

TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2023 / 2024 Annual Budget

BUDGET MEMO

May 3, 2023

The 2023 / 2024 Annual Budget for the Town of Buffalo is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act.

The budget includes the following highlights for the fiscal year:

- ❖ Tax revenues have been budgeted at 90% of current year projections. Should tax revenues be collected at 100% of projections, this would generate approximately \$46,787 in additional revenues.
- ❖ The budget includes a 4% rate increase in utility collections; the increase should generate approximately \$23,600 in additional utility collections. For comparison purposes, each 1% rate increase would generate ~\$5,900. Please note, our recommendation is to increase utility rates each year according to CPI. The rate for FY24 is 5.2%.
- ❖ The budget includes 3% pay increases for fiscal year 2024 for full time employees and longevity allowances in the amount of 4K. The cost of the pay increases and longevity annually is \$14K. The health insurance benefit for FY24 has been increased based on rate increases in coverage. The total cost of employee the health insurance is approximately 105K annually.
- ❖ Proposed Capital requests are detailed in the budget totaling \$1,810,022

	<u>Capital Outlay</u>	<u>Funding source</u>
General Government	\$ 86,000	Operations 86K
Streets Department	25,000	Operations
Fire Department	25,000	Operations
Cemetery	7,500	Operations
Airport Department	309,522	FAA Grant 278,569; Operations 30,953
Water Department	1,317,000	Grants 1,288,906; Operations 28,094
PWA Administration	40,000	Operations
	<u>1,810,022</u>	

- ❖ Debt service is included in the budget for the USDA waterline replacement project in the amount of \$133,548. Payments of \$11,129 began in April, 2021 at an interest rate of 2.125% for a 40 year term.
- ❖ This budget projects an overall net income of \$50,165 for fiscal year 2024. Should the Board chose to change two employees from part time to full time, this would make the FY 24 budget have a net loss of <\$24,731>

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2023 / 2024 budget was initially presented to Council on May 3, 2023 for consideration.

The legal level of control for the City's 2023 / 2024 budget is established at the Department level. Additional detail is provided for analysis purposes only.

If you have any questions, please contact Tracy Reed, CPA.

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JUN 20 2023

State Auditor
and Inspector

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2023 / 2024 Annual Budget will be considered at a public hearing held Wednesday, June 7, 2023 at 5:45 pm at the High Plains RC & D Building located at 818 N. Hoy, Buffalo, OK. Copies of the proposed budget are available for review in the Office of the Town Clerk, 610 N. Hoy St, Buffalo, Oklahoma 73834.

Notice is hereby given that the Town of Buffalo 2023 / 2024 Annual Budget will be adopted during a meeting of the Board of Trustees on June 7, 2023.

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2023 / 2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 1,858,937	\$ 840,649	\$ (1,020,826)	\$ -	\$ (180,177)	\$ 1,678,760
ENTERPRISE FUNDS						
Public Works Authority	\$ 1,033,552	\$ 2,157,506	\$ (1,927,164)	\$ -	\$ 230,342	\$ 1,263,894
GRAND TOTAL ALL FUNDS	\$ 2,892,489	\$ 2,998,155	\$ (2,947,990)	\$ -	\$ 50,165	\$ 2,942,654

