

CITY OF THOMAS, OKLAHOMA
MUNICIPAL BUDGET ACT
FUND-BASED BUDGET
2014-2015



Custer

Mayor's Budget Message

ANNUAL BUDGET

The FY 2014- 2015 Annual Budget is presented for your review and consideration. The budget message, as required by law, is to briefly explain the budget, its purpose, and identify any major changes from the previous year. The City of Thomas, Thomas Public Works, Thomas Street and Alley Fund, Thomas Airport Authority, Thomas Economic Development Authority, Police Special Revenue, Beautification Special Revenue and all related departments and funds are authorized to budget under the Municipal Budget Act, Title 11 O. S. 1979, Section 17-201 through 17-216, and/or as may be revised.

The law requires a summary of revenues and expenditures to be presented as well as a public notice made prior to the final adoption. Notice of a public hearing will be posted for public viewing on Tuesday, June 3rd for the hearing to be held in the City Council Chambers on June 10, 2014 at 5:30 pm.

The financial condition at the end of FY 13 - 14 continues to be consistently strong despite limited revenue sources for the city. Sales taxes continue to bring in steady revenue and utility revenues have increased due to sewer rate increases. The combined budget places the city in a good financial position.

The primary funding concern continues to be the sewer-lagoon project. The project is projected to begin tentatively for the summer of 2014. Several grants have been attained to assist in the construction and sewer rates have been raised substantially in preparation for paying the monthly debt the city will incur for funding the project. The city has continued to conserve monies to assist in paying for the lagoon project as evidenced by expenditures for the city budget being 25% less than allowed for in the FY 2013-2014 budget. It is imperative this practice continue but it is also important we provide for essential services such as the police and water departments with adequate staffing.

As in the past, everyone in our city is encouraged to bring in more businesses and shop at home in order to provide the revenue to maintain our needs and improve our city.

The 2014-2015 Annual Budget

Next year's proposed budget has salary increases for an additional police officer and for the Economic Development position which changed from part time to full time. Increased expenditures were also required for employee medical and benefits due to provider rate increases and the noted additional staffing. Expenditures for the pool and parks were raised to more accurately reflect the costs of mowing, pool chemicals, and bathroom cleaning costs.

Explanation of Fund/Department Changes

The budget is comprised of several funds containing various departments as indicated below.

General Fund

The General Fund is to account for all monies received and distributed for general government purposes, including all assets, liabilities, reserves, fund balances, revenues and expenditures, which are not accounted for in any other fund or other special account set up during this process.

Revenues

In projecting revenues, a conservative approach was taken. The City has continued to apply for grants concerning public safety issues and we continue to look for avenues to attain grants for the safety of the public in providing emergency services as well as powering our essential services such as water, sewer, etc.

Expenditures

Budgeted expenditures have been increased for the Police Department, Pool/Parks and salaries/employee benefits/employee medical in General Government. The increase for the Police Department is to allow for an additional police officer to be hired. The increase in the Pool/Parks is to allow for needed expenditures to mow, provide pool chemicals, and clean the bathrooms during the summer months. In anticipation of a matching grant in the near future, \$50,000 was set aside again this year for the Fire Department to purchase a new fire truck. Continued efforts will be made to keep costs at the very basic level and be very conservative in the use of our available funds and revenue.

Street & Alley Fund

The Special Revenue Fund is to account for the proceeds of specific revenue sources that are restricted by law for specific purposes. This fund is funded by the Gas Excise and Motor Vehicle Tax and is used to pay for street lights and very limited paving of our streets. This is a fund that we really have little control over the amount of revenue coming in, but we will be diligent in the use of those funds.

Enterprise Fund (Thomas Public Works)

The Enterprise Fund is to account for each utility enterprise or other service, other than those operated as a department of the General Fund, where the costs are financed primarily through user charges or where there is a specific need to determine revenues earned, expenses incurred and net income for service programs.

