0	100,000	0	0	0.0%
Information Technology	655,503	0	336,287	0	0	0.0%
Library	5,500	0	0	0	0	0.0%
Police	1,035,424	0	21,870	0	0	0.0%
Public Works	43,834	0	180,428	0	0	0.0%
Stormwater	0	0	0	0	0	0.0%
<b>Total Expenditures</b>	<b>3,132,038</b>	<b>1,355,000</b>	<b>4,658,150</b>	<b>1,355,000</b>	<b>0</b>	<b>0.0%</b>
<b>TRANSFERS DETAIL</b>						
<b>Transfers In</b>						
General Fund	2,850,000	0	0	0	0	0.0%
Stillwater Utilities Authority	356,000	0	0	0	0	0.0%
<b>Total Transfers In</b>	<b>\$3,206,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

### Transportation Sales Tax Fund

	FY2022 Actual	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest Earnings	\$71,519	\$0	\$0	\$0	\$0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>71,519</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	4,818,376	9,000,000	9,500,000	9,375,000	375,000	4.2%
<b>Total Revenues and Resources</b>	<b>4,889,896</b>	<b>9,000,000</b>	<b>9,500,000</b>	<b>9,375,000</b>	<b>375,000</b>	<b>4.2%</b>
<b>Expenditures</b>						
Personal Services	0	0	0	0	0	0.0%
Materials and Supplies	0	350,000	350,000	350,000	0	0.0%
Other Services and Fees	0	0	494,990	0	0	0.0%
Capital Outlay	4,103,345	0	10,477,879	0	0	0.0%
<b>Total Expenditures</b>	<b>4,103,345</b>	<b>350,000</b>	<b>11,322,869</b>	<b>350,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenditures and Uses</b>	<b>4,103,345</b>	<b>350,000</b>	<b>11,322,869</b>	<b>350,000</b>	<b>0</b>	<b>0.0%</b>

#### TRANSFERS DETAIL

<b>Transfers In</b>						
General Fund	4,818,377	9,000,000	9,500,000	9,375,000	375,000	4.2%
<b>Total Transfers In</b>	<b>4,818,377</b>	<b>9,000,000</b>	<b>9,500,000</b>	<b>9,375,000</b>	<b>375,000</b>	<b>4.2%</b>

### General Obligation Bond Fund

	FY2022 Actual	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Loan Proceeds	\$9,000,000	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	<b>9,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Other Services and Fees	125,550	0	137,552	0	0	0.0%
Capital Outlay	0	0	8,862,448	0	0	0.0%
<b>Total Expenditures</b>	<b>\$125,550</b>	<b>\$0</b>	<b>\$9,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>



## FUND DESCRIPTION

### ENTERPRISE FUNDS

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

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

**CITY OF STILLWATER**  
FISCAL YEAR 2024 ADOPTED BUDGET

**Airport Fund**

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Charges for Services	\$2,382,452	\$1,890,000	\$3,390,000	\$2,947,000		0.0%
Other	265,640	181,740	188,428	204,000		0.0%
Grants	5,647,763	0	7,216,421	0		0.0%
Interest	9,313	0	0	0		0.0%
<b>Total Revenues</b>	<b>8,305,168</b>	<b>2,071,740</b>	<b>10,794,849</b>	<b>3,151,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	1,158,083	934,271	934,271	1,116,292		0.0%
<b>Total Revenues and Resources</b>	<b>9,463,251</b>	<b>3,006,011</b>	<b>11,729,120</b>	<b>4,267,292</b>	<b>0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Personal Services	1,128,603	918,722	1,017,791	1,136,965	218,243	23.8%
Materials & Supplies	1,975,246	1,600,350	3,142,809	2,600,350	1,000,000	62.5%
Other Services & Fees	262,428	333,830	420,660	333,830	0	0.0%
Capital Outlay	5,304,614	0	7,581,090	0	0	0.0%
Indirect/Direct	43,640	43,640	43,640	43,640	0	0.0%
<b>Total Expenditures</b>	<b>\$8,714,531</b>	<b>\$2,896,542</b>	<b>\$12,205,990</b>	<b>\$4,114,785</b>	<b>\$1,218,243</b>	<b>42.1%</b>
<b>Other Uses</b>						
Transfers Out	125,000	309,197	309,197	383,205	74,008	23.9%
<b>Total Expenditures and Other Uses</b>	<b>\$8,839,531.00</b>	<b>\$3,205,739.00</b>	<b>\$12,515,187.00</b>	<b>\$4,497,990.00</b>	<b>\$1,292,251.00</b>	<b>40.3%</b>

The City of *Stillwater*. OKLAHOMA

### **Organization Chart—Stillwater Regional Airport Authority (SRAA)**

As of November 19, 2019

  
Norman McNickle, City Manager



## FUND DESCRIPTION

### INTERNAL SERVICE FUNDS

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



## CITY OF STILLWATER

### FISCAL YEAR 2024 ADOPTED BUDGET

#### Self-Insurance Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Medical Premiums	\$800,701	\$819,000	\$819,000	\$800,000	-\$19,000	-2.3%
Reimbursements	370,450	0	482,674	0	0	0.0%
SPWA	42	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>1,171,151</b>	<b>819,000</b>	<b>1,301,674</b>	<b>800,000</b>	<b>-19,000</b>	<b>-2.3%</b>
<b>Other Resources</b>						
Transfers In	438,928	8,379,338	9,951,664	11,774,780	3,395,442	40.5%
<b>Total Revenues and Resources</b>	<b>1,610,079</b>	<b>9,198,338</b>	<b>11,253,338</b>	<b>12,574,780</b>	<b>3,376,442</b>	<b>36.7%</b>
<b>Expenditures</b>						
Personal Services	8,158,319	6,500,000	8,500,000	9,500,000	3,000,000	46.2%
Materials & Supplies	0	0	0	0	0	0.0%
Other Services & Fees	2,449,393	2,525,594	2,580,594	2,525,594	0	0.0%
<b>Total Expenditures</b>	<b>10,607,712</b>	<b>9,025,594</b>	<b>11,080,594</b>	<b>12,025,594</b>	<b>3,000,000</b>	<b>33.2%</b>
<b>Other Uses</b>						
Transfers Out	779,368	0	0	0	0	0.0%
<b>Total Expenditures and Uses</b>	<b>11,387,080</b>	<b>9,025,594</b>	<b>11,080,594</b>	<b>12,025,594</b>	<b>3,000,000</b>	<b>33.2%</b>

#### TRANSFERS DETAIL

<b>Transfers In</b>						
General Fund	\$240,000	\$5,400,310	\$6,410,636	\$7,793,576	\$2,393,266	44.3%
Debt Service Fund	198,928	193,256	193,256	158,506	-34,750	-18.0%
Stormwater Management Fund	0	14,270	14,270	41,250	26,980	189.1%
Transportation Fund	0	0	0	0	0	0.0%
Airport Fund	0	214,759	214,759	309,375	94,616	44.1%
Stillwater Utilities Authority	0	2,556,744	3,118,744	3,472,072	915,328	35.8%
Stillwater Economic Development Authority	0	0	0	0	0	0.0%
<b>Total Transfers In</b>	<b>\$438,928</b>	<b>\$8,379,339</b>	<b>\$9,951,665</b>	<b>\$11,774,779</b>	<b>\$3,395,440</b>	<b>40.5%</b>
<b>Transfers Out</b>						
General Fund	779,368	0	0	0	0	0.0%



