

CITY OF DUNCAN, OKLAHOMA
BUDGET MESSAGE
Fiscal Year 2025

To: Honorable Mayor and Members of the City Council

The upcoming FY 2025 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 projected actual Fiscal Year 2024 revenues.
- Use tax is budgeted a breakeven with Fiscal Year 2024 actual revenues collected.
- Rate increases will include CPI increases to water, sewer, and sanitation.

Expenditures:

- Personnel services:
 - The city continues to reduce their contribution to retiree insurance premiums by 10% plus the increase.
 - Personnel Services were budgeted to allow for full employment and multiple new positions within various departments.
 - Additional pension revenues were budgeted to decrease unfunded liability.
- Operations and maintenance:
 - 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-22-0002-L
 - 2023A Clean Water Clear Creek Dam OWRB
 - 2023B El Rancho Water Tower FAP-24-0005
 - 2024 Clean Water SRF
- Capital outlay:

The penny sales tax designated for capital purchases (CIP) for the Fiscal Year 2025 budget includes:

- *Police:* Six (6) new Vehicles and corresponding upfitting, Building Improvements, and Body Armor.
- *Streets:* Three (3) Vehicles, Street Signs, Street Striping, Safety Equipment, Drainage Improvements.
- *Fire:* Fire Station Upgrades/Repairs, Miscellaneous Firefighting Tools
- *Water Distribution:* Fire Hydrant Replacements, Safety Equipment, Water Meters, Meter Boxes, Water Line Extension, Locating Equipment, Pumps, Boring Machine.
- *Water Production:* Raw Water Tank Cleanout, Line Locators, Stair/Ladder System, Water Tower Painting – 27th and 10th/Elk, Generator and Switchgear, North Plant Sedimentation Leak Repair, Generator Walkways, Structure 4 Pipe Repair.
- *General Government:* Building Improvements, Traffic Signal Equipment.
- *Cemetery* – Road Improvements, Gates/Fencing, E-Mapping/Grave Locate, Hydraulic Lifting Wagon, Mower, Two (2) Tractors
- *Pollution Control:* North Primary Clarifier Rehabilitation, East Lift Station, E Coli Testing Equipment.
- *Library:* Building Improvements.
- *Parks:* Small Equipment, Mowing Equipment, Concrete Pads, Tables/Benches, Kubota Attachments, Skid Steer Attachments, Playground Improvements, Douglass Park Restroom Improvements.

- *City Engineer:* Software, Computer Equipment.
 - *Code Enforcement:* Two (2) Sets of Code Books, Body Camera Storage, Furniture and Fixtures.
 - *Equipment Services:* Diagnostic Scanner & Programs, Building Improvements, Specialty Tools, General Tools, Machinery and Equipment, Vehicle Lift
 - *Pools:* Fuqua Pool Repairs and Maintenance
 - *Lakes:* Boat Ramps & Docks, Electric Upgrades, One Ton Truck, Electric Upgrades, Signs/Miscellaneous, Fish House Improvements, Equipment Mowers, Skid Steer Attachment, Restroom Remodel Clear Creek, Campsite Mapping, Lease Improvements, Software, and Road Improvements.
 - *Electric:* Forklift, Bucket Truck, LTC Elder Substation, Substation Security, Meters, Transformers, Utility Poles, UG Primary Replacement, Distribution Automation, Mutual Aid, Truck.
 - *Emergency Management:* Computer, Fire Alarm System City Hall, Cooling Trailer, Trailer, Communication Center, Addressing.
 - *Community Development:* Furniture and Fixtures.
 - *Senior Citizen Center:* Heating & Air Improvements, Building Improvements.
 - *Airport:* Taxi Lane Asphalt Overlay, Drainage Improvements, Emergency Repair, FBO Hangar Improvements, Replace Roof FBO, T Hangar Skylight Removal.
 - *Information Technology:* Professional Software, Laptops, Furniture and Equipment, Port Switches, UPS for Desktops, Desktop Workstations, Active Directors and Domain Control, Conference Rooms Setup, Phone System
 - *Personnel:* Software.
 - *911 Dispatch:* Truck, Generator
 - *Animal Control:* Building Improvements
- **Debt service:**
Continuing debt service on Fire Ladder Truck, Fire pumper truck, fire brush rig, fire pickup, Streets excavator, Water Distribution backhoe, 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, Clear Creek Dam, El Rancho Water Tower, 2024 Clean Water SRF

Inter-fund Transfers:

The following is a schedule of budgeted transfers between funds:

Fund Transferring Out	Fund Transferring In	Amount
General Government	Library Grants	\$ 11,700
General Government	DETA	\$ 21,900
General Government	Employee Retirement	\$ 583,643
General Government	Technology	\$ 31,000
Other Utilities	General Government	\$2,500,000
Other Utilities	Employee Retirement	\$ 517,000
Electric	General Government	\$3,000,000
Sinking Ad Valorem	Worker's Compensation	\$ 75,313
911 Telephone	General Government	\$ 120,000
Total Transfers		\$6,860,556

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 2025 budget.