Sewer rates were raised in FY 2013-2014 in an effort to meet our expenses for the wastewater lagoon project. Although it is unclear at this time whether revenue-sources for the TPWA will be adequate to cover the needed loan payments for the project, if they are not, additional rate increases may be required. It is understood that rate increases are a burden for many people on fixed incomes and we will strive to keep rates at the lowest levels possible while still ensuring we can meet the needed obligations to operate our essential services.

Thomas Economic Development Authority

This authority continues to provide an essential function for our city. TEDA's efforts this year in keeping Danlin after they had a catastrophic fire was vital to our town's well-being. Their efforts in bringing in new businesses and assistance to current ones provide immeasurable benefits to our town. They are funded by sales taxes transferred each month from the general fund. It is our

hope in the next year they can seek additional retail businesses to increase tax revenues for the city.

Thomas Airport Authority

The Airport Authority continues to make improvements to our airport in an effort to promote our town and improve the lives of our citizens. They have worked hard through the annual air show to raise funds and to promote the airport and our City. The City is committed to the Airport Authority and will assist them this year by providing \$15,000 in funding. This will allow them to have matching funds for any grants available to continue making quality improvements to our airport facilities.

Police Special Revenue Fund

This fund was created by recommendation of last year's financial audit and includes only monies donated to and to be used solely by the police department.

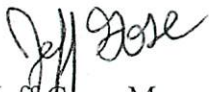
Beautification Special Revenue Fund

This fund was also created by recommendation last year's financial audit and includes only monies donated to and to be used solely for "beautification" of the City.

Conclusion

The goal of this year's budget is to provide the current financial standing of the City of Thomas and a good financial plan for the next fiscal year. As always, it is imperative that those responsible for city revenue be diligent in conserving these funds entrusted to us by our citizens. Continued monitoring of utility rates and adjustments which cover the cost of the service is also an absolute necessity. We must continue to strive to create an environment that will encourage people to want to live in our town. To do so we have to try to keep utility rates and sales taxes at levels that won't inhibit growth. Thomas has much to offer families and people wanting a safe place to live. It should be our goal to encourage the many volunteer organizations active today in our town and to ensure the City functions do not take away or limit the many positive aspects of our community.

My purpose in drafting this budget was to give the City Council the needed information to monitor the City's spending and to ensure it is accounted for in the best way possible. The hard work and effort given by the City employees and the City Council is greatly appreciated and it is my hope the City Council will look favorably upon this budget.



Jeff Gose, Mayor
May 2014

<u>Proposed Expenditures</u>	Prior Budget Year 12-13	Prior Budget Year 13-14	Current Year Actual	14 - 15 Budget
Ambulance				
Maint & Operations	\$600.00			
Total Ambulance	\$600.00	\$1,000.00	\$500.00	\$500.00
Emergency Management				
Maint & Operations	\$5,500.00			
Utilities				
Total Emergency Management	\$5,500.00	\$5,500.00	\$3,800.00	\$5,500.00
Fire Dept				
Maint & Operations	\$25,000.00			
Total Fire Dept	\$25,000.00	\$35,000.00	\$25,000.00	\$35,000.00
Airport				
Maint & operations				
Total Airport		\$15,000.00	\$15,000.00	\$15,000.00
General Government				
Insurance Proceeds				
Accounting	\$12,800.00	\$12,750.00	\$10,100.00	\$12,750.00
Audit	\$5,500.00	\$5,500.00	-	\$5,500.00
Capital Outlay	\$100,000.00	\$100,000.00	\$67,000.00	\$100,000.00
Economic Development	\$1,000.00	\$1,000.00	-	-
Employee Benefits	\$27,000.00	\$25,000.00	\$13,500.00	\$26,000.00
Employee Medical	\$22,000.00	\$12,000.00	\$12,000.00	\$25,000.00
Governing Board	\$7,800.00	\$7,800.00	\$7,800.00	\$7,800.00
Insurance	\$10,000.00	\$12,000.00	\$12,000.00	\$12,500.00
Maint on Bldg	\$2,000.00	\$4,000.00	\$1,300.00	\$4,000.00