## Section 3



# Stillwater Utilities Authority

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FY23 ADOPTED BUDGET



## STILLWATER UTILITIES AUTHORITY OFFICIALS

### Chairman and Trustees



Chairman **William Joyce**



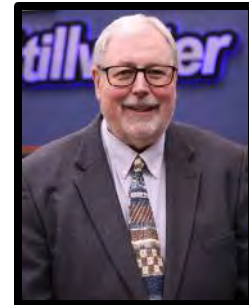
Vice Chairman **Amy Dzialowski**



Trustee **Kevin Clark**



Trustee **Christie Hawkins**



Trustee **Tim Hardin**

### Administration

General Manager - Norman McNickle

General Counsel - Kimberly Carnley

Secretary - Teresa Kadavy

Waste Management Director - Matt Faulkner

Utility and Billing Services Director - Dana Mattox

Water Utilities Director - James Driskel

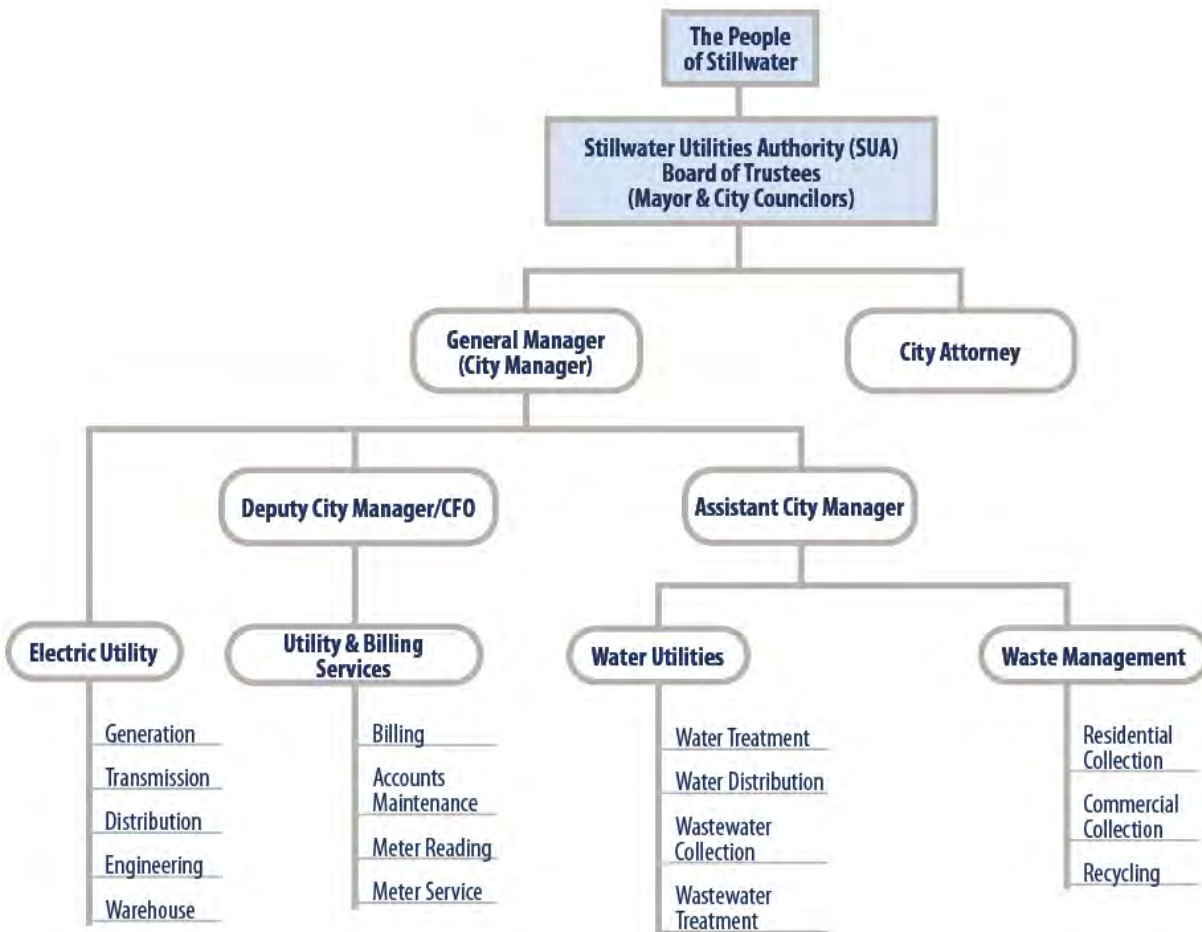
Electric Director - Loren Smith

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 2024 ADOPTED FINANCIAL PLAN****Authorized Full Time Positons**

<b>Department</b>	<b>Fiscal Year 2024 Full Time</b>	<b>Fiscal Year 2023 Full Time</b>
<b>Funded Positions</b>		
City Engineering	6.0	7.0
Electric	68.0	67.0
Environmental Services	1.0	1.0
Utility and Billing Services	19.0	20.0
Fleet	13.0	13.0
Water	45.0	40.0
Wastewater	27.0	27.0
Waste Management	31.0	30.0
<b>Total Funded Positions</b>	<b>210.0</b>	<b>205.0</b>

**RESOLUTION NO. SUA-2023-3****A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY  
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2023-24.**

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 2023-24 fiscal year shall not exceed \$18,558,816; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2023-24 fiscal year operating budget; and

WHEREAS, the 2023-24 fiscal year operating budget shall be adopted by the Trustees.

**NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:**


Section 1. That the 2023-24 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 1st day of May, 2023.

STILLWATER UTILITIES AUTHORITY

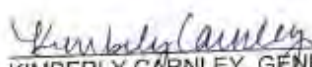


  
WILLIAM H. JOYCE, CHAIR

ATTEST:

  
TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 1st day of May, 2023.

  
KIMBERLY CARNLEY, GENERAL COUNSEL

Stillwater Utilities Authority  
Financial Plan for Fiscal Year 2024  
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	Total Combined Funds
<b>Resources and Transfers</b>												
Beginning Balance	\$10,781,148	\$10,375,105	\$26,593,135	\$2,139,929	\$949,027	50	537,843	\$2,242,949	\$6,690,000	\$4,650,000	\$538,491	\$64,997,627
Electric	62,302,000	6,050,000										68,352,000
Water			14,655,000		31,000							14,686,000
Wastewater				7,466,000								7,466,000
Waste Management								7,467,238				7,467,238
Customer Service	416,800		340,800	298,200				369,200				1,425,000
Interest	114,120		361,380	145,820				12,680				634,000
Transfers In	9,375,000	4,000,000									461,509	13,836,509
<b>Total Resources and Transfers</b>	<b>82,989,068</b>	<b>20,425,105</b>	<b>41,950,315</b>	<b>10,049,949</b>	<b>980,027</b>	<b>0</b>	<b>37,843</b>	<b>10,092,067</b>	<b>6,690,000</b>	<b>4,650,000</b>	<b>1,000,000</b>	<b>178,864,374</b>
<b>Expenses and Transfers</b>												
Administration												
Operating	918,000											918,000
Capital												0
Debt												0
SUA Overhead Allocation	(718,000)											(718,000)
Utility & Billing Services												
Operating	1,574,494											1,574,494
Capital												0
Debt												0
SUA Overhead Allocation	(1,574,494)											(1,574,494)
Electric												
Operating	48,958,639											48,958,639
Capital	600,000											600,000
Debt		4,105,300										4,105,300
SUA Overhead Allocation	1,161,253											1,161,253

Stillwater Utilities Authority  
Financial Plan for Fiscal Year 2024  
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	Total Combined Funds
Water												
Operating			6,189,170									6,189,170
Capital			350,000									350,000
Debt			2,971,601									2,971,601
SUA Overhead Allocation			752,426									752,426
Wastewater												
Operating				3,227,815								3,227,815
Capital												0
Debt				1,200,897								1,200,897
SUA Overhead Allocation				298,360								298,360
Waste Management												
Operating								4,356,734				4,356,734
Capital												0
Debt								1,803,700				1,803,700
SUA Overhead Allocation								505,969				505,969
Fleet												
Operating	917,220											917,220
Capital												0
Debt												0
SUA Overhead Allocation	(425,514)											(425,514)
City Overhead Allocation	(489,507)											(489,507)
Transfers Out	23,269,800		727,933	454,199				2,040,465				26,492,397
Total Expenses and Transfers	74,191,891	4,105,300	10,991,130	5,181,271	0	0	0	8,706,868	0	0	0	103,176,460
Ending Balance	\$8,797,177	\$16,319,805	\$30,959,185	\$4,868,678	\$980,027	\$0	\$37,843	\$1,385,199	\$6,690,000	\$4,650,000	\$1,000,000	\$75,687,914
Restricted/Internally Designated	\$5,985,421	\$16,319,805	\$30,959,185	\$4,868,678	\$980,027	\$0	\$37,843	\$1,385,199	\$6,690,000	\$4,650,000	\$1,000,000	\$72,876,158
Unrestricted	2,811,756	0	0	0	0	0	0	0	0	0	0	2,811,756
Total	\$8,797,177	\$16,319,805	\$30,959,185	\$4,868,678	\$980,027	\$0	\$37,843	\$1,385,199	\$6,690,000	\$4,650,000	\$1,000,000	\$75,687,914



## **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**

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## 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 2024 ADOPTED FINANCIAL PLAN

