CITY OF DUNCAN FUND SUMMARY

FY 2021 ORIGINAL BUDGET

Fund	Total Estimated Revenues	Total Budgeted Expenditures	Estimated Revenues Over (under) Budgeted Expenditures	Estimated Beginning Fund Bal.	Ending Fund Balance Before Tramsfers	Transfers In	Transfers Out	Ending Fund Balance After Transfers
Operating Funds:								
General Fund	$ 11,577,443	(18,311,821)	$ (6,734,378)	4,103,579	(2,630,799)	5,097,845	(114,750)	2,352,296
Electric	19,248,000	(14,033,048)	5,214,952	8,530,529	13,745,481	-	(5,000,000)	8,745,481
Other Utilities	14,282,350	(15,849,115)	(1,566,765)	9,889,361	8,322,596	-	-	8,322,596
Street&Alley Fund	191,300	(245,000)	(53,700)	138,307	84,607	-	-	84,607
Airport Fund	112,260	(183,100)	(70,840)	2,953,945	2,883,105	-	-	2,883,105
Sub-total Operating Funds	45,411,353	(48,622,084)	(3,210,731)	25,615,721	22,404,990	5,097,845	(5,114,750)	22,388,085
Other Funds:								
Sales Tax General C.I.P.	4,173,308	(12,287,154)	(8,113,846)	9,213,913	1,100,067	-	-	1,100,067
Employee Retirement Fund	1,486,900	(1,854,400)	(367,500)	6,906,198	6,538,698			6,538,698
Cemetery Care	9,000	(66,000)	(57,000)	143,027	86,027	-	-	86,027
Sinking Ad Valorem	-	-	-	96,718	96,718	-		96,718
Technology	25,500	(46,650)	(21,150)	12,459	(8,691)	21,150	-	12,459
Sales Tax - Waurika	131,600	(598,305)	(466,705)	4,912,310	4,445,605			4,445,605
Library Grant & Gifts	16,100	(18,983)	(2,883)	7,889	5,006	-	-	5,006
CDBG	-	-	-	-	-	-		-
DPUA 2018 CWSRF	9,565,270	(9,565,270)	-					
DUUP 2019 CWSRF	11,000,000	(11,000,000)	-					
Fire Dept. Uniform Allowance	-	(48,600)	(48,600)	59,244	10,644	48,600	-	59,244
911 Telephone	270,200	(237,845)	32,355	178,615	210,970	-	(97,845)	113,125
Duncan Enhancement Trust Auth	-	(47,850)	(47,850)	37,007	(10,843)	45,000		34,157
Hunting & Fishing Fund	37,400	(112,700)	(75,300)	127,007	51,707	-	-	51,707
Duncan Economic Development	943,500	(2,500,000)	(1,556,500)	2,774,967	1,218,467	-	-	1,218,467
Eco. Dev Mktg Autjority	1,022,100	(680,400)	341,700	6,001,514	6,343,214	-	-	6,343,214
Workers Compensation Fund	766,311	(268,050)	498,261	144,741	643,002			643,002
Sub-total Other Funds	29,447,189	(39,332,207)	(9,885,018)	30,615,609	20,730,591	114,750	(97,845)	20,747,496
Totals	$ 74,858,542	(87,954,291)	$ (13,095,749)	56,231,330	43,135,581	5,212,595	(5,212,595)	43,135,581

CITY OF DUNCAN, OKLAHOMA
BUDGET MESSAGE
Fiscal Year 2021

To: Honorable Mayor and Members of the City Council

The upcoming FY 2021 annual budget of the City of Duncan has been prepared for your consideration and reflects the City's continuing effort to provide quality services to our citizens.