Town of Buffalo
General Fund Budget
Fiscal Year 2023 / 2024 Annual Budget

	ACTUAL 2021-2022	BUDGET FY 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024	
OPERATING REVENUES					
Sales tax	\$ 237,193	\$ 251,159	\$ 250,288	\$ 225,259	** 90%
Use Tax	58,573	51,944	59,245	53,321	** 90%
Franchise Tax	48,183	47,314	58,720	52,848	** 90%
Beverage Tax	88,322	82,410	88,989	80,090	** 90%
Tobacco Tax	2,203	2,075	1,698	1,528	** 90%
Swimming Pool & Park Fees	8,333	5,000	7,468	6,000	
Motor Vehicle & Gas Excise Tax	10,910	10,283	8,927	8,034	** 90%
Royalty Income	2,735	1,000	3,103	2,500	
Cemetery	3,916	3,000	2,563	2,500	
Rental revenues	18,148	20,000	20,917	20,000	
Golf Course	33,781	30,000	35,841	30,000	
Fire Department - Donations	11,395	7,000	11,619	7,000	
Library	7,868	8,500	16,347	8,500	
Licenses & Permits	3,798	2,500	3,323	2,500	
Grants					
Airport - FAA; Apron design & bidding services	813,875	45,000	42,072	278,569	*
REAP Grant - Generators		-	-	-	
Grant- OMAG Safety Equipment grant		-	3,000	-	
REAP Grant - Street repairs/resurfacing		156,364	134,489	-	
CDBG - Street resurfacing	3,375	136,364	136,364	-	
Parks Grant	-	-	-	-	
Fire Department - Operational grant	4,763	4,000	10,053	4,000	
ARPA Funds	112,391	112,391	113,456	-	
Other Revenue	22,563	5,000	6,222	5,000	
TOTAL OPERATING REVENUES	1,492,325	981,304	1,014,704	787,649	
OPERATING EXPENSES					
General Government					
Personal Services	133,942	157,113	126,187	142,682	
Materials and Supplies	1,827	3,000	1,729	3,000	
Other Services and Charges	56,092	55,000	48,230	60,500	
Capital Outlay		5,000	47,275	86,000	
Town Hall Upgrades	1,563	-	1,362	-	
Total General Government	193,424	220,113	224,783	292,182	
Street & Alley Department					
Personal Services	41,343	46,331	17,213	16,365	
Materials and Supplies	10,350	5,000	12,427	12,500	
Other Services and Charges	16,318	15,000	14,916	15,000	
Capital Outlay	-	377,000	297,625	25,000	
Total Street & Alley Department	68,011	443,331	342,181	68,865	
Fire Department					
Personal Services	1,731	3,000	2,480	3,000	
Materials and Supplies	19,966	15,000	9,467	15,000	
Other Services and Charges	13,752	7,000	5,373	7,000	
Capital Outlay	27,050	15,000	-	25,000	
Total Fire Department	62,499	40,000	17,320	50,000	

Town of Buffalo
General Fund Budget
Fiscal Year 2023 / 2024 Annual Budget

	ACTUAL 2021-2022	BUDGET FY 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
Cemetery Department				
Materials and Supplies	82	1,000	-	1,000
Other Services and Charges	413	3,000	1,005	3,000
Capital Outlay		-	-	7,500
Total Cemetery Department	495	4,000	1,005	11,500
Continued				
Golf Course Department				
Personal Services	47,368	54,729	45,020	50,681
Materials and Supplies	29,274	10,000	7,255	10,000
Other Services and Charges	26,244	30,000	28,111	30,000
Capital Outlay		-	-	-
Lease payment Golf Cars/Utility Vehicle - \$386.25/month	3,629	4,635	4,670	6,090
Total Golf Course Department	106,515	99,364	85,056	96,771
Pool Department				
Personal Services	9,421	12,274	10,222	11,607
Materials and Supplies		5,000	3,404	5,000
Other Services and Charges	4,370	10,000	6,978	10,000
Total Pool Department	13,791	27,274	20,604	26,607
Parks Department				
Materials and Supplies	995	1,000	324	1,000
Other Services and Charges	12,112	10,000	17,453	18,000
Capital Outlay		20,000	26,150	-
Total Parks Department	13,107	31,000	43,927	19,000
Airport Department				
Materials and Supplies	743	750	225	750
Other Services and Charges	14,277	7,000	5,757	7,000
Capital Outlay-Design & bidding - apron reconstruction	801,798	62,500	32,430	309,522
Total Airport Department	816,818	70,250	38,412	317,272
Library Department				
Personal Services	8,798	14,837	12,461	17,082
Materials and Supplies	6,623	7,000	6,557	7,000
Other Services and Charges	6,291	7,000	11,060	11,500
Capital Outlay		-	6,368	-
Total Library Department	21,712	28,837	36,446	35,582
Animal Control / Code Enforcement Department				
Personal Services	10,310	15,482	10,255	14,399
Materials and Supplies	1,189	750	915	1,000
Other Services and Charges	5,122	25,000	22,721	25,000
Total Animal Control / Code Enforcement Department	16,621	41,232	33,891	40,399
Economic Development Department				
Personal Services	49,218	59,794	50,692	58,648
Other Services and Charges	2,496	2,500	2,676	3,000
Capital Outlay		2,000	1,795	-
Total Economic Development Department	51,714	64,294	55,163	61,648