## Utility Operating Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>REVENUES</b>						
Charges for Services	\$52,308,167	\$49,008,000	\$50,158,000	\$58,008,000	\$9,000,000	\$0
Miscellaneous	5,876,085	2,446,353	6,896,353	4,190,920	1,744,567	71.3%
Interest	-592,881	541,000	541,000	634,000	93,000	17.2%
<b>Total Revenues</b>	<b>57,591,371</b>	<b>51,995,353</b>	<b>57,595,353</b>	<b>62,832,920</b>	<b>10,837,567</b>	<b>20.8%</b>
<b>Other Resources</b>						
Transfers In	9,636,753	9,000,000	9,500,000	9,375,000	375,000	4.2%
<b>Total Revenues and Resources</b>	<b>67,228,124</b>	<b>60,995,353</b>	<b>67,095,353</b>	<b>72,207,920</b>	<b>11,212,567</b>	<b>18.4%</b>
<b>EXPENSES</b>						
<b>Administration</b>						
Personal Services	0	0	0	0	0	0.0%
Materials and Supplies	2,481	0	0	0	0	0.0%
Other Services and Fees	568,933	468,000	831,657	918,000	450,000	96.2%
Debt	0	0	0	0	0	0.0%
Capital	200,000	0	0	0	0	0.0%
Indirect/Direct	-568,933	-418,000	-418,000	-718,000	-300,000	71.8%
<b>Total Administration</b>	<b>202,480</b>	<b>50,000</b>	<b>413,657</b>	<b>200,000</b>	<b>150,000</b>	<b>300.0%</b>
<b>Environmental Services</b>						
Personal Services	-7,639	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%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	7,639	0	0	0	0	0.0%
<b>Total Environmental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Customer Service</b>						
Personal Services	1,276,175	1,169,752	1,168,252	1,238,664	68,912	5.9%
Materials and Supplies	188,085	206,600	207,951	206,600	0	0.0%
Other Services and Fees	38,315	48,884	52,684	48,884	0	0.0%
Capital	0	0	34,500	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	-1,502,576	-1,425,237	-1,425,237	-1,494,148	-68,911	4.8%
<b>Total Customer Service</b>	<b>0</b>	<b>-1</b>	<b>38,150</b>	<b>0</b>	<b>1</b>	<b>-100.0%</b>



	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Electric</b>						
Personal Services	6,418,311	6,768,900	6,467,001	6,802,934	34,034	0.5%
Materials and Supplies	1,205,995	1,097,356	1,508,959	1,097,356	0	0.0%
Other Services and Fees	42,940,917	33,656,175	38,390,926	40,206,175	6,550,000	19.5%
Capital	-8,031	0	60,751	600,000	600,000	0.0%
Debt	-1,510,000	0	0	0	0	100.0%
Indirect/Direct	1,944,045	1,806,078	1,806,078	2,013,427	207,349	11.5%
<b>Total Electric</b>	<b>50,991,237</b>	<b>43,328,509</b>	<b>48,233,715</b>	<b>50,719,892</b>	<b>7,391,383</b>	<b>17.1%</b>
<b>Fleet</b>						
Personal Services	920,920	335,329	335,329	341,335	6,006	1.8%
Materials and Supplies	62,441	44,100	42,148	44,100	0	0.0%
Other Services and Fees	45,809	-7,042	759	-7,042	0	0.0%
Capital	0	0	10,895	0	0	0.0%
Indirect/Direct	-539,663	-372,387	-372,387	-376,194	-3,807	1.0%
<b>Total Fleet</b>	<b>489,507</b>	<b>0</b>	<b>16,744</b>	<b>2,199</b>	<b>2,199</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>51,683,224</b>	<b>43,378,508</b>	<b>48,702,266</b>	<b>50,922,091</b>	<b>7,543,583</b>	<b>17.4%</b>
Personal Services	8,607,767	8,273,981	7,970,582	8,382,933	108,952	1.3%
Materials and Supplies	1,459,002	1,348,056	1,759,058	1,348,056	0	0.0%
Other Services and Fees	43,593,974	34,166,017	39,276,026	41,166,017	7,000,000	20.5%
Indirect/Direct	-659,488	-409,546	-409,546	-574,915	-165,369	40.4%
<b>Total Operating Expenses</b>	<b>53,001,255</b>	<b>43,378,508</b>	<b>48,596,120</b>	<b>50,322,091</b>	<b>6,943,583</b>	<b>16.0%</b>
Capital	-8,031	0	106,146	600,000	600,000	0.0%
Debt	-1,510,000	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>51,483,224</b>	<b>43,378,508</b>	<b>48,702,266</b>	<b>50,922,091</b>	<b>7,543,583</b>	<b>17.4%</b>
Transfers Out	16,731,762	21,543,716	22,793,716	23,269,800	1,726,084	8.0%
<b>Total Expenses and Transfers</b>	<b>68,214,986</b>	<b>64,922,224</b>	<b>71,495,982</b>	<b>74,191,891</b>	<b>9,269,667</b>	<b>14.3%</b>

**TRANSFERS DETAIL**

<b>Transfers In</b>						
General Fund (Penny Sales Tax)	9,636,753	9,000,000	9,500,000	9,375,000	375,000	4.2%
<b>Total Transfers In</b>	<b>9,636,753</b>	<b>9,000,000</b>	<b>9,500,000</b>	<b>9,375,000</b>	<b>375,000</b>	<b>4.2%</b>
<b>Transfers Out</b>						
Self Insurance Fund	0	1,287,081	1,587,081	1,710,984	423,903	32.9%
General Fund	12,511,042	16,256,635	16,556,635	17,558,816	1,302,181	8.0%
Stillwater Economic Development Authority	0	0	650,000	0	0	0.0%
City Capital Improvement Fund	220,720	0	0	0	0	0.0%
Rate Stabilization Fund	4,000,000	4,000,000	4,000,000	4,000,000	0	0.0%
<b>Total Transfers Out</b>	<b>\$16,731,762</b>	<b>\$21,543,716</b>	<b>\$22,793,716</b>	<b>\$23,269,800</b>	<b>\$1,726,084</b>	<b>8.0%</b>

## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Electric Rate Stabilization Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Electric Sales	\$0	\$1,188,000	\$1,188,000	\$1,300,000	\$112,000	9.4%
Capacity Payments	4,416,082	4,200,000	4,200,000	4,200,000	0	0.0%
Energy Payments	510,392	200,000	200,000	550,000	350,000	175.0%
Interest	0	0	0	0	0	#DIV/0!
<b>Total Revenues</b>	<b>4,926,474</b>	<b>5,588,000</b>	<b>5,588,000</b>	<b>6,050,000</b>	<b>462,000</b>	<b>8.3%</b>
<b>Other Resources</b>						
Transfer In	3,370,000	4,000,000	4,000,000	4,000,000	0	0.0%
<b>Total Revenues and Resources</b>	<b>8,296,474</b>	<b>9,588,000</b>	<b>9,588,000</b>	<b>10,050,000</b>	<b>462,000</b>	<b>4.8%</b>
<b>Expenses</b>						
Other Services and Fees	3,573,164	0	0	0	0	0.0%
Capital	1,740,221	600,000	20,642,244	0	-600,000	0.0%
Debt	4,081,975	4,103,350	4,103,350	4,105,300	1,950	0.0%
<b>Total Expenses</b>	<b>9,395,360</b>	<b>4,703,350</b>	<b>24,745,594</b>	<b>4,105,300</b>	<b>-598,050</b>	<b>-12.7%</b>
Transfers Out	0	0	6,090,000	0	0	0.0%
<b>Total Expenses and Transfers</b>	<b>\$9,395,360</b>	<b>\$4,703,350</b>	<b>\$30,835,594</b>	<b>\$4,105,300</b>	<b>-\$598,050</b>	<b>-12.7%</b>



