

CITY OF  
**stillwater**

Adopted Budget  
Fiscal Year 2010 – 2011



introducing **blue carts**

*Stillwater, Oklahoma*

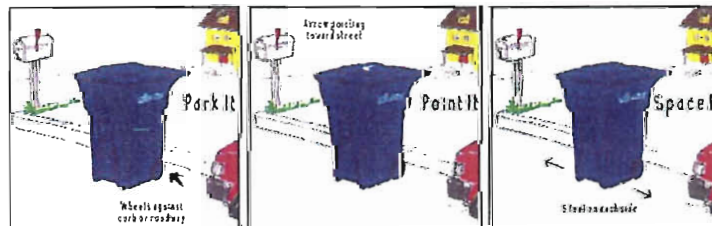


### *About the Cover ...*

The City of Stillwater went citywide with its Automated Residential Waste Collection Program for households with curbside collection. This year, about 17,000 households received blue carts between April and July, joining the 3,000 that participated in the Pilot Program.

More efficient, safer and cleaner than the standard bag collection, the city's new trucks are operated by one driver and are outfitted with hydraulic arms that pickup and empty the carts.

Residents were allowed to select from 35-, 48-, 64- and 96-gallon carts. To help customers use their new carts properly, the Waste Management Department implemented a successful public education campaign called "Park It. Point It. Space It."



*Photos from City of Stillwater Photo Collection. / Park It. Point It. Space It illustration by Travis Tinsdell.*

## TABLE OF CONTENTS

City Manager's Budget Message .....	1-2
Financial Policies .....	3-4

### **City Appropriated Funds**

#### **Introduction**

City Officials .....	5
Organizational Chart .....	6
Budget and Accounting Overview .....	7-9
Fund Structure Charts .....	10-12
Authorized Full Time Positions.....	13-14

#### **Financial Summary**

Schedules of Combined Appropriated Funds .....	15-16
------------------------------------------------	-------

#### **General Fund**

Schedule of Revenues and Expenditures .....	17-18
Schedule of Revenues .....	19-20
Revenues and Expenditures Charts .....	21
Sales Tax Charts.....	22

#### **Special Revenue Funds**

Tourism & Convention Fund .....	23
Rural Fire Fund .....	23
CDBG Grants Fund.....	23
Park Grants Fund .....	23
Transportation Improvement Fund.....	24
Community Development Rehab Fund.....	24
Stormwater Management Fund .....	24
Transportation Fee Fund.....	24
Library Materials Enhance Fund .....	25
Park Donation Fund .....	25
Galie May Koch Donation Fund .....	25
CVB Entryway Sign Fund.....	25

#### **Debt Service Funds**

Schedule of Revenues and Expenditures .....	27
Schedule of Debt Service Requirements .....	28

#### **Capital Project Funds**

Police/Municipal Building Fund .....	29-30
--------------------------------------	-------

#### **Enterprise Funds**

Airport Fund .....	31-32
--------------------	-------

#### **Internal Service Funds**

Self Insurance Fund .....	33-34
---------------------------	-------

Budget Resolution .....	35
Budget Summary .....	36-38

# TABLE OF CONTENTS (continued)

## Stillwater Utilities Authority (SUA)

### Introduction

SUA Officials .....	1
Organizational Chart .....	2
Financial Plan and Accounting Overview.....	3
Fund Descriptions .....	4
Fund Structure Charts.....	5
Authorized Full Time Positions.....	6

### Financial Summary

Schedule of Combined SUA Funds .....	7
Income Statement Combined SUA Funds .....	8
Revenues & Expenses Charts .....	9
Utility Operating Fund Schedule of Revenues and Expenses .....	10-11
Utility Operating Fund Revenues and Expenses Charts .....	12
Electric Rate Stabilization Fund Schedule of Revenues and Expenses.....	13
Water Capital Improvement Fund Schedule of Revenues and Expenses.....	14
Wastewater Capital Improvement Fund Schedule of Revenues and Expenses .....	15
Transportation Revenue Note Fund.....	16
SUA Outstanding Debt.....	17
Budget Resolution .....	18
Budget Summary .....	19-20

## Stillwater Industrial Redevelopment Authority (SIRA)

### Introduction

SIRA Officials .....	1
Organizational Chart .....	2
Financial Plan and Accounting Overview.....	3
Fund Descriptions .....	4
Authorized Full Time Positions.....	5-6

### Financial Summary

Schedule of Revenues and Expenses .....	7
Budget Resolution .....	8
Budget Summary .....	9-10

## Stillwater Public Works Authority (SPWA)

### Introduction

SPWA Officials.....	1
Financial Plan and Accounting Overview.....	2
Fund Descriptions .....	3-4

### Financial Summary

Schedule of Revenues and Expenses .....	5
Budget Resolution .....	6
Budget Summary .....	7-8

## Appendix

Revenue Descriptions .....	i-x
Glossary .....	xi-xii



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

Office: (405) 742-8209  
Fax: (405) 742-8208  
Web: stillwater.org

June 21, 2010

Honorable Mayor and City Council:

Presented herewith for your consideration and approval is the recommended Stillwater Municipal Budget for Fiscal Year 2011. National and regional economic conditions have begun to show impacts on Stillwater area over the past year and continued to keep economic growth very weak during FY 2010. Sales tax collections for FY 2010 fell short of original budget projections, which resulted in the adoption of an amended FY 2010 budget in April 2010. Although less dramatic, other revenues demonstrated declines during the budget year. These conditions have created a difficult task in continuing service to the growing community with little or no increase in revenue capability.

In order to develop the proposed budget, several administrative guidelines were issued for budget preparation. All departments of the General Fund and the various Authorities were advised that no funds would be available for capital expenditures or projects, and reductions would be required for most materials, supplies, and services. In addition, personnel costs were contained by not providing any across the board cost-of-living salary and wage adjustments. It is further recommended that all compensation for personnel be "frozen" on July 1 and remain frozen for the budget year.

With capital equipment expenditures being held at zero, it should be kept in mind that the capital equipment needs continue to exist and will put increased pressures on future budgets to regain stability. Any additional new construction, programs, or other projects not included in the operating budgets and special funds projects will require the identification of new financing and funding arrangements and will be addressed in the capital improvement planning process.

#### **Revenue Overview**

For 2010-2011, total revenues (excluding inter-fund transfers and fund balances) are projected to be \$93,497,973. Based on recent trends, no increase in sales tax is projected. Sales tax revenue for the year is expected to be \$21,813,879. No special increases in utility rates are being recommended for operation and maintenance. A water and sewer rate increase recommendation is contained in the budget; however, the entirety of the increase is to be dedicated to infrastructure repair, replacement, and/or upgrade. The proposed increase is a continued implementation of the long range capital improvement plan for water utilities developed with the R.W. Beck consulting firm. Operating costs will continue to be derived from the revenues of existing rates prior to the increase.

#### **Expenditure Overview**

Staff is proposing \$90,358,461 in total expenditures (excluding transfers) for 2010-2011, which is an 8.6% decrease from the original current year budget. Total expenditures are allocated as follows:

- \$78,811,795 for operating expenditures (87% of total budget)
- \$4,472,890 for capital expenditures (5% of total budget)
- \$7,073,776 for debt service (8% of total budget).

The proposed budget maintains current authorized staffing levels with few exceptions. However, as part of the effort to maintain all services within the constraints of the reduced budget, over twenty vacant authorized positions are not funded for the fiscal year in the proposed budget. Moreover, the proposed budget does not include any cost-of-living adjustment (COLA), step increases, merit bonuses or any other compensation increases for employees. The benefits provided to employees remain relatively stable for the coming budget year. The City endeavors to maintain the level of health insurance and wellness benefits for employees. In order to achieve those levels of coverage, there will be some increase to the employee contributions for some health coverage benefits.

The proposed budget continues to maintain a designated fund balance which includes funds designated for the emergency reserve account and for funds designated by City Council for specific improvement projects. This budget provides a total in excess of \$15,000,000 as designated reserves to be utilized only for previously identified purpose or by special appropriation by the City Council for conditions deemed by the Council to constitute an emergency to preserve the health, safety, and well-being of the citizens of the community.

**Budget Process Summary**

Under the provisions of the Oklahoma Municipal Budget Act, a public hearing on the proposed budget is required a minimum of fifteen days prior to the beginning of the fiscal year. The hearing was publicized and was held on Monday, June 7, 2010. The deadline for adoption of the budget by the City Council is a minimum of seven days prior to the beginning of the fiscal year.

This budget is respectfully submitted to be in the best interest of the health, safety, and well-being of the citizens of Stillwater for today and into the future, and to secure the services and facilities to which the community has become accustomed. I recommend the Mayor and City Councilors give their full consideration to the adoption and support of this proposed budget for Fiscal Year 2010 at the June 21, 2010 regularly scheduled City Council meeting.

Thank you for your support, guidance, and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Dan Galloway". The signature is written in black ink and is positioned above the typed name and title.

Dan Galloway  
City Manager

**CITY OF STILLWATER  
FISCAL YEAR 2011 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 insure 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, ambulance, parks, etc.) should be supported by stable dependable revenue sources.
  - a. Cash balances should provide a reasonable reserve for emergencies and not be used to meet operation expenses.
  - b. On-going annual maintenance costs for streets, parks, etc. should be financed from recurring to operating revenues, rather than bonds.
  - c. Federal grants should not be used to finance operating costs.
4. An emergency reserve fund was established in 2006 with a balance of \$13,000,000. Each fiscal year the balance is recommended to be increased by 3% or an amount equal to the region's Consumer Price Index (CPI) which ever is greater.
5. The replacement of vehicles should follow a schedule based on years of use and actual operation and maintenance costs.
6. Before any new program, service, or building project (library, civic center, museum, park, etc.) is approved, a complete analysis of the full costs to build/repair/remodel and to operate shall be determined. Also, revenue sources to be relied upon shall be evaluated to determine if the project or service is affordable in future years. The ability of the project to survive a downturn in the economy should be assessed.
7. 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.
8. Use of any unobligated cash balance must have the approval of the City Council.
9. Changes of the appropriations within a fund may be administratively done by the City Manager except changes in capital expenditures in excess of \$25,000 which require City Council approval.
10. A budgetary control procedure shall be maintained to insure compliance with the budget and that expenses are charged to the appropriate accounts.
11. Any changes in the approved annual capital improvement fund shall be approved by the City Council.

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# CITY OF STILLWATER

Fiscal Year 2011  
Approved Budget

Appropriated Funds



# INTRODUCTION

Officials  
Organizational Chart  
Budget & Accounting Overview  
Fund Structure Charts  
Authorized Full Time Positions



# CITY OF STILLWATER

## CITY OFFICIALS

### Mayor and City Council

Nathan Bates, Mayor

Charles Hopkins, Vice Mayor

Darrell Dougherty, Councilor

Joe Weaver, Councilor

John Bartley, Councilor

### Administration

Dan Galloway, City Manager

Mary Rupp, Deputy City Manager

Marcy Alexander, Finance Director

Paula Dennison, Development Services Director

Ralph Kinder, Transportation Director

Robert Barker, Human Resources Director

Gary Johnson, Airport Director

Roy Lavicky, Information Technology Director

John McClenny, Parks and Recreation Director

Lynda Reynolds, Library Director

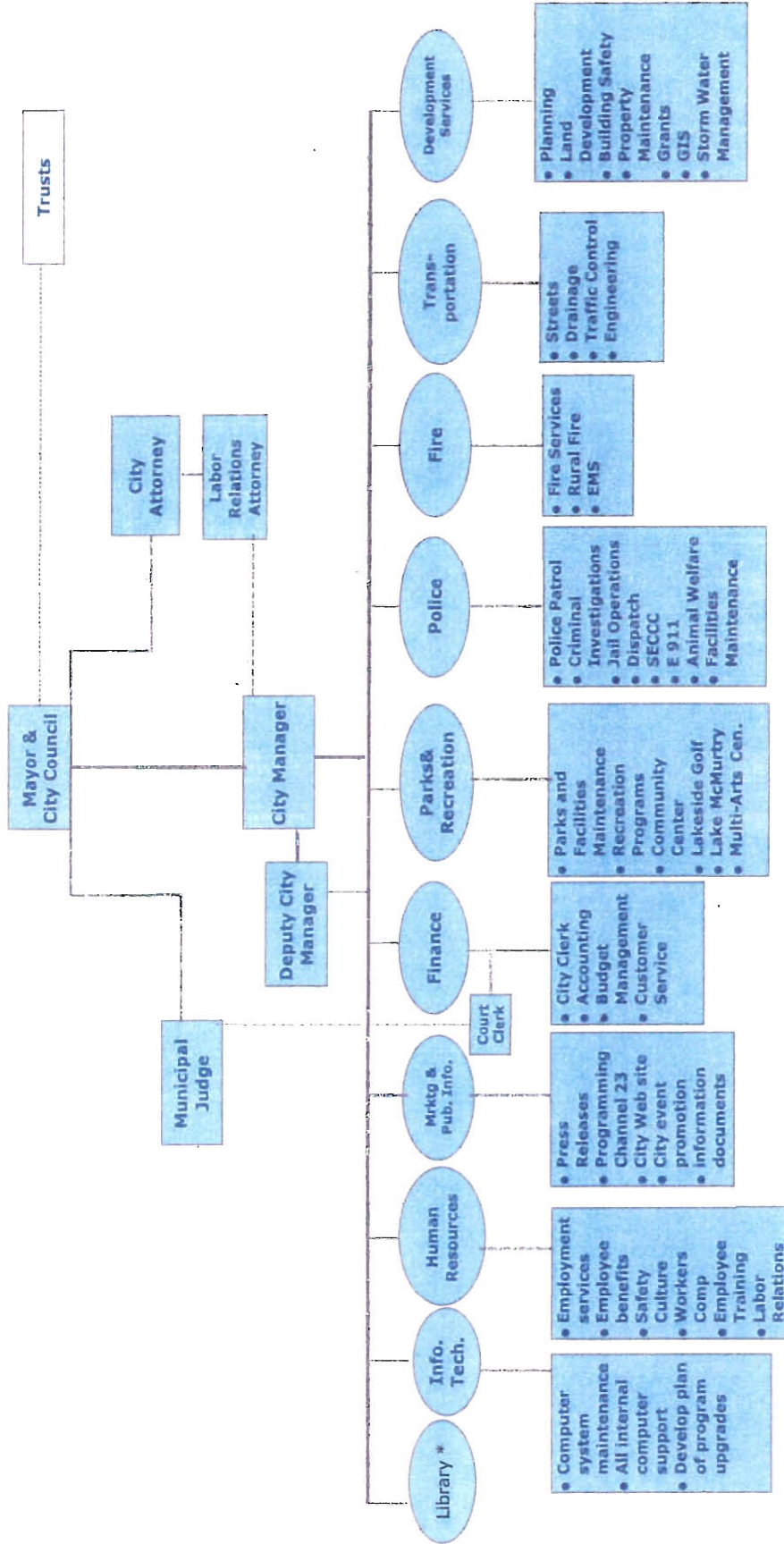
John Dorman, City Attorney

Norman McNickle, Police Chief

Marion Blackwell, Fire Chief

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# City of Stillwater 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.





**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Budget and Accounting Overview**

**FINANCIAL STRUCTURE**

The City of Stillwater, Oklahoma is a municipal corporation incorporated under a Municipal Charter pursuant to Article XVIII of the Constitution and laws of the State of Oklahoma. The City operates under the Council-Manager form of government and provides such services as are authorized by its Charter to promote the public health, safety and general welfare of the City and its citizens.

The City's major activities or functions include public safety (police and fire services), culture-recreation, golf, airport, libraries, public health, planning and zoning, streets, and general administrative services.

**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. The level of control or level at which expenditures may not legally exceed the budget is the Fund. Any change in the appropriation level of the Fund must be approved by the City Council. All appropriations lapse at year-end except appropriations for capital projects which are carried forward until such time as the project is complete.

**BASIS OF ACCOUNTING**

The modified accrual basis of accounting is followed in all governmental fund types, expendable trust funds and agency funds. Under this method, revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized when the obligation is incurred, with the exception of principal and interest on general long term debt which is recognized when due.

Those revenues susceptible to accrual are property taxes, sales taxes, other taxes, intergovernmental revenue, interest revenue and charges for services.

**BUDGETARY BASIS OF ACCOUNTING**

The City budget as adopted is substantially consistent with generally accepted accounting principles (GAAP) with major differences being (1) encumbrances are treated as expenditures in the year the commitment to purchase is incurred; (2) certain liabilities, such as vacation and sick pay, are not accrued at year end for budget purposes; (3) depreciation is not budgeted as an expenditure in budgetary accounting; and (4) 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 the appropriations less expenditures, less encumbrances.

**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Budget and Accounting Overview**

**Funds Appropriated by Requirement of the Budget Act**

The City of Stillwater prepares its budget based on the guidelines found in O.S. 11 Section 17-201 – 17-216 (“Municipal Budget Act”). The fund types that are legally required to be appropriated by this Act are listed below:

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

The following process is required to adopt the annual budget.

- ❖ Prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1.
- ❖ A public hearing shall be held no later than fifteen days (June 15) prior to July 1.
- ❖ Notice of the public hearing with the proposed budget summary shall be 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, City Council shall adopt the budget by resolution.
- ❖ The adopted budget shall be filed with the Office of State Auditor and Inspector within thirty days after the beginning of the fiscal year.

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

The City Council must adopt the budget before any encumbrance or expenditure is made in the new fiscal year.

Any single revision of a budgeted capital account exceeding twenty-five thousand dollars (\$25,000.00) shall be submitted to the City Council for approval. All transfers of appropriations between funds, fund decreases, and supplemental appropriations require both City Manager and City Council approval. Supplemental appropriations and fund decreases must also be filed with the Office of State Auditor and Inspector. The City Manager may transfer object categories within a fund without City Council approval.

The City operates 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 along with unreserved fund balance expected to be used during the coming year.

**CITY OF STILLWATER**  
**FISCAL YEAR 2011 ADOPTED BUDGET**  
**Budget and Accounting Overview**

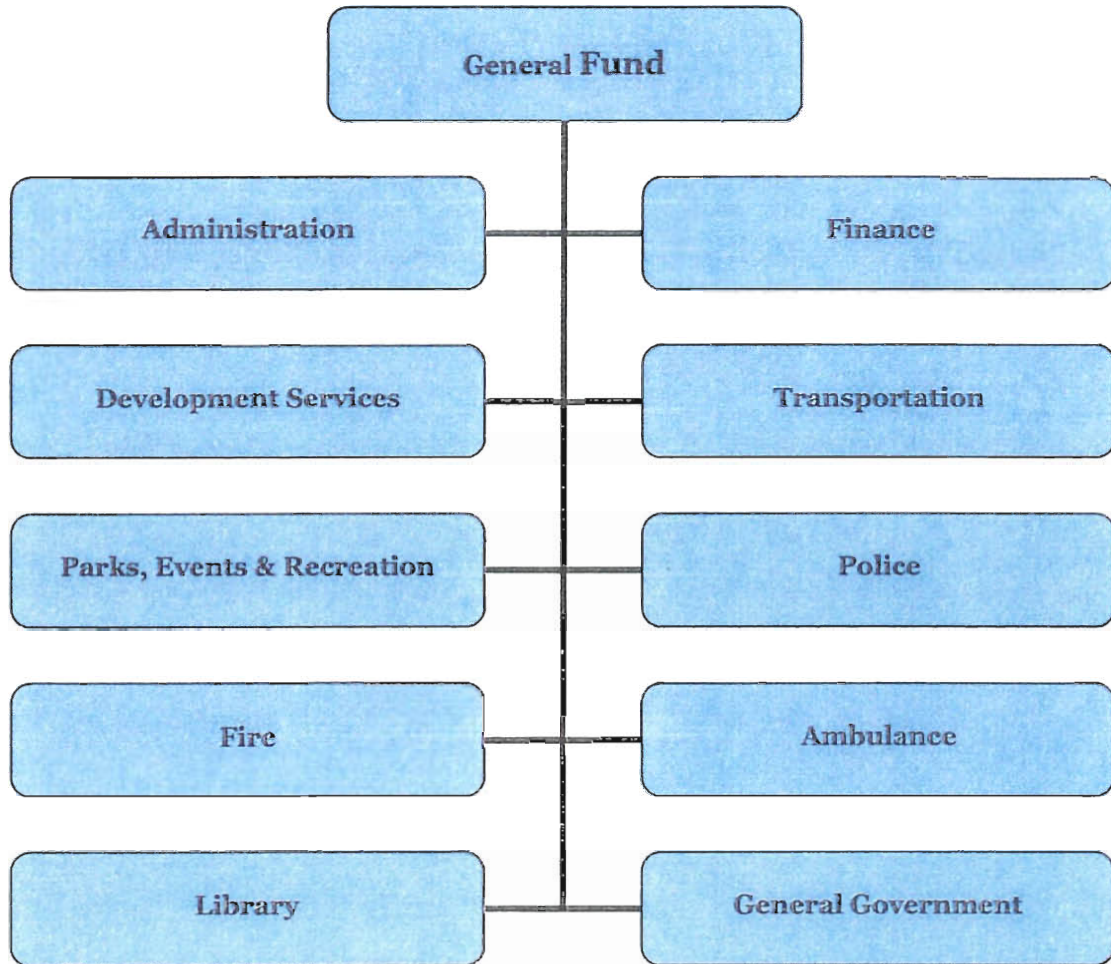
The Department Directors are asked to make revenue projections and estimates of current expenditures and requests for the ensuing budget year based on their justifications. The City Manager reviews the requests and may make adjustments based on historical information or if the original estimate is deemed to be unrealistic.

The City prepares its budget using the following steps:

1. The Department Directors prepare budget estimates and turn them into the Finance Director.
2. The Finance Director or designee reviews the requests.
3. The Department Directors meet with the City Manager to discuss the needs of their departments and to review their requests.
4. The City Council conducts a series of meetings that are open to the public to discuss the proposed budgets.
5. A proposed budget summary is published and a notice of a public hearing on the proposed budget is issued.
6. The public hearing is held.
7. The budget is adopted by resolution, and the final copy is filed with the Office of the State Auditor and the City Clerk's office.