The following are highlights of the proposed budget:

Revenues:

- Sales taxes are budgeted to reflect a 5% decrease of the Fiscal Year 2020 budget.
- Use tax is budgeted at 15% over Fiscal Year 2020 actual revenues collected
- Rate increases will include CPI increases to water, sewer, and sanitation

Expenditures:

- Personal services:
    - The city continues to reduce their contribution to retiree insurance premiums by 10% plus the increase
    - Salaries and wages were not increased.
    - Personal Services were budgeted to allow for full employment
    - Additional pension revenues were budgeted to decrease unfunded liability

- Operations and maintenance:
    - Liability insurance premiums are budgeted to reflect a 0.3% increase.
    - Expenditures are budgeted to reflect new employees to be on boarded requiring new uniforms, equipment, and training.
    - Utilities were increased
    - Contract services in the Other Utilities increased to proceed with system audit

- Capital outlay:
    - With the implementation of the penny sales tax designated for capital purchases, the Fiscal Year 2021 CIP budget includes, by department:
    - Police: Vehicle, metal detector, smart boards, tablets, vests, radar, pepper guns, SRT equipment, ballistic helmets, building improvements, and boat.
    - Streets: Trucks, small equipment, street signs, drainage improvements.
    - Fire: Fast Attack Response unit, bunker gear, office equipment, I-Pads, emergency generator, building improvements, station design.
    - Water Distribution: Fire hydrant replacements, safety equipment, transmitter modules, pump repair, water meters, meter boxes, pipe storage barn, small equipment, locating equipment, and 2-3" pumps.
    - Water Production: Repair South Plant Clarifier, clean and repair settling ponds, repair under drain to filter C, Plant generator fuel tank replacement, backwash pump, equipment/major repairs, raw water tank clean-out, and CCTV expansion.
    - General Government: HVAC replacements, and AED's.
    - Finance: Software module
    - Cemetery: Gates/fencing, weed eaters, hydraulic dirt wagons, small tools, mower, water lines and hydrants, storage building.
    - Pollution Control: SCADA alarm system, east & west headworks stepscreen, disinfection

system design, ODEQ required engineering study, influent pump controller, replacement of both effluent gates.

    - Library: Books, roof repairs, HVAC replacement, parking lot upgrades.
    - Parks: Abe Raizen Park Improvements, Bridge repairs, Parking Fuqua East, Tractor, Sidewalk/lighting Memorial Park, Pirkle Park improvements, Improvements Hillcrest Park, Mowing Equipment, playground upgrades, new playground equipment Timber Gate Park, and small Eeuipment.
    - City Engineer: GPS equipment upgrade, office/computer equipment.
    - Code Enforcement: Field tablets.
    - Municipal Court: Software maintenance, equipment.
    - Equipment Services: Specialty tools.
    - Pools: Major repairs and maintenance.
    - Lakes: T-dock at Lake Humphreys, Truck, storage building, campsite upgrades, signs, trailer, welder, security fence.
    - Electric: Mini excavator, electric vehicle, Backhoe, Forklift, Plato sub batteries, 2.5 ton bucket truck, Service truck, Westgate project, transformers, utility poles, traffic signal equipment, reconductor OH lines, underground line replacement boring, street/walkway, light replacement, distribution automation, 27th transmission line, small equipment.
    - Community Labor: Weed eaters, mowers.
    - Emergency Management: Lightning detection, radio, master drainage study.
    - Senior Citizen Center: HVAC.
    - Airport: Terminal/parking lot improvements.
    - Information Technology: Computers/software, network infrastructure, radios, servers, email archiving/exchange, GIS, chambers sound equipment.
    - 911 Dispatch: Storm siren equipment, CAD software, 911 console system, generator.
    - Animal Control: New building, driveway paving.
- Debt service:

    There is no new debt service being budgeted in this fiscal year.

    - Continuing debt service on Police vehicles, Cemetery Van, Fire Ladder Truck, Fire pumper truck, fire brush rig, fire pickup, Streets Asphalt Zipper, Streets street sweeper, Streets excavator, Water Distribution backhoe, Water Pollution pickups, Water Pollution tractor, Water Pollution Truck, Lakes Pickup, Electric (3) work trucks, Electric Bucket Truck, Electric Aerial Truck, Community Service Pickup, Animal Control Pickup, 2002A CWSRF loan, 2005A DWSRF loan, 2007A DWSRF loan, 2009A DWSRF loan, 2009 DWSRF loan, 2012 Revenue note, 2015 WLMCD loan, 2017 WLMCD loan, 2018 CWSRF loan, and 2019 CWSRF loan.