	Prior Budget Year 12-13	Prior Budget Year 13-14	Current Year Actual	14 - 15 Budget
Municipal Judge	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
Office Supplies	\$5,000.00	\$4,000.00	\$5,000.00	\$5,000.00
Salaries	\$40,000.00	\$25,500.00	\$33,400.00	\$36,000.00
Services & Contracts	\$15,000.00	\$15,000.00	\$17,000.00	\$17,000.00
Utilities	\$18,000.00	\$16,000.00	\$16,000.00	\$17,000.00
Total General Govt	\$267,900.00	\$242,350.00	\$196,900.00	\$271,350.00
Parks/Swimming Pool				
Services & Contracts	\$11,000.00	\$9,000.00	\$11,000.00	\$13,000.00
Utilities	\$3,000.00	\$2,000.00	\$2,500.00	\$2,500.00
Maint & Operations	\$12,100.00	\$8,000.00	\$8,500.00	\$9,000.00
Total Parks/Swimming Pool	\$26,100.00	\$19,000.00	\$22,000.00	\$24,500.00
Police				
Animal Control	\$7,000.00	\$7,000.00	\$6,500.00	\$7,000.00
Fuel	\$6,500.00	\$8,000.00	\$3,500.00	\$6,500.00
Office Supplies	\$1,000.00	\$1,000.00	\$250.00	\$1,000.00
Salaries	\$60,000.00	\$50,000.00	\$32,000.00	\$58,000.00
Services & Contracts	\$2,500.00	\$4,000.00	\$2,700.00	\$4,000.00
Utilities	\$2,500.00	\$2,000.00	\$2,100.00	\$2,500.00
Vehicle Repair	\$1,500.00	\$6,000.00	\$500.00	\$5,000.00
Total Police	\$81,000.00	\$78,000.00	\$47,550.00	\$84,000.00
Total Expense	\$406,100.00	\$395,850.00	\$310,750.00	\$434,850.00
Increase Fund Balance	-\$99,900.00	-\$68,750.00	\$58,835.00	-\$87,500.00
Total	306,200.00	\$327,100.00	\$369,585.00	\$347,350.00

City of Thomas General Fund		
Budget Summary 2014 – 2015		
<u>General Fund Accounts</u>		
Beginning Fund Balance - Estimated	550,000.00	
<u>Resources</u>		
Ballpark rental	2,100.00	
Mowing	-	
Licenses	1,500.00	
Permits & Fees	1,000.00	
Fines	1,500.00	
Swimming Pool	2,000.00	
Beverage Tax	7,000.00	
Cigarette & Tobacco Tax	4,000.00	
Franchise Tax	45,000.00	
Use Tax	38,000.00	
Interest	1,500.00	
Grant Revenue	-	
Sales Tax	325,000.00	
Transfer to TEDA	(81,250.00)	
<u>Total Resources</u>	<u>347,350.00</u>	
Total Available for Appropriation	897,350.00	
<u>Appropriations</u>		
Ambulance	500.00	
Emergency Management	5,500.00	
Fire Dept	35,000.00	
Airport Authority	15,000.00	
General Government	271,350.00	
Police Department	84,000.00	
Park/Swimming Pool	24,500.00	
<u>Total Appropriations</u>	<u>434,850.00</u>	
Estimated Ending Fund Balance - Unappropriated	462,500.00	

