

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2016 / 2017 Annual Budget

BUDGET MEMO

DATE: June 8, 2016
TO: Town of Buffalo Trustees
FROM: Tracy Reed, CPA
RSMeacham CPAs & Advisors
RE: 2016 / 2017 Annual Budget

The 2016 / 2017 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:

Recurring revenues are budgeted at 90%, as indicated. If collected, that will generate about \$357,000.

The budget includes 1.2% rate increases for all services provided by the City and the Utility Improvement Fees in the PWA. (1.2% is the current CPI) This increase is expected to generate \$4,700 and \$1,860 in the General Fund and PWA, respectively.

Grant carryforward - '15 REAP - \$46,919; '16 REAP \$37,244.88. Some expense will occur in prior fiscal year, but reimbursement will not be received until FY17

Cost-of-living pay increases of 2% have been included for all permanent employees. The raises are recommended to be allocated by the City Administrator.

General Fund capital improvements include:

Fire Hydrants	\$ 5,000
Fire Truck	93,570
Street Repairs	6,000
Golf Clubhouse - 75%	81,326
	<u>\$ 185,896</u>

PWA capital improvements include:

<u>Carryover from FY16:</u>	
Water line replacement	1,000,000
<u>New in FY17:</u>	
Mini Excavator	35,000
Wire Welder	2,000
Shop Equipment	2,000
Trash Pump	1,000
	<u>\$ 1,040,000</u>

Debt service payments in the amount of \$132k are included for water system replacement. This is an estimate for a \$500,000 note at 2.5% for 4 years.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2016 / 2017 budget was initially presented to Council on May 4, 2016 for consideration.

A public hearing will be scheduled for Wednesday, June 8, 2016.

The legal level of control for the City's 2016 / 2017 budget is established at the Department level. Additional detail is provided for analysis purposes only.

If you have any questions, please contact Russ Meacham or Tracy Reed.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2016/ 2017 Annual Budget will be considered at a public hearing held Wednesday, June 8, 2016 at 6:00 pm at the Buffalo Public Library located at 11 E. Turner St, 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 2016 / 2017 Annual Budget will be adopted during a meeting of the Board of Trustees on June 8, 2016.

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2016 / 2017 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 1,500,000	\$ 888,479	\$ (995,345)	\$ (106,867)	\$ 1,393,133
ENTERPRISE FUNDS					
Public Works Authority	\$ 590,000	\$ 652,300	\$ (1,163,641)	\$ (511,341)	\$ 78,659
GRAND TOTAL ALL FUNDS	\$ 2,090,000	\$ 1,540,779	\$ (2,158,986)	\$ (618,208)	\$ 1,471,792

**Town of Buffalo
General Fund Budget
Fiscal Year 2016 - 2017**

	ACTUAL 2014 / 2015	BUDGET FY 2015 / 2016	PROJECTED 2015/2016	PROPOSED BUDGET 2016 / 2017	
OPERATING REVENUES					
Sales tax	288,557	264,764	252,705	227,435	** 90%
Use Tax	13,822	12,408	26,375	23,737	** 90%
Franchise Tax	54,565	51,883	50,604	45,544	** 90%
Beverage Tax	48,808	44,166	51,900	46,710	** 90%
Tobacco Tax	3,353	2,963	3,085	2,777	** 90%
Swimming Pool & Park Fees	3,815	2,000	2,529	2,000	
Motor Vehicle & Gas Excise Tax	15,822	10,000	12,120	10,908	** 90%
Royalty Income	377	350	3,509	1,000	
Cemetery	6,344	4,000	6,284	4,000	
Rental revenues	17,051	17,000	17,460	17,000	
Golf Course	22,636	14,000	17,712	15,000	
Fire Department	-	5,000	135,016	5,000	
Library	-	5,000	6,312	5,000	
Licenses & Permits	1,241	1,500	1,160	1,000	
Grants	81,627	-	-	-	
Airport - FAA; Overlay (90/10 match)-carryover to FY16		517,500	517,500	-	
REAP - Water upgrade	20,413	49,999	3,080	84,164	
Grant - CDBG - update capital plan - carryover to FY16 (from PWA)	-	18,175	18,175	-	
Other Revenue	39,367	6,000	117,870	6,000	
UTILITY REVENUES					
Water	177,505	185,000	183,035	180,000	
Rate Increase - 1.2%		18,500	-	2,196	
Sewer	52,850	50,000	55,651	55,000	
Rate Increase - 1.2%		5,000	-	668	
Trash	144,027	140,000	153,349	150,000	
Rate Increase - 1.2%		14,000	-	1,840	
TOTAL OPERATING REVENUES	992,180	1,439,209	1,635,432	886,979	
OPERATING EXPENSES					
General Government					
Personal Services	154,381	140,000	148,004	150,000	
Materials and Supplies	6,962	22,000	4,272	15,000	
Other Services and Charges	55,193	67,000	48,901	55,000	
Capital Outlay	-	6,000	5,335	-	
Update Capital Plan - Carryover to FY16 (from PWA)	-	18,175	-	-	
Total General Government	216,536	253,175	206,512	220,000	
Street & Alley Department					
Personal Services	11,846	15,000	28,191	35,000	
Materials and Supplies	5,308	5,000	4,376	5,000	
Other Services and Charges	18,614	20,000	11,177	15,000	
Capital Outlay	59,614	-	-	6,000	
Total Street & Alley Department	95,382	40,000	43,744	61,000	
Fire Department					
Personal Services	3,736	5,000	3,643	5,000	
Materials and Supplies	-	6,000	-	5,000	
Other Services and Charges	2,599	3,000	10,748	5,000	
Capital Outlay	-	5,000	18,000	98,750	
Total Fire Department	6,335	19,000	32,391	113,750	
Cemetery Department					
Personal Services	-	-	-	-	
Materials and Supplies	-	-	-	-	
Other Services and Charges	3,753	2,000	757	2,000	
Capital Outlay-preparation of addition-carryover to FY16	3,927	13,000	-	-	
Total Cemetery Department	7,680	15,000	757	2,000	