## STILLWATER UTILITIES AUTHORITY

### FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

#### Water Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>REVENUES</b>						
Grant Revenue	\$222,342	\$0	\$192,752	\$0	\$0	0.0%
Charges for Services	14,419,508	14,150,000	14,150,000	14,500,000	350,000	2.5%
Interest	0	0	0	0	0	0.0%
Other	937,605	749,808	749,808	857,180	107,372	14.3%
<b>Total Revenues</b>	<b>15,579,456</b>	<b>14,899,808</b>	<b>15,092,560</b>	<b>15,357,180</b>	<b>457,372</b>	<b>3.1%</b>
<b>Other Resources</b>						
Transfers In	0	0	0	0	0	0.0%
<b>Total Revenues and Resources</b>	<b>15,579,456</b>	<b>14,899,808</b>	<b>15,092,560</b>	<b>15,357,180</b>	<b>457,372</b>	<b>3.1%</b>
<b>EXPENSES</b>						
<b>Administration</b>						
Personal Services	399,809	473,592	471,242	590,579	116,987	24.7%
Materials and Supplies	506	9,250	11,600	9,250	0	0.0%
Other Services and Fees	392,694	490,050	507,896	700,050	210,000	42.9%
Capital	4,927,515	0	0	0	0	0.0%
Debt	905,530	3,006,177	3,006,177	2,971,601	-34,576	-1.2%
Indirect/Direct	1,229,900	1,151,802	1,151,802	1,231,198	79,396	6.9%
<b>Total Administration</b>	<b>7,855,953</b>	<b>5,130,871</b>	<b>5,148,717</b>	<b>5,502,678</b>	<b>371,807</b>	<b>7.2%</b>
<b>Water Capital Improvement</b>						
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	2,126,962	0	11,188,050	0	0	0.0%
Debt	0	0	0	0	0	0.0%
Indirect/Direct	0	0	0	0	0	0.0%
<b>Total Administration</b>	<b>2,126,962</b>	<b>0</b>	<b>11,188,050</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Water Inspection</b>						
Personal Services	64,174	77,486	77,486	147,767	70,281	90.7%
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	100.0%
Debt	0	0	0	0	0	0.0%
<b>Total Water Inspection</b>	<b>64,174</b>	<b>77,486</b>	<b>77,486</b>	<b>147,767</b>	<b>70,281</b>	<b>90.7%</b>

## Water Fund continued...

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Line Maintenance</b>						
Personal Services	1,433,007	1,262,460	1,202,460	1,529,270	266,810	21.1%
Materials and Supplies	505,083	447,250	457,250	447,250	0	0.0%
Other Services and Fees	112,377	160,550	152,050	160,550	0	0.0%
Capital	217,042	300,000	350,241	350,000	50,000	16.7%
Debt	0	0	0	0	0	0.0%
<b>Total Line Maintenance</b>	<b>2,267,508</b>	<b>2,170,260</b>	<b>2,162,001</b>	<b>2,487,070</b>	<b>316,810</b>	<b>14.6%</b>
<b>Water Treatment Plant</b>						
Personal Services	1,218,628	1,003,992	943,992	974,367	-29,625	-3.0%
Materials and Supplies	733,979	771,100	1,002,494	771,100	0	0.0%
Other Services and Fees	391,529	380,215	487,671	380,215	0	0.0%
Capital	317,924	0	808,450	0	0	0.0%
Debt	0	0	0	0	0	0.0%
<b>Total Water Treatment Plant</b>	<b>2,662,060</b>	<b>2,155,307</b>	<b>3,242,607</b>	<b>2,125,682</b>	<b>-29,625</b>	<b>-1.4%</b>
<b>Total Expenses</b>	<b>14,976,657</b>	<b>9,533,924</b>	<b>21,818,861</b>	<b>10,263,197</b>	<b>658,992</b>	<b>6.9%</b>
Personal Services	3,115,618	2,817,530	2,695,180	3,241,983	354,172	12.6%
Materials and Supplies	1,239,567	1,227,600	1,471,344	1,227,600	0	0.0%
Other Services and Fees	896,599	1,030,815	1,147,617	1,240,815	210,000	20.4%
Indirect/Direct	1,229,900	1,151,802	1,151,802	1,231,198	79,396	6.9%
<b>Total Operating Expenses</b>	<b>6,481,685</b>	<b>6,227,747</b>	<b>6,465,943</b>	<b>6,941,596</b>	<b>643,568</b>	<b>10.3%</b>
Capital	7,589,442	300,000	12,346,741	350,000	50,000	16.7%
Debt	905,530	3,006,177	3,006,177	2,971,601	-34,576	-1.2%
<b>Total Expenses</b>	<b>14,976,657</b>	<b>9,533,924</b>	<b>21,818,861</b>	<b>10,263,197</b>	<b>658,992</b>	<b>6.9%</b>
Transfers Out	10,067,640	537,371	643,371	727,933	190,562	35.5%
<b>Total Expenses and Transfers</b>	<b>25,044,297</b>	<b>10,071,295</b>	<b>22,462,232</b>	<b>10,991,130</b>	<b>849,554</b>	<b>8.4%</b>

## TRANSFERS DETAIL

Transfers Out						
Water Reserve Fund	0	0	0	0	0	0.0%
City Capital Fund	0	0	0	0	0	0.0%
Self Insurance Fund	0	537,371	643,371	727,933	190,562	35.5%
<b>Total Transfers Out</b>	<b>\$0</b>	<b>\$537,371</b>	<b>\$643,371</b>	<b>\$727,933</b>	<b>\$190,562</b>	<b>35.5%</b>



## STILLWATER UTILITIES AUTHORITY

### FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

#### Wastewater Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>REVENUES</b>						
Charges for Services	\$ 7,165,043	\$ 7,100,000	\$ 7,100,000	\$ 7,300,000	\$ 200,000	2.8%
Interest	-	-	-	-	-	0.0%
Other	830,474	500,307	500,307	610,020	109,713	21.9%
<b>Total Revenues</b>	<b>7,995,517</b>	<b>7,600,307</b>	<b>7,600,307</b>	<b>7,910,020</b>	<b>309,713</b>	<b>4.1%</b>
<b>Other Resources</b>						
Transfers In	80,424	-	-	-	-	0.0%
<b>Total Revenues and Resources</b>	<b>8,075,941</b>	<b>7,600,307</b>	<b>7,600,307</b>	<b>7,910,020</b>	<b>309,713</b>	<b>4.1%</b>
<b>EXPENSES</b>						
<b>Administration</b>						
Personal Services	146,370	459,923	413,631	289,960	(169,963)	-37.0%
Materials and Supplies	22	1,750	2,900	1,750	-	0.0%
Other Services and Fees	51,785	38,900	73,025	128,900	90,000	231.4%
Debt	54,309	1,233,967	1,233,967	1,200,897	(33,070)	-2.7%
Indirect/Direct	496,590	450,293	450,293	494,472	44,179	9.8%
<b>Total Administration</b>	<b>749,076</b>	<b>2,184,833</b>	<b>2,173,816</b>	<b>2,115,979</b>	<b>(68,854)</b>	<b>-3.2%</b>
<b>Watershed</b>						
Personal Services	162,906	148,720	148,720	151,460	2,740	1.8%
Materials and Supplies	3,442	5,075	5,075	5,075	-	0.0%
Other Services and Fees	41,627	64,000	64,000	64,000	-	0.0%
Indirect/Direct	12,702	12,702	12,702	12,702	-	0.0%
<b>Total Line Maintenance</b>	<b>220,677</b>	<b>230,497</b>	<b>230,497</b>	<b>233,237</b>	<b>2,740</b>	<b>1.2%</b>
<b>Wastewater Capital Improvement</b>						
Personal Services	-	-	-	-	-	0.0%
Materials and Supplies	-	-	-	-	-	0.0%
Other Services and Fees	-	-	-	-	-	0.0%
Capital	265,025	-	14,182,227	-	-	0.0%
<b>Total Line Maintenance</b>	<b>265,025</b>	<b>-</b>	<b>14,182,227</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Wastewater Inspection</b>						
Personal Services	62,285	75,206	75,206	72,428	(2,778)	-3.7%
Materials and Supplies	-	-	-	-	-	0.0%
Other Services and Fees	-	-	-	-	-	0.0%
<b>Total Wastewater Inspection</b>	<b>62,285</b>	<b>75,206</b>	<b>75,206</b>	<b>72,428</b>	<b>(2,778)</b>	<b>-3.7%</b>