<u>TPWA General Fund</u>	13 - 14 Budget	Current Year Actual	14 - 15 Budget
<u>Revenue</u>			
Interest	\$900.00	\$600.00	500.00
Oil Lease			
Misc Income	\$0.00	1,000.00	-
Late Penalties	\$10,000.00	\$12,900.00	10,000.00
Ambulance	\$39,000.00	\$21,000.00	-
First Responder	\$12,700.00	\$5,400.00	-
Sewer	\$153,100.00	\$143,800.00	201,800.00
Sanitation	\$142,000.00	\$152,800.00	150,000.00
Water	\$228,000.00	\$216,600.00	215,000.00
Grant - Generators	\$43,700.00	-	-
Total Revenue	\$629,400.00	\$554,100.00	577,300.00
Current Assets			
Certificates of Deposit	\$116,827.00		31,600.00
Total Checking	\$112,105.00		125,000.00
Total Assets	\$228,932.00		156,600.00
Total Available Revenue	\$858,332.00		733,900.00
<u>Expenses</u>			
	13 - 14 Budget	Current Year Actual	14 - 15 Budget
Ambulance	\$39,000.00	\$19,600.00	-
First Responder	\$10,000.00	\$1,050.00	-
Debt Service	\$54,000.00	\$26,700.00	123,200.00
Accounting	\$12,750.00	\$10,500.00	12,750.00
Audit	\$5,500.00	-	5,500.00
Capital Outlay	\$100,000.00	\$170,000.00	100,000.00
Employee Benefits	\$45,000.00	\$42,000.00	43,250.00
Employee Medical	\$25,000.00	\$37,050.00	40,000.00
Fuel & Oil	\$10,000.00	\$9,000.00	10,000.00
Insurance	\$13,000.00	\$11,400.00	12,000.00
Maintenance & Operations	\$60,000.00	\$36,400.00	40,000.00
Maintenance on Buildings	\$1,500.00	\$600.00	1,500.00
Office Supplies	\$5,000.00	\$6,000.00	6,000.00
Salaries	\$135,000.00	\$139,000.00	143,200.00
Sanitation Fees	\$120,000.00	\$118,300.00	120,000.00
Service & Contracts	\$23,000.00	\$19,700.00	20,000.00
Utilities	\$28,000.00	\$28,500.00	29,000.00
Grant - Generators	\$43,700.00	-	-
Total Expenses	\$730,450.00	\$675,800.00	706,400.00
Estimated Ending Fund Balance	\$127,882.00		27,500.00

Thomas Special Revenue	
Budget Summary 2014 – 2015	
Street and Alley Fund	
<u>Street and Alley Fund Accounts</u>	
Beginning Fund Balance - Estimated	3,300.00
<u>Resources</u>	
Gas Excise Tax	2,600.00
Motor Vehicle Tax	9,200.00
<u>Total Resources</u>	11,800.00
Total Available for Appropriation	15,100.00
<u>Appropriations</u>	
Street Lights	8,300.00
Paving	6,800.00
<u>Total Appropriations</u>	15,100.00
Estimated Ending Fund Balance - Unappropriated	-

Thomas Economic Development Authority
Proposed Budget
Fiscal Year Ending June 30, 2015
Resources and Appropriations from Unrestricted Funds Only

Estimated Beginning Unrestricted Fund Balance \$ 314,000.00

Resources

Borrowed Funds	\$ 250,000.00
Debt Repayment	36,500.00
Franchise	600.00
Interest Income/Dividends	5,200.00
Rental Income	157,000.00
School Bond Fees	3,400.00
Transfer of Sales Tax from City of Thomas	81,250.00

Total Resources 533,950.00
\$ 847,950.00

Appropriations

Audit	\$ 4,000.00
Capital Outlay	100,000.00
Debt Service	135,000.00
Economic Development	390,000.00
Insurance	1,000.00
Interest	18,500.00
Legal and Professional Fees	5,000.00
Miscellaneous	5,000.00
Repairs	5,000.00
Utilities	1,000.00

Total Appropriations 664,500.00

Estimated Ending Unrestricted Fund Balance - Unappropriated \$ 183,450.00

NOTE: The Thomas Economic Development Authority is not governed by the Municipal Budget Act. This budget is presented for planning purposes only and its appropriations do not represent legal spending limits.