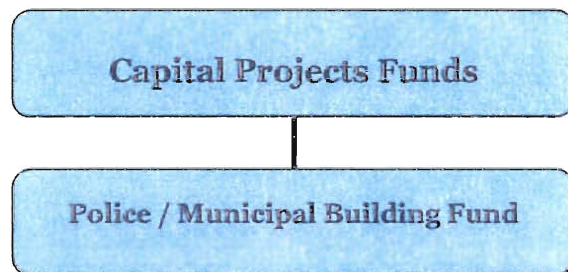
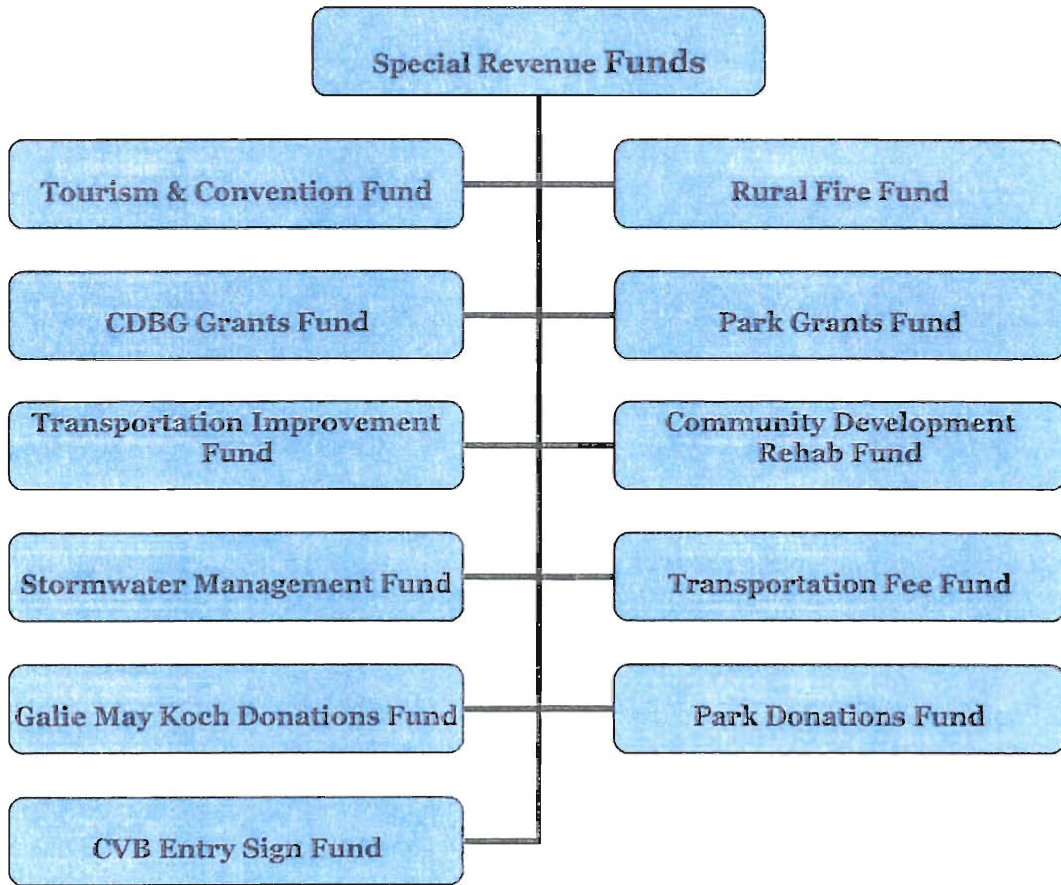
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CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Fund Structure Charts





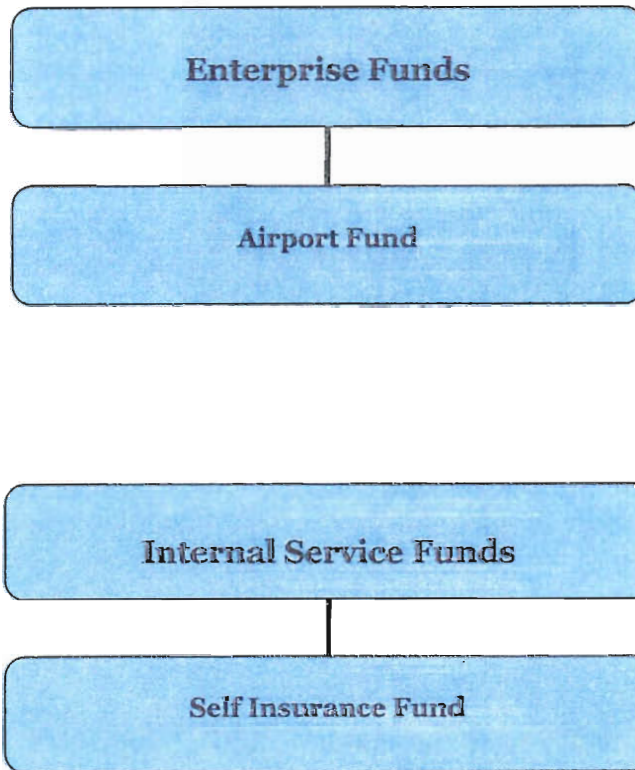
CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Fund Structure Charts  
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CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Fund Structure Charts  
(continued)





CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Authorized Full Time Positions

**Funded Positions**

<u>Department</u>	<u>FTE</u>
Administration	16.5
Finance	13
Development Services	17
Transportation	37
Parks and Recreation	50
Police	122
Fire	74
Library	17
General Government	5.5
Stormwater Management	4
Airport	5
<b>Total Funded Positions</b>	<b>361</b>

**Unfunded Positions**

<u>Department</u>	<u>FTE</u>
Administration	1
Development Services	3
Transportation	2
Parks and Recreation	4
Police	3
<b>Total Unfunded Positions</b>	<b>13</b>

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## **FINANCIAL SUMMARY**

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



CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Combined Appropriated Funds

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	CAPITAL PROJECT FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	TOTAL COMBINED FUNDS
<b>Revenues</b>							
Sales Tax	\$ 21,813,879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,813,879
Use Tax	800,000	-	-	-	-	-	800,000
Other Tax	2,099,800	530,000	1,321,410	-	-	-	3,951,210
Grants	51,250	-	-	-	3,135,000	-	3,186,250
Fines and Forfeits	810,500	-	-	-	-	-	810,500
Fees & Rentals	1,251,700	453,500	-	-	1,280,650	-	2,985,850
Ambulance	887,500	-	-	-	-	-	887,500
Interest	56,500	500	-	-	-	-	57,000
Licenses & Permits	186,500	-	-	-	-	-	186,500
Other	517,500	15,200	-	-	2,000	1,054,053	1,588,753
Transfers In	12,945,721	5,728,536	-	-	257,500	5,582,036	24,513,793
<b>Total Revenues</b>	<b>\$ 41,420,850</b>	<b>\$ 6,727,736</b>	<b>\$ 1,321,410</b>	<b>\$ -</b>	<b>\$ 4,675,150</b>	<b>\$ 6,636,089</b>	<b>\$ 60,781,235</b>
<b>Expenditures</b>							
Administration	\$ 1,414,186	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414,186
Self Insurance	-	-	-	-	-	6,358,984	6,358,984
Finance	566,860	-	-	-	-	-	566,860
Development Services	1,119,477	-	-	-	-	-	1,119,477
Transportation	2,487,358	1,013,281	-	-	-	-	3,500,639
Parks, Events & Recreation	4,064,377	556,200	-	-	-	-	4,620,577
Public Safety	15,392,952	117,992	-	-	-	-	15,510,944
Library	1,200,539	-	-	-	-	-	1,200,539
General Government	1,983,195	68,381	1,161,008	703,223	-	-	3,915,807
Stormwater	-	273,023	-	-	-	-	273,023
Airport	-	-	-	-	4,720,607	-	4,720,607
Transfers Out	13,191,906	1,634,658	160,402	-	59,186	277,105	15,323,257
<b>Total Expenditures</b>	<b>\$ 41,420,850</b>	<b>\$ 3,663,535</b>	<b>\$ 1,321,410</b>	<b>\$ 703,223</b>	<b>\$ 4,779,793</b>	<b>\$ 6,636,089</b>	<b>\$ 58,524,900</b>
Revenues over Expenditures	\$ -	\$ 3,064,201	\$ -	\$ (703,223)	\$ (104,643)	\$ -	\$ 2,256,335
Beginning Cash Balance 7/1	-	2,721,204	78,218	789,326	104,643	1,000,000	4,693,391
<b>Ending Cash Balance</b>	<b>\$ -</b>	<b>\$ 5,785,405</b>	<b>\$ 78,218</b>	<b>\$ 86,103</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 6,949,726</b>

**TRANSFERS DETAIL**

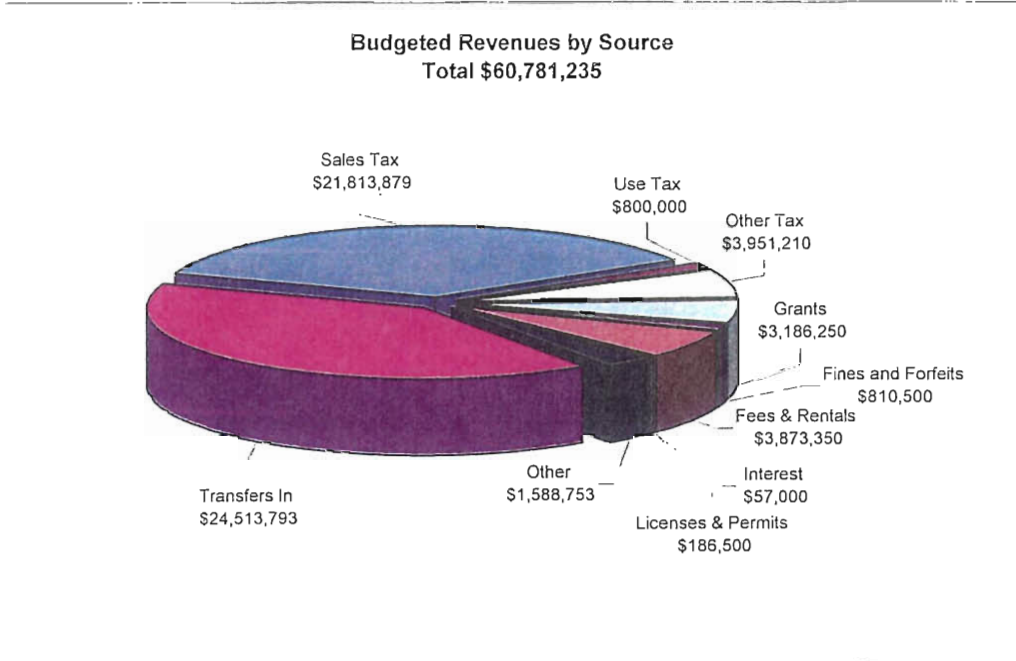
<b>Transfers In:</b>							
Self Insurance Fund	\$ 277,105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 277,105
SUA Utility Operating Fund	12,668,616	-	-	-	-	1,738,605	14,407,221
General Fund (1/2 penny sales tax)	-	3,120,411	-	-	-	-	3,120,411
SUA Trans Rev Note (note proceeds)	-	2,608,125	-	-	-	-	2,608,125
Debt Service Fund	-	-	-	-	-	160,402	160,402
General Fund	-	-	-	-	257,500	3,535,820	3,793,320
Storm Water Mgmt Fund	-	-	-	-	-	36,942	36,942
Transportation Fund	-	-	-	-	-	37,510	37,510
Airport Fund	-	-	-	-	-	59,186	59,186
SIRA	-	-	-	-	-	13,571	13,571
<b>Total Transfers In</b>	<b>\$ 12,945,721</b>	<b>\$ 5,728,536</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 257,500</b>	<b>\$ 5,582,036</b>	<b>\$ 24,513,793</b>
<b>Transfers Out:</b>							
Transportation Fund (1/2 penny sales tax)	\$ 3,120,411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,120,411
SUA Utility Oper Fund (penny sales tax)	6,240,822	-	-	-	-	-	6,240,822
Self Insurance Fund	3,535,820	74,452	160,402	-	59,186	-	3,829,860
Airport Fund	257,500	-	-	-	-	-	257,500
SIRA	37,353	-	-	-	-	-	37,353
General Fund	-	-	-	-	-	277,105	277,105
SUA Trans Rev Note (1/4 penny sales tax)	-	1,560,206	-	-	-	-	1,560,206
<b>Total Transfers Out</b>	<b>\$ 13,191,906</b>	<b>\$ 1,634,658</b>	<b>\$ 160,402</b>	<b>\$ -</b>	<b>\$ 59,186</b>	<b>\$ 277,105</b>	<b>\$ 15,323,257</b>

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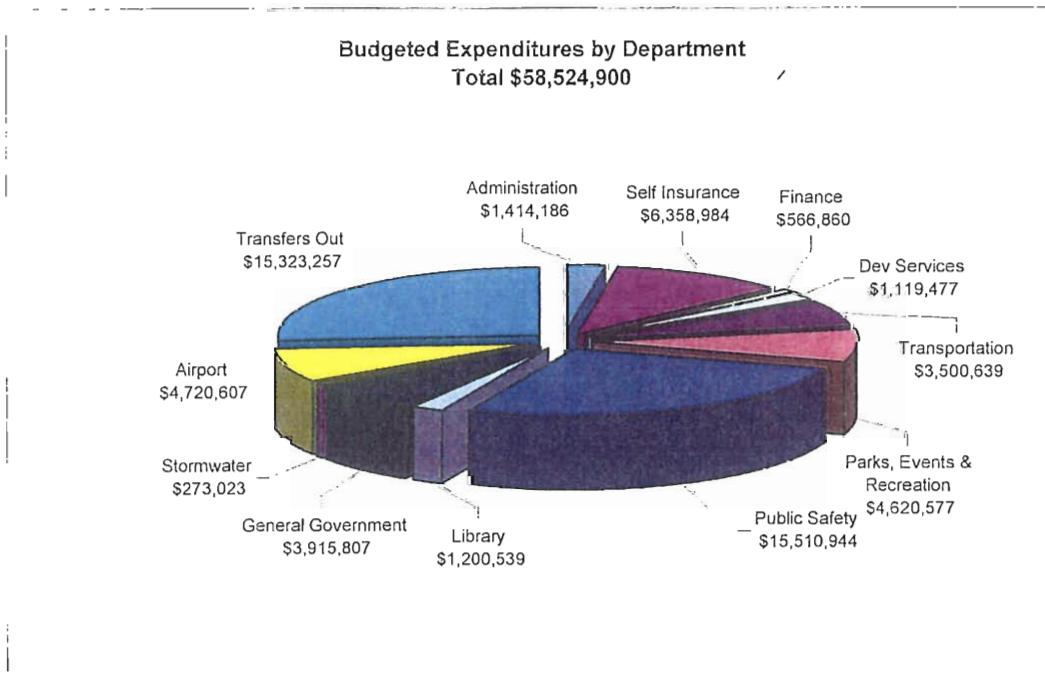


**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Combined Appropriated Funds  
Budgeted Revenues & Expenditures**

Fiscal year 2011 budgeted revenues for all appropriated funds total \$60,781,235 with total sales tax and transfers in representing 76.2% of overall total.



Fiscal year 2011 budgeted expenditures for all appropriated funds total \$58,524,900, with total Public Safety and transfers out representing 52.7% of overall total.





**CITY OF STILLWATER  
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, parks and recreational activity fees. Of the 3 1/2% sales tax received; 1 1/2% is transferred out to other funds. Expenditures include general administration, public safety, transportation, parks and recreation, library, and developmental services.



CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
General Fund

	FY2009	FY2010	FY2010	FY2011	CHANGE OVER FY2010	
	ACTUAL 6/30/2009	BUDGET (as amended)	ESTIMATE	ADOPTED	BUDGET (as amended) \$	%
<b>Revenues</b>						
Sales Tax	\$ 22,978,191	\$ 21,813,879	\$ 21,813,879	\$ 21,813,879	\$ -	0.0%
Use Tax	732,005	800,000	800,000	800,000	-	0.0%
Other Tax	2,206,710	2,076,800	2,076,800	2,099,800	23,000	1.1%
Grants	208,822	783,448	783,448	51,250	(732,198)	-93.5%
Fines and Forfeits	821,102	793,500	793,500	810,500	17,000	2.1%
Fees & Rentals	235,525	224,600	224,600	202,700	(21,900)	-9.8%
Parks & Recreational Activity Fees	608,324	1,068,394	1,068,394	1,049,000	(19,394)	-1.8%
Ambulance	857,504	887,500	887,500	887,500	-	0.0%
Interest	-	6,000	6,000	56,500	50,500	841.7%
Licenses & Permits	243,497	163,675	163,675	186,500	22,825	13.9%
Other	373,683	817,295	817,295	517,500	(299,795)	-36.7%
Lease Proceeds	-	440,236	440,236	-	(440,236)	-100.0%
Transfers In	15,585,331	16,336,635	15,819,877	12,945,721	(3,390,914)	-20.8%
<b>Total Revenues</b>	<b>\$ 44,850,694</b>	<b>\$ 46,211,962</b>	<b>\$ 45,695,204</b>	<b>\$ 41,420,850</b>	<b>\$ (4,791,112)</b>	<b>-10.4%</b>
<b>Expenditures</b>						
<b>Administration</b>						
Personal Services	\$ 1,534,615	\$ 894,259	\$ 889,409	\$ 806,473	\$ (87,786)	-9.8%
Materials & Supplies	94,757	75,695	75,437	81,050	5,355	7.1%
Other Services & Fees	590,461	402,623	374,821	526,663	124,040	30.8%
<b>Total Administration</b>	<b>\$ 2,219,833</b>	<b>\$ 1,372,577</b>	<b>\$ 1,339,667</b>	<b>\$ 1,414,186</b>	<b>\$ 41,609</b>	<b>3.0%</b>
<b>Finance</b>						
Personal Services	664,431	403,530	403,530	464,080	60,550	15.0%
Materials & Supplies	59,278	76,100	71,100	72,600	(3,500)	-4.6%
Other Services & Fees	143,431	176,057	166,057	30,180	(145,877)	-82.9%
Capital Outlay	-	-	-	-	-	-
<b>Total Finance</b>	<b>\$ 867,140</b>	<b>\$ 655,687</b>	<b>\$ 640,687</b>	<b>\$ 566,860</b>	<b>\$ (88,827)</b>	<b>-13.5%</b>
<b>Development Services</b>						
Personal Services	943,581	1,053,862	1,035,812	986,696	(67,166)	-6.4%
Materials & Supplies	24,041	22,326	23,626	19,500	(2,826)	-12.7%
Other Services & Fees	125,149	128,050	132,800	113,281	(14,769)	-11.5%
Capital Outlay	11,024	-	-	-	-	-
<b>Total Development Services</b>	<b>\$ 1,103,795</b>	<b>\$ 1,204,238</b>	<b>\$ 1,192,238</b>	<b>\$ 1,119,477</b>	<b>\$ (84,761)</b>	<b>-7.0%</b>
<b>Transportation</b>						
Personal Services	2,116,332	1,939,788	1,902,788	1,558,953	(380,835)	-19.6%
Materials & Supplies	1,472,482	661,545	662,045	606,000	(55,545)	-8.4%
Other Services & Fees	197,387	347,859	347,359	322,405	(25,454)	-7.3%
Capital Outlay	879,459	1,370,890	1,370,890	-	(1,370,890)	-100.0%
<b>Total Transportation</b>	<b>\$ 4,665,660</b>	<b>\$ 4,320,082</b>	<b>\$ 4,283,082</b>	<b>\$ 2,487,358</b>	<b>\$ (1,832,724)</b>	<b>-42.4%</b>
<b>Parks, Events &amp; Recreation</b>						
Personal Services	2,444,669	2,997,740	2,997,740	2,798,617	(199,123)	-6.6%
Materials & Supplies	468,465	823,611	823,611	722,033	(101,578)	-12.3%
Other Services & Fees	461,555	614,878	614,878	543,727	(71,151)	-11.6%
Capital Outlay	319,552	121,010	121,010	-	(121,010)	-100.0%
<b>Total Parks, Events &amp; Recreation</b>	<b>\$ 3,692,241</b>	<b>\$ 4,557,239</b>	<b>\$ 4,557,239</b>	<b>\$ 4,064,377</b>	<b>\$ (492,862)</b>	<b>-10.8%</b>
<b>Police</b>						
Personal Services	7,421,490	7,862,899	7,862,899	7,891,121	28,222	0.4%
Materials & Supplies	525,981	535,065	535,065	563,700	28,635	5.4%
Other Services & Fees	295,356	724,108	724,103	489,708	(234,400)	-32.4%
Capital Outlay	116,410	142,109	142,109	-	(142,109)	-100.0%
<b>Total Police</b>	<b>\$ 8,359,237</b>	<b>\$ 9,264,181</b>	<b>\$ 9,264,181</b>	<b>\$ 8,944,529</b>	<b>\$ (319,652)</b>	<b>-3.5%</b>
<b>Fire</b>						
Personal Services	5,461,347	5,886,518	5,855,518	5,625,148	(261,370)	-4.4%
Materials & Supplies	181,644	219,352	213,052	221,065	1,713	0.8%
Other Services & Fees	263,144	220,774	225,074	402,633	181,859	82.4%
Capital Outlay	21,741	1,183,474	1,183,474	-	(1,183,474)	-100.0%
<b>Total Fire</b>	<b>\$ 5,927,876</b>	<b>\$ 7,510,118</b>	<b>\$ 7,477,118</b>	<b>\$ 6,248,846</b>	<b>\$ (1,261,272)</b>	<b>-16.8%</b>
<b>Ambulance</b>						
Personal Services	28	800	800	-	(800)	-100.0%
Materials & Supplies	117,367	117,625	110,625	129,959	12,334	10.5%
Other Services & Fees	68,050	69,717	64,717	69,618	(99)	-0.1%
Capital Outlay	46,948	132,907	132,907	-	(132,907)	-100.0%
<b>Total Ambulance</b>	<b>\$ 232,393</b>	<b>\$ 321,049</b>	<b>\$ 309,049</b>	<b>\$ 199,577</b>	<b>\$ (121,472)</b>	<b>-37.8%</b>
<b>Library</b>						
Personal Services	851,335	854,789	847,289	871,904	17,115	2.0%
Materials & Supplies	153,436	143,725	136,557	156,187	12,462	8.7%
Other Services & Fees	218,508	217,784	207,452	172,448	(45,336)	-20.8%
Capital Outlay	-	-	-	-	-	-
<b>Total Library</b>	<b>\$ 1,223,279</b>	<b>\$ 1,216,298</b>	<b>\$ 1,191,298</b>	<b>\$ 1,200,539</b>	<b>\$ (15,759)</b>	<b>-1.3%</b>