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Line Maintenance</b>						
Personal Services	866,054	837,426	787,426	978,797	141,371	16.9%
Materials and Supplies	145,685	150,475	151,225	150,475	-	0.0%
Other Services and Fees	104,042	145,750	203,000	145,750	-	0.0%
Capital	-	-	676,593	-	-	0.0%
<b>Total Line Maintenance</b>	<b>1,115,781</b>	<b>1,133,651</b>	<b>1,818,244</b>	<b>1,275,022</b>	<b>141,371</b>	<b>12.5%</b>
<b>Wastewater Treatment Plant</b>						
Personal Services	689,963	563,476	563,476	590,096	26,620	4.7%
Materials and Supplies	130,348	212,750	214,023	212,750	-	0.0%
Other Services and Fees	143,302	227,560	250,524	227,560	-	0.0%
Capital	365,096	-	379,228	-	-	0.0%
<b>Total Wastewater Treatment Plant</b>	<b>1,328,709</b>	<b>1,003,786</b>	<b>1,407,251</b>	<b>1,030,406</b>	<b>26,620</b>	<b>2.7%</b>
<b>Total Expenses</b>	<b>3,458,591</b>	<b>4,322,270</b>	<b>19,581,538</b>	<b>4,421,407</b>	<b>99,137</b>	<b>2.3%</b>
Personal Services	1,927,578	2,084,751	1,988,459	2,082,741	(2,010)	-0.1%
Materials and Supplies	279,497	370,050	373,223	370,050	-	0.0%
Other Services and Fees	340,756	476,210	590,549	566,210	90,000	18.9%
Indirect/Direct	509,292	462,995	462,995	507,174	44,179	9.5%
<b>Total Operating Expenses</b>	<b>3,057,123</b>	<b>3,394,006</b>	<b>3,415,226</b>	<b>3,526,175</b>	<b>132,169</b>	<b>3.9%</b>
Capital	630,121	-	15,238,048	-	-	0.0%
Debt	54,309	1,233,967	1,233,967	1,200,897	(33,070)	-2.7%
<b>Total Expenses</b>	<b>3,741,553</b>	<b>4,627,973</b>	<b>19,887,241</b>	<b>4,727,072</b>	<b>99,099</b>	<b>2.1%</b>
Transfers Out	6,035,600	380,745	441,745	454,199	73,454	19.3%
<b>Total Expenses and Transfers</b>	<b>9,777,153</b>	<b>5,008,718</b>	<b>20,328,986</b>	<b>5,181,271</b>	<b>172,553</b>	<b>3.4%</b>
<b>TRANSFERS DETAIL</b>						
<b>Transfers Out</b>						
Wastewater Reserve Fund	6,468,221	-	-	-	-	0.0%
Self Insurance Fund	-	380,744	441,745	454,199	73,455	19.3%
<b>Total Transfers Out</b>	<b>6,468,221</b>	<b>380,744</b>	<b>441,745</b>	<b>454,199</b>	<b>73,455</b>	<b>19.3%</b>



## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Water Tie-on Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Tie-On Fee	\$43,592	\$18,000	\$18,000	\$31,000	\$13,000	0.0%
<b>Total Revenues</b>	43,592	18,000	18,000	31,000	13,000	0.0%
<b>Expenses</b>						
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%
<b>Total Expenses</b>	0	0	0	0	0	0.0%

## Water Capital Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	0	0	0	0	0	0.0%
<b>Expenses</b>						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	2,443,809	0	3,357,220	0	0	0.0%
Debt	0	0	0	0	0	0.0%
<b>Total Expenses</b>	2,443,809	0	3,357,220	0	0	0.0%

## Wastewater Capital Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	0	0	0	0	0	0.0%
<b>Expenses</b>						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	271,867	0	459,252	0	0	0.0%
Debt	0	0	0	0	0	0.0%
<b>Total Expenses</b>	271,867	0	459,252	0	0	0.0%

## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Waste Management Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>REVENUES</b>						
Grant Revenue	\$ 58,190	\$ -	\$ 30,000	\$ -	\$ -	0.0%
Charges for Services	6,601,688	6,284,300	6,284,300	6,552,000	267,700	4.3%
Other	477,107	1,209,882	1,209,882	1,297,118	87,236	7.2%
<b>Total Revenues</b>	<b>7,078,795</b>	<b>7,494,182</b>	<b>7,524,182</b>	<b>7,849,118</b>	<b>354,936</b>	<b>4.7%</b>
<b>Other Resources</b>						
Transfers In	834,089	-	-	-	-	0.0%
<b>Total Revenues and Resources</b>	<b>7,912,884</b>	<b>7,494,182</b>	<b>7,524,182</b>	<b>7,849,118</b>	<b>354,936</b>	<b>4.7%</b>
<b>EXPENSES</b>						
<b>Administration</b>						
Personal Services	249,697	209,066	209,066	205,159	(3,907)	-1.9%
Materials and Supplies	2,389	3,550	3,550	3,550	-	0.0%
Other Services and Fees	125,634	212,700	240,700	232,700	20,000	9.4%
Capital	49,110	-	12,500	-	-	0.0%
Debt	-	-	-	-	-	0.0%
Indirect/Direct	218,185	207,525	207,525	201,025	(6,500)	-3.1%
<b>Total Administration</b>	<b>645,015</b>	<b>632,841</b>	<b>673,341</b>	<b>642,434</b>	<b>9,593</b>	<b>1.5%</b>
<b>Residential</b>						
Personal Services	960,637	711,222	711,222	796,026	84,804	11.9%
Materials and Supplies	342,266	340,050	358,205	340,050	-	0.0%
Other Services and Fees	320,452	555,000	555,000	555,000	-	0.0%
Capital	-	-	-	-	-	0.0%
Debt	-	-	-	-	-	0.0%
Indirect/Direct	333,984	269,569	269,569	296,623	27,054	10.0%
<b>Total Residential</b>	<b>1,957,339</b>	<b>1,875,841</b>	<b>1,893,996</b>	<b>1,987,699</b>	<b>111,858</b>	<b>6.0%</b>
<b>Commercial</b>						
Personal Services	419,139	313,398	313,398	276,176	(37,222)	-11.9%
Materials and Supplies	280,965	266,000	281,945	266,000	-	0.0%
Other Services and Fees	324,637	566,100	557,000	566,100	-	0.0%
Debt	38,029	1,295,737	1,295,737	1,606,205	310,468	24.0%
Indirect/Direct	173,150	140,096	140,096	157,455	17,359	12.4%
<b>Total Commercial</b>	<b>1,235,920</b>	<b>2,581,331</b>	<b>2,588,176</b>	<b>2,871,936</b>	<b>290,605</b>	<b>11.3%</b>
<b>Street Sweeping</b>						
Personal Services	119,080	96,451	96,451	87,058	(9,393)	-9.7%
Materials and Supplies	35,683	25,700	25,700	25,700	-	0.0%
Other Services and Fees	-	1,000	1,000	1,000	-	0.0%
Debt	-	-	-	-	-	0.0%
Indirect/Direct	63,088	45,671	45,671	49,551	3,880	8.5%
<b>Total Street Sweeping</b>	<b>217,851</b>	<b>168,822</b>	<b>168,822</b>	<b>163,309</b>	<b>(5,513)</b>	<b>-3.3%</b>



	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Convenience Collection Center</b>						
Personal Services	-	-	-	-	-	0.0%
Materials and Supplies	21,521	6,500	18,500	6,500	-	0.0%
Other Services and Fees	35,918	61,000	61,000	61,000	-	0.0%
Capital	-	-	-	-	-	0.0%
<b>Total Convenience Collection Center</b>	<b>57,439</b>	<b>67,500</b>	<b>79,500</b>	<b>67,500</b>	<b>-</b>	<b>0.0%</b>
<b>Roll-off Services</b>						
Personal Services	46,290	48,611	48,611	93,446	44,835	92.2%
Materials and Supplies	39,681	89,700	39,700	89,700	-	0.0%
Other Services and Fees	77,024	101,000	101,000	101,000	-	0.0%
Capital	144,000	-	-	-	-	0.0%
Debt	5,801	248,521	248,521	197,495	(51,026)	-20.5%
<b>Total Roll-off Services</b>	<b>312,796</b>	<b>487,832</b>	<b>437,832</b>	<b>481,641</b>	<b>(6,191)</b>	<b>-1.3%</b>
<b>Recycling</b>						
Personal Services	214,241	229,675	229,675	176,434	(53,241)	-23.2%
Materials and Supplies	18,025	20,450	22,950	20,450	-	0.0%
Other Services and Fees	130,823	255,000	255,000	255,000	-	0.0%
Capital	-	-	-	-	-	0.0%
Debt	-	-	-	-	-	0.0%
<b>Total Recycling</b>	<b>363,089</b>	<b>505,125</b>	<b>507,625</b>	<b>451,884</b>	<b>(53,241)</b>	<b>-10.5%</b>
<b>Total Expenses</b>	<b>4,789,449</b>	<b>6,319,292</b>	<b>6,349,292</b>	<b>6,666,403</b>	<b>347,111</b>	<b>5.5%</b>
<b>Operating Expenses</b>						
Personal Services	2,009,084	1,608,423	1,608,423	1,634,299	25,876	1.6%
Materials and Supplies	740,530	751,950	750,550	751,950	-	0.0%
Other Services and Fees	1,014,488	1,751,800	1,770,700	1,771,800	20,000	1.1%
Indirect/Direct	788,407	662,861	662,861	704,654	41,793	6.3%
<b>Total Operating Expenses</b>	<b>4,552,509</b>	<b>4,775,034</b>	<b>4,792,534</b>	<b>4,862,703</b>	<b>87,669</b>	<b>1.8%</b>
Capital	193,110	-	12,500	-	-	0.0%
Debt	43,830	1,544,258	1,544,258	1,803,700	259,442	16.8%
<b>Total Expenses</b>	<b>4,789,449</b>	<b>6,319,292</b>	<b>6,349,292</b>	<b>6,666,403</b>	<b>347,111</b>	<b>5.5%</b>
Transfers Out	782,037	1,889,537	1,984,537	2,040,465	150,928	8.0%
<b>Total Expenses and Transfers</b>	<b>5,571,486</b>	<b>8,208,829</b>	<b>8,333,829</b>	<b>8,706,868</b>	<b>498,039</b>	<b>6.1%</b>