Thomas Airport Authority			
Budget Summary 2014 – 2015			
<u>TAA Fund Accounts</u>			
Beginning Fund Balance - Estimated	20,000.00		
<u>Resources</u>			
City Appropriation	15,000.00		
Fund Raising	33,000.00		
Land Rent	1,700.00		
Royalty	2,650.00		
Hanger Leases	1,875.00		
<u>Total Resources</u>	54,225.00		
Total Available for Appropriation	74,225.00		
<u>Appropriations</u>			
Maintenance	10,000.00		
Matching Funds	15,000.00		
Fly in	23,000.00		
<u>Total Appropriations</u>	48,000.00		
Estimated Ending Fund Balance - Unappropriated	26,225.00		
<i>Note: The Thomas Airport Authority is not governed by the Municipal Budget Act. This budget is presented for planning purposes only and its appropriations do not represent legal spending limits.</i>			

Thomas Special Revenue	
Budget Summary 2014 – 2015	
Beautification Fund	
<u>Beautification Fund Accounts</u>	
Beginning Fund Balance - Estimated	165.00
<u>Donations</u>	-
Total Available for Beautification	165.00
<u>Beautification</u>	165.00
Estimated Ending Fund Balance - Unappropriated	-

Thomas Special Revenue	
Budget Summary 2014 – 2015	
Police Donation Fund	
<u>Police Fund Accounts</u>	
Beginning Fund Balance - Estimated	1.00
<u>Donations</u>	1,000.00
Total Available for Police Department	1,001.00
<u>Supplies and Equipment</u>	1,001.00
Estimated Ending Fund Balance - Unappropriated	-

PURSUANT TO THE LEGAL NOTICE AS IS REQUIRED BY THE OKLAHOMA OPEN MEETINGS ACT INCLUDING THE POSTING OF A NOTICE AND AGENDA AS IS REQUIRED BY THE TERMS THEREOF, THE CITY COUNCIL OF THE CITY OF THOMAS, OKLAHOMA, MET IN REGULAR SESSION AT THE CITY BUILDING IN THOMAS, OKLAHOMA, ON THE 10TH DAY OF JUNE 2014 AT 6:00 P.M.

PRESENT: JEFF GOSE, DARREL MERREY, BRUCE POTTER, JEANNE LEWIS, TANA BURTON

ABSENT: NONE

THEREUPON, the following Resolution was introduced and the title caused to be read in full by the Mayor. After explanation and discussion of the Resolution 13-14-12 in full, Councilmen DARREL MERREY moved passage of Resolution 13-14-12 and Councilmen TANA BURTON seconded the motion. The motion carrying with it the approval of said Resolution 13-14-12 was approved by the following vote:

AYE: MERREY, BURTON, POTTER, LEWIS

NAY: NONE

Said Resolution 13-14-12 was thereupon signed by the Mayor, attested by the City Clerk of the City of Thomas, Oklahoma, sealed with the seal of the City of Thomas, and is as follows:

BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET

CITY OF THOMAS, OKLAHOMA

RESOLUTION NO. 13-14-12

A RESOLUTION APPROVING THE CITY OF THOMAS, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2014-2015 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, The City of Thomas has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

WHEREAS, The Chief Executive Officer/Mayor has prepared a budget for the fiscal year ending June 30, 2015 (FY 2014-2015) consistent with the Act; and

WHEREAS, The Act in section 17-215 provides for the Chief executive office/Mayor of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

WHEREAS, The budget has been formally presented to the Thomas City Council at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Thomas City Council has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF THOMAS, OKLAHOMA:**

SECTION 1. The City Council does hereby authorize the Chief Executive Officer/Mayor to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2014-2015, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the City Council.

SECTION 2. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the City Council and filed with the State Auditor and Inspector.

