

**CITY OF DUNCAN FUND SUMMARY
FY 2022 BUDGET**

Fund	Total Estimated Revenues	Total Budgeted Expenditures	Estimated Revenues Over (under) Budget Expenditures	Estimated Beginning Fund Balance	Ending Fund Balance before Transfers	Transfers In	Transfers Out	Ending Fund Balance after Transfers
Operating Funds:								
General Fund	\$ 18,192,957	18,282,427	(89,470)	\$ 5,040,644.00	4,951,174	\$ 5,063,900.00	\$ (84,513.00)	\$ 9,930,561.00
DUPA	18,675,000	13,933,511	4,741,489	\$ 7,597,278.00	12,338,767		\$ (5,000,000.00)	\$ 7,338,767.00
Other Utilities	15,031,947	15,522,927	(490,980)	\$ 3,396,860.00	2,905,880			\$ 2,905,880.00
Street&Alley Fund	208,000	70,000	138,000	\$ 138,697.00	276,697			\$ 276,697.00
Airport Fund	46,897	78,100	(31,203)	\$ 265,881.00	234,678	\$ 31,203.00		\$ 265,881.00
Sub-total Operating Funds	<u>52,154,801</u>	<u>47,886,965</u>	<u>4,267,836</u>	<u>\$ 16,439,360.00</u>	<u>20,707,196</u>	<u>\$ 5,095,103.00</u>	<u>\$ (5,084,513.00)</u>	<u>\$ 20,717,786.00</u>
Other Funds:								
Sales Tax General C.I.P.	10,772,531	18,337,227	(7,564,696)	\$ 8,693,653.00	1,128,957			\$ 1,128,957.00
Employee Retirement Fund	2,297,258	1,790,964	506,294	\$ 7,911,184.00	8,417,478			\$ 8,417,478.00
Cemetery Care	15,000	1,000	14,000	\$ 64,846.00	78,846			\$ 78,846.00
Technology Fund	22,000	36,000	(14,000)	\$ 18,331.00	4,331	\$ 4,710.00		\$ 9,041.00
Sales Tax Waurika	75,000	598,304	(523,304)	\$ 4,234,179.00	3,710,875			\$ 3,710,875.00
Library Grant & Gifts	19,864	17,490	2,374	\$ 8,284.63	10,659			\$ 10,658.63
Fire Dept. Uniform Allowance		79,075	(79,075)	\$ 78,534.00	(541)	\$ 48,600.00		\$ 48,059.00
911 Telephone	261,000	368,184	(107,184)	\$ 280,426.05	173,242		\$ (63,900.00)	\$ 109,342.05
Police Grants/DEA/DA	-	20,000	(20,000)	\$ 113,731.13	93,731			\$ 93,731.13
Duncan Enhancement Trust Auth			-	\$ 16,557.74	16,558			\$ 16,557.74
Hunting & Fishing Fund	31,561	11,000	20,561	\$ 59,481.30	80,042			\$ 80,042.30
Economic Develop.Trust - Capital	1,010,245	1,750,000	(739,755)	\$ 2,008,299.00	1,268,544			\$ 1,268,544.00
Economic Development Trust	1,037,580	5,318,074	(4,280,494)	\$ 6,240,800.00	1,960,306			\$ 1,960,306.00
Deposit/Refunds			-	\$ 6,205.48	6,205			\$ 6,205.48
CDBG Com Dev Grants			-	\$ 90,700.00	90,700			\$ 90,700.00
Fire Grants			-	\$ 39,850.00	39,850			\$ 39,850.00
ARPA			-	\$ 1,951,249.22	1,951,249			\$ 1,951,249.22
Workers Compensation Fund	12,612	268,050	(255,438)	\$ 1,433,558.00	1,178,120			\$ 1,178,120.00
Sub-total Other Funds	<u>15,554,651</u>	<u>28,595,368</u>	<u>(13,040,717)</u>	<u>33,249,870</u>	<u>20,209,153</u>	<u>\$ 53,310.00</u>	<u>\$ (63,900.00)</u>	<u>\$ 20,198,562.55</u>
Totals	\$ 67,709,452	76,482,333	\$ (8,772,881)	49,689,230	40,916,349	5,148,413	(5,148,413)	\$ 40,916,348.55

CITY OF DUNCAN, OKLAHOMA
BUDGET MESSAGE
Fiscal Year 2022

To: Honorable Mayor and Members of the City Council

The upcoming FY 2022 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 breakeven with the Fiscal Year 2021 budget.
- Use tax is budgeted a breakeven with Fiscal Year 2021 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 Projects the council has adopted:
 - 2021A WW Improvements CWSRF OWRB
 - 2021B AMI CWSRF OWRB
 - 2021C Fire Station Project
 - 2021D Water System Improvements FAP
- Capital outlay:

The penny sales tax designated for capital purchases (CIP) for the Fiscal Year 2022 budget includes:

- *Police:* Body Armor Protective Equip, Mower, Boat (Lake Ranger), Criminal Justice Complex Remodel, Evidence Building Repairs, Building Improvements, Patrol Unit Computers, Portable Radios, Multi launcher (Tear Gas), Misc. Police Accessories, Trailers & equipment, Patrol Unit Cameras, Vehicles, Taser Less Lethal Weapons – Pepper Guns.
- *Streets:* Vehicle, Street Improvements, Equipment, Trailer for Overlay Machine, Sander, Street Signs, Drainage Improvements, ODOT 29th St Improvements, Street Striping.
- *Fire:* New Station, Station #2 Remodel/Addition/Parking/Update, Ductless Vehicle Exhaust Systems, Command Support Unit, Emergency Generator.
- *Water Distribution:* Fire Hydrant Replacements, Safety Equipment, Water Meters, Meter Boxes, Vehicle, Backhoe, Locating Equipment, Pumps w/Suction Hoses, Storage Barn, Small Equipment.
- *Water Production:* Sandblast/Paint Clarifier, Clean/Repair Setting Ponds, Pond Pump & Backwash Flow, Chlorine Regulators, Zero Turn Mower, CCTV System, Clarifier Flow Meter, Generator, Taw Water Tank Cleanout, Backwash Pump.
- *General Government:* AED's, HVAC City Hall, Council Chamber, Dispatch Relocation, Demolition of Old Municipal Court.
- *Finance:* Computer Software.
- *Cemetery:* Gates & Fencing, Hydraulic Lifting Dirt Wagons, Mower, Water Lines/Hydrants,

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- o *Pollution Control*: SCADA Alarm System, East & West Headworks Step Screens, Engineering Study, WWTP Improvements, Digester Repairs
- o *Library*: Books, Furniture, Roof Repairs, HVAC Replacement, Parking Lot Upgrades.
- o *Parks*: Small Equipment (under 10,000), Abe Raizen, Memorial, Pirkle, Olen Sledge, Fuqua, and Douglass Park Improvements, Mowing Equipment, Land, Tractor w/Boom Mower, Skid Steer w/Brush Cutter & Attachments, Board Replacement for Bridges (N/S, Memorial, Whisenant, & Olen Sledge) and trailers for equipment.
- o *City Engineer*: GPS Equipment Upgrade, License Fees & Misc.
- o *Code Enforcement*: Vehicle, Personal Protection Equipment, and Code Book.
- o *Municipal Court*: Software Maintenance, and Equipment.
- o *Equipment Services*: Diagnostic Scanner & Programs, Building Improvements, and Specialty Tools.
- o *Pools*: Fuqua Pool Repairs and Maintenance
- o *Lakes*: Boat Ramps & Docks, Tractors & Mowers, Electric Upgrades, Signs, Road Improvements, Campground Mapping, and Upgrade Lake Software Systems.
- o *Electric*: Forklift, Plato Sub-Station batteries, Specialty Vehicle, Work Vehicles, Westgate Project, Street & Walkway Lights, Transformer, Utility Poles, Distribution Automation, Cable Rejuvenation Timbergate Subdivision & Mobile Village, Substation Security.
- o *Community Labor*: Small Equipment
- o *Emergency Management*: Lightening detection Alert Eye, Radios, Communication Center for the EOC, and Federal Signal Storm Sirens.
- o *Community Development*: CDBG Program Grant Match.
- o *Senior Citizen Center*: Heating & Air Improvements.
- o *Airport*: Terminal improvements, Parking Lot Improvements, Drainage Improvements, and FBO Hangar Improvements.
- o *Information Technology*: Computers, Software, Network Infrastructure, Switches & Routers, Council Video Equipment, and Video Conferencing.
- o *Personnel*: City Website.
- o *911 Dispatch*: Computers, Servers, Stations, Generator, and CAD Spillman Contract.
- o *Animal Control*: Paving Driveway/Parking Lot.

- Debt service:

Continuing debt service on 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, Electric (2) work trucks, Electric Bucket 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, 2019 CWSRF loan, 2021A CWSRF, 2021B CWSRF, 2021C Fire Station, and 2021D Water System Improvements.

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

- General Fund: 37.71%
- Other Utilities: 20%
- Electric: 38%:

New Funds and Departments:

- Fund 68: ARPA Federal Grant – Project to be determined in 2022.