**TRANSFERS DETAIL**

<b>Transfers In</b>						
Waste Management Reserve Fund	834,089	-	-	-	-	0.0%
<b>Total Transfers In</b>	<b>834,089</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Transfers Out</b>						
Waste Management Reserve Fund	-	537,991	537,991	461,509	(76,482)	-14.2%
General Fund	1,165,460	1,000,000	1,000,000	1,000,000	-	0.0%
Self Insurance Fund	-	351,546	446,546	578,956	227,410	64.7%
<b>Total Transfers Out</b>	<b>\$ 1,165,460</b>	<b>\$ 1,889,537</b>	<b>\$ 1,984,537</b>	<b>\$ 2,040,465</b>	<b>\$ 150,928</b>	<b>8.0%</b>

## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Water Reserve Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfer In	10,000,000	0	4,310,000	0	0	0.0%
<b>Total Revenues and Resources</b>	<b>10,000,000</b>	<b>0</b>	<b>4,310,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenses</b>						
Other Services and Fees	0	0	0	0		
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0		0.0%
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	4,310,000	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>0</b>	<b>0</b>	<b>4,310,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

## Wastewater Reserve Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY20223 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfer In	6,000,000	0	0	0	0	0.0%
<b>Total Revenues and Resources</b>	<b>6,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenses</b>						
Other Services and Fees	0	0	0	0		
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	0		0.0%
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	2,350,000	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>0</b>	<b>0</b>	<b>2,350,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Waste Management Reserve Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Other	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfer In	0	537,991	537,991	461,509	-76,482	-14.2%
<b>Total Revenues and Resources</b>	<b>0</b>	<b>537,991</b>	<b>537,991</b>	<b>461,509</b>	<b>-76,482</b>	<b>-14.2%</b>
<b>Expenses</b>						
Other Services and Fees	0	0	0	0	0	0.0%
Capital	3,002	0	0	0	0	0.0%
Debt	0	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>3,002</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	834,089	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>837,091</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>



## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Water 2016 Debt Fund

	FY2022 ADOPTED	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	0	0	0	0	0	0.0%
<b>Other Resources</b>						
Loan Proceeds	110,074	0	1,448,881	0	0	0.0%
<b>Total Revenues and Resources</b>	110,074	0	1,448,881	0	0	0.0%
<b>Expenses</b>						
Other Services and Fees	0	0	0	0		0.0%
Capital	110,074	0	1,448,887	0	0	0.0%
Debt	0	0	0	0		0.0%
<b>Total Expenses</b>	110,074	0	1,448,887	0	0	0.0%
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	110,074	0	1,448,887	0	0	0.0%

## Water 2017 Debt Fund

	FY2022 ADOPTED	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
<b>Total Revenues</b>	0	0	0	0	0	0.0%
<b>Other Resources</b>						
Loan Proceeds	187,930	0	5,650,814	0	0	0.0%
<b>Total Revenues and Resources</b>	187,930	0	5,650,814	0	0	0.0%
<b>Expenses</b>						
Other Services and Fees	0	0	0	0		0.0%
Capital	187,930	0	5,650,812	0	0	0.0%
Debt	0	0	0	0		0.0%
<b>Total Expenses</b>	187,930	0	5,650,812	0	0	0.0%
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	187,930	0	5,650,812	0	0	0.0%



## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## OUTSTANDING DEBT

Series	Description	Original Amount	Issue Date	Amount Outstanding at 6/30/22	Issue Type	Interest Rate	Maturity Date
1	OWRB-Wastewater Treatment Plant-Partial refunding	\$4,876,086	12/19/2002	\$121,902	CWSRF Note	0% + 0.5%	9/15/2022
2	OWRB-Wastewater Treatment Plant-Phase II refunding	\$7,620,000	6/29/2005	\$1,466,801	CWSRF Note	2.60% + 0.5%	3/15/2025
3	OWRB-Wastewater ARRA Loan	\$1,875,000	11/24/2009	\$607,521	CWSRF Note	2.34% + 0.5%	9/15/2030
4	OWRB-Water ARRA Loan	\$11,645,000	11/24/2009	\$5,546,265	DWSRF Note	2.84% + 0.5%	9/15/2032
5	OWRB-Water 2040 Loan (2016)	\$29,900,000	6/27/2016	\$22,969,458	DWSRF Note	1.82% + 0.5%	9/15/2046
6	OWRB-Water 2040 Loan (2017)	\$12,600,000	9/22/2017	\$6,109,187	DWSRF Note	2.18% + 0.5%	9/15/2048
7	OWRB-Southwest Sewer Interceptor	\$10,500,000	1/10/2023	\$0	CWSRF Note	2.43% + 0.5%	3/15/2054
8	2014 Revenue Bonds-Stillwater Energy Center	\$61,830,000	8/14/2014	\$54,870,000	Revenue Bonds	Range: 3% - 5%	10/1/2042
9	USACE-Water Storage at Kaw	\$1,530,403	8/27/1984	\$631,333	USACE Note	3.222%	8/27/2034
10	Bank of America - Equipment (9 Waste Trucks)	\$1,658,000	11/26/2019	\$821,976	Lease	1.9920%	11/26/2024
11	Bank of America - Equipment (7 Waste Trucks)	\$2,002,000	6/15/2021	\$1,610,795	Lease	1.1555%	6/15/2026
12	Bank of America - Equipment (1 Waste Truck)	\$304,500	7/30/2021	\$250,024	Lease	1.1555%	7/30/2026
13	Bank of America - Equipment (5 Waste Trucks)	\$1,120,000	1/13/2023	\$0	Lease	4.2035%	1/13/2028
14	Bank of America - Equipment (3 Waste Trucks)	\$694,482	3/3/2023	\$0	Lease	4.4885%	3/3/2028
15	Bank of America - Equipment (1 Waste Truck)	\$224,000	4/24/2023	\$0	Lease	4.0535%	4/24/2028

## STILLWATER UTILITIES AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## Maturity Schedule (Principal and Interest)

Series	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	FY 2031 /2032
1	\$ 122,214	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2	494,758	494,736	494,786	0	0	0	0	0	0	0
3	654,720	654,525	654,338	654,147	653,956	653,760	653,574	653,384	653,193	407,414
4	79,535	79,535	79,535	79,535	79,535	79,535	79,535	79,535	40,071	0
5*	1,523,777	1,500,654	1,477,531	1,454,409	1,431,286	1,408,163	1,385,041	1,361,918	1,338,796	1,315,973
6*	580,912	569,656	558,400	547,144	535,888	524,632	513,376	502,120	490,864	479,608
7*	275,000	478,144	478,144	478,144	478,144	478,144	478,144	478,144	478,144	478,144
8	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	4,089,950
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	145,276	0	0	0	0	0	0	0
11	412,271	412,271	412,271	412,271	0	0	0	0	0	0
12	57,532	57,532	57,532	57,532	5,230	0	0	0	0	0
13	103,648	248,754	248,754	248,754	248,754	145,107	0	0	0	0
14	38,831	155,323	155,323	155,323	155,323	116,492	0	0	0	0
15	8,261	49,569	49,569	49,569	49,569	41,307	0	0	0	0
<b>Total</b>	<b>\$8,858,682</b>	<b>\$9,509,872</b>	<b>\$8,965,294</b>	<b>\$8,286,788</b>	<b>\$7,784,395</b>	<b>\$7,611,025</b>	<b>\$7,251,855</b>	<b>\$7,216,411</b>	<b>\$7,141,128</b>	<b>\$6,831,299</b>