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
General Fund

	FY2009 ACTUAL 6/30/2009	FY2010 BUDGET (as amended)	FY2010 ESTIMATE	FY2011 ADOPTED	CHANGE OVER FY2010 BUDGET (as amended)	
					\$	%
General Government						
Personal Services	629,191	379,938	379,938	428,267	48,329	12.7%
Materials & Supplies	65,002	69,218	69,218	73,150	3,932	5.7%
Other Services & Fees	1,199,022	1,564,041	1,336,492	1,481,778	(82,263)	-5.3%
Capital Outlay	157,314	10,000	10,000	-	(10,000)	-100.0%
<b>Total General Government</b>	<b>\$ 2,050,529</b>	<b>\$ 2,023,197</b>	<b>\$ 1,795,648</b>	<b>\$ 1,983,195</b>	<b>\$ (40,002)</b>	<b>-2.0%</b>
<b>Transfers Out</b>	<b>\$ 14,508,712</b>	<b>\$ 13,699,731</b>	<b>\$ 13,699,731</b>	<b>\$ 13,191,906</b>	<b>(507,825)</b>	<b>-3.7%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 44,850,694</b>	<b>\$ 46,144,397</b>	<b>\$ 45,749,938</b>	<b>\$ 41,420,850</b>	<b>\$ (4,723,547)</b>	<b>-10.2%</b>
Total Personal Services	22,067,018	22,274,123	22,175,723	21,431,259	(842,864)	-3.8%
Total Materials & Supplies	3,160,453	2,744,262	2,720,336	2,645,244	(99,018)	-3.6%
Total Other Services & Fees	3,562,064	4,465,891	4,193,758	4,152,441	(313,450)	-7.0%
<b>Total Operating Expenditures</b>	<b>28,789,535</b>	<b>29,484,276</b>	<b>29,089,817</b>	<b>28,228,944</b>	<b>(1,255,332)</b>	<b>-4.3%</b>
Total Capital Outlay	1,552,447	2,960,390	2,960,390	-	(2,960,390)	-100.0%
Transfer Out	14,508,712	13,699,731	13,699,731	13,191,906	(507,825)	-3.7%
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 44,850,694</b>	<b>\$ 46,144,397</b>	<b>\$ 45,749,938</b>	<b>\$ 41,420,850</b>	<b>\$ (4,723,547)</b>	<b>-10.2%</b>
Revenues over Exp/Trans	(0)	67,565	(54,734)	-	(67,565)	-100.0%
Beginning Cash Balance 7/1	-	54,734	54,734	-	(54,734)	-100.0%
<b>Ending Cash Balance</b>	<b>\$ (0)</b>	<b>\$ 122,299</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (122,299)</b>	<b>-100.0%</b>

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
General Fund Revenues

	FY2009 ACTUAL 6/30/2009	Total	FY2010 PROJECTED (as amended)	Total	FY2011 BUDGET ADOPTED	Total
<b>Sales tax</b>	22,978,191	\$ 22,978,191	21,813,879	\$ 21,813,879	21,813,879	\$ 21,813,879
<b>Use Tax</b>	732,005	\$ 732,005	800,000	\$ 800,000	800,000	\$ 800,000
<b>Other Tax</b>						
Cigarette tax	315,878		300,000		300,000	
Int on sales tax	34,926		29,000		29,000	
Franchise Tax Telephone	75,709		76,000		65,000	
Franchise Tax ONG	381,025		300,000		335,000	
Franchise Tax CATV	474,921		455,000		455,000	
Alcoholic Beverage Tax	118,410		100,000		110,000	
Franchise Tax OG&E	190,143		180,000		165,000	
Initial Network Fee - Fiber	188,515		195,000		195,000	
CREC Service Agreement Payme	71,740		76,000		80,000	
State Gasoline Tax	88,371		80,800		80,800	
State Auto Tag Tax	267,073	\$ 2,206,710	285,000	\$ 2,076,800	285,000	\$ 2,099,800
<b>Grants</b>						
Parks Federal Grants	-		-		-	
Parks State Grants	-		-		-	
Comm Cntr State Grants	13,476		12,100		10,000	
Comm Cntr Local Grants	6,500		3,000		6,250	
Comm Cntr Local Grants	-		-		-	
Library Grants	34,387		33,900		25,000	
Police Federal Grants	-		-		-	
Police State Grants	80,459		232,319		-	
SECCC Federal Grants	74,000		10,000		10,000	
Fire Federal Grants	-	\$ 208,822	492,129	\$ 783,448	-	\$ 51,250
<b>Fines and Forfeits</b>						
Court	744,883		715,500		737,500	
Library	47,498		48,000		48,000	
PD training surcharge	23,726		25,000		25,000	
Fire training surcharge	4,995	\$ 821,102	5,000	\$ 793,500	-	\$ 810,500
<b>Fees &amp; Rentals</b>						
Return Check Fees	1,300		1,000		1,000	
Hotel/Motel Adm Fees	4,425		5,300		5,300	
Bail bond assessment	3,796		4,500		4,500	
Collection Inc	1,705		1,500		1,500	
Blue Print/Copying Fees	969		1,000		500	
Filing Fees	-		-		-	
Filing Fees	19,549		10,000		10,000	
Mowing Fees	15,668		8,000		6,500	
Mowing Fees	-		-		-	
Police Other Fees	5,520		4,100		4,100	
Police Prisoner Fees	-		20,000		20,000	
Animal Shelter Fees	16,200		12,500		12,500	
Animal Shelter Other Fees	1,334		300		300	
Royalties	10,604		40,000		35,000	
Royalties	40,221		5,000		5,000	
Library Space	23,433		17,000		17,000	
Library Other Fees	8,873		10,500		10,500	
E-911 Fees	81,928	\$ 235,525	83,900	\$ 224,600	69,000	\$ 202,700

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
General Fund Revenues

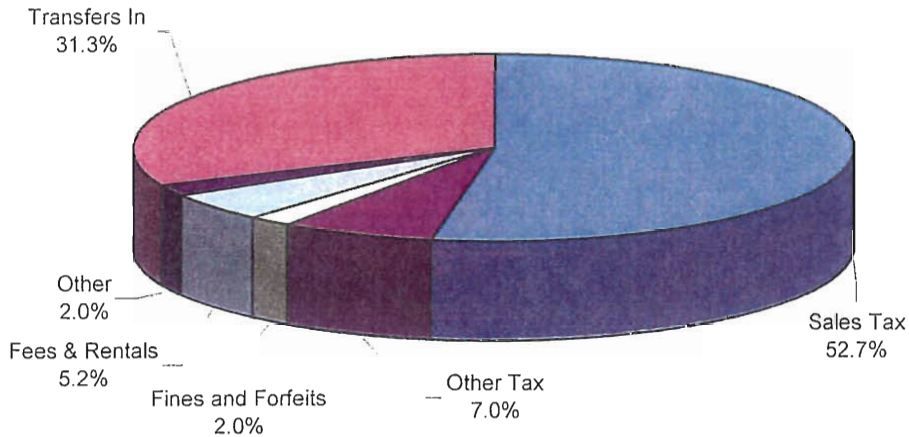
	FY2009 ACTUAL 6/30/2009	Total	FY2010 PROJECTED (as amended)	Total	FY2011 BUDGET ADOPTED	Total
<b>Parks &amp; Recreational Activity Fees</b>						
Recreation Program Fees	208,995		195,000		195,000	
Motorcycle Fees	26,680		19,000		19,000	
Lake McMurty Fees	86,838		100,000		100,000	
Non-Resident Membership Fees	5,510		3,000		3,000	
Tournament Fees	49,628		-		-	
Multi Arts Class Fees	80,989		63,345		65,000	
Gallery Sales	27,316		27,000		28,000	
Mini Bus Fees	5,434		3,000		-	
Admission Fees	26,421		31,300		13,700	
Parks Facility rental	18,582		11,800		11,800	
Comm Cntr Rentals	71,931		86,649		85,200	
Golf Annual Passes/Storage	-		116,300		116,300	
Golf Daily Green Fees	-		230,000		230,000	
Golf Cart Rental/Trail Fees	-		150,000		150,000	
Golf Locker Fees	-		-		-	
Golf Range Fees	-	\$ 608,324	32,000	\$ 1,068,394	32,000	\$ 1,049,000
<b>Ambulance</b>						
Collection Bureau	7,265		7,500		7,500	
Ambulance Fees	850,239	\$ 857,504	880,000	\$ 887,500	880,000	\$ 887,500
<b>Interest Earned</b>						
Interest on NOW	-		4,000		-	
Interest on NOW	-		-		-	
Interest - Money Markets	-		2,000		2,500	
Interest on Treasuries	-		-		30,000	
Interest on CD's	-	\$ -	-	\$ 6,000	24,000	\$ 56,500
<b>Licenses &amp; Permits</b>						
Accounting Licenses	53,352		42,825		57,200	
Development Services Permits	181,238		113,250		121,700	
Burglar/Fire Alarm Permits	7,957		7,000		7,000	
Burn Permits	950	\$ 243,497	600	\$ 163,675	600	\$ 186,500
<b>Other</b>						
Donations/Misc	35,850		37,795		29,100	
Comm Center Donations	1,710		1,200		1,200	
Golf Sales	-		159,000		159,000	
Parks Concessions	71,514		67,500		50,500	
Reimb for Costs	100		-		-	
Misc Street Repairs	80,694		70,000		-	
Miscellaneous	183,815	\$ 373,683	481,800	\$ 817,295	277,700	\$ 517,500
Lease Proceeds	-	\$ -	440,236	\$ 440,236	-	\$ -
<b>Total Revenues</b>		<b>\$ 29,265,363</b>		<b>\$ 29,875,327</b>		<b>\$ 28,475,129</b>
Transfers In	15,585,331	\$ 15,585,331	15,819,877	\$ 15,819,877	12,945,721	\$ 12,945,721
<b>Total Revenues &amp; Tranfers</b>		<b>\$ 44,850,694</b>		<b>\$ 45,695,204</b>		<b>\$ 41,420,850</b>



**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
General Fund  
Budgeted Revenues and Expenditures**

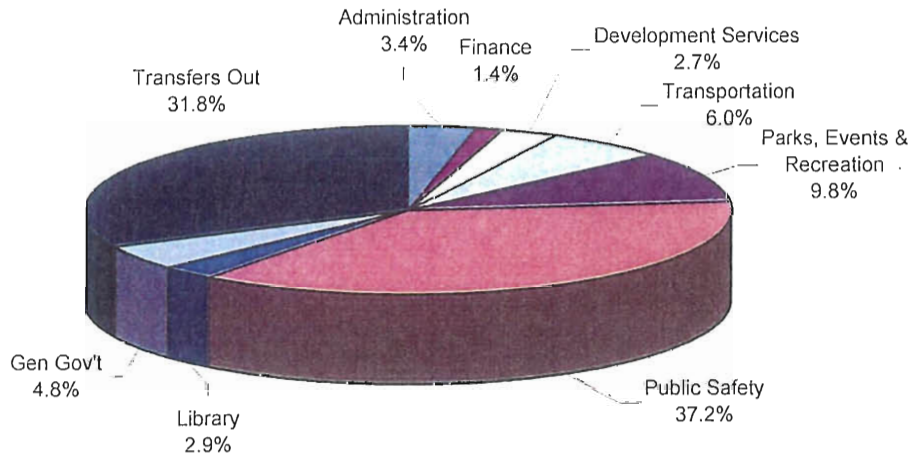
Fiscal year 2011 budgeted revenues for the General Fund total \$41,420,850, including \$12,945,721 transfers in. Sales tax represents 52.7% of total revenues at \$21,813,879.

**Budgeted Revenues by Source**



Fiscal year 2011 budgeted expenditures for the General Fund total \$41,420,850, including \$13,191,906 transfers out. Of that \$13,191,906 transfer, \$9,361,233 represents the 1 1/2% sales tax dedicated to SUA and street improvements.

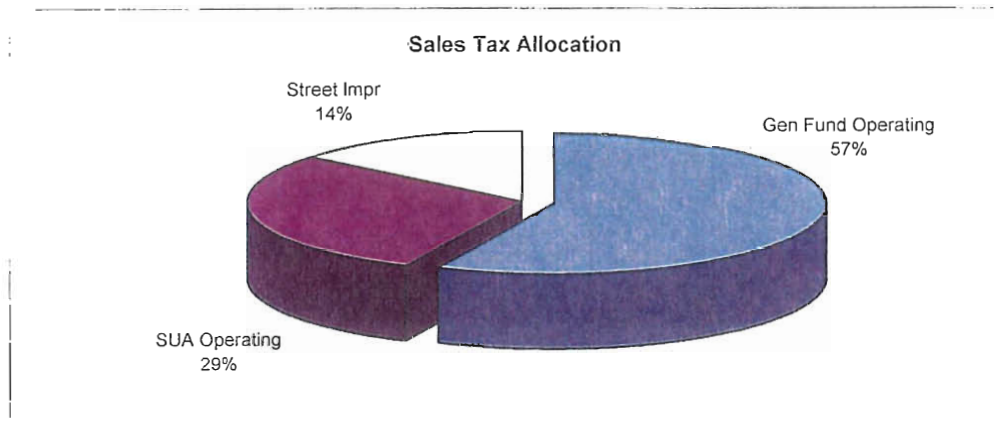
**Budgeted Expenditures by Department**





**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
City Sales Tax Revenue**

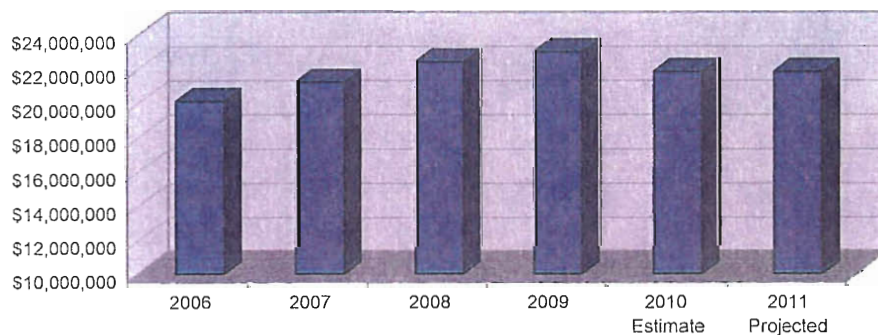
The 3 1/2 % sales tax has been and continues to be the City's largest source of recurring revenue. Sales tax revenue projections are prepared using trend analysis. With the downturn in the economy and the uncertainty of the effects the downturn will have on Stillwater, fiscal year 2011 sales tax is budgeted with zero growth over the fiscal year 2010 estimate. Of the total 3 1/2% sales tax collected, one percent (1%) is transferred to the Stillwater Utilities Authority and one half percent (1/2%) is transferred to the Transportation Fund.



**Sales Tax Trend**

Fiscal Year Ending 6/30	Amount
2006	\$ 20,100,551
2007	\$ 21,203,119
2008	\$ 22,402,686
2009	\$ 22,978,191
2010 Estimate	\$ 21,813,879
2011 Projected	\$ 21,813,879

**Sales Tax 6 Year Trend**





**CITY OF STILLWATER  
FUND DESCRIPTION  
SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for certain purposes.

- **TOURISM AND CONVENTION FUND** – budgets and accounts for hotel/motel tax. The city contracts with the Stillwater Chamber of Commerce to use these funds for the Stillwater Convention and Visitors Bureau.
- **RURAL FIRE FUND** – budgets and accounts for rural fire subscription fees and expenditures related to fire protection.
- **CDBG GRANTS FUND** – budgets and accounts for grant revenues and expenditures under the Federal Community Development Block Grant Entitlements Program for community development.
- **PARK GRANTS FUND** – budgets and accounts for grant revenues and expenditures related to parks and recreation improvements.
- **TRANSPORTATION IMPROVEMENT FUND** – budgets and accounts for street improvements or debt payments funded by the related half penny sales tax.
- **COMMUNITY DEVELOPMENT REHAB FUND** – budgets and accounts for grant and loan revenues and expenditures related to community and economic development activities.
- **STORMWATER MANAGEMENT FUND** – budgets and accounts for stormwater fees and expenditures related to the maintenance and improvements of stormwater drainage system.
- **TRANSPORTATION FEE FUND** – budgets and accounts for transportation fees and expenditures related to enhancements to the city’s transportation system.
- **LIBRARY MATERIALS ENHANCE FUND** – budgets and accounts for expenditures pertaining to Library.
- **PARK DONATIONS FUND** - budgets and accounts for donations and expenditures pertaining to park improvements
- **GALIE MAY KOCH DONATION FUND** – budgets and accounts for specific revenues and expenditures pertaining to a donation to the police department.
- **CVB ENTRYWAY SIGN FUND** – budgets and accounts for revenues and expenditures related to a donation from the Stillwater Chamber of Commerce for signage.



CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Special Revenue Funds

	FY2009	FY2010	FY2010	FY2011	CHANGE OVER FY2010	
	ACTUAL 6/30/2009	BUDGET (as amended)	ESTIMATE	ADOPTED	BUDGET (as amended) \$	%
<b>TOURISM &amp; CONVENTION FUND</b>						
<b>Revenues</b>						
Hotel/Motel Taxes	\$ 435,785	\$ 530,000	\$ 530,000	\$ 530,000	-	0.0%
<b>Total Revenues</b>	<b>\$ 435,785</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ 530,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Other Services & Fees	\$ 442,451	\$ 530,000	\$ 536,484	\$ 530,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 442,451</b>	<b>\$ 530,000</b>	<b>\$ 536,484</b>	<b>\$ 530,000</b>	<b>\$ -</b>	<b>0.0%</b>
Revenues over Expenditures	(6,666)	-	(6,484)	-	-	0.0%
Beginning Cash Balance 7/1	13,150	6,484	6,484	-	(6,484)	-100.0%
<b>Ending Cash Balance</b>	<b>\$ 6,484</b>	<b>\$ 6,484</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,484)</b>	<b>-100.0%</b>
<b>RURAL FIRE FUND</b>						
<b>Revenues</b>						
Fees	\$ 122,363	\$ 135,000	\$ 135,000	\$ 135,000	\$ -	0.0%
Interest Earnings	-	-	-	-	-	0.0%
Other	500	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 122,863</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ 135,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Personal Services	\$ 21,650	\$ 23,090	\$ 23,090	\$ 21,790	\$ (1,300)	-5.6%
Materials & Supplies	73,722	76,825	76,825	75,002	(1,823)	-2.4%
Other Services & Fees	13,188	21,736	21,736	21,200	(536)	-2.5%
Capital Outlay	12,245	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 120,805</b>	<b>\$ 121,651</b>	<b>\$ 121,651</b>	<b>\$ 117,992</b>	<b>\$ (3,659)</b>	<b>-3.0%</b>
Revenues over Expenditures	2,058	13,349	13,349	17,008	3,659	27.4%
Beginning Cash Balance 7/1	217,419	219,477	219,477	232,826	13,349	6.1%
<b>Ending Cash Balance</b>	<b>\$ 219,477</b>	<b>\$ 232,826</b>	<b>\$ 232,826</b>	<b>\$ 249,834</b>	<b>\$ 17,008</b>	<b>7.3%</b>
<b>CDBG GRANTS FUND</b>						
<b>Revenues</b>						
Grants	\$ 206,731	\$ 557,760	\$ 609,471	\$ -	\$ (557,760)	-100.0%
Interest Earnings	-	-	-	-	-	0.0%
Other	15,400	15,000	15,000	-	(15,000)	-100.0%
Transfers In	280,000	396,272	396,272	-	(396,272)	-100.0%
<b>Total Revenues</b>	<b>\$ 502,131</b>	<b>\$ 969,032</b>	<b>\$ 1,020,743</b>	<b>\$ -</b>	<b>\$ (969,032)</b>	<b>-100.0%</b>
<b>Expenditures</b>						
Capital Outlay	\$ 497,611	\$ 1,028,335	\$ 1,028,595	\$ -	\$ (1,028,335)	-100.0%
<b>Total Expenditures</b>	<b>\$ 497,611</b>	<b>\$ 1,028,335</b>	<b>\$ 1,028,595</b>	<b>\$ -</b>	<b>\$ (1,028,335)</b>	<b>-100.0%</b>
Revenues over Expenditures	4,520	(59,303)	(7,852)	-	59,303	-100.0%
Beginning Cash Balance 7/1	3,332	7,852	7,852	-	(7,852)	-100.0%
<b>Ending Cash Balance</b>	<b>\$ 7,852</b>	<b>\$ (51,451)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,451</b>	<b>-100.0%</b>
<b>PARK GRANTS FUND</b>						
<b>Revenues</b>						
Grants	\$ -	\$ 521,344	\$ 521,344	\$ -	\$ (521,344)	-100.0%
Other	-	-	-	-	-	0.0%
Transfers In	-	37,473	37,473	-	(37,473)	-100.0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 558,817</b>	<b>\$ 558,817</b>	<b>\$ -</b>	<b>\$ (558,817)</b>	<b>-100.0%</b>
<b>Expenditures</b>						
Capital Outlay	-	559,856	559,856	-	(559,856)	-100.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 559,856</b>	<b>\$ 559,856</b>	<b>\$ -</b>	<b>\$ (559,856)</b>	<b>-100.0%</b>
Revenues over Expenditures	-	(1,039)	(1,039)	-	1,039	-100.0%
Beginning Cash Balance 7/1	1,039	1,039	1,039	-	(1,039)	-100.0%
<b>Ending Cash Balance</b>	<b>\$ 1,039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Special Revenue Funds