Inter-fund Transfers:

The following is a schedule of budgeted transfers between funds:

General Gov	48,600	To satisfy Union Contract
General Gov	4,710	To cover operational expenses
911 Fund	63,900	911 Equipment
Other Utilities	-	To cover operational expenses
DUPA	5,000,000	To cover operational expenses
General Gov	31,203	To cover operational expenses
Total Transfers:	\$ 5,148,413	

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 2022 budget.

Respectfully submitted,

Kimberly Meek
City Manager

RESOLUTION 1720

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCAN, OKLAHOMA, ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022 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, 2022 and ending December 31, 2022; 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:

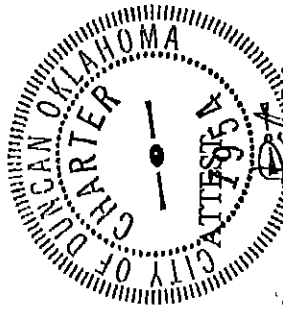
Section 1. That the fiscal year operating budget for the year beginning January 1, 2022 and ending December 31, 2022; be adopted in the amounts reflected in this resolution's attachment which lists expenditures by department and classifications as required by Title 11 O.S. Section 17-213;

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;

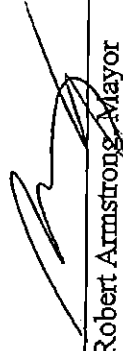
Section 3. That the City Council authorize the City Manager to transfer any unexpended and unencumbered appropriation or any portion thereof from one account to another within the same department or from one department to another within the same fund; except that no appropriation for debt service or 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 14th day of December, 2021.



Rebecca Contreras
Rebecca Contreras, City Clerk


Robert Armstrong, Mayor

AFFIDAVIT OF PUBLICATION

County of Stephens, State of Oklahoma

The Duncan Banner

P.O. Box 1268
Duncan, OK 73534
580-255-5354

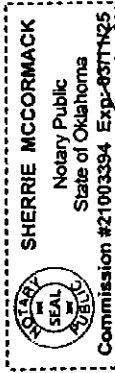
I, Crystal Childers, of lawful age, being duly sworn upon oath, deposes and says that I am the Advertising Manager of The Duncan Banner, a daily publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Duncan, for the County of Stephens in 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 4, 2021

Crystal Childers
Sherrie McCormack
Notary Public

Signed and sworn to before me
on this 6th day of December, 2021.

My Commission expires: March 25, 2025.
Commission # 21003394



PUBLICATION FEE: \$ 177.45

NOTICE OF PUBLIC HEARING ON PROPOSED BUDGET

A public hearing on the FY 2022 City of Duncan budget will be held at 5:15 pm on December 14th, 2021, in the City Council Chambers, Police Department Complex, 16 S 7th, Duncan, OK, for the purpose of discussing and developing the City budget for the fiscal year beginning January 1, 2022. The public hearing is open to the public and citizen comments on the proposed budget will be welcome.

CITY OF DUNCAN FUND SUMMARY FY 2022 PROPOSED BUDGET

	Fund	Total Estimated Resources	Total Budgeted Uses	Ending Budgetary Fund Balance
Operating Funds:				
General Fund	\$	18,174,187	18,239,177	8,449,706
DUPA		18,675,000	13,933,511	12,338,757
Other Utilities		15,031,947	15,522,927	2,905,080
Street & Alley Fund		208,000	70,000	276,697
Airport Fund		46,897	78,100	284,678
Sub-total Operating Funds		52,136,031	47,843,715	24,205,728
Other Funds:				
Sales Tax General C.I.P.		10,772,531	19,287,227	759,263
Employee Retirement Fund		2,297,258	1,790,964	8,440,724
Cemetery Care		15,000	1,000	78,846
Technology Fund		31,290	36,000	13,621
Sales Tax Waiver/IRA		75,000	(523,304)	4,832,483
Library Grant & Gifts		19,864	17,480	10,659
Fire Dept. Uniform Allowance		48,600	45,600	81,025
911 Telephone		261,000	434,184	107,242
Police Grants/DEADA		-	20,000	93,731
Duncan Enhancement Trust Auth		45,000	32,794	28,764
Hunting & Fishing Fund		31,561	11,000	80,042
Economic Develop. Trust - Capital		1,023,000	1,750,000	1,294,568
Economic Development Trust		1,050,849	680,400	6,624,518
Deposit/Refunds				6,205
COBG Com Dev Grants				90,700
Fire Grants				39,850
ARPA				1,951,249
Workers Compensation Fund				248,516
Sub-total Other Funds		15,670,933	23,983,555	24,782,008
Totals	\$	67,806,964	71,827,270	48,987,736

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