\* estimated debt service payments while loan in construction status



## Section 4



# Stillwater Economic Development Authority

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FY23 ADOPTED BUDGET

STILLWATER  
PUBLIC LIBRARY

ONE WAY



## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY OFFICIALS

### **Chairman and Trustees**



Chairman **William Joyce**



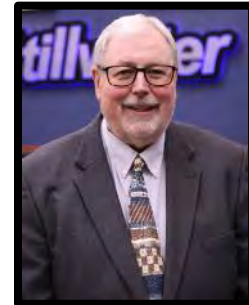
Vice Chairman **Amy Dzialowski**



Trustee **Kevin Clark**



Trustee **Christie Hawkins**



Trustee **Tim Hardin**

### **Administration**

General Manager - Norman McNickle

General Counsel - Kimberly Carnley

Secretary - Teresa Kadavy

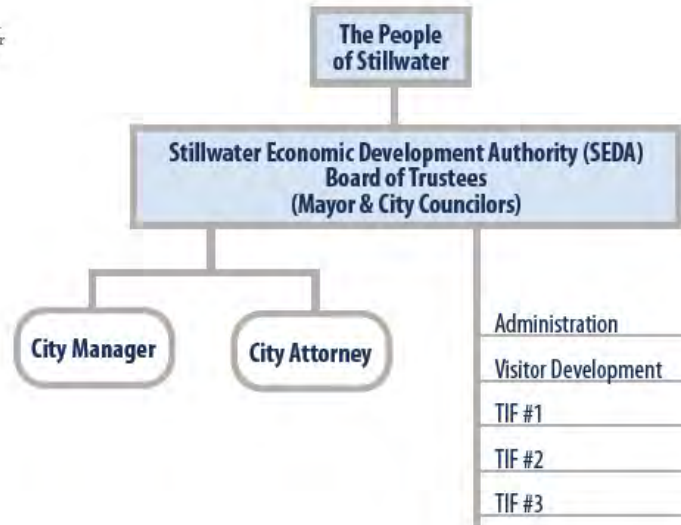


The City of *Stillwater*. OKLAHOMA

### **Organization Chart—Stillwater Economic Development Authority (SEDA)**

As of November 19, 2019

  
Norman McNickle, City Manager



**RESOLUTION NO. SEDA-2023-2**

A RESOLUTION OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2023-24.

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 2023-24 fiscal year operating budget; and

WHEREAS, the 2023-24 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

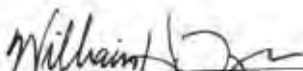
Section 1. That the 2023-24 fiscal year operating budget attached hereto be adopted in the amounts reflected therein.

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

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIR of the STILLWATER ECONOMIC DEVELOPMENT AUTHORITY, this 1st day of May, 2023.

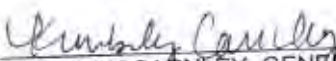
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY



  
WILLIAM H. JOYCE, CHAIR

  
TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 1st day of May, 2023.

  
KIMBERLY CARNLEY, GENERAL COUNSEL

Stillwater Economic Development Authority  
Financial Plan for Fiscal Year 2024  
Stillwater, Oklahoma

	General Operating Fund	Downtown Improvement District Fund	Visitor and Event Fund	Tax Increment Financing District #1 Fund	Tax Increment Financing #3 Series A Repayment Fund	Tax Increment Financing #3 Downtown/Campus Link Fund	Tax Increment Financing District #5 Fund	Total Combined Funds
<b>Resources and Transfers</b>								
Beginning Balance	\$8,457	\$29,609	\$0	\$0	\$3,534	\$830,220	\$7,000,000	\$7,871,820
Interest	0	0	0	0	0	0	0	50
Transfers In	323,343	0	975,000	450,000	0	391,080	100,000	\$2,239,423
<b>Total Resources and Transfers</b>	<b>331,800</b>	<b>29,609</b>	<b>975,000</b>	<b>450,000</b>	<b>3,534</b>	<b>1,221,300</b>	<b>7,100,000</b>	<b>10,111,243</b>
<b>Expenses and Transfers</b>								
Operating	331,800	17,000	975,000	450,000	0	0	0	\$1,773,800
Capital	0	0	0	0	0	0	0	50
Debt	0	0	0	0	0	0	100,000	\$100,000
Transfers Out	0	0	0	0	0	0	0	50
<b>Total Expenses and Transfers</b>	<b>331,800</b>	<b>17,000</b>	<b>975,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,873,800</b>
Ending Balance	\$0	\$12,609	\$0	\$0	\$3,534	\$1,221,300	\$7,000,000	\$8,237,443

## **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 2024 ADOPTED FINANCIAL PLAN

## Combined Funds

	GENERAL OPERATING FUND	DOWNTOWN IMPROVEMENT DISTRICT #1 FUND	VISITOR AND EVENT FUND	TAX INCREMENT FINANCING DISTRICT #1 FUND	TAX INCREMENT FINANCING DISTRICT SERIES A REPAYMENT FUND	TAX INCREMENT FINANCING DISTRICT #4 FUND	TAX INCREMENT FINANCING DISTRICT DOWNTOWN/ CAMPUS LINK FUND	TAX INCREMENT FINANCING DISTRICT #5 FUND	TOTAL COMBINED FUNDS
<b>Revenues</b>									
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Activity	0	0	0	0	0	0	0	0	-
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Other Resources</b>									
Transfers In	323,343	0	975,000	450,000	0	0	391,080	100,000	2,239,423
<b>Total Revenues and Resources</b>	<b>323,343</b>	<b>0</b>	<b>975,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>391,080</b>	<b>100,000</b>	<b>2,239,423</b>
<b>Expenses</b>									
Personal Services	0	0	0	0	0	0	0	0	-
Materials and Supplies	0	0	0	0	0	0	0	0	-
Other Services and Fees	331,800	17,000	975,000	450,000	0	0	0	0	1,773,800
Interest	0	0	0	0	0	0	0	0	-
Capital	0	0	0	0	0	0	0	0	-
Debt	0	0	0	0	0	0	0	100,000	100,000
<b>Total Expenses</b>	<b>331,800</b>	<b>17,000</b>	<b>975,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,773,800</b>
<b>Other Uses</b>									
Transfers Out	0	0	0	0	0	0	0	0	-
<b>Total Expenses and Uses</b>	<b>331,800</b>	<b>17,000</b>	<b>975,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,773,800</b>
<b>TRANSFERS DETAIL</b>									
<b>Transfers In</b>									
General Fund - Operating	323,343	0	0	0	0	0	0	0	323,343
General Fund - Sales Tax Incentive	0	0	0	450,000	0	0	0	0	450,000
Hotel/Motel Tax Fund	0	0	975,000	0	0	0	0	0	975,000
Tax Increment District #3 Fund - Ad Valorem Tax	0	0	0	0	0	0	391,080	0	391,080
General Fund	0	0	0	0	0	0	0	100,000	100,000
<b>Total Transfers In</b>	<b>323,343</b>	<b>0</b>	<b>975,000</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>391,080</b>	<b>100,000</b>	<b>2,239,423</b>

## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA General Operating Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
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%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	510,332	526,024	526,024	323,343	-202,681	-38.5%
<b>Total Revenues &amp; Resources</b>	<b>510,332</b>	<b>526,024</b>	<b>526,024</b>	<b>323,343</b>	<b>-202,681</b>	<b>-38.5%</b>
<b>Expenses</b>						
Materials and Supplies	96	0	951	0	0	0.0%
Other Services and Fees	557,096	531,800	533,849	331,800	-200,000	-37.6%
Capital	0	0	0	0	0	0.0%
Depreciation Expense	1,968	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>559,160</b>	<b>531,800</b>	<b>534,800</b>	<b>331,800</b>	<b>-200,000</b>	<b>-37.6%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>559,160</b>	<b>531,800</b>	<b>534,800</b>	<b>331,800</b>	<b>-200,000</b>	<b>-37.6%</b>

## TRANSFERS DETAIL

<b>Transfers In</b>						
General Fund - Operating	483,341	526,024	526,024	323,343	-202,681	-38.5%
General Fund - Sales Tax Incentive	26,991	0	0	0	0	0.0%
<b>Total Transfers In</b>	<b>510,332</b>	<b>526,024</b>	<b>526,024</b>	<b>323,343</b>	<b>-202,681</b>	<b>-38.5%</b>

## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA Downtown Improvement District Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$275	\$0	\$0	\$0	\$0	0.0%
BID Assessment	0	0	0	0	0	0.0%
Miscellaneous	1,048	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>1,323</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	0	0	0	0	0	0.0%
<b>Total Revenues &amp; Resources</b>	<b>1,323</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenses</b>						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	17,000	17,000	17,000	17,000	0	0.0%
Capital	0	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>0</b>	<b>0.0%</b>



## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

### FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

#### SEDA Visitor and Event Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	-	-	-	-	-	0.0%
<b>Total Revenues</b>	-	-	-	-	-	0.0%
<b>Other Resources</b>						
Transfers In	720,000	910,000	975,000	975,000	65,000	7.1%
<b>Total Revenues &amp; Resources</b>	<b>720,000</b>	<b>910,000</b>	<b>975,000</b>	<b>975,000</b>	<b>65,000</b>	<b>7.1%</b>
<b>Expenses</b>						
Materials and Supplies	-	-	-	-	-	0.0%
Other Services and Fees	720,000	910,000	975,000	975,000	65,000	7.1%
Capital	-	-	-	-	-	0.0%
<b>Total Expenses</b>	<b>720,000</b>	<b>910,000</b>	<b>975,000</b>	<b>975,000</b>	<b>65,000</b>	<b>7.1%</b>
<b>Other Uses</b>						
Transfers Out	-	-	-	-	-	0.0%
<b>Total Expenses and Uses</b>	<b>720,000</b>	<b>910,000</b>	<b>975,000</b>	<b>975,000</b>	<b>65,000</b>	<b>7.1%</b>

## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA Tax Increment Financing District #1

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	411,948	425,195	425,195	450,000	24,805	5.8%
<b>Total Revenues &amp; Resources</b>	<b>411,948</b>	<b>425,195</b>	<b>425,195</b>	<b>450,000</b>	<b>24,805</b>	<b>5.8%</b>
<b>Expenses</b>						
Materials and Supplies	0	65	65	0	-65	-100.0%
Other Services and Fees	411,948	425,130	425,130	450,000	24,870	5.8%
Capital	0	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>411,948</b>	<b>425,195</b>	<b>425,195</b>	<b>450,000</b>	<b>24,805</b>	<b>5.8%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>411,948</b>	<b>425,195</b>	<b>425,195</b>	<b>450,000</b>	<b>24,805</b>	<b>5.8%</b>

## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA TIF #1-Series A Repayment Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$2,554	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>2,554</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	981	0	650,000	0	0	0.0%
<b>Total Revenues &amp; Resources</b>	<b>3,535</b>	<b>0</b>	<b>650,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenses</b>						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	0	0	725,000	0	0	0.0%
Capital	0	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>725,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>0</b>	<b>0</b>	<b>725,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA TIF #4 Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	0	0	5,750,000	0	0	0.0%
<b>Total Revenues &amp; Resources</b>	<b>0</b>	<b>0</b>	<b>5,750,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenses</b>						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	0	0	5,750,000	0	0	0.0%
Capital	0	0	0	0	0	0.0%
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>5,750,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>0</b>	<b>0</b>	<b>5,750,000</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>



## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA TIF #3-Downtown/Campus Link

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$2,983	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	0	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>2,983</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	900,000	856,775	856,775	391,080	-465,695	-54.4%
<b>Total Revenues &amp; Resources</b>	<b>902,983</b>	<b>856,775</b>	<b>856,775</b>	<b>391,080</b>	<b>-465,695</b>	<b>-54.4%</b>
<b>Expenses</b>						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	40,263	588,000	588,000	0	-588,000	-100.0%
Capital	32,500	268,775	268,775	0	-268,775	0.0%
<b>Total Expenses</b>	<b>72,763</b>	<b>856,775</b>	<b>856,775</b>	<b>0</b>	<b>-856,775</b>	<b>-100.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>72,763</b>	<b>856,775</b>	<b>856,775</b>	<b>0</b>	<b>-856,775</b>	<b>-100.0%</b>

## STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

## FISCAL YEAR 2024 ADOPTED FINANCIAL PLAN

## SEDA TIF #5 Fund

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$0	\$0	\$0	\$0	\$0	0.0%
Loan Proceeds	0	0	7,000,000	0	-7,000,000	0.0%
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>7,000,000</b>	<b>0</b>	<b>-7,000,000</b>	<b>0.0%</b>
<b>Other Resources</b>						
Transfers In	0	0	7,000,000	100,000	-6,900,000	100.0%
<b>Total Revenues &amp; Resources</b>	<b>0</b>	<b>0</b>	<b>14,000,000</b>	<b>100,000</b>	<b>-13,900,000</b>	<b>100.0%</b>
<b>Expenses</b>						
Materials and Supplies	0	0	0	0	0	0.0%
Other Services and Fees	0	0	7,000,000	0	-7,000,000	0.0%
Capital	0	0	0	0	0	0.0%
Debt	0	0	0	100,000	100,000	100.0%
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>7,000,000</b>	<b>100,000</b>	<b>-6,900,000</b>	<b>100.0%</b>
<b>Other Uses</b>						
Transfers Out	0	0	0	0	0	0.0%
<b>Total Expenses and Uses</b>	<b>0</b>	<b>0</b>	<b>7,000,000</b>	<b>100,000</b>	<b>-6,900,000</b>	<b>100.0%</b>

A low-angle photograph of a utility worker in a white bucket, wearing a hard hat and safety harness, working on a wooden utility pole. The worker is positioned on the left side of the frame, reaching towards the pole. The pole is vertical and runs through the center of the image. The background is a clear blue sky. The overall image has a blue tint.

## Section 5



# Stillwater Public Works Authority

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FY23 ADOPTED BUDGET

## STILLWATER PUBLIC WORKS AUTHORITY OFFICIALS

### Chairman and Trustees



Chairman William Joyce



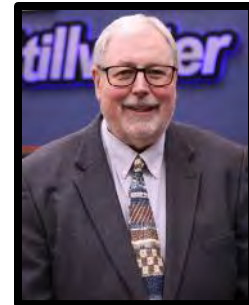
Vice Chairman Amy Dzialowski



Trustee Kevin Clark



Trustee Christie Hawkins



Trustee Tim Hardin

### Administration

General Manager - Norman McNickle

General Counsel - Kimberly Carnley

Secretary - Teresa Kadavy



**RESOLUTION NO. SPWA-2023-1**

"A RESOLUTION OF THE STILLWATER PUBLIC WORKS AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2023-24."

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 2023-24 fiscal year operating budget; and

WHEREAS, the 2023-24 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2023-24 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 1st day of May, 2023.

STILLWATER PUBLIC WORKS AUTHORITY

  
WILLIAM H. JOYCE, CHAIR

(SEAL)

ATTEST:

  
TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 1st day of May, 2023.

  
KIMBERLY CARNLEY, GENERAL COUNSEL

**Stillwater Public Works Authority  
Financial Plan for Fiscal Year 2024  
Stillwater, Oklahoma**

<b><u>Resources and Transfers</u></b>	
Beginning Balance	\$105,586
Interest	0
Transfers In	0
<b>Total Resources and Transfers</b>	<b>105,586</b>
<b><u>Expenses and Transfers</u></b>	
Operating	0
Capital	0
Debt	0
Transfers Out	0
<b>Total Expenses and Transfers</b>	<b>0</b>
<b>Ending Balance</b>	<b>\$105,586</b>

## **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 2024 ADOPTED FINANCIAL PLAN

	FY2022 ACTUAL	FY2023 ADOPTED	FY2023 REVISED	FY2024 PROPOSED	CHANGE OVER FY 2023 ADOPTED	
					\$	%
<b>Revenues</b>						
Interest	\$32	\$0	\$0	\$0	\$0	0.0%
Miscellaneous	10	0	0	0	0	0.0%
<b>Total Revenues</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expenses</b>						
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%
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>



## Section 6



# Appendix A.

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FY23 ADOPTED BUDGET

**CITY OF STILLWATER  
FISCAL YEAR 2024 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, 3032). 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.

<b>Ordinance 1160</b>	<b>April 25, 1966</b>	(1%)
<b>Ordinance 1432</b>	<b>November 13, 1972</b>	(additional 1%)
<b>Ordinance 1835</b>	<b>1979</b>	(additional 1%)
<b>Ordinance 2718</b>	<b>September 11, 2001</b>	(additional 0.5%)
<b>Ordinance 2923</b>	<b>April 4, 2006</b>	(0.5% extended)
<b>Ordinance 3322</b>	<b>November 10, 2015</b>	(0.5% extended)
<b>Ordinance 3486</b>	<b>February 8, 2022</b>	(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.

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FY23 ADOPTED BUDGET



## 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.