	FY2009	FY2010	FY2010	FY2011	CHANGE OVER FY2010	
	ACTUAL 6/30/2009	BUDGET (as amended)	ESTIMATE	ADOPTED	BUDGET (as amended) \$	%
<b>TRANSPORTATION IMPROVEMENT FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$ 18,348	\$ -	\$ -	\$ -	\$ -	0.0%
Other	78,100	10,000	10,000	-	(10,000)	-100.0%
Transfers In	5,077,987	4,745,619	4,745,619	5,728,536	982,917	20.7%
<b>Total Revenues</b>	<b>\$ 5,174,435</b>	<b>\$ 4,755,619</b>	<b>\$ 4,755,619</b>	<b>\$ 5,728,536</b>	<b>\$ 972,917</b>	<b>20.5%</b>
<b>Expenditures</b>						
Personal Services	\$ 262,188	\$ 335,679	\$ 335,679	\$ 217,481	\$ (118,198)	0.0%
Materials & Supplies	24,340	31,015	31,015	43,800	12,785	41.2%
Other Services & Fees	-	12,371	12,371	2,000	(10,371)	-83.8%
Capital Outlay	5,553,190	9,776,451	9,776,451	-	(9,776,451)	-100.0%
Transfers Out	1,687,141	1,670,838	1,670,838	1,597,716	(73,122)	-4.4%
<b>Total Expenditures</b>	<b>\$ 7,526,859</b>	<b>\$ 11,826,354</b>	<b>\$ 11,826,354</b>	<b>\$ 1,860,997</b>	<b>\$ (9,965,357)</b>	<b>-84.3%</b>
Revenues over Expenditures	(2,352,424)	(7,070,735)	(7,070,735)	3,867,539	10,938,274	-154.7%
Beginning Cash Balance 7/1	10,015,505	7,663,081	7,663,081	592,346	(7,070,735)	-92.3%
<b>Ending Cash Balance</b>	<b>\$ 7,663,081</b>	<b>\$ 592,346</b>	<b>\$ 592,346</b>	<b>\$ 4,459,885</b>	<b>\$ 3,867,539</b>	<b>652.9%</b>
<b>COMMUNITY DEVELOP REHAB FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Loan Revenues	8,076	6,600	6,600	-	(6,600)	-100.0%
Transfers In	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 8,076</b>	<b>\$ 6,600</b>	<b>\$ 6,600</b>	<b>\$ -</b>	<b>\$ (6,600)</b>	<b>-100.0%</b>
<b>Expenditures</b>						
Other Services & Fees	\$ -	\$ 6,600	\$ 6,600	\$ -	\$ (6,600)	-100.0%
Transfers Out	-	72,958	72,958	-	(72,958)	-100.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 79,558</b>	<b>\$ 79,558</b>	<b>\$ -</b>	<b>\$ (79,558)</b>	<b>-100.0%</b>
Revenues over Expenditures	8,076	(72,958)	(72,958)	-	72,958	-100.0%
Beginning Cash Balance 7/1	64,882	72,958	72,958	-	(72,958)	-100.0%
<b>Ending Cash Balance</b>	<b>\$ 72,958</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>STORMWATER MANAGEMENT FUND</b>						
<b>Revenues</b>						
Fees	\$ 273,517	\$ 256,000	\$ 256,000	\$ 256,000	\$ -	0.0%
Interest Earnings	-	-	-	-	-	0.0%
Other	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 273,517</b>	<b>\$ 256,000</b>	<b>\$ 256,000</b>	<b>\$ 256,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Personal Services	\$ 180,884	\$ 159,415	\$ 159,415	\$ 172,979	\$ 13,564	8.5%
Materials & Supplies	53,600	45,799	45,799	45,944	145	0.3%
Other Services & Fees	58,880	92,100	92,100	54,100	(38,000)	-41.3%
Capital Outlay	-	-	-	-	-	0.0%
Transfers Out	28,524	42,294	42,294	36,942	(5,352)	-12.7%
<b>Total Expenditures</b>	<b>\$ 321,888</b>	<b>\$ 339,608</b>	<b>\$ 339,608</b>	<b>\$ 309,965</b>	<b>\$ (29,643)</b>	<b>-8.7%</b>
Revenues over Expenditures	(48,371)	(83,608)	(83,608)	(53,965)	29,643	-35.5%
Beginning Cash Balance 7/1	728,090	679,719	679,719	596,111	(83,608)	-12.3%
<b>Ending Cash Balance</b>	<b>\$ 679,719</b>	<b>\$ 596,111</b>	<b>\$ 596,111</b>	<b>\$ 542,146</b>	<b>\$ (53,965)</b>	<b>-9.1%</b>
<b>TRANSPORTATION FEE FUND</b>						
<b>Revenues</b>						
Fees	\$ 117,355	\$ 125,000	\$ 62,500	\$ 62,500	\$ (62,500)	-50.0%
Interest Earnings	-	-	-	-	-	0.0%
Other	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 117,355</b>	<b>\$ 125,000</b>	<b>\$ 62,500</b>	<b>\$ 62,500</b>	<b>\$ (62,500)</b>	<b>-50.0%</b>
<b>Expenditures</b>						
Other Services & Fees	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	0.0%
Capital Outlay	125,000	350,000	-	450,000	100,000	28.6%
Transfers Out	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 125,000</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 100,000</b>	<b>15.4%</b>
Revenues over Expenditures	(7,645)	(525,000)	62,500	(687,500)	(162,500)	31.0%
Beginning Cash Balance 7/1	772,868	765,223	765,223	827,723	62,500	8.2%
<b>Ending Cash Balance</b>	<b>\$ 765,223</b>	<b>\$ 240,223</b>	<b>\$ 827,723</b>	<b>\$ 140,223</b>	<b>\$ (100,000)</b>	<b>-41.6%</b>



CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Special Revenue Funds

	FY2009 ACTUAL 6/30/2009	FY2010 BUDGET (as amended)	FY2010 ESTIMATE	FY2011 ADOPTED	CHANGE OVER FY2010 BUDGET (as amended)	
					\$	%
<b>LIBRARY MATERIALS ENHANCE FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$ 782	\$ -	\$ -	\$ -	\$ -	0.0%
Other	-	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 782</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials & Supplies	\$ -	\$ 114	\$ 113	\$ -	\$ (114)	-100.0%
Capital Outlay	133,180	12,187	12,611	-	(12,187)	-100.0%
Transfers Out	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 133,180</b>	<b>\$ 12,301</b>	<b>\$ 12,724</b>	<b>\$ -</b>	<b>\$ (12,301)</b>	<b>-100.0%</b>
Revenues over Expenditures	(132,398)	(12,301)	(12,724)	-	12,301	-100.0%
Beginning Cash Balance 7/1	145,122	12,724	12,724	-	(12,724)	-100.0%
<b>Ending Cash Balance</b>	<b>\$ 12,724</b>	<b>\$ 423</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (423)</b>	<b>-100.0%</b>

<b>PARK DONATIONS FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$ 3,686	\$ -	\$ -	\$ -	\$ -	0.0%
Fees	6,408	4,600	4,600	4,600	-	0.0%
Donations	11,605	10,600	10,600	10,600	-	0.0%
<b>Total Revenues</b>	<b>\$ 21,699</b>	<b>\$ 15,200</b>	<b>\$ 15,200</b>	<b>\$ 15,200</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials & Supplies	\$ 4,129	\$ 7,800	\$ 7,800	\$ 17,200	\$ 9,400	0.0%
Other Services & Fees	11,962	14,000	14,000	9,000	(5,000)	-35.7%
Transfers Out	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 16,091</b>	<b>\$ 21,800</b>	<b>\$ 21,800</b>	<b>\$ 26,200</b>	<b>\$ 4,400</b>	<b>20.2%</b>
Revenues over Expenditures	5,608	(6,600)	(6,600)	(11,000)	(4,400)	66.7%
Beginning Cash Balance 7/1	105,084	110,692	110,692	104,092	(6,600)	-6.0%
<b>Ending Cash Balance</b>	<b>\$ 110,692</b>	<b>\$ 104,092</b>	<b>\$ 104,092</b>	<b>\$ 93,092</b>	<b>\$ (11,000)</b>	<b>-10.6%</b>

<b>GALIE MAY KOCH DONATION FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$ 679	\$ 500	\$ 500	\$ 500	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 679</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Capital Outlay	\$ 12,631	\$ 70,125	\$ 1,400	\$ 68,381	\$ (1,744)	-2.5%
<b>Total Expenditures</b>	<b>\$ 12,631</b>	<b>\$ 70,125</b>	<b>\$ 1,400</b>	<b>\$ 68,381</b>	<b>\$ (1,744)</b>	<b>-2.5%</b>
Revenues over Expenditures	(11,952)	(69,625)	(900)	(67,881)	1,744	-2.5%
Beginning Cash Balance 7/1	80,733	68,781	68,781	67,881	(900)	-1.3%
<b>Ending Cash Balance</b>	<b>\$ 68,781</b>	<b>\$ (844)</b>	<b>\$ 67,881</b>	<b>\$ -</b>	<b>\$ 844</b>	<b>-100.0%</b>

<b>CVB ENTRYWAY SIGN FUND</b>						
<b>Revenues</b>						
Interest Earnings	\$ 224	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 224</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenditures</b>						
Materials & Supplies	\$ -	\$ 22,681	\$ 22,681	\$ -	\$ (22,681)	-100.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 22,681</b>	<b>\$ 22,681</b>	<b>\$ -</b>	<b>\$ (22,681)</b>	<b>-100.0%</b>
Revenues over Expenditures	224	(22,681)	(22,681)	-	22,681	-100.0%
Beginning Cash Balance 7/1	22,682	22,906	22,906	225	(22,681)	-99.0%
<b>Ending Cash Balance</b>	<b>\$ 22,906</b>	<b>\$ 225</b>	<b>\$ 225</b>	<b>\$ 225</b>	<b>\$ -</b>	<b>0.0%</b>

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**CITY OF STILLWATER  
FUND DESCRIPTION  
DEBT SERVICE FUNDS**

Debt Service Funds are used to account for the acquisition of resources and payment of principal and interest on general long-term debt.

- **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 2011 ADOPTED BUDGET  
Debt Service Fund

	FY2009 ACTUAL 6/30/2009	FY2010 BUDGET (as amended)	FY2010 ESTIMATE	FY2011 ADOPTED	CHANGE OVER FY2010 BUDGET (as amended)	
					\$	%
<b>Revenues</b>						
Taxes	\$ 1,420,422	\$ 1,222,025	\$ 1,222,025	\$ 1,321,410	\$ 99,385	8.1%
<b>Total Revenues</b>	<b>\$ 1,420,422</b>	<b>\$ 1,222,025</b>	<b>\$ 1,222,025</b>	<b>\$ 1,321,410</b>	<b>\$ 99,385</b>	<b>8.1%</b>
<b>Expenditures</b>						
Interest & Fiscal Fees	\$ 481,845	\$ 431,225	\$ 431,225	\$ 386,008	\$ (45,217)	-10.5%
Principal Retirements	791,200	790,800	790,800	775,000	(15,800)	-2.0%
Transfers Out	-	193,905	193,905	160,402	(33,503)	-17.3%
<b>Total Expenditures</b>	<b>\$ 1,273,045</b>	<b>\$ 1,415,930</b>	<b>\$ 1,415,930</b>	<b>\$ 1,321,410</b>	<b>\$ (94,520)</b>	<b>-6.7%</b>
Revenues over Expenditures	147,377	(193,905)	(193,905)	-	193,905	-100.0%
Beginning Cash Balance 7/1	124,746	272,123	272,123	78,218	(193,905)	-71.3%
<b>Ending Cash Balance</b>	<b>\$ 272,123</b>	<b>\$ 78,218</b>	<b>\$ 78,218</b>	<b>\$ 78,218</b>	<b>\$ -</b>	<b>0.0%</b>

G.O. Bond 2010

Principal	\$ 775,000
Interest	385,008
Fees	1,000

Transfer to Self Insurance Fund (Judgement)

160,402
<b>\$ 1,321,410</b>

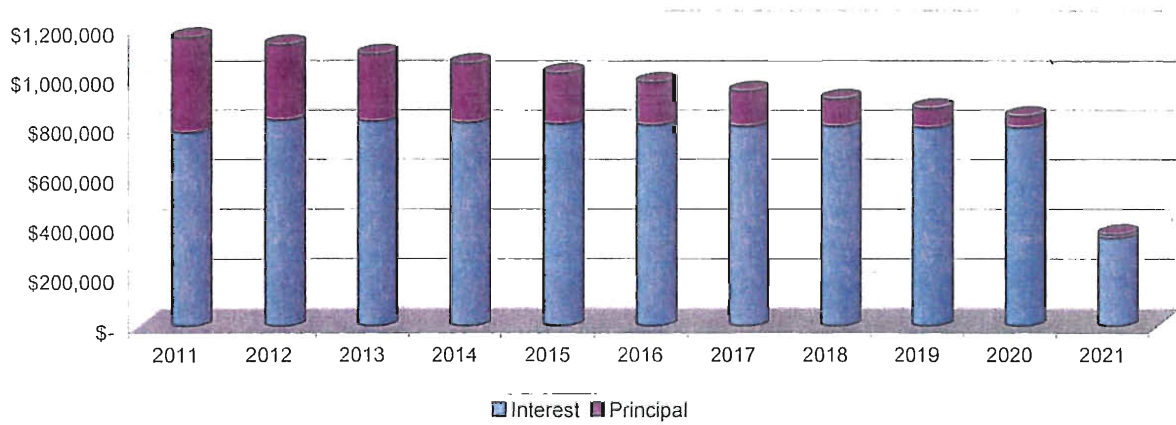
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**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Debt Service Requirements**

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

Fiscal Year	Principal	Interest	Total
2011	\$ 775,000	\$ 385,008	\$ 1,160,008
2012	825,000	304,600	1,129,600
2013	820,000	271,600	1,091,600
2014	815,000	238,800	1,053,800
2015	810,000	206,200	1,016,200
2016	805,000	173,800	978,800
2017	800,000	141,600	941,600
2018	800,000	109,600	909,600
2019	795,000	77,600	872,600
2020	795,000	45,800	840,800
2021	350,000	14,000	364,000
	<u>\$ 8,390,000</u>	<u>\$ 1,968,608</u>	<u>\$ 10,358,608</u>

**Debt Service Requirements**







**CITY OF STILLWATER  
FUND DESCRIPTION  
CAPITAL PROJECT FUNDS**

Capital Project Funds are used to account for the acquisition, construction, and improvement of capital facilities other than those financed by proprietary funds.

- **POLICE/MUN BLDG FUND** – budgets and accounts for revenues and expenditures related to proceeds from the bonds issued and from the refunding of the bonds issued for the construction of the police building and the remodeling of the municipal building.



CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Capital Project Funds

	FY2009 ACTUAL 6/30/2009	FY2010 BUDGET (as amended)	FY2010 ESTIMATE	FY2011 ADOPTED	CHANGE OVER FY2010 BUDGET (as amended)	
					\$	%
<b>POLICE/MUNICIPAL BLDG FUND</b>						
<b>Revenues</b>						
Bond Proceeds	\$ -	\$ 703,223	\$ 703,223	\$ -	\$ (703,223)	-100.0%
Interest Earnings	981	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 981</b>	<b>\$ 703,223</b>	<b>\$ 703,223</b>	<b>\$ -</b>	<b>\$ (703,223)</b>	<b>-100.0%</b>
<b>Expenditures</b>						
Capital Outlay	\$ 2,671	\$ 14,093	\$ 14,093	\$ 703,223	\$ 689,130	4889.9%
<b>Total Expenditures</b>	<b>\$ 2,671</b>	<b>\$ 14,093</b>	<b>\$ 14,093</b>	<b>\$ 703,223</b>	<b>\$ 689,130</b>	<b>4889.9%</b>
Revenues over Expenditures	(1,690)	689,130	689,130	(703,223)	(1,392,353)	-202.0%
Beginning Cash Balance 7/1	101,886	100,196	100,196	789,326	689,130	687.8%
<b>Ending Cash Balance</b>	<b>\$ 100,196</b>	<b>\$ 789,326</b>	<b>\$ 789,326</b>	<b>\$ 86,103</b>	<b>\$ (703,223)</b>	<b>-89.1%</b>

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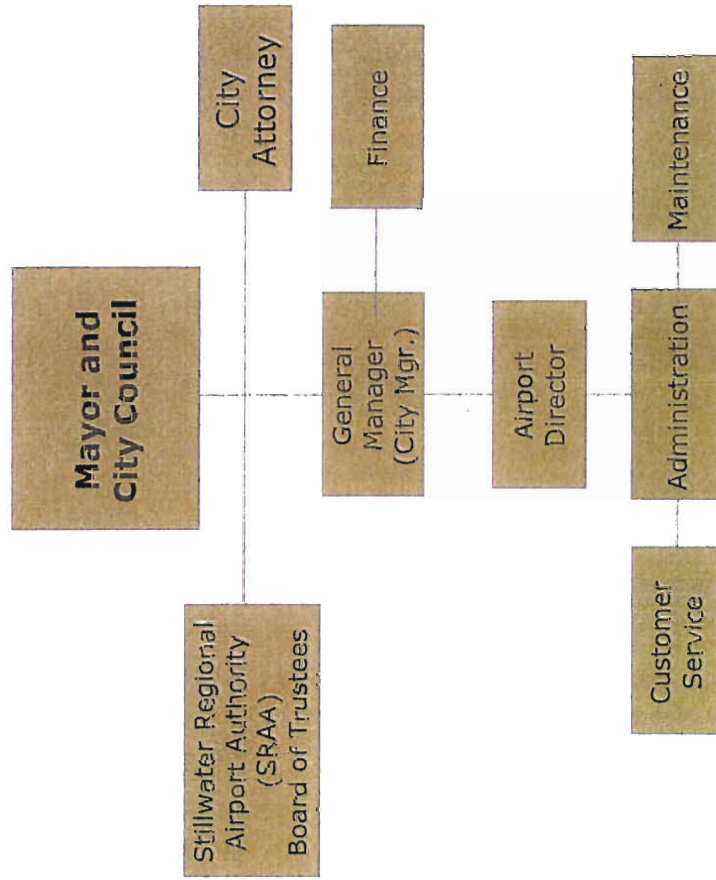
**CITY OF STILLWATER  
FUND DESCRIPTION  
ENTERPRISE FUNDS**

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.



## **Stillwater Regional Airport Authority**







CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Enterprise Funds

	FY2009 ACTUAL 6/30/2009	FY2010 BUDGET (as amended)	FY2010 ESTIMATE	FY2011 ADOPTED	CHANGE OVER FY2010 BUDGET (as amended)	
					\$	%
<b>AIRPORT ENTERPRISE FUND</b>						
<b>Revenues</b>						
Charges for Services	\$ 273,157	\$ 279,850	\$ 279,850	\$ 279,850	\$ -	0.0%
Sales	885,267	1,016,213	1,016,213	1,000,800	(15,413)	-1.5%
Other	1,332	2,000	2,000	1,200	(800)	-40.0%
Grants	545,319	5,282,651	5,282,651	3,135,000	(2,147,651)	-40.7%
Interest	1,540	-	-	800	800	0.0%
Transfers In	419,656	296,707	296,707	257,500	(39,207)	-13.2%
<b>Total Revenues</b>	<b>\$ 2,126,271</b>	<b>\$ 6,877,421</b>	<b>\$ 6,877,421</b>	<b>\$ 4,675,150</b>	<b>\$ (2,202,271)</b>	<b>-32.0%</b>
<b>Expenditures</b>						
Personal Services	\$ 327,752	\$ 294,144	\$ 294,144	\$ 291,305	\$ (2,839)	-1.0%
Materials & Supplies	912,007	1,032,543	1,100,371	1,030,429	(2,114)	-0.2%
Other Services & Fees	91,012	94,906	94,906	82,206	(12,700)	-13.4%
Capital Outlay	757,057	5,454,297	5,285,331	3,316,667	(2,137,630)	-39.2%
Transfers Out	-	36,469	36,469	59,186	22,717	62.3%
<b>Total Expenditures</b>	<b>\$ 2,087,828</b>	<b>\$ 6,912,359</b>	<b>\$ 6,811,221</b>	<b>\$ 4,779,793</b>	<b>\$ (2,132,566)</b>	<b>-30.9%</b>
Revenues over Expenditures	38,443	(34,938)	66,200	(104,643)	(69,705)	199.5%
Beginning Cash Balance 7/1	-	38,443	38,443	104,643	66,200	172.2%
<b>Ending Cash Balance</b>	<b>\$ 38,443</b>	<b>\$ 3,505</b>	<b>\$ 104,643</b>	<b>\$ -</b>	<b>\$ (3,505)</b>	<b>-100.0%</b>

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**CITY OF STILLWATER  
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 source of revenue for this fund is transfers from the General Fund, Airport Fund, Stormwater Management Fund, Transportation Management Fund, and the Stillwater Utilities Authority.



CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Self Insurance Fund

	FY2009 ACTUAL 6/30/2009	FY2010 BUDGET (as amended)	FY2010 ESTIMATE	FY2011 ADOPTED	CHANGE OVER FY2010 BUDGET (as amended)	
					\$	%
<b>Revenues</b>						
Reimbursements	\$ 160,621	\$ 400,000	\$ 400,000	\$ 600,000	\$ 200,000	50.0%
Workers Comp Contributions	521,100	662,607	662,607	454,053	(208,554)	-31.5%
Outside Reimbursements	6,500	-	-	-	-	0.0%
Transfers In	4,470,543	5,606,621	5,606,621	5,582,036	(24,585)	-0.4%
<b>Total Revenues</b>	<b>\$ 5,158,764</b>	<b>\$ 6,669,228</b>	<b>\$ 6,669,228</b>	<b>\$ 6,636,089</b>	<b>\$ (33,139)</b>	<b>-0.5%</b>
<b>Expenditures</b>						
Personal Services	\$ 3,989,828	\$ 4,483,573	\$ 4,483,573	\$ 4,602,634	\$ 119,061	2.7%
Materials & Supplies	-	-	-	-	-	0.0%
Other Services & Fees	1,254,366	1,613,136	1,613,136	1,756,350	143,214	8.9%
Transfers Out	-	442,834	442,834	277,105	(165,729)	-37.4%
<b>Total Expenditures</b>	<b>\$ 5,244,194</b>	<b>\$ 6,539,543</b>	<b>\$ 6,539,543</b>	<b>\$ 6,636,089</b>	<b>\$ 96,546</b>	<b>1.5%</b>
Revenues over Expenditures	(85,430)	129,685	129,685	-	(129,685)	-100.0%
Beginning Cash Balance 7/1	955,745	870,315	870,315	1,000,000	129,685	14.9%
<b>Ending Cash Balance</b>	<b>\$ 870,315</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>0.0%</b>

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RESOLUTION NO. CC-2010-8

"A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2010-11."

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 estimates revenues, and necessary appropriations for the various accounts within various funds for the 2010-11 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 2010-11 fiscal year operating budget be adopted in the amounts reflected in this resolution's attachment which list expenditures by department and classifications as required by 11 O.S. 17-213.

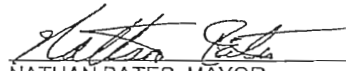
Section 2. That the resolution and a copy of the adopted budget be transmitted to the Oklahoma State Auditor and Inspector and one copy be transmitted to the Clerk of this municipality.

Section 3. That sinking fund requirements be filed with the Payne County Excise Board.

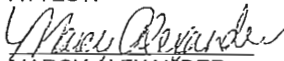
PASSED, APPROVED AND ADOPTED by the Stillwater City Council and SIGNED by the Mayor of the City of Stillwater, this 21<sup>st</sup> day of June, 2010.



CITY OF STILLWATER, OKLAHOMA

  
NATHAN BATES, MAYOR

ATTEST:

  
MARCY ALEXANDER  
CITY CLERK

APPROVED AS TO FORM AND LEGALITY on this 21<sup>st</sup> day of June, 2010

  
JOHN E. DORMAN  
CITY ATTORNEY

City of Stillwater Budget for Fiscal Year 2011  
Stillwater Oklahoma

SENT TO STATE AUDITOR 7/6/2010

	General Fund	Debt Service Fund	Tourism & Conv	Rural Fire	CDBG Grants	Parks Grants	Comm Dev Rehab	Stormwater Mgmt	Transportation Fee	Park Donations	Transportation Fund	G.M.Koch Donation	CVB Entryway Sign	Police/Mun Bldg	Self Insurance	Airport	TOTAL
<b>Resources</b>																	
Beginning Balance	\$ -	\$ 70,218		\$ 232,826	\$ -	\$ -	\$ -	\$ 596,111	\$ 827,723	\$ 104,092	\$ 592,346	\$ 67,881	\$ 225	\$ 789,326	\$ 1,000,000	\$ 104,643	\$ 4,393,391
Sales Tax	21,013,879																21,813,879
Use Tax	800,000																800,000
Other Tax	2,099,800	1,321,410	530,000													3,135,000	3,951,210
Grants	51,250																3,186,250
Fines and Forfeits	810,500			135,000					62,500							1,280,650	810,500
Fees and Rental	1,251,700																2,779,850
Interest	887,500																888,000
Ambulance	56,500																56,500
Licenses & Permits	186,500																186,500
Other	517,400						256,000			15,200					1,054,053	2,000	1,588,253
Stormwater Fees											5,720,536				5,902,036	267,500	24,513,793
Transfers In	12,945,721																-
<b>Total Resources</b>	\$ 41,420,850	\$ 1,399,628	\$ 530,000	\$ 367,826	\$ -	\$ -	\$ -	\$ 852,111	\$ 890,223	\$ 119,292	\$ 6,320,882	\$ 68,381	\$ 225	\$ 789,326	\$ 7,636,089	\$ 4,779,793	\$ 65,174,626
<b>Expenditures</b>																	
Administration																	
Personal Services	806,473																5,408,107
Materials & Supplies	81,050														4,602,634		81,050
Other Services & Fees	526,663														1,756,350		2,283,013
Capital																	
Debit																	
Finance																	
Personal Services	464,000																464,000
Materials & Supplies	32,000																72,000
Other Services & Fees	30,180																30,180
Capital																	
Debit																	
Development Services																	
Personal Services	906,696																986,696
Materials & Supplies	19,500																19,500
Other Services & Fees	113,281																113,281
Capital																	
Debit																	
Transportation																	
Personal Services	1,558,953										217,481						1,776,434
Materials & Supplies	605,000										43,800						649,800
Other Services & Fees	322,405										2,000						624,405
Capital																	
Debit																	450,000
Parks, Events and Recreation																	
Personal Services	2,798,617																2,798,617
Materials & Supplies	722,033																739,233
Other Services & Fees	543,727		530,000							17,200							1,062,727
Capital																	
Debit																	
Utility																	
Personal Services	871,804																871,804
Materials & Supplies	156,187																156,187
Other Services & Fees	172,448																172,448
Capital																	
Debit																	
Police																	
Personal Services	7,891,121																7,891,121
Materials & Supplies	563,700																563,700
Other Services & Fees	489,708																489,708
Capital																	
Debit																	
Fire																	
Personal Services	5,625,140																5,640,938
Materials & Supplies	221,005			21,790													298,067
Other Services & Fees	402,633			75,002													473,833
Capital				21,200													
Debit																	



City of Stillwater Budget for Fiscal Year 2011  
Stillwater Oklahoma

SENT TO STATE AUDITOR 7/6/2010

	General Fund	Debt Service Fund	Tourism & Conv	Rural Fire	CDBG Grants	Parks Grants	Comm Dev Rehab	Stormwater Mgmt	Transportation Fee	Park Donations	Transportation Fund	G.M.Kech Donation	CVB Entryway Sign	Police/Mun Bldg	Self Insurance	Airport	TOTAL
Ambulance	-																-
Personal Services	128,956																128,956
Materials & Supplies	69,018																69,018
Other Services & Fees																	
Capital																	
Debt																	
General Government	428,267																428,267
Personal Services	73,150																73,150
Materials & Supplies	1,481,778																1,481,778
Other Services & Fees																	
Capital																	
Debt	1,161,008																1,161,008
Stormwater																	
Personal Services								166,289									166,289
Materials & Supplies								42,700									42,700
Other Services & Fees								64,034									64,034
Capital																	
Debt																	
Airport																	
Personal Services																290,401	290,401
Materials & Supplies																1,030,429	1,030,429
Other Services & Fees																83,110	83,110
Capital																3,316,667	3,316,667
Debt																	
Transfers Out	13,191,906	160,402						36,942								277,105	15,323,257
<b>Total Expenditures</b>	<b>\$ 41,420,850</b>	<b>\$ 1,321,410</b>	<b>\$ 530,000</b>	<b>\$ 117,992</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 309,965</b>	<b>\$ 750,000</b>	<b>\$ 26,200</b>	<b>\$ 1,860,997</b>	<b>\$ 68,381</b>	<b>\$ -</b>	<b>\$ 703,223</b>	<b>\$ 6,636,089</b>	<b>\$ 4,779,793</b>	<b>\$ 58,524,900</b>
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ 78,218</b>	<b>\$ -</b>	<b>\$ 249,834</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 542,146</b>	<b>\$ 140,223</b>	<b>\$ 93,082</b>	<b>\$ 4,459,885</b>	<b>\$ -</b>	<b>\$ 225</b>	<b>\$ 86,103</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 6,649,726</b>

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# STILLWATER UTILITIES AUTHORITY

## Fiscal Year 2011 Approved Financial Plan



# **INTRODUCTION**

Officials  
Organizational Chart  
Financial Plan & Accounting Overview  
Fund Descriptions  
Fund Structure Charts  
Approved Full Time Positions



## STILLWATER UTILITIES AUTHORITY OFFICIALS

### Chairman & Trustees

Nathan Bates, Chairman

Charles Hopkins, Vice Chairman

Darrell Dougherty, Trustee

Joe Weaver, Trustee

John Bartley, Trustee

### Administration

Dan Galloway, General Manager

Dan Blankenship, Stillwater Utilities Authority Director

Marcy Alexander, Secretary

John Dorman, General Counsel

Dan Blankenship, Interim Electric Utility Director

Anthony Daniel, Water Utilities Director

David Higgins, Waste Management & Fleet Director

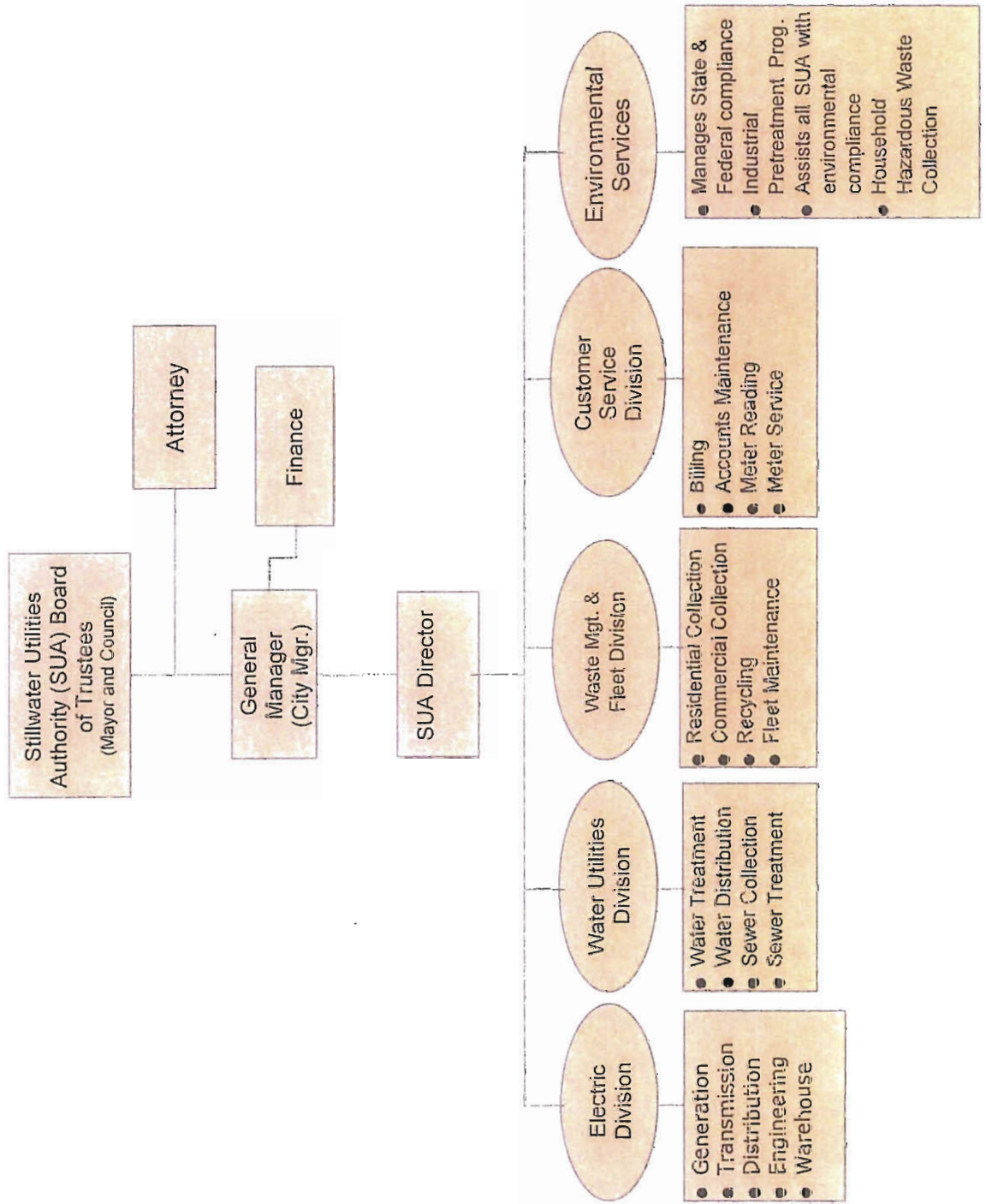
Dana Mattox, Customer Service Manager

Lou Ann Fisher, Environmental Programs Manager

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# Stillwater Utilities Authority





**STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 FINANCIAL PLAN  
Financial Plan and Accounting Overview**

**FINANCIAL STRUCTURE**

The Stillwater Utilities Authority (SUA) is a public trust operating under a Trust Indenture dated April 1, 1979, which was created by an ordinance of the City of Stillwater, Oklahoma (City). This trust was created in accordance with O.S. 60 Section 176. The City is the beneficiary of the trust. The SUA was created to operate and maintain a utilities system that provides electric, water and wastewater services to residents, businesses and industries located in the Stillwater area. The City's five councilors who serve as Trustees govern the SUA.

**BASIS OF ACCOUNTING**

The accrual basis of accounting is utilized in the SUA. Under this method of accounting, revenues are recognized when earned. Under the accrual basis of accounting, expenses are recorded rather than expenditures. Expenses are recognized at the time the liability is incurred.

**BUDGETARY BASIS OF ACCOUNTING**

The SUA prepares its financial plan based on the guidelines found in O.S. 60 Section 176. Revenue is estimated using historical data and is adjusted based on current trends and utility rates. Only revenues expected to be received during the year or soon thereafter are included in revenue estimates along with the unreserved cash balance expected to be used during the coming year. Only amounts that will be spent or encumbered by the end of the fiscal year are budgeted as expenses. Principal payments on long-term debt and capital are recorded as expenses. Depreciation expense and vested compensated absences are not included

**FINANCIAL PLAN PROCESS AND GUIDELINES**

The Department Directors are asked to make revenue projections and estimates of current expenses and requests for the ensuing budget year based on their justifications. Only amounts that will be spent or encumbered by the end of the fiscal year are budgeted as expenses. The City Manager reviews the requests and may make adjustments based on historical information or if the original estimate is deemed to be unrealistic. The SUA utilizes the following funds:

- Utility Operating Fund
- Electric Rate Stabilization Fund
- Water Capital Improvement Fund
- Wastewater Capital Improvement Fund
- Transportation Revenue Note Fund

All budget amendments require the Trustees' approval. The City Manager may transfer between object categories within a fund without the Trustees' approval.

Prior to June 1, the City Manager submits to the Trustees a proposed financial plan for the fiscal year commencing the following July 1. According to O.S. 60 Section 176.G., the budget (financial plan) shall be filed with the City.

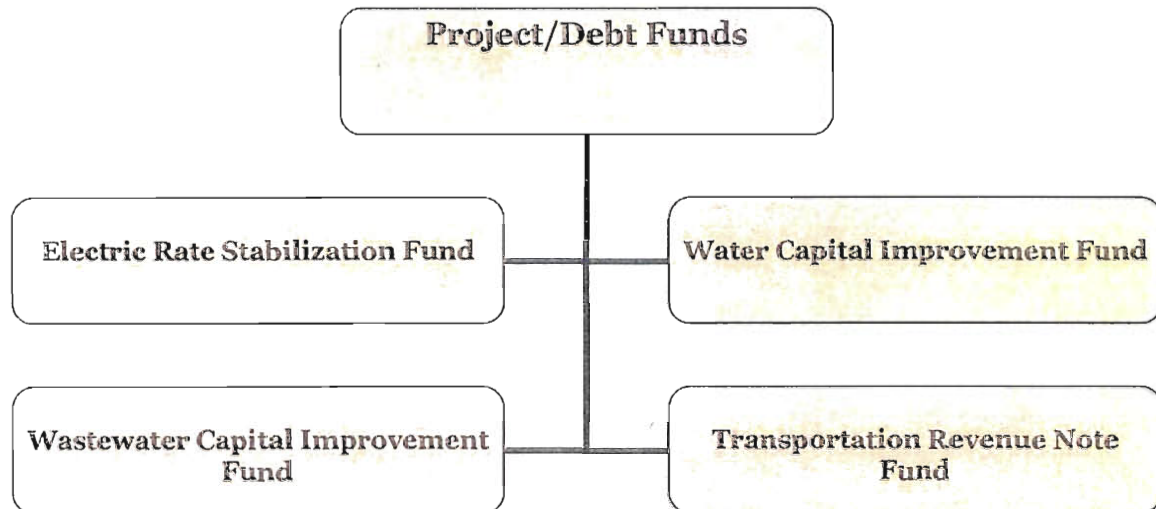
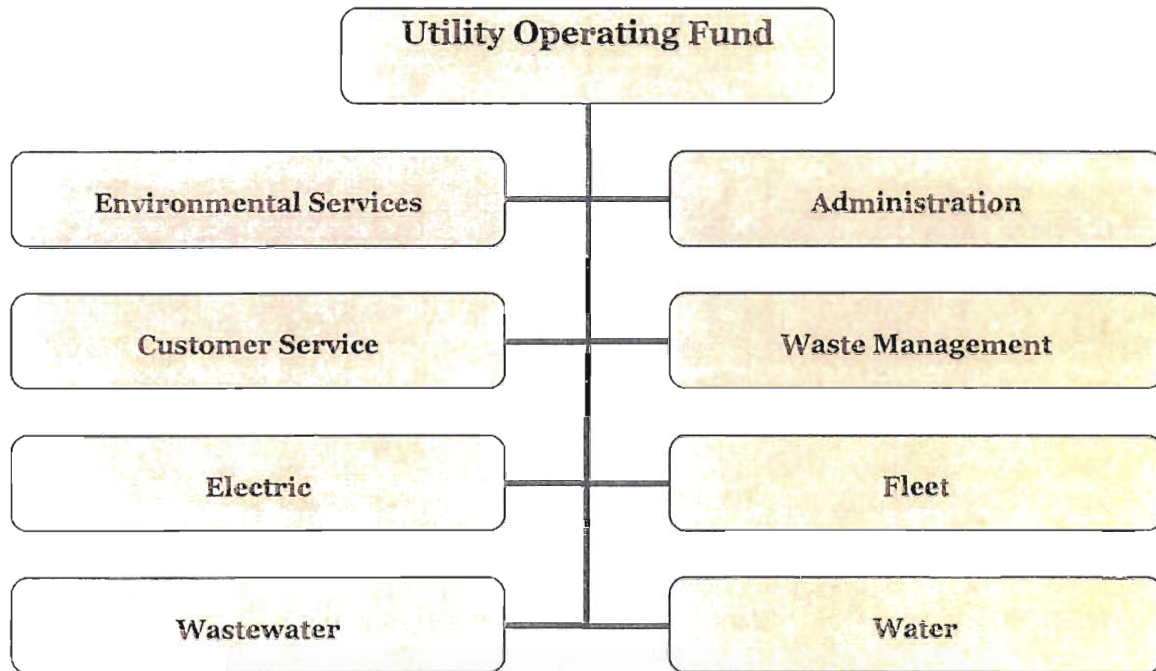
The SUA prepares its budget using the following steps:

1. The Department Directors prepare budget estimates and turn them into the Finance Director.
2. The Finance Director or designee reviews the requests.
3. The Department Directors meet with the City Manager to discuss the needs of their departments and to review their requests.
4. The Trustees conduct a series of meetings that are open to the public to discuss the proposed financial plan.
5. A proposed summary is published and a notice of a public hearing on the proposed budget is issued.
6. The public hearing is held.
7. The financial plan is approved by resolution.

**STILLWATER UTILITIES AUTHORITY  
FUND DESCRIPTION**

- **UTILITY OPERATING FUND-** budgets and accounts for activities of the public trust in providing utility services (electricity, water, wastewater, waste management) 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.
  
- **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 monthly power cost adjustment (PCA) have been set aside for this purpose.
  
- **WATER CAPITAL IMPROVEMENT FUND** – budgets and accounts for capital improvements to the water utility system. Revenues generated by water rate increases effective on or after July 1, 2009 are set aside for this purpose.
  
- **WASTEWATER CAPITAL IMPROVEMENT FUND** – budgets and accounts for capital improvements to the wastewater utility system. Revenues generated by wastewater rate increases effective on or after July 1, 2010 are set aside for this purpose.
  
- **TRANSPORTATION REVENUE NOTE FUND** – budgets and accounts for the retirement of the \$6,010,000 2007 Revenue Note dated December 5, 2007 and the \$6,075,000 2010 Revenue Note dated September 23, 2010. SUA has pledged future sales tax revenues to repay these notes used to finance transportation improvement projects identified in the 2006 Transportation Sales Tax Ordinance. The notes are payable solely from sales tax revenue equal to one half of the one-half cent transportation sales tax collected by the City and transferred to the SUA by way of the Sales Tax Agreement. The final maturity is December 1, 2016.

STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 FINANCIAL PLAN  
Fund Structure Charts





STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011  
APPROVED FINANCIAL PLAN  
Authorized Full Time Positions

Funded Positions

<u>Department</u>	<u>FTE</u>
Administration	1
Environmental Services	2
Customer Service	13
Waste Management	31
Fleet	9
Electric	60
Water	35.5
Wastewater	19.5
<b>Total Funded Positions</b>	<b>171</b>

Unfunded Positions

<u>Department</u>	<u>FTE</u>
Customer Service	1
Waste Management	1
Electric	4
Wastewater	1
<b>Total Unfunded Positions</b>	<b>7</b>

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## **FINANCIAL SUMMARY**

Utility Operating Fund  
Electric Rate Stabilization Fund  
Water Capital Improvement Fund  
Wastewater Capital Improvement Fund  
Transportation Revenue Note Fund



STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Combined Funds

	UTILITY OPERATING FUND	ELECTRIC RATE STABILIZATION FUND	WATER CAPITAL IMPROVEMENT FUND	WASTEWATER CAPITAL IMPROVEMENT FUND	TRANSPORTATION REVENUE NOTE FUND	TOTAL COMBINED FUNDS
<b>Revenues</b>						
Electric	\$37,729,027	\$ 436,580	\$ -	\$ -	-	\$38,165,607
Water	5,367,371	-	3,038,774	-	-	8,406,145
Wastewater	4,307,259	-	-	379,554	-	4,686,813
Waste Management	4,267,215	-	-	-	-	4,267,215
Customer Service	1,058,000	-	-	-	-	1,058,000
Interest	31,000	-	-	-	-	31,000
Miscellaneous	465,030	-	-	-	-	465,030
<b>Total Revenues</b>	<b>\$53,224,902</b>	<b>\$ 436,580</b>	<b>\$ 3,038,774</b>	<b>\$ 379,554</b>	<b>\$ -</b>	<b>\$57,079,810</b>
<b>Other Resources:</b>						
Bond Proceeds	-	-	-	-	-	-
Transfers In	6,240,822	-	-	-	1,560,206	7,801,028
<b>Total Revenues &amp; Resources</b>	<b>\$59,465,724</b>	<b>\$ 436,580</b>	<b>\$ 3,038,774</b>	<b>\$ 379,554</b>	<b>\$ 1,560,206</b>	<b>\$64,880,838</b>
<b>Expenses</b>						
Environmental	\$ 206,158	-	-	-	-	\$ 206,158
Administration	1,033,762	-	-	-	-	1,033,762
Customer Service	1,056,434	-	-	-	-	1,056,434
Waste Management	2,943,673	-	-	-	-	2,943,673
Fleet	287,133	-	-	-	-	287,133
Electric	30,017,499	-	-	-	-	30,017,499
Water	5,323,404	-	663,796	-	-	5,987,200
Wastewater	4,521,251	-	-	98,732	-	4,619,983
Transportation Debt	-	-	-	-	845,644	845,644
<b>Total Expenses</b>	<b>45,389,314</b>	<b>-</b>	<b>663,796</b>	<b>98,732</b>	<b>845,644</b>	<b>46,997,486</b>
Transfers Out	14,407,221	-	-	-	2,608,125	17,015,346
<b>Total Expenses &amp; Transfers</b>	<b>\$59,796,535</b>	<b>\$ -</b>	<b>\$ 663,796</b>	<b>\$ 98,732</b>	<b>\$ 3,453,769</b>	<b>\$64,012,832</b>
Revenues over(under) Expenses	\$ (330,811)	\$ 436,580	\$ 2,374,978	\$ 280,822	\$ (1,893,563)	\$ 868,006
Beginning Cash Balance 7/1	10,589,854	3,854,562	1,532,267	-	5,075,829	21,052,512
<b>Ending Cash Balance</b>	<b>\$10,259,043</b>	<b>\$ 4,291,142</b>	<b>\$ 3,907,245</b>	<b>\$ 280,822</b>	<b>\$ 3,182,266</b>	<b>\$21,920,518</b>
Balance Unrestricted & Nondesignated	-	-	-	-	-	-
Balance Restricted	3,626,053	-	-	-	843,212	4,469,265
Balance Designated	6,632,990	4,291,142	3,907,245	280,822	2,339,054	17,451,253
<b>Total Balance</b>	<b>\$10,259,043</b>	<b>\$ 4,291,142</b>	<b>\$ 3,907,245</b>	<b>\$ 280,822</b>	<b>\$ 3,182,266</b>	<b>\$21,920,518</b>
<b>TRANSFERS DETAIL</b>						
<b>Transfers In:</b>						
General Fund (Penny Sales Tax)	\$ 6,240,822	-	-	-	-	\$ 6,240,822
Transportation Fund (1/4 Penny Sales Tax)	-	-	-	-	1,560,206	1,560,206
<b>Total Transfers In</b>	<b>\$ 6,240,822</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,560,206</b>	<b>\$ 7,801,028</b>
<b>Transfers Out:</b>						
Self Insurance Fund	\$ 1,738,605	-	-	-	-	\$ 1,738,605
General Fund	12,668,616	-	-	-	-	12,668,616
Transportation Fund (Note Proceeds)	-	-	-	-	2,608,125	2,608,125
<b>Total Transfers Out</b>	<b>\$14,407,221</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,608,125</b>	<b>\$17,015,346</b>

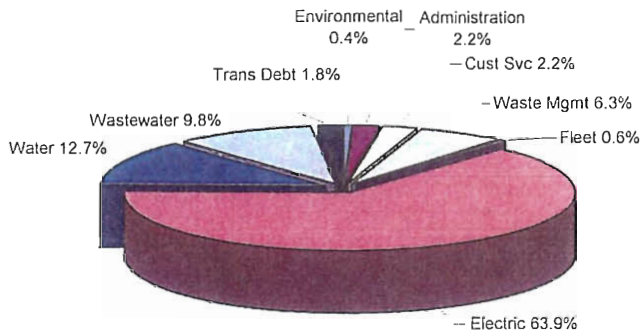
STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Combined Funds Income Statement

	Electric	Water	Wastewater	Waste Mgmt	Fleet	Customer Service	Admin & Environ	Total
<b>OPERATING REVENUES</b>								
User charges	\$38,165,607	\$ 7,813,975	\$ 4,601,813	\$ 4,267,215	\$ -	\$ 1,058,000	\$ -	\$55,906,610
Other	100,000	629,200	86,000	-	-	295,000	-	1,110,200
Total operating revenues	\$38,265,607	\$ 8,443,175	\$ 4,687,813	\$ 4,267,215	\$ -	\$ 1,353,000	\$ -	\$57,016,810
<b>OPERATING EXPENSES</b>								
Operating Expenses	30,017,499	3,949,979	2,013,840	2,943,673	287,133	1,056,434	816,160	41,084,718
Total operating expense	\$30,017,499	\$ 3,949,979	\$ 2,013,840	\$ 2,943,673	\$ 287,133	\$ 1,056,434	\$ 816,160	\$41,084,718
Income (loss) from operations	\$ 8,248,108	\$ 4,493,196	\$ 2,673,973	\$ 1,323,542	\$ (287,133)	\$ 296,566		\$15,932,092
<b>NON-OPERATING REVENUES (EXPENSES):</b>								
Interest income	-	-	-	-	-	-	-	31,000
Other	-	-	-	-	-	-	-	32,000
Debt Expense	-	(2,037,221)	(2,606,143)	-	-	-	(1,269,404)	(5,912,768)
Net non-operating revenues (expenses)	\$ -	\$ (2,037,221)	\$ (2,606,143)	\$ -	\$ -	\$ -	\$ (1,269,404)	\$ (5,849,768)
<b>TRANSFERS IN (OUT)</b>								
Transfers in	-	-	-	-	-	-	-	7,801,028
Transfers out	-	-	-	-	-	-	-	(17,015,346)
Net transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,214,318)
Total income (loss)	\$ 8,248,108	\$ 2,455,975	\$ 67,830	\$ 1,323,542	\$ (287,133)	\$ 296,566	\$ (1,269,404)	\$ 868,006
Beginning Cash Balance 7/1	-	-	-	-	-	-	-	21,052,512
Ending Cash Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$21,920,518
Balance Unrestricted & Nondesignated	-	-	-	-	-	-	-	-
Balance Restricted	-	-	-	-	-	-	-	4,469,265
Balance Designated	-	-	-	-	-	-	-	17,451,253
Total Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$21,920,518

STILLWATER UTILITIES AUTHORITY  
 FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
 Combined Funds  
 Revenues by Type vs Expenses by Department/Division

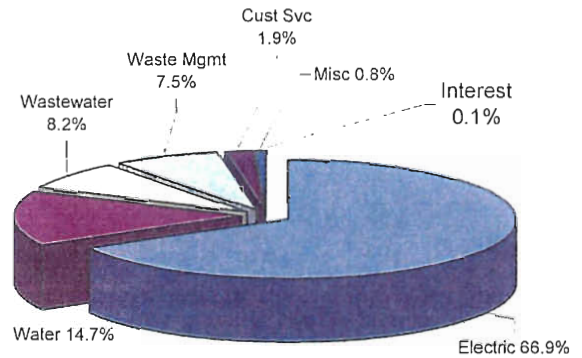
Expenses by Department/Division	
Environmental	\$ 206,158
Administration	\$ 1,033,762
Customer Service	\$ 1,056,434
Waste Management	\$ 2,943,673
Fleet	\$ 287,133
Electric	\$ 30,017,499
Water	\$ 5,987,200
Wastewater	\$ 4,619,983
Transportation Debt	\$ 845,644
<b>Total</b>	<b>\$ 46,997,486</b>

**Expenses by Department/Division %**



Summary	
Revenues	\$ 57,079,810
Expenses	\$ (46,997,486)
Revenues over (under)	
Expenses	<u>\$ 10,082,324</u>
Net Transfers	<u>\$ (9,214,318)</u>
Revenues over (under)	
Expenses & Transfers	<u>\$ 868,006</u>

**Revenues by Type %**



Revenues by Type	
Electric	\$ 38,165,607
Water	\$ 8,406,145
Wastewater	\$ 4,686,813
Waste Management	\$ 4,267,215
Customer Service	\$ 1,058,000
Interest	\$ 31,000
Miscellaneous	\$ 465,030
<b>Total</b>	<b>\$ 57,079,810</b>



STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Utility Operating Fund

	FY2009	FY2010	FY2010	FY2011	CHANGE OVER FY2010	
	ACTUAL 6/30/2009	APPROVED (as amended)	ESTIMATE	APPROVED	APPROVED (as amended) \$	%
<b>Revenues</b>						
Electric	\$ 37,590,311	\$ 38,400,740	\$ 38,400,740	\$ 37,729,027	\$ (671,713)	-1.7%
Water	5,842,664	6,264,619	6,264,619	5,367,371	(897,248)	-14.3%
Wastewater	4,292,695	4,285,578	4,285,578	4,307,259	21,681	0.5%
Waste Management	4,211,801	4,281,000	4,281,000	4,267,215	(13,785)	-0.3%
Customer Service	956,603	1,144,200	1,144,200	1,058,000	(86,200)	-7.5%
Interest	659,057	25,000	25,000	31,000	6,000	24.0%
Miscellaneous	1,620,973	561,380	561,380	465,030	(96,350)	-17.2%
<b>Total Revenues</b>	<b>\$ 55,174,104</b>	<b>\$ 54,962,517</b>	<b>\$ 54,962,517</b>	<b>\$ 53,224,902</b>	<b>\$ (1,737,615)</b>	<b>-3.2%</b>
<b>Other Resources:</b>						
Bond Proceeds		13,520,000	13,520,000	-	(13,520,000)	-100.0%
Transfers In	8,219,606	6,756,614	6,756,614	6,240,822	(515,792)	-7.6%
<b>Total Revenues &amp; Resources</b>	<b>\$ 63,393,710</b>	<b>\$ 75,239,131</b>	<b>\$ 75,239,131</b>	<b>\$ 59,465,724</b>	<b>\$ (15,773,407)</b>	<b>-21.0%</b>
<b>Expenses</b>						
<b>Environmental Services</b>						
Personal Services	-	-	-	110,295	110,295	100.0%
Materials & Supplies	-	-	-	5,756	5,756	100.0%
Other Services & Fees	-	-	-	71,950	71,950	100.0%
Indirect/Direct	-	-	-	18,157	18,157	100.0%
<b>Total Environmental</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 206,158</b>	<b>\$ 206,158</b>	<b>100.0%</b>
<b>Administration</b>						
Personal Services	-	-	-	142,302	142,302	100.0%
Materials & Supplies	-	-	-	1,500	1,500	100.0%
Other Services & Fees	-	-	-	466,200	466,200	0.0%
Debt	-	-	-	423,760	423,760	100.0%
<b>Total Administration</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,033,762</b>	<b>\$ 1,033,762</b>	<b>100.0%</b>
<b>Accounting &amp; Customer Service</b>						
Personal Services	900,685	794,549	794,549	720,626	(73,923)	-9.3%
Materials & Supplies	184,124	169,177	168,627	172,384	3,207	1.9%
Other Services & Fees	243,519	286,376	355,726	46,950	(239,426)	-83.6%
Capital	38,652	-	-	-	-	0.0%
Debt	577,243	317,745	317,745	-	(317,745)	-100.0%
Indirect/Direct	132,014	150,015	150,015	116,474	(33,541)	-22.4%
<b>Total Accounting &amp; Customer Service</b>	<b>\$ 2,076,238</b>	<b>\$ 1,717,862</b>	<b>\$ 1,786,662</b>	<b>\$ 1,056,434</b>	<b>\$ (661,428)</b>	<b>-38.5%</b>
<b>Waste Management</b>						
Personal Services	1,789,020	1,473,840	1,473,840	1,372,937	(100,903)	-6.8%
Materials & Supplies	530,061	414,504	414,504	339,760	(74,744)	-18.0%
Other Services & Fees	661,565	743,958	743,958	999,163	255,205	34.3%
Capital	-	-	-	-	-	0.0%
Debt	19,614	-	-	-	-	0.0%
Indirect/Direct	226,578	422,507	422,507	231,813	(190,694)	-45.1%
<b>Total Waste Management</b>	<b>\$ 3,226,838</b>	<b>\$ 3,054,809</b>	<b>\$ 3,054,809</b>	<b>\$ 2,943,673</b>	<b>\$ (111,136)</b>	<b>-3.6%</b>
<b>Fleet</b>						
Personal Services	-	-	-	418,182	418,182	100.0%
Materials & Supplies	-	-	-	33,550	33,550	100.0%
Other Services & Fees	-	-	-	13,200	13,200	100.0%
Capital	-	-	-	-	-	0.0%
Indirect/Direct	-	-	-	(177,799)	(177,799)	100.0%
<b>Total Fleet</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 287,133</b>	<b>\$ 287,133</b>	<b>100.0%</b>
<b>Electric</b>						
Personal Services	4,363,203	3,816,800	3,816,800	3,693,853	(122,947)	-3.2%
Materials & Supplies	795,959	878,172	882,172	871,680	(6,492)	-0.7%
Other Services & Fees	22,972,671	24,104,708	24,115,708	24,865,001	760,293	3.2%
Capital	1,392,963	1,386,463	1,386,463	-	(1,386,463)	-100.0%
Debt	20,062	-	-	-	-	0.0%
Indirect/Direct	1,804,834	762,149	762,149	586,965	(175,184)	-23.0%
<b>Total Electric</b>	<b>\$ 31,349,692</b>	<b>\$ 30,948,292</b>	<b>\$ 30,963,292</b>	<b>\$ 30,017,499</b>	<b>\$ (930,793)</b>	<b>-3.0%</b>

STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Utility Operating Fund

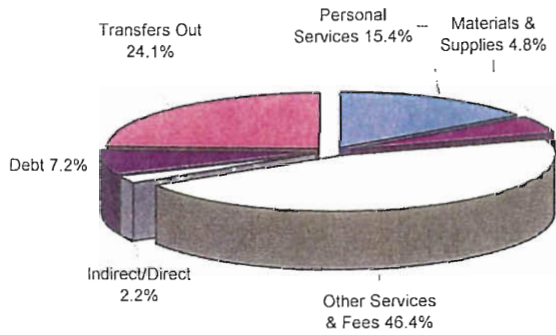
	FY2009	FY2010	FY2010	FY2011	CHANGE OVER FY2010	
	ACTUAL 6/30/2009	APPROVED (as amended)	ESTIMATE	APPROVED	APPROVED (as amended) \$	%
<b>Water</b>						
Personal Services	1,694,305	1,544,646	1,544,646	1,595,863	51,217	3.3%
Materials & Supplies	1,232,726	1,161,285	1,161,391	1,167,932	6,647	0.6%
Other Services & Fees	591,416	1,572,515	1,572,515	833,481	(739,034)	-47.0%
Capital	2,176,113	13,539,489	12,998,269	-	(13,539,489)	-100.0%
Debt	312,360	1,943,918	1,943,918	1,373,425	(570,493)	-29.3%
Indirect/Direct	395,982	418,304	418,304	352,703	(65,601)	-15.7%
<b>Total Water</b>	<b>\$ 6,402,903</b>	<b>\$ 20,180,157</b>	<b>\$ 19,639,043</b>	<b>\$ 5,323,404</b>	<b>\$ (14,856,753)</b>	<b>-73.6%</b>
<b>Wastewater</b>						
Personal Services	1,153,639	1,104,734	1,104,734	1,132,613	27,879	2.5%
Materials & Supplies	267,355	273,866	273,760	277,700	3,834	1.4%
Other Services & Fees	274,162	863,400	863,400	427,150	(436,250)	-50.5%
Capital	324,743	3,927,578	3,675,245	-	(3,927,578)	-100.0%
Debt	438,183	2,076,110	2,076,110	2,507,411	431,301	20.8%
Indirect/Direct	138,786	211,213	211,213	176,377	(34,836)	-16.5%
<b>Total Wastewater</b>	<b>\$ 2,596,868</b>	<b>\$ 8,456,901</b>	<b>\$ 8,204,462</b>	<b>\$ 4,521,251</b>	<b>\$ (3,935,650)</b>	<b>-46.5%</b>
<b>Total Expenses</b>	<b>\$ 45,652,539</b>	<b>\$ 64,358,021</b>	<b>\$ 63,648,268</b>	<b>\$ 45,389,314</b>	<b>\$ (18,968,707)</b>	<b>-29.5%</b>
Personal Services	9,900,853	8,734,569	8,734,569	9,186,671	452,102	5.2%
Materials & Supplies	3,010,225	2,897,004	2,900,454	2,870,262	(26,742)	-0.9%
Other Services & Fees	24,743,333	27,570,957	27,651,307	27,723,095	152,138	0.6%
Indirect/Direct	2,698,194	1,964,188	1,964,188	1,304,690	(659,498)	-33.6%
<b>Total Operating Expenses</b>	<b>40,352,606</b>	<b>41,166,718</b>	<b>41,250,518</b>	<b>41,084,718</b>	<b>(82,000)</b>	<b>-0.2%</b>
Capital	3,932,471	18,853,530	18,059,977	-	(18,853,530)	-100.0%
Debt	1,367,462	4,337,773	4,337,773	4,304,596	(33,177)	-0.8%
<b>Total Expenses</b>	<b>\$ 45,652,539</b>	<b>\$ 64,358,021</b>	<b>\$ 63,648,268</b>	<b>\$ 45,389,314</b>	<b>\$ (18,968,707)</b>	<b>-29.5%</b>
Transfers Out	18,350,135	17,460,750	17,460,750	14,407,221	(3,053,529)	-17.5%
<b>Total Expenses &amp; Transfers</b>	<b>\$ 64,002,674</b>	<b>\$ 81,818,771</b>	<b>\$ 81,109,018</b>	<b>\$ 59,796,535</b>	<b>\$ (22,022,236)</b>	<b>-26.9%</b>
Revenues over(under) Expenses	(608,964)	(6,579,640)	(5,869,887)	(330,811)	6,248,829	-95.0%
Beginning Cash Balance 7/1	26,621,020	16,459,741	16,459,741	10,589,854	(5,869,887)	-35.7%
<b>Ending Cash Balance</b>	<b>\$ 26,012,056</b>	<b>\$ 9,880,101</b>	<b>\$ 10,589,854</b>	<b>\$ 10,259,043</b>	<b>\$ 378,942</b>	<b>3.8%</b>
Balance Unrestricted & Nondesignated	13,092,795	(301,349)	408,404	-	301,349	-100.0%
Balance Restricted	9,352,340	3,548,460	3,548,460	3,626,053	77,593	2.2%
Balance Designated	3,566,921	6,632,990	6,632,990	6,632,990	-	0.0%
<b>Total Balance</b>	<b>\$ 26,012,056</b>	<b>\$ 9,880,101</b>	<b>\$ 10,589,854</b>	<b>\$ 10,259,043</b>	<b>\$ 378,942</b>	<b>3.8%</b>



**STILLWATER UTILITIES AUTHORITY**  
**FISCAL YEAR 2011 APPROVED FINANCIAL PLAN**  
**Utility Operating Fund**  
**Revenues by Source vs Expenses by Category**

Expenses by Category	
Personal Services	\$ 9,186,671
Materials & Supplies	\$ 2,870,262
Other Services & Fees	\$ 27,723,095
Indirect/Direct	\$ 1,304,690
Debt	\$ 4,304,596
Transfers Out	\$ 14,407,221
<b>Total</b>	<b>\$ 59,796,535</b>

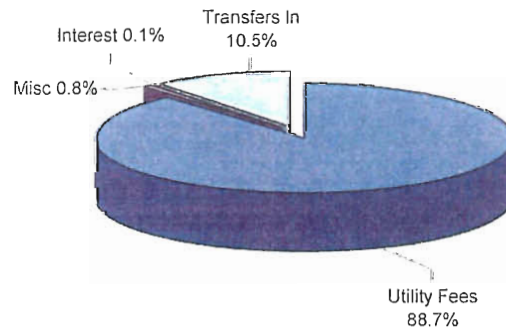
Expenses by Category %



Summary	
Revenues	\$ 59,465,724
Expenses	<u>\$ (59,796,535)</u>
Revenues over (under)	
Expenses	<u>\$ (330,811)</u>

Revenues by Source %

Revenues by Source	
Utility Fees	\$ 52,728,872
Misc	\$ 465,030
Interest	\$ 31,000
Transfers In	\$ 6,240,822
<b>Total</b>	<b>\$ 59,465,724</b>





STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Electric Rate Stabilization Fund