Respectfully submitted,

Chris Deal
City Manager

RESOLUTION

1775

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCAN, OKLAHOMA, ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025 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, 2025 and ending December 31, 2025; 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:

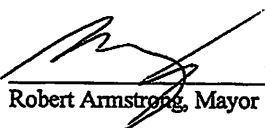
Section 1. That the fiscal year operating budget for the year beginning January 1, 2025 and ending December 31, 2025; be adopted in the amounts reflected in this resolution's attachment which lists expenditures by department and classifications as required by Title 11 O.S. Section 17-213;

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.

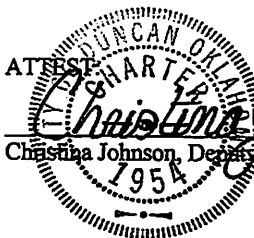
Section 4. That the City Manager is required to submit for Council action all other budget amendments including transfers of appropriations between funds and all other supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to Council for action on a properly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

PASSED AND APPROVED by the City Council of the City of Duncan this 10th day of December, 2024.


Robert Armstrong, Mayor

ATTEST


Christina Johnson, Deputy City Clerk



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 Publisher 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:

November 21, 2024

Crystal Childers

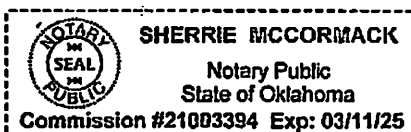
Signed and sworn to before me
on this 21st day of November, 2024.

Sherrie McCormack

Notary Public

My commission expires: March 11, 2025.

Commission # 21003394.



PUBLICATION FEE: \$ 93.25

**CITY OF DUNCAN FUND SUMMARY
FY 2025 PROPOSED 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	\$ 16,405,082	(24,107,419)	(7,702,336)	6,944,985	(757,352)	5,620,000	(648,243)	4,214,405
Duncan Power	18,844,415	(16,801,490)	2,042,925	4,043,485	6,086,411	-	(3,000,000)	3,086,411
Other Utilities	19,866,742	(15,855,284)	4,011,458	3,302,476	7,313,935	-	(3,017,000)	4,296,935
Street&Alley Fund	183,061	(265,000)	(81,939)	198,153	116,213	-	-	116,213
Airport Fund	503,000	(122,000)	381,000	(378,342)	2,658	-	-	2,658
Sub-total Operating Funds	55,802,300	(57,151,192)	(1,348,892)	14,110,757	12,761,865	5,620,000	(6,665,243)	11,716,622
Other Funds:								
Sales Tax General C.I.P.	4,911,007	(10,847,861)	(5,936,854)	10,642,991	4,706,137	-	-	4,706,137
Employee Retirement Fund	1,673,805	(2,009,424)	(335,619)	6,043,081	5,707,462	1,100,643	-	6,808,105
Cemetery Care	17,850	(11,858)	5,992	109,508	115,500	-	-	115,500
Sinking Ad Valorem	75,313	-	-	108,997	184,310	-	(75,313)	108,997
Technology Fund	50,000	(49,962)	38	-	38	31,000	-	31,038
Waurika	42,000	(598,309)	(556,309)	1,940,232	1,383,923	-	-	1,383,923
Library Grant & Gifts	27,350	(22,965)	4,385	(4,015)	370	11,700	-	12,070
911 Telephone	335,500	(37,000)	298,500	253,460	551,960	-	(120,000)	431,960
Police Grants/DEA/DA	-	-	-	165,233	165,233	-	-	165,233
Duncan Enhancement Trust Auth	21,900	(21,900)	-	10,218	10,218	21,900	-	32,118
Hunting & Fishing Fund	15,674	(22,000)	(6,326)	122,836	116,510	-	-	116,510
Economic Develop.Trust - Capital	1,270,300	(1,270,300)	-	669,988	669,988	-	-	669,988
Economic Development DAEDT	1,270,300	(1,270,300)	-	308,001	308,001	-	-	308,001
CDBG Com Dev Grants	-	-	-	-	-	-	-	-
Fire Grants	-	-	-	48,026	48,026	-	-	48,026
ARPA	-	-	-	2,620,295	2,620,295	-	-	2,620,295
Workers Compensation Fund	75,937	(355,352)	(279,415)	555,254	275,839	75,313	-	351,152
Sub-total Other Funds	9,786,936	(16,517,230)	(6,805,607)	23,594,106	16,863,812	1,240,556	(195,313)	17,909,055
Totals \$	65,589,236	(73,668,423)	\$ (8,154,499)	37,704,863	29,625,677	6,860,556	(6,860,556)	29,625,677