SECTION 3. The City Council of the City of Thomas does hereby adopt the FY 2014-2015. Budget on the 10th day of June 2014 with estimated total resources available in the amount of \$897,350 and total fund/departmental appropriations in the amount of \$434,850. Legal appropriations (spending/encumbering limits) are hereby established as follows:

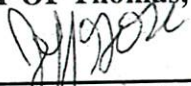
(Department Level Appropriation)

General Fund

Ambulance	500.00
Emergency Management	5,500.00
Fire Dept	35,000.00
Airport	15,000.00
General Government	271,350.00
Police Dept	84,000.00
Parks/Swimming Pool	24,500.00
Total General Fund	434,850.00

PASSED AND APPROVED this 10th day of June 2014.

CITY OF Thomas, OKLAHOMA

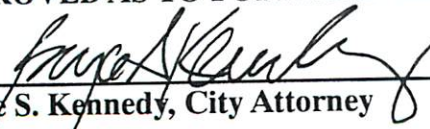


Jeff Gose, MAYOR
ATTEST
(SEAL)



Becky Christman
City Clerk

APPROVED AS TO FORM AND LEGALITY:



Bryce S. Kennedy, City Attorney

City of Thomas

BUDGET TRANSFER AMENDMENT FORM

Date: 5-1-15

Fund: General
Amendment #: 1

Fiscal Year: 2014-15

	<u>Account Name</u>	<u>Dept Appropriation</u>	
		<u>Increase</u>	<u>Decrease</u>
Transfer to	Ambulance	\$100	
Transfer from	Capital Improvement		\$100

TOTALS \$100.00 \$100.00

Jeff Zipse

Date Approved by Mayor

5/1/2015

BUDGET TRANSFER AMENDMENT FORM

Date: 5-1-15

Fund: General
Amendment #: 2

Fiscal Year: 2014-15

	<u>Account Name</u>	<u>Dept Appropriation</u>	
		<u>Increase</u>	<u>Decrease</u>
Transfer to	Emergency Management	\$1,000	
Transfer from	Capital Improvement		\$1,000

TOTALS	<u>\$1,000.00</u>	<u>\$1,000.00</u>
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Date Approved by Mayor

5/1/2015

BUDGET TRANSFER AMENDMENT FORM

Date: 5-1-15

Fund: General
Amendment #: 3

Fiscal Year: 2014-15

	<u>Account Name</u>	<u>Dept Appropriation</u>	<u>Increase</u>	<u>Decrease</u>
Transfer to	Police		\$12,000	
Transfer from	Capital Improvement			\$12,000



TOTALS	<u>\$12,000.00</u>	<u>\$12,000.00</u>
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Date Approved by Mayor

5/1/2015

BUDGET TRANSFER AMENDMENT FORM

Date: 5-1-15

Fund: General
Amendment #: 4

Fiscal Year: 2014-15

	<u>Account Name</u>	<u>Dept Appropriation</u>	<u>Increase</u>	<u>Decrease</u>
Transfer to	Swimming Pool/Park		\$8,000	
Transfer from	Capital Improvement			\$8,000

Jeff Bose

TOTALS	<u>\$8,000.00</u>	<u>\$8,000.00</u>
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Date Approved by Mayor

5/1/2015


BUDGET TRANSFER AMENDMENT FORM

Date: 5-1-15

Fund: General
Amendment #: 6

Fiscal Year: 2014-15

<u>Account Name</u>	<u>Dept Appropriation</u>	
	<u>Increase</u>	<u>Decrease</u>
Grant Revenue	\$15,000	
Grant Expenditures	\$15,000	


Date Approved by Mayor

5/1/2015

BUDGET TRANSFER AMENDMENT FORM

Date: 5-1-15

Fund: General
Amendment #: 5

Fiscal Year: 2014-15

<u>Account Name</u>	<u>Dept Appropriation</u>	
	<u>Increase</u>	<u>Decrease</u>
Increase Tax Revenue	\$15,000	
Increase Transfers out to TEDA	\$15,000	


Date Approved by Mayor

5/1/2015