	FY2010			CHANGE OVER FY2010	
	APPROVED (as amended)	FY2010 ESTIMATE	FY2011 APPROVED	APPROVED (as amended) \$	%
<b>Revenues:</b>					
Charges for Services	\$ 436,580	\$ 436,580	\$ 436,580	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 436,580</b>	<b>\$ 436,580</b>	<b>\$ 436,580</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Expenses:</b>					
Capital	\$ 148,939	\$ 148,939	\$ -	\$ (148,939)	-100.0%
Debt	-	-	-	-	0.0%
<b>Total Expenses</b>	<b>\$ 148,939</b>	<b>\$ 148,939</b>	<b>\$ -</b>	<b>\$ (148,939)</b>	<b>-100.0%</b>
Revenues over Expenses	287,641	287,641	436,580	148,939	51.8%
Beginning Cash Balance 7/1	3,566,921	3,566,921	3,854,562	287,641	8.1%
<b>Ending Cash Balance</b>	<b>\$ 3,854,562</b>	<b>\$ 3,854,562</b>	<b>\$ 4,291,142</b>	<b>\$ 436,580</b>	<b>11.3%</b>
Balance Unrestricted & Nondesignated	-	-	-	-	0
Balance Designated	3,854,562	3,854,562	4,291,142	436,580	11.3%
<b>Total Balance</b>	<b>\$ 3,854,562</b>	<b>\$ 3,854,562</b>	<b>\$ 4,291,142</b>	<b>\$ 436,580</b>	<b>11.3%</b>

STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Water Capital Improvement Fund

	FY2010		FY2011 APPROVED	CHANGE OVER FY2010 APPROVED (as amended)	
	APPROVED (as amended)	FY2010 ESTIMATE		\$	%
<b>Revenues:</b>					
Charges for Services	\$ 1,535,000	\$ 1,535,000	\$ 3,038,774	\$ 1,503,774	98.0%
Interest	-	-	-	-	0.0%
Miscellaneous	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>\$ 1,535,000</b>	<b>\$ 1,535,000</b>	<b>\$ 3,038,774</b>	<b>\$ 1,503,774</b>	<b>98.0%</b>
<b>Other Resources:</b>					
Bond Proceeds	-	-	-	-	0.0%
Transfers In	-	-	-	-	0.0%
<b>Total Revenues &amp; Resources</b>	<b>\$ 1,535,000</b>	<b>\$ 1,535,000</b>	<b>\$ 3,038,774</b>	<b>\$ 1,503,774</b>	<b>0.0%</b>
<b>Expenses:</b>					
Capital	-	-	-	-	0.0%
Debt	2,733	2,733	663,796	661,063	24188.2%
<b>Total Expenses</b>	<b>\$ 2,733</b>	<b>\$ 2,733</b>	<b>\$ 663,796</b>	<b>\$ 661,063</b>	<b>24188.2%</b>
Revenues over Expenses	1,532,267	1,532,267	2,374,978	842,711	55.0%
Beginning Cash Balance 7/1	-	-	1,532,267	1,532,267	100.0%
<b>Ending Cash Balance</b>	<b>\$ 1,532,267</b>	<b>\$ 1,532,267</b>	<b>\$ 3,907,245</b>	<b>\$ 2,374,978</b>	<b>155.0%</b>
Balance Unrestricted & Nondesignated	-	-	-	-	0.0%
Balance Designated	1,532,267	1,532,267	3,907,245	2,374,978	155.0%
<b>Total Balance</b>	<b>\$ 1,532,267</b>	<b>\$ 1,532,267</b>	<b>\$ 3,907,245</b>	<b>\$ 2,374,978</b>	<b>155.0%</b>

STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Wastewater Capital Improvement Fund

	FY2010			CHANGE OVER FY2010	
	APPROVED (as amended)	FY2010 ESTIMATE	FY2011 APPROVED	APPROVED (as amended) \$	%
<b>Revenues:</b>					
Charges for Services	\$ -	\$ -	\$ 379,554	\$ 379,554	100.0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 379,554</b>	<b>\$ 379,554</b>	<b>100.0%</b>
<b>Expenses:</b>					
Capital	\$ -	\$ -	\$ -	\$ -	0.0%
Debt	-	-	98,732	98,732	100.0%
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,732</b>	<b>\$ 98,732</b>	<b>100.0%</b>
Revenues over Expenses	-	-	280,822	280,822	100.0%
Beginning Cash Balance 7/1	-	-	-	-	100.0%
<b>Ending Cash Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,822</b>	<b>\$ 280,822</b>	<b>100.0%</b>
Balance Unrestricted & Nondesignated	-	-	-	-	0.0%
Balance Designated	-	-	280,822	280,822	100.0%
<b>Total Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,822</b>	<b>\$ 280,822</b>	<b>100.0%</b>

STILLWATER UTILITIES AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN  
Transportation Revenue Note Fund

	FY2010			CHANGE OVER FY2010	
	APPROVED (as amended)	FY2010 ESTIMATE	FY2011 APPROVED	APPROVED (as amended) \$	%
<b>Revenues:</b>					
Miscellaneous	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Other Resources:</b>					
Transfers in 50% 1/2 penny sales tax	1,560,206	1,560,206	1,560,206	-	0.0%
<b>Total Revenues &amp; Resources</b>	\$ 1,560,206	\$ 1,560,206	\$ 1,560,206	\$ -	0.0%
<b>Expenses:</b>					
Debt	\$ 844,564	\$ 844,564	\$ 845,644	\$ 1,080	0.1%
<b>Total Expenses</b>	\$ 844,564	\$ 844,564	\$ 845,644	\$ 1,080	0.1%
Transfers out Bond Proceeds	1,625,208	1,625,208	2,608,125	982,917	60.5%
<b>Total Expenses &amp; Transfers</b>	\$ 2,469,772	\$ 2,469,772	\$ 3,453,769	\$ 983,997	39.8%
Revenues over Expenses	(909,566)	(909,566)	(1,893,563)	(983,997)	108.2%
Beginning Cash Balance 7/1	5,985,395	5,985,395	5,075,829	(909,566)	-15.2%
<b>Ending Cash Balance</b>	\$ 5,075,829	\$ 5,075,829	\$ 3,182,266	\$ (1,893,563)	-37.3%
Balance Unrestricted & Nondesignated	-	-	-	-	0.0%
Balance Restricted	843,144	843,144	843,212	68	0.0%
Balance Designated	4,232,685	4,232,685	2,339,054	(1,893,631)	-44.7%
<b>Total Balance</b>	\$ 5,075,829	\$ 5,075,829	\$ 3,182,266	\$ (1,893,563)	-37.3%

STILLWATER UTILITIES AUTHORITY  
OUTSTANDING DEBT  
FISCAL YEAR 2011

Series	Description	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	Amount Outstanding at				Interest Rate	Maturity Date
							Original Amount	Issue Date	6/30/2010	Issue Type		
1	OWRB-Water Treatment Plant refunding	180,410	179,568	178,679	177,814	176,949	176,098	174,353	173,488	172,627	0% + 0.5%	9/15/2021
2	2005 Revenue Bonds	3,344,500	3,349,000	1,624,625							3.5438%	10/4/2012
3	OWRB-Wastewater Treatment Plant-Partial refunding	258,947	247,749	256,475	255,239	254,003	252,792	251,532	249,060	247,834	0% + 0.5%	9/15/2022
4	OWRB-Wastewater Treatment Plant-Phase II refunding	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	516,230	2.60% + 0.5%	3/15/2025
5	2007 Sales Tax Revenue Note	843,144	843,212	847,360	850,404	852,344	858,180	427,728	89,184	87,344	3.68%	12/1/2016
6	OWRB-Wastewater ARRA Loan	54,840	100,226	98,386	96,546	94,705	92,865	91,025	727,884	695,670	2.34% + 0.5%	9/15/2030
7	OWRB-Water ARRA Loan	181,927	322,143	563,268	792,313	776,205	760,098				2.84% + 0.5%	9/15/2032
8	Bank of America-05/06 Equipment Lease	23,273									3.454%	9/9/2010
9	Bank of America-05/06 Equipment Lease	41,109									4.000%	5/12/2011
10	Bank of America-05/06 Equipment Lease	81,793	81,793	81,793							4.090%	6/15/2014
11	Bank of America-09/10 Equipment Lease	23,238	11,619								3.980%	8/24/2011
12	Bank of America-09/10 Equipment Lease	15,806									3.954%	3/2/2011
13	Bank of America-09/10 Equipment Lease	42,517	42,517	42,517							5.060%	6/21/2013
14	Bank of America-09/10 Equipment Lease	48,674	48,674	48,674							4.490%	6/7/2013
15	Bank of America-09/10 Equipment Lease	124,622	121,619								2.500%	10/1/2013
16	Bank of America-09/10 Equipment Lease	33,406	33,406	25,055							2.4412%	3/15/2013
17	Bank of America-09/10 Equipment Lease	4,357	4,357	4,357							3.0902%	3/15/2015
18	Bank of America-09/10 Equipment Lease	84,721	84,721	84,721							3.1942%	3/30/2015
19	Bank of America-09/10 Equipment Lease	10,291	10,291	7,718							2.5322%	3/30/2013
20	Bank of America-09/10 Equipment Lease	104,344	104,344	104,344							3.2397%	4/15/2015
21	Bank of America-09/10 Equipment Lease	43,019	43,019	43,019							3.1617%	6/15/2015
22	Bank of America-09/10 Equipment Lease	12,823	11,836	11,836							3.1487%	5/15/2015
23	Bank of America-09/10 Equipment Lease	2,696	2,696	2,696							2.9342%	6/30/2015
Total FY Debt Service		\$ 6,076,688	\$ 6,159,022	\$ 4,541,754	\$ 3,021,312	\$ 2,880,763	\$ 2,656,263	\$ 2,205,724	\$ 1,757,947	\$ 1,737,899	\$ 1,717,865	

RESOLUTION NO. SUA-2010-3

"A RESOLUTION OF THE STILLWATER UTILITIES AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2010-11."

WHEREAS, the Oklahoma Municipal Budget Act, 60 O.S. 176 G establishes 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, agreement has been reached relative to the estimated revenues and expenditures for the various departments within the trust for the operating budget for the 2010-11 fiscal year; and

WHEREAS, the budget shall be adopted by the trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2010-11 fiscal year operating budget be adopted in the amounts reflected in this resolution's attachment.

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

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIRMAN of the STILLWATER UTILITIES AUTHORITY, this 21<sup>st</sup> day of June, 2010.

STILLWATER UTILITIES AUTHORITY


  
NATHAN BATES, CHAIRMAN

(SEAL)

ATTEST:

  
MARCY ALEXANDER  
SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 21<sup>st</sup> day of June, 2010

  
JOHN E. DORMAN  
GENERAL COUNSEL



Stillwater Utility Authority Financial Plan for Fiscal Year 2011  
Stillwater Oklahoma

	SUA Operating	SUA Elec Rate Stab	SUA Water Capital Impr	SUA Waste Wtr Capital Impr	SUA 2007 Revenue Bond	TOTAL
<b>Revenues</b>						
Beginning Balance	\$ 10,589,855	\$ 3,854,562	\$ 1,532,267	\$ -	\$ 5,075,829	\$ 21,052,513
Electric	37,729,027	436,580				38,165,607
Water	5,367,371		3,038,774			8,406,145
Waste Water	4,307,259			379,554		4,686,813
Waste Management	4,267,215					4,267,215
Customer Service	1,058,000					1,058,000
Interest	31,000					31,000
Miscellaneous	465,030					465,030
Transfers In	6,240,822				1,560,206	7,801,028
						-
<b>Total Revenues</b>	<b>\$ 70,055,579</b>	<b>\$ 4,291,142</b>	<b>\$ 4,571,041</b>	<b>\$ 379,554</b>	<b>\$ 6,636,035</b>	<b>\$ 85,933,351</b>
<b>Expenses</b>						
Administration						
Operating	610,002					610,002
Capital	-					-
Debt	423,760					423,760
Environmental Services						
Operating	206,158					206,158
Capital	-					-
Debt	-					-
Customer Service						
Operating	1,056,434					1,056,434
Capital	-					-
Debt	-					-
Electric						
Operating	30,017,498					30,017,498
Capital	-					-
Debt	-					-
Water						
Operating	3,949,980					3,949,980
Capital	-					-
Debt	1,373,422		663,796			2,037,218
Wastewater						
Operating	2,013,840					2,013,840
Capital	-					-
Debt	2,507,414			98,732		2,606,146
Waste Management/Fleet						
Operating	3,230,806					3,230,806
Capital	-					-
Debt	-					-
Transportation Debt					845,644	845,644
Transfers Out	14,407,221				2,608,125	17,015,346
<b>Total Expenses</b>	<b>\$ 59,796,535</b>	<b>\$ -</b>	<b>\$ 663,796</b>	<b>\$ 98,732</b>	<b>\$ 3,453,769</b>	<b>\$ 64,012,832</b>
<b>Ending Balance</b>	<b>\$ 10,259,044</b>	<b>\$ 4,291,142</b>	<b>\$ 3,907,245</b>	<b>\$ 280,822</b>	<b>\$ 3,182,266</b>	<b>\$ 21,920,519</b>
Designated	6,632,990	4,291,142	3,907,245	280,822	2,339,054	17,451,253
Restricted	3,626,054	-	-	-	843,212	4,469,266

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STILLWATER INDUSTRIAL  
REDEVELOPMENT AUTHORITY

Fiscal Year 2011  
Approved Financial Plan



# **INTRODUCTION**

Officials  
Organizational Chart  
Financial Plan & Accounting Overview  
Fund Description  
Approved Full Time Positions



**STILLWATER INDUSTRIAL REDEVELOPMENT  
AUTHORITY OFFICIALS**

**Chairman & Trustees**

Nathan Bates, Chairman

Charles Hopkins, Vice Chairman

Darrell Dougherty, Trustee

Joe Weaver, Trustee

John Bartley, Trustee

**Administration**

Dan Galloway, General Manager

Marcy Alexander, Secretary

John Dorman, General Counsel

Angela McLaughlin, Bid Coordinator

**STILLWATER INDUSTRIAL REDEVELOPMENT AUTHORITY**  
**FY2011 APPROVED FINANCIAL PLAN**  
**Financial Plan and Accounting Overview**

**FINANCIAL STRUCTURE**

The Stillwater Industrial Redevelopment Authority (SIRA) was established by resolution of the City of Stillwater City Council on February 19, 1990. This trust was created in accordance with O.S. 60 Section 176. The City is the beneficiary of the trust. The main purpose is the improvement of the economic climate of the City. The City's five councilors who serve as Trustees govern the Authority.

**BASIS OF ACCOUNTING**

The accrual basis of accounting is utilized in the SIRA. Under this method of accounting, revenues are recognized when earned. Under the accrual basis of accounting, expenses are recorded rather than expenditures. Expenses are recognized at the time the liability is incurred.

**BUDGETARY BASIS OF ACCOUNTING**

The SIRA prepares its financial plan based on the guidelines found in O.S. 60 Section 176. Revenue is estimated using historical data and is adjusted based on current trends and utility rates. Only revenues expected to be received during the year or soon thereafter are included in revenue estimates along with the unreserved cash balance expected to be used during the coming year. Only amounts that will be spent or encumbered by the end of the fiscal year are budgeted as expenses. Principal payments on long-term debt and capital are recorded as expenses. Depreciation expense and vested compensated absences are not included

**FINANCIAL PLAN PROCESS AND GUIDELINES**

The Department Director is asked to make revenue projections and estimates of current expenses and requests for the ensuing budget year based on their justifications. Only amounts that will be spent or encumbered by the end of the fiscal year are budgeted as expenses. The City Manager reviews the requests and may make adjustments based on historical information or if the original estimate is deemed to be unrealistic.

All budget amendments require the Trustees' approval. The City Manager may transfer between object categories within a fund without the Trustees' approval.

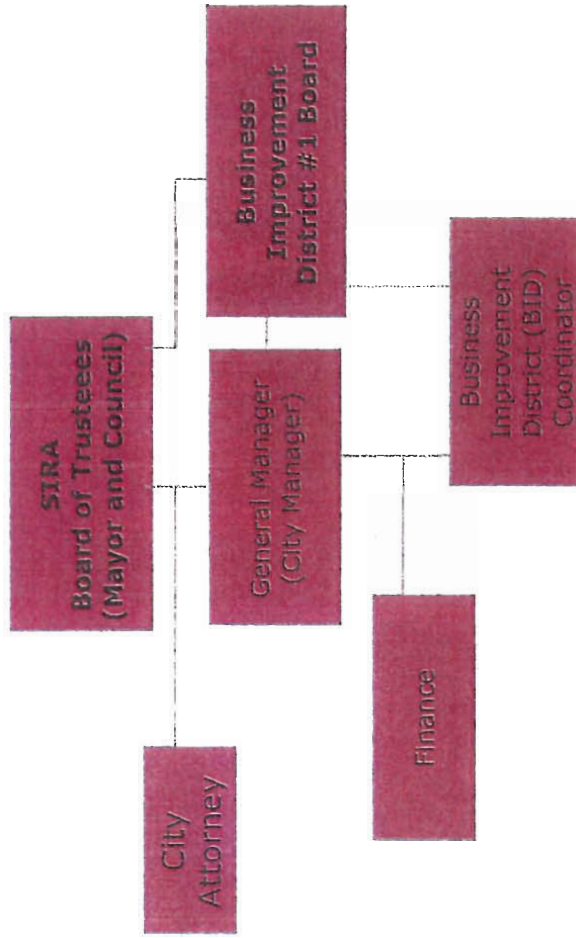
Prior to June 1, the City Manager submits to the Trustees a proposed financial plan for the fiscal year commencing the following July 1. According to O.S. 60 Section 176.G., the budget (financial plan) shall be filed with the City.

The SIRA prepares its budget using the following steps:

1. The Department Director prepares budget estimates and turn them into the Finance Director.
2. The Finance Director or designee reviews the requests.
3. The Department Directors meet with the City Manager to discuss the needs of their departments and to review their requests.
4. The Trustees conduct a series of meetings that are open to the public to discuss the proposed financial plan.
5. A proposed summary is published and a notice of a public hearing on the proposed budget is issued.
6. The public hearing is held.
7. The financial plan is approved by resolution.



# Stillwater Industrial Redevelopment Authority





**STILLWATER INDUSTRIAL REDEVELOPMENT AUTHORITY  
FUND DESCRIPTION**

The Stillwater Industrial and redevelopment Authority (SIRA) was established by resolution of the City Council on February 19, 1990 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 SIRA 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 INDUSTRIAL REDEVELOPMENT AUTHORITY  
FISCAL YEAR 2011  
APPROVED FINANCIAL PLAN  
Authorized Full Time Positions

Funded Positions

Department	FTE
Business Improvement District	1

STILLWATER INDUSTRIAL REDEVELOPMENT AUTHORITY  
FY2011 APPROVED FINANCIAL PLAN

# **FINANCIAL SUMMARY**



STILLWATER INDUSTRIAL REDEVELOPMENT AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN

	FY2009 ACTUAL 6/30/2009	FY2010 APPROVED (as amended)	FY2010 ESTIMATE	FY2011 APPROVED	CHANGE OVER FY2010 APPROVED (as amended)	
					\$	%
<b>Revenues</b>						
Interest	\$ 1,186	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%
Loan Activity	-	2,000	2,000	2,000	-	0.0%
BID assessments	203,056	140,211	140,211	140,211	-	0.0%
Miscellaneous	20,644	19,175	19,175	5,000	(14,175)	-73.9%
<b>Total Revenues</b>	<b>\$ 224,886</b>	<b>\$ 163,886</b>	<b>\$ 163,886</b>	<b>\$ 149,711</b>	<b>\$ (14,175)</b>	<b>-8.6%</b>
Transfers In	34,936	39,699	39,699	37,353	(2,346)	-5.9%
<b>Total Revenues</b>	<b>\$ 259,822</b>	<b>\$ 203,585</b>	<b>\$ 203,585</b>	<b>\$ 187,064</b>	<b>\$ (16,521)</b>	<b>-8.1%</b>
<b>Expenses</b>						
Business Improvement Dist						
Personal Services	\$ 59,937	\$ 50,598	\$ 50,598	\$ 48,252	(2,346)	-4.6%
Materials & Supplies	44,340	34,500	34,500	19,750	(14,750)	-42.8%
Other Services & Fees	128,704	135,248	135,248	88,330	(46,918)	-34.7%
Capital	2,027	20,000	20,000	3,000	(17,000)	-85.0%
<b>Total Expenses</b>	<b>\$ 235,008</b>	<b>\$ 240,346</b>	<b>\$ 240,346</b>	<b>\$ 159,332</b>	<b>\$ (81,014)</b>	<b>-33.7%</b>
Transfers Out	10,965	14,101	14,101	13,571	(530)	-3.8%
<b>Total Expenses &amp; Transfers</b>	<b>\$ 245,973</b>	<b>\$ 254,447</b>	<b>\$ 254,447</b>	<b>\$ 172,903</b>	<b>\$ (81,544)</b>	<b>-32.0%</b>
Revenues over Expenses	13,849	(50,862)	(50,862)	14,161	65,023	-127.8%
Beginning Cash Balance 7/1	218,432	232,281	232,281	181,419	(50,862)	-21.9%
<b>Balance</b>	<b>\$ 232,281</b>	<b>\$ 181,419</b>	<b>\$ 181,419</b>	<b>\$ 195,580</b>	<b>\$ 14,161</b>	<b>7.8%</b>

**TRANSFERS DETAIL**

Transfers In:

General Fund Operating	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
General Fund Personnel	9,936	14,699	14,699	12,353		
<b>Total Transfers In</b>	<b>\$ 34,936</b>	<b>\$ 39,699</b>	<b>\$ 39,699</b>	<b>\$ 37,353</b>		

Transfers Out:

Self Insurance Fund	10,965	14,101	14,101	13,571		
<b>Total Transfers Out</b>	<b>\$ 10,965</b>	<b>\$ 14,101</b>	<b>\$ 14,101</b>	<b>\$ 13,571</b>		

RESOLUTION NO. SIRA-2010-1

"A RESOLUTION OF THE STILLWATER INDUSTRIAL AND REDEVELOPMENT AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2010-11."