Town of Buffalo
General Fund Budget
Fiscal Year 2023 / 2024 Annual Budget

	ACTUAL 2021-2022	BUDGET FY 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
Continued				
Emergency Management Department				
Other Services and Charges	-	1,000	-	1,000
Total Emergency Management Department	-	1,000	-	1,000
TOTAL EXPENDITURES	1,364,707	1,070,695	898,788	1,020,826
REVENUES OVER (UNDER) EXPENDITURES	127,618	(89,391)	115,916	(233,177)
OTHER FINANCING SOURCES (USES)				
Interest	1,939	1,000	57,655	53,000
Transfers-out to PWA ARPA	-	(224,782)	-	-
Total other financing sources (uses)	1,939	(223,782)	57,655	53,000
TOTAL OTHER FINANCING SOURCES (USES)	1,939	(223,782)	57,655	53,000
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	129,557	(313,173)	173,571	(180,177)
BEGINNING FUND BALANCE (estimated)	1,709,102	1,838,659	1,838,659	1,858,937
ENDING FUND BALANCE (estimated)	\$ 1,838,659	\$ 1,525,486	\$ 2,012,230	\$ 1,678,760

Town of Buffalo
Public Works Authority Budget
Fiscal Year 2023 / 2024 Annual Budget

	ACTUAL 2021-2022	BUDGET FY 2022-2023	PROJECTED 2022-2023	PROPOSED BUDGET 2023-2024
OPERATING REVENUES				
Utility Revenues				
Water sales	\$ 238,023	\$ 250,000	\$ 279,489	\$ 270,000
Water project fee	222,059	220,000	222,125	220,000
Rate Increase 4%		12,500	-	10,800
Sewer	106,186	100,000	109,660	105,000
Rate Increase 4%		5,000	-	4,200
Trash	212,370	200,000	224,221	215,000
Rate Increase - 4%		10,000	-	8,600
Miscellaneous Revenues	19,735	10,000	95	10,000
OWRB Grant	-	-	-	1,000,000
Grant - Water Valves	-	-	-	218,000
REAP - Water Station	-	-	-	70,906
TOTAL OPERATING REVENUES	798,373	807,500	835,590	2,132,506
OPERATING EXPENSES				
Water Department				
Personal Services	38,251	46,153	71,517	88,610
Materials and Supplies	47,523	20,000	22,855	25,000
Other Services and Charges	67,684	40,000	63,830	50,000
Capital Outlay	730,521	7,500	61,248	1,317,000
Debt Service - 12 months - \$11,129/month	133,548	133,548	133,548	133,548
Debt Reserve Requirement & Short lived asset	48,387	48,387	48,387	43,386
Total Water Department	1,065,914	295,588	401,385	1,657,544
Sewer Department				
Personal Services	55,212	64,928	55,476	61,680
Materials and Supplies	1,808	2,000	5,152	5,000
Other Services and Charges	11,391	7,000	8,855	9,000
Capital Outlay		224,782	-	-
Total Sewer Department	68,411	298,710	69,483	75,680
Trash Department				
Personal Services	60,217	68,663	61,055	66,940
Materials and Supplies	14,517	12,500	12,724	13,000
Other Services and Charges	54,275	62,000	58,805	60,000
Capital Outlay	122,311	-	-	-
Total Trash Department	251,320	143,163	132,584	139,940
Administration Department				
Materials and Supplies	2,911	2,000	1,984	2,000
Other Services and Charges	18,368	12,000	10,806	12,000
Capital Improvements	7,493	50,000	-	40,000
Total Administration Department	28,772	64,000	12,790	54,000
TOTAL OPERATING EXPENDITURES	1,414,417	801,461	616,242	1,927,164
OPERATING INCOME (LOSS)	(616,044)	6,039	219,348	205,342
NON-OPERATING REVENUES (EXPENSES)				
Transfers In - ARPA funds	-	224,782	-	-
Interest Income	874	1,000	15,485	25,000
TOTAL OTHER FINANCING SOURCES (USES)	874	225,782	15,485	25,000
NET INCOME	(615,170)	231,821	234,833	230,342
BEGINNING RETAINED EARNINGS (estimated)	1,618,582	1,003,412	1,003,412	1,033,552
ENDING RETAINED EARNINGS (estimated)	\$ 1,003,412	\$ 1,235,233	\$ 1,238,245	\$ 1,263,894