Fund Balance: Fund balance as a percent of revenues is as follows:

- General Fund: 14%
- Other Utilities: 59%
- Electric: 45%:

New Funds and Departments:

- None

Interfund Transfers:

The following is a schedule of budgeted transfers between funds:

General Gov	DETA	$	45,000	Allowable Projects
General Gov	Fire Uniform Fund		48,600	To satisfy Union Contract
General Gov	Technology Fund		21,150	To cover operational expenses
911 Fund	General Fund		97,845	911 Equipment
Other Utilities	General Fund		-	To cover operational expenses
DUPA	General Fund		5,000,000	To cover operational expenses
CIP	Airport			Grant Match
CIP	CDBG		-	Grant Match
Other Utilities	Sewer Replacement Fund		-	Cover operational expenses
Total Transfers:		$	5,212,595	

The proposed budget presented to you is a balanced budget prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes. We submit this budget for your consideration and approval. The City Staff looks forward to working with the Council and citizens in the administration of the Fiscal Year 2021 budget.

Respectfully submitted,

Kimberly Meek
City Manager

#3

RESOLUTION 1704

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCAN, OKLAHOMA, ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021 AND AUTHORIZING BUDGET TRANSFERS.

WHEREAS, the City of Duncan prepared its annual operating budget in accordance with the Oklahoma Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes; and

WHEREAS, agreement has been reached relative to the estimated revenues, and necessary appropriations for the various accounts within various funds for fiscal year beginning January 1, 2021 and ending December 31, 2021; and

WHEREAS, the appropriations must be approved by resolution; and

WHEREAS, the City of Duncan has need throughout the fiscal year to amend its annual operating budget through supplemental appropriations, decreases in appropriation or appropriation transfers; and

WHEREAS, the City Council desires to provide limited budget control flexibility to the City Manager in amending certain budget categories as needed without Council action as provided for by Title 11, Section 17-215.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNCAN:

Section 1. That the fiscal year operating budget for the year beginning January 1, 2021 and ending December 31, 2021; be adopted in the amounts reflected in this resolution's attachment which lists expenditures by department and classifications as required by Title 11 O.S. Section 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 the City Council authorize the City Manager to transfer any unexpended and unencumbered appropriation or any portion thereof from one account to another within the same department or from one department to another within the same fund; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.

Section 4. That the City Manager is required to submit for Council action all other budget amendments including transfers of appropriations between funds and all other supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to Council for action on a properly completed Budget Amendment Form.

PASSED AND APPROVED by the City Council of the City of Duncan this 8th day of December, 2020.

Ritchie Dennington, Mayor

ATTEST:

Christina Johnson

Christina Johnson, City Clerk

CITY OF DUNCAN OKLAHOMA CHARTER 1954

AFFIDAVIT OF PUBLICATION

County of Stephens, State of Oklahoma

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I, **Crystal Childers**, of lawful age, being duly sworn upon oath, deposes and says that I am the Advertising Manager of The Duncan Banner, a daily publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Duncan, for the County of Stephens in the State of Oklahoma. The attachment hereto contains a true and correct copy of what was published in the regular edition of said newspaper, and not in a supplement, in consecutive issues on the following dates:

PUBLICATION DATES:
December 1, 2020

Crystal Childers

Signed and sworn to before me
on this 1 day of December, 2020.

Paula R Blair
Notary Public

My Commission expires: September 11, 2023.
Commission # 07008385

NOTARY SEAL PUBLIC
PAULA R. BLAIR
Notary Public
State of Oklahoma
Commission #07008385 Exp: 09/11/23

PUBLICATION FEE: $177.45

ENTERED
DEC 08 2020
By: KC