WHEREAS, the Oklahoma Municipal Budget Act, 60 O.S. 176 G establishes 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, agreement has been reached relative to the estimated revenues and expenditures for the various departments within the trust for the operating budget for the 2010-11 fiscal year; and

WHEREAS, the budget shall be adopted by the trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2010-11 fiscal year operating budget be adopted in the amounts reflected in this resolution's attachment.

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

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIRMAN of the STILLWATER INDUSTRIAL AND REDEVELOPMENT AUTHORITY, this 21<sup>st</sup> day of June, 2010.

STILLWATER INDUSTRIAL AND  
REDEVELOPMENT AUTHORITY

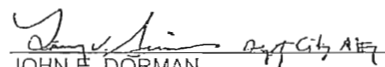
  
\_\_\_\_\_  
NATHAN BATES, CHAIRMAN

(SEAL)

ATTEST:

  
\_\_\_\_\_  
MARCY ALEXANDER  
SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 21<sup>st</sup> day of June, 2010

  
\_\_\_\_\_  
JOHN E. DORMAN  
GENERAL COUNSEL



Stillwater Industrial Redevelopment Authority Financial Plan for Fiscal Year 2011  
Stillwater Oklahoma

<u>Revenues</u>	<u>Total</u>
Beginning Balance	\$ 181,419
Interest	2,500
Loan Activity	2,000
BID assessments	140,211
Miscellaneous	5,000
Transfers In	37,353
<b>Total Revenues</b>	<b>\$ 368,483</b>
<u>Expenses</u>	
Business Improvement Dist	
Operating	156,332
Capital	3,000
Debt	-
Transfers Out	13,571
<b>Total Expenses</b>	<b>\$ 172,903</b>
<b>Ending Balance</b>	<b>\$ 195,580</b>

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STILLWATER PUBLIC WORKS AUTHORITY

Fiscal Year 2011  
Approved Financial Plan



# INTRODUCTION

Officials  
Financial Plan & Accounting Overview  
Fund Description



## STILLWATER PUBLIC WORKS AUTHORITY OFFICIALS

### Chairman & Trustees

Nathan Bates, Chairman

Charles Hopkins, Vice Chairman

Darrell Dougherty, Trustee

Joe Weaver, Trustee

John Bartley, Trustee

### Administration

Dan Galloway, General Manager

Marcy Alexander, Secretary

John Dorman, General Counsel

**STILLWATER PUBLIC WORKS AUTHORITY**  
**FISCAL YEAR 2011 FINANCIAL PLAN**  
**Financial Plan and Accounting Overview**

**FINANCIAL STRUCTURE**

The Stillwater Public Works Authority (SPWA) was created by a Declaration of Trust dated January 21, 1963. This trust was created in accordance with O.S. 60 Section 176. The City is the beneficiary of the trust. The main purpose is to provide services and physical facilities to departments of the City and, on behalf of the City, to other governments and residential and commercial residents within the corporate boundaries of the City. The City's five councilors who serve as Trustees govern the Authority.

**BASIS OF ACCOUNTING**

The accrual basis of accounting is utilized in the SPWA. Under this method of accounting, revenues are recognized when earned. Under the accrual basis of accounting, expenses are recorded rather than expenditures. Expenses are recognized at the time the liability is incurred.

**BUDGETARY BASIS OF ACCOUNTING**

The SPWA prepares its financial plan based on the guidelines found in O.S. 60 Section 176. Revenue is estimated using historical data and is adjusted based on current trends and utility rates. Only revenues expected to be received during the year or soon thereafter are included in revenue estimates along with the unreserved cash balance expected to be used during the coming year. Only amounts that will be spent or encumbered by the end of the fiscal year are budgeted as expenses. Principal payments on long-term debt and capital are recorded as expenses. Depreciation expense and vested compensated absences are not included

**FINANCIAL PLAN PROCESS AND GUIDELINES**

The Department Director is asked to make revenue projections and estimates of current expenses and requests for the ensuing budget year based on their justifications. Only amounts that will be spent or encumbered by the end of the fiscal year are budgeted as expenses. The City Manager reviews the requests and may make adjustments based on historical information or if the original estimate is deemed to be unrealistic.

All budget amendments require the Trustees' approval. The City Manager may transfer between object categories within a fund without the Trustees' approval.

Prior to June 1, the City Manager submits to the Trustees a proposed financial plan for the fiscal year commencing the following July 1. According to O.S. 60 Section 176.G., the budget (financial plan) shall be filed with the City.

The SPWA prepares its budget using the following steps:

1. The Department Director prepares budget estimates and turns them into the Finance Director.
2. The Finance Director or designee reviews the requests.
3. The Department Directors meet with the City Manager to discuss the needs of their departments and to review their requests.
4. The Trustees conduct a series of meetings that are open to the public to discuss the proposed financial plan.
5. A proposed summary is published and a notice of a public hearing on the proposed budget is issued.
6. The public hearing is held.
7. The financial plan is approved by resolution.



**STILLWATER PUBLIC WORKS AUTHORITY  
FUND DESCRIPTION**

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 residents within the corporate boundaries of the City. There are both formal and informal leasing arrangements between the SPWA and the City.

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STILLWATER PUBLIC WORKS AUTHORITY  
FY2011 APPROVED FINANCIAL PLAN

## **FINANCIAL SUMMARY**



**STILLWATER PUBLIC WORKS AUTHORITY  
FISCAL YEAR 2011 APPROVED FINANCIAL PLAN**

	FY2009 ACTUAL 6/30/2009	FY2010 APPROVED (as amended)	FY2010 ESTIMATE	FY2011 APPROVED	CHANGE OVER FY2010 APPROVED (as amended)	
					\$	%
<b>Revenues</b>						
Interest	\$ 892	\$ 3,500	\$ 3,500	\$ 1,000	\$ (2,500)	-71.4%
Loan Activity	21,667				-	0.0%
Miscellaneous	1,816	10	10	10	-	0.0%
<b>Total Revenues</b>	<b>\$ 24,375</b>	<b>\$ 3,510</b>	<b>\$ 3,510</b>	<b>\$ 1,010</b>	<b>\$ (2,500)</b>	<b>-71.2%</b>
<b>Expenses</b>						
Materials & Supplies	-	-	-	-	-	
Other Services & Fees	-	-	-	-	-	
Capital	-	-	-	-	-	
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Revenues over Expenses	24,375	3,510	3,510	1,010	(2,500)	-71.2%
Beginning Cash Balance 7/1	202,395	226,770	226,770	230,280	3,510	1.5%
<b>Balance</b>	<b>\$ 226,770</b>	<b>\$ 230,280</b>	<b>\$ 230,280</b>	<b>\$ 231,290</b>	<b>\$ 1,010</b>	<b>0.4%</b>

RESOLUTION NO. SPWA-2010-1

"A RESOLUTION OF THE STILLWATER PUBLIC WORKS AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2010-11."

WHEREAS, the Oklahoma Municipal Budget Act, 60 O.S. 176 G establishes 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, agreement has been reached relative to the estimated revenues and expenditures for the various departments within the trust for the operating budget for the 2010-11 fiscal year; and

WHEREAS, the budget shall be adopted by the trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2010-11 fiscal year operating budget be adopted in the amounts reflected in this resolution's attachment.

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

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIRMAN of the STILLWATER PUBLIC WORKS AUTHORITY AUTHORITY, this 21<sup>st</sup> day of June, 2010.

STILLWATER PUBLIC WORKS AUTHORITY

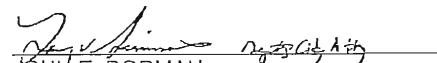
  
NATHAN BATES, CHAIRMAN

(SEAL)

ATTEST:

  
MARCY ALEXANDER  
SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 21<sup>st</sup> day of June, 2010

  
JOHN E. DORMAN  
GENERAL COUNSEL

Stillwater Public Works Authority Financial Plan for Fiscal Year 2011  
Stillwater Oklahoma

<u>Revenues</u>	Total
Beginning Balance	\$ 230,280
Interest	1,000
Miscellaneous	10
Transfers In	-
<b>Total Revenues</b>	<b>\$ 231,290</b>
<u>Expenses</u>	
Operating	-
Capital	-
Debt	-
Transfers Out	-
<b>Total Expenses</b>	<b>\$ -</b>
<b>Ending Balance</b>	<b>\$ 231,290</b>

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# APPENDIX



**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions**

**GENERAL FUND**

**TAXES**

**Sales Tax**

The City has 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. Again in 1979 voters approved the third 1% restricting its use to the Stillwater Utilities Authority. An additional ½% was approved by voters in 2001 and extended in 2006 for an additional ten years (to expire on September 30, 2016) for the purpose of transportation improvements. The sales tax is collected by the State and remitted to the City in the month following collections. The State retains 1% of the collections for its administration of the program.

<b>Ordinance</b>	<b>1160</b>	<b>April 25, 1966</b>	<b>(1%)</b>
<b>Ordinance</b>	<b>1432</b>	<b>November 13, 1972</b>	<b>(additional 1%)</b>
<b>Ordinance</b>	<b>1835</b>	<b>1979</b>	<b>(additional 1%)</b>
<b>Ordinance</b>	<b>2718</b>	<b>September 11, 2001</b>	<b>(additional 1/2 %)</b>
<b>Ordinance</b>	<b>2923</b>	<b>April 4, 2006</b>	<b>(1/2 % extended)</b>

**Use Tax**

The City's use tax was approved at the same rate as sales tax in 1997, which is now 3.5%. The City remits 98.5%, to a maximum of \$600,000 per year for 15 years, to Oklahoma State University for the purpose of retirement of capital improvement bonds. If the annual amount exceeds \$600,000, the excess will remain with the City for use in the General Fund. The use tax is collected by the State and remitted to the City in the month following collections. The State 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 State.

**Interest on Sales Tax**

Interest earned on sales tax collection during the period held by the State and remitted to the City.

**Franchise Tax Telephone**

A 2% “franchise tax” which is termed an “inspection fee” was approved on September 18, 1939 and is paid annually by AT&T.

A pole attachment fee of \$2 for each contact on a Stillwater electric utility pole is also paid per an agreement dated July 25, 1966. This payment is reduced by the amount of \$2 for each pole of 35 feet or less plus \$3 for poles of 40 feet or taller owned by AT&T upon which the City has attachments. This fee is accounted for in the Stillwater Utilities Authority.

**Ordinance 723      September 18, 1939**

**Franchise Tax ONG**

A 25-year non-exclusive franchise agreement was approved by voters on April 3, 1990. The agreement requires ONG to remit monthly a percentage that equals 3% of its gross cash receipts for the highest rate paid to any other municipality on the ONG system with a population of greater than 30,000.

**Ordinance 1083      April 3, 1990**

**Franchise Tax CATV**

This franchise fee is 5% of gross receipts and is paid on a monthly basis. The franchise fee is affected by rate changes.

**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)**

Ordinance 2662 approved by the City Council on October 11, 1999, and subsequently amended on November 15, 1999, provides the terms for a ten-year agreement with Peak Cablevision. In a special election held November 14, 1999, voters authorized the use of the public rights-of-way by Peak Cablevision.

Cox Communications assumed the cable franchise from Peak Cablevision effective March 15, 2000, approved by the City Council. On December 13, 2006 Cox Communications submitted to the City an FCC Form 394, application for assignment of the cable television franchise from Cox Communications to Cebridge doing business locally as Suddenlink. On February 1, 2010, the City Council adopted Ordinance 3093 amending Ordinance 2662 and extending the agreement for two years to January 27, 2012.

A pole attachment fee of \$3 for each contact on a Stillwater electric utility pole was approved October 18, 1970. This fee is accounted for in the Stillwater Utilities Authority.

**Ordinance 2662      October 11, 1999 – amended November 15, 1999**

**Resolution CC-99-20    March 15, 2000**

**Ordinance 3093      February 1, 2010**

**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.

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)

**FINES & FORFEITURES**

These revenues include police fines and court costs approved by the City Council. Juvenile fines collected are ear-marked by state law to fund Juvenile Programs in this community. The juvenile fines collected have been used to help fund Payne County Juvenile Services since the programs inception in 2001. Library fines are also included in this category.

**Resolution CC-2004-4 August 2, 2004 (police/court fines)**

A **police training surcharge fee** is added to each traffic citation and is ear-marked to provide continuous and advanced training for Police Officers.

A **fire training surcharge fee** of \$15 is added to each traffic citation that is issued as a result of a traffic accident that necessitated the response of a Fire Department ambulance. The funds are dedicated to provide continuous and advanced medical and fire rescue training for motor vehicle accidents.

**Council Action CC-09-14-98 September 14, 1998**

**FEES & RENTALS**

**Return Check Fees**

This fee is \$25.

**Resolution CC-00-19 October 16, 2000**

**Hotel/Motel Administration Fee**

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

**Ordinance 2178 March 25, 1985**

**Ordinance 2621 July 13, 1998**

**Bail Bond Assessment**

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

**Collections Inc.**

This revenue is the collection of delinquent court fines.

**Blue Print/Copying Fees**

Costs are assessed for blue print copies based on the square foot. This fee was adopted by Public Works Department January 10, 2002.

**Filing Fees**

An extensive process was used in 2000 to evaluate the cost in staff time and materials to review various planning applications. It was determined that applicants should ultimately be responsible for half the costs. New fees were adopted by the City Council effective July 1, 2000. These fees were increased July 1, 2001 effective November 5, 2001.

**Resolution CC-2000-3 July 1, 2000**

**Resolution CC-2001-13 July 1, 2001**

**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**

**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)**

**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 \$5 to leave an abandoned animal at the shelter.

**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 \$25 per hour for small conference rooms; \$30 per hour for reception area; \$40 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.

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 count 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.

**Ordinance 2350**

**Parks & Recreation Fees**

The Parks & Recreation Department collect various fees for recreation programs. These fees include program fees, Lake McMurty fees, tournament fees, facilities rental fees, gallery sales and golf course fees.

**CC-08-233      December 15, 2008**

**Ambulance Fees**

Ambulance rates were set by City Council on March 12, 2001. The amount charged for ambulance services is based on the patient's condition and complexity of medical treatment. The specific charge is based on Medicare guidelines. Mileage is adjusted automatically based on the current Medicare rate authorized by City Council on June 6, 2002.

**Resolution CC-2001-03      March 12, 2001**

**Resolution CC-2002-9      June 6, 2002**

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)

**INTEREST EARNED**

Interest earned on investments and NOW accounts.

**LICENSES & PERMITS**

**Liquor Store Licenses**

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

Ordinance 3058 February 18, 2009

**Beer Licenses (low point beer)**

The annual fee for a dealer's license for consumption off the premises is \$10. The annual fee for a retail dealer's license for consumption on or off the premises is \$30. The City Council approved issuing these licenses for a three-year time period at the equivalent fee.

Ordinance 2648 June 21, 1999

**Mixed Beverage Licenses**

The annual occupation tax for retailer is \$1005 for the initial license and \$905 for a renewal. For a fraternal organization the annual tax is \$500.

Ordinance 3058 February 18, 2009

**Wine & Beer Licenses**

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

Ordinance 3058 February 18, 2009

**Solicitors & Canvassers Licenses**

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

Ordinance 3058 February 18, 2009

**Taxi License**

The annual license fee for operating a taxi service is \$100. The annual fee for individual drivers is \$25.

Ordinance 3058 February 18, 2009

**Massage License**

The annual license fee is \$100 and the annual renewal fee is \$100.

Ordinance 3058 February 18, 2009

**Itinerant – Peddlers Licenses**

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

Ordinance 3058 February 18, 2009

**Caterer Mixed Beverage Combo Licenses**

The annual occupation tax is \$1,250.

Ordinance 3058 February 18, 2009

**Curb Cut Permits**

The base permit fee is \$10 for residential or \$20 for commercial driveways, plus \$50 for nuclear density testing when required.

Resolution CC-92-16 September 28, 1992

**Sidewalk Permits**

The permit fee is \$.20 per lineal feet for residential sidewalks and \$.30 per lineal feet for commercial sidewalks.

**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)**

**ROW Permits**

The cost of a permit to perform construction or utility work in a city right of way is \$10.

**Electric Permits**

Electric fees for new construction are \$41.82 per 100 amps. For remodeling or additions, with no change in circuit wiring, the fee is \$27.54. To upgrade service, the fee is \$26.52 for the first 100 amps plus \$0.153 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**

**Mechanical Permits**

Permit fee for new construction is \$41.82 for the first HVAC air handler, plus \$13.77 for each HVAC air handler over one. Fee for alteration/change outs is \$13.77. 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**

**Plumbing Permits**

The basic permit fee is \$83.64 plus \$2.75 per fixture for commercial construction and \$41.82 plus \$13.77 for each bathroom over one for residential construction. New residential multi-family is \$22.44 per dwelling unit. New motel or hotel is \$13.77 per guest room plus \$83.64 plus \$2.75 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**

**Building Permits**

The basic permit fee is \$83.64 plus \$2.75 per fixture for commercial construction and \$41.82 plus \$13.77 for each bathroom over one for residential construction. New residential multi-family is \$22.44 per dwelling unit. New motel or hotel is \$13.77 per guest room plus \$83.64 plus \$2.75 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**

**Mobile Home Permits**

This permit fee is \$50.

**Resolution CC-2008-8 July 1, 2008**

**House Moving Permits**

This fee is \$41.82 plus \$13.77 if attached to city sewer.

**Resolution CC-2008-8 July 1, 2008**

**Sign Permits**

This fee is \$0.1571 per square foot, but not less than a minimum fee of \$15.71.

**Resolution CC-2008-8 July 1, 2008**

**Fire Permits**

These fees are established based upon the fire sprinkler and fire alarm permits that are issued.

**Resolution CC-2008-9 June 2, 2008**

**Burglar Alarm Permits**

This annual fee is \$6.

**Ordinance 2490 October 3, 1994**



**CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)**

**Burn Permits**

Fees 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 requires a \$350 deposit and a \$50 fee.

**Ordinance 2699      November 13, 2000**

**TOURISM & CONVENTION FUND**

**Hotel/Motel Tax**

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

**Ordinance 2178      March 25, 1985**

**Ordinance 2621      July 13, 1998**

**RURAL FIRE FUND**

**Membership Fees**

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

**Ordinance 3050      December 8, 2008**

**Rural Fire Runs**

Property owners or lessees who do not qualify to contract for service or elects not to contract will be charged the fire run and rescue run fees 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.

**PARK DONATIONS FUND**

**Artist/Vendor Fees**

These fees are received from the artists and vendors participating in the Stillwater Arts & Heritage Festival.

**CC-08-233      December 15, 2008**

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)

**DEBT SERVICE FUND**

**Property Tax**

Property tax is levied by the County to repay principal and interest on general obligation bonds and court-assessed judgments.

**AIRPORT ENTERPRISE FUND**

**Charges for Services**

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

**Fuel Sales**

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

**STILLWATER UTILITIES AUTHORITY FUNDS**

**UTILITY SALES**

**Electric**

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

Resolution SUA-2009-13            December 7, 2009

**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-2010-4            June 21, 2010

**Wastewater**

Wastewater rates are set by the SUA Trustees to ensure that the financial requirements of the waste water system are met. The wastewater rate is comprised of two components: a wastewater customer service charge (same for all customers) and a wastewater volumetric which is based on the water usage. All customers, except industrial consumers, are billed using the winter average formula, unless customer elects not to. 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-2010-4            June 21, 2010

CITY OF STILLWATER  
FISCAL YEAR 2011 ADOPTED BUDGET  
Revenue Descriptions  
(continued)

**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 the 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-2010-1 February 15, 2010**

**CUSTOMER SERVICE**

**Installation & 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 address to disconnect service due to non-payment. \$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 when reconnection is made during normal working hours. \$20 reconnection fee for replacing a water meter removed for the purpose of avoiding base charges.

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

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

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

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

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**CITY OF STILLWATER**  
**FISCAL YEAR 2011 Budget**  
**Glossary**

**ACCRUAL BASIS ACCOUNTING** – basis 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.

**AGENCY FUND** – holds assets in an agency capacity. The assets do not belong to the municipality but are being held for another entity.

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

**BUDGET ADJUSTMENT** – 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 a director or manager.

**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** – a 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 GAAP.

**CAPITAL ASSETS** – asset purchased for use over a long period of time and not for resale. It includes land, buildings, plant and equipment, etc...

**CAPITAL EXPENDITURE** – expenditure for capital outlay. These expenditures will either increase the value of an existing capital asset or create a new capital asset.

**CAPITAL PROJECTS FUND** – a fund that accounts for financial resources to be used for the acquisition or construction of capital assets.

**COMPENSATED ABSENCE RESERVE** – appropriated budget amount that is set aside for payment of accrued compensated absences.

**DEBT SERVICE FUND** – fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

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

**ENCUMBRANCES** – represent 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.

**ENTERPRISE FUND** – fund that provides services to the community for a fee. These funds follow accounting principles similar to a not-for-profit entity.

**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.

**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.

CITY OF STILLWATER  
FISCAL YEAR 2011 BUDGET  
Glossary  
(continued)

**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** – security whose payment is unconditionally promised by a governmental unit that has the power to levy taxes. General Obligation Bonds are back by the full faith and credit (taxing power) of a municipality.

**GOVERNMENTAL FUND** – describes all funds of the government except the for profit and loss funds (i.e. enterprise fund, internal service fund, agency fund, expendable trust fund). 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.

**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.

**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.

**BUDGETED RESERVE** – amounts that are appropriated but not intended to be spent. Examples include operating reserve, severance reserve, compensated absence reserve, etc...

**RESOLUTION** – is a written motion adopted by a deliberative body. The substance of the resolution can be anything that can normally be proposed as a motion. For long or important motions, though, it is often better to have them written out so that discussion is easier or so that it can be distributed outside of the body after its adoption. 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.

**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** – amounts paid from one fund to another.