Town of Buffalo
Capital Outlay Detail & Special Requests
Fiscal Year 2023 / 2024 Annual Budget

	BUDGETED CAPITAL OUTLAY 2023-2024	REQUESTED CAPITAL OUTLAY 2023-2024	BUDGETED CAPITAL OUTLAY 2023-2024	NOTES
General Fund:				
General Government				
Capital Outlay				
2 new computers for clerk-treas & deputy clerk-treas office	5,000	6,000	6,000	
Roof - Best Building		80,000	80,000	ARPA funds
Code Book Update		5,500	-	added to OSC - Gen Gov't
Total General Government	5,000	91,500	86,000	
Street Department				
Capital Outlay				
Materials for street repairs	35,000			
Street resurfacing	292,000			
Grader	50,000			
Street repairs		25,000	25,000	
ODOT Road Resurfacing		-	-	
Total Street Department	377,000	25,000	25,000	
Fire Department				
Capital Outlay - Equipment upgrades	15,000	25,000	25,000	Did not use the 15k from FY23, moving to FY24
Total Fire Department	15,000	25,000	25,000	
Cemetery Department				
Materials for roadwork in cemetery		7,500	7,500	
Total Cemetery Department	-	7,500	7,500	
Parks Department				
Capital Outlay				
2 Mowers	20,000			
Park Improvements	-			Amt to be determined
Total Parks Department	20,000	-	-	
Airport Department				
Design & bidding services for full apron reconstruction	50,000			
LED beacon	12,500			
Taxiway Rehab		309,522	309,522	F.A.A 278,569; Town match 30,953; py ARPA funds 20K
Total Airport Department	62,500	309,522	309,522	
Economic Development				
Capital Outlay				
New computer for Econ. Develop. Office	2,000			
Total Economic Development	2,000	-	-	
Total General Fund	481,500	458,522	453,022	

Town of Buffalo
Capital Outlay Detail & Special Requests
Fiscal Year 2023 / 2024 Annual Budget

	BUDGETED CAPITAL OUTLAY 2022-2023	REQUESTED CAPITAL OUTLAY 2023-2024	BUDGETED CAPITAL OUTLAY 2023-2024	NOTES:
	BUDGETED CAPITAL OUTLAY 2022-2023	REQUESTED CAPITAL OUTLAY 2023-2024	BUDGETED CAPITAL OUTLAY 2023-2024	
Buffalo Public Works Authority:				
Sewer Department				
ARPA funds match for sewer improvements	224,782	-	-	
Total Sewer Department:	224,782	-	-	
Water Department				
35 Radio heads for water meters	7,500	-	-	
Water Valves		218,000	218,000	100% Grant
Water Tank		1,000,000	1,000,000	ARPA OWEB Grant
Water Station		99,000	99,000	REAP 70,905
Total Water Department	7,500	1,317,000	1,317,000	
BPWA Administration Department				
Capital Outlay				
Economic Development Property Purchase	50,000	40,000	40,000	
Total BPWA Operations Department:	50,000	40,000	40,000	
Total Buffalo Public Works Authority	282,282	1,357,000	1,357,000	
Total Town of Buffalo Capital Outlay	\$ 763,782	\$ 1,815,522	\$ 1,810,022	

BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET

**TOWN OF BUFFALO, OKLAHOMA
RESOLUTION NO. 2023-03**

A RESOLUTION APPROVING THE TOWN OF BUFFALO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2023-2024 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, The Town of Buffalo 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 has prepared a budget for the fiscal year ending June 30, 2024 (FY 2023-2024) consistent with the Act; and

WHEREAS, The Act in section 17-215 provides for the chief executive office of the Town, 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 Town Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Town Board of Trustees 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 TOWN BOARD OF TRUSTEES OF THE TOWN OF BUFFALO, OKLAHOMA:

SECTION 1. The Town Board of Trustees does hereby adopt the FY 2023-2024 Budget on the 7th day of June 2023 with total resources available in the amount of \$5,890,644 and total fund/departmental appropriations in the amount of \$2,947,990 Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$292,182
Street & Alley	68,865
Fire	50,000
Cemetery	11,500
Golf Course	96,771
Pool	26,607
Parks	19,000
Airport	317,272
Library	35,582
Code Enforcement	40,399
Economic Development	61,648
Emergency Management	1,000

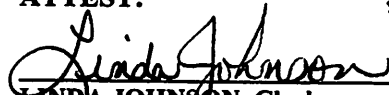
PWA:	
Water	1,657,544
Sewer	75,680
Trash	139,940
PWA Administration	54,000

SECTION 2. The Buffalo Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023-2024, 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 Buffalo Board of Trustees.

SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Buffalo Board of Trustees and filed with the State Auditor and Inspector.

ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF BUFFALO this 7th day of June, 2023.

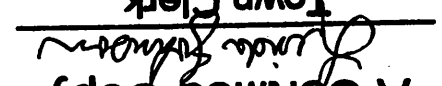
ATTEST:


LINDA JOHNSON, Clerk



TOWN OF BUFFALO, OKLAHOMA


Paul McLain, Mayor

A Certified Copy

Town Clerk

(Published in Buffalo Weekly News on May 31st, 2023)

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2023 / 2024 Annual Budget will be considered at a public hearing held Wednesday, June 7, 2023 at 5:45 pm at the High Plains RC & D Building located at 818 N. Hoy, Buffalo, OK. Copies of the proposed budget are available for review in the Office of the Town Clerk, 610 N. Hoy St, Buffalo, Oklahoma 73834.

Notice is hereby given that the Town of Buffalo 2023 / 2024 Annual Budget will be adopted during a meeting of the Board of Trustees on June 7, 2023.

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2023 / 2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 1,858,937	\$ 840,649	\$ (1,020,826)	\$ -	\$ (180,177)	\$ 1,678,760
Revenues						
Taxes		421,080				
Charges for Services		6,000				
Royalty Income		2,500				
Cemetery		2,500				
Rental		20,000				
Golf course		30,000				
Fire		7,000				
Library		8,500				
Licenses & Permits		2,500				
Intergovernmental		282,569				
Other revenues		58,000				
Expenditures						
General Government			(292,182)	-		
Street & Alley			(68,865)			
Fire Department			(50,000)			
Cemetery			(11,500)			
Golf course			(96,771)			
Pool			(26,607)			
Parks			(19,000)			
Airport			(317,272)			
Library			(35,582)			
Animal Control/Code Inspection			(40,399)			
Economic Development			(61,648)			
Emergency Management			(1,000)			
		-	-	-		
ENTERPRISE FUNDS						
Public Works Authority	\$ 1,033,552	\$ 2,157,506	\$ (1,927,164)	\$ -	\$ 230,342	\$ 1,263,894
Revenues						
Water		500,800				
Sewer		109,200				
Trash		223,600				
Intergovernmental		1,288,906				
Miscellaneous revenues		35,000				
Expenses						
Water			(1,657,544)			
Sewer			(75,680)			
Trash			(139,940)			
Administration			(54,000)			
GRAND TOTAL ALL FUNDS	\$ 2,892,489	\$ 2,998,155	\$ (2,947,990)	\$ -	\$ 50,165	\$ 2,942,654

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JUL 14 2023

State Auditor
and Inspector

Harper

Case No. / Title:

Town of Buffalo
Budget Summary 2023-2024

AFFIDAVIT OF PUBLICATION

Buffalo Weekly News
316 N. Hoy • P.O. Box 396
Buffalo, Oklahoma 73834

STATE OF OKLAHOMA }
 }
COUNTY OF HARPER }

I, Kayla Williams, of lawful age, being duly sworn, on oath, deposes and says that I am the Publisher of Buffalo Weekly News, a weekly publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Buffalo, for the County of Harper, 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

1st Insertion: May 31, 2023
2nd Insertion: _____
3rd Insertion: _____
4th Insertion: _____

PLEASE SEE REVERSE

PUBLICATION FEE: \$177.60

Calculation Measurements

106 Words 77 Lines 3 Columns 1 Issue

Kayla Williams
(Publisher)

Subscribed and sworn to before me on
this 31 day of May, 2023.

Gina McClure
(Notary Public)

My Commission expires: 4/16/27

Commission Number: 19003770