**Town of Buffalo
General Fund Budget
Fiscal Year 2016 - 2017**

	ACTUAL 2014 / 2015	BUDGET FY 2015 / 2016	PROJECTED 2015/2016	PROPOSED BUDGET 2016 / 2017
Golf Course Department				
Personal Services	37,837	44,000	37,804	38,000
Materials and Supplies	19,388	7,000	8,719	7,000
Other Services and Charges	25,126	20,000	20,691	20,000
Capital Outlay	5,932	20,000	90,134	81,326
Total Golf Course Department	88,283	91,000	157,347	146,326
Pool Department				
Personal Services	6,338	10,000	9,099	10,000
Materials and Supplies	4,543	3,500	5,561	5,000
Other Services and Charges	3,035	4,000	2,653	4,000
Capital Outlay	-	-	-	-
Total Pool Department	13,916	17,500	17,313	19,000
Parks Department				
Personal Services	-	-	-	-
Materials and Supplies	8,587	500	1,287	1,000
Other Services and Charges	9,937	5,000	10,173	10,000
Capital Outlay - Trailer	7,900	10,000	10,818	-
Capital Outlay - Mower	-	8,000	-	-
Total Parks Department	26,424	23,500	22,278	11,000
Airport Department				
Personal Services	-	-	-	-
Materials and Supplies	-	-	-	-
Other Services and Charges	9,892	9,500	569,250	12,000
Capital Outlay-Overlay Project (FAA Grant)-carryover to FY16	-	575,000	36,395	-
Total Airport Department	9,892	584,500	605,645	12,000
Library Department				
Personal Services	8,286	9,000	8,968	10,000
Materials and Supplies	11,290	5,000	313	5,000
Other Services and Charges	5,022	6,000	7,397	6,000
Capital Outlay	-	-	23	-
Total Library Department	24,598	20,000	16,701	21,000
Animal Control / Code Enforcement Department				
Personal Services	-	-	-	-
Materials and Supplies	46	100	16	100
Other Services and Charges	4,553	4,500	32	2,500
Capital Outlay	-	-	-	-
Total Animal Control / Code Enforcement Department	4,599	4,600	48	2,600
Economic Development Department				
Personal Services	-	45,000	41,888	45,000
Materials and Supplies	-	-	-	-
Other Services and Charges	713	1,200	133	1,000
Capital Outlay	-	-	-	-
Total Economic Development Department	713	46,200	42,021	46,000

**Town of Buffalo
General Fund Budget
Fiscal Year 2016 - 2017**

	ACTUAL 2014 / 2015	BUDGET FY 2015 / 2016	PROJECTED 2015/2016	PROPOSED BUDGET 2016 / 2017
Sewer Department				
Personal Services	116,599	45,000	40,631	40,000
Materials and Supplies		250	-	250
Other Services and Charges	3,479	5,000	4,531	5,000
Capital Outlay	-	-	-	1,000
Total Sewer Department	120,078	50,250	45,161	46,250
Water Department				
Personal Services		50,000	48,599	56,000
Materials and Supplies	6,980	4,500	8,913	7,500
Other Services and Charges	52,522	60,000	46,695	50,000
Capital Outlay	-	-	-	85,919
Total Water Department	59,502	114,500	104,207	199,419
Trash Department				
Personal Services	12,042	37,500	34,135	40,000
Materials and Supplies	13,803	14,500	9,143	10,000
Other Services and Charges	52,052	50,000	38,748	45,000
Capital Outlay	-	-	-	-
Total Trash Department	77,897	102,000	82,025	95,000
TOTAL EXPENDITURES	751,835	1,381,225	1,376,151	995,345
REVENUES OVER (UNDER) EXPENDITURES	240,345	57,984	259,280	(108,367)
OTHER FINANCING SOURCES (USES)				
Interest	1,540	1,400	1,668	1,500
Transfers-out	(47,323)	(50,000)	-	-
Total other financing sources (uses)	(45,783)	(48,600)	1,668	1,500
TOTAL OTHER FINANCING SOURCES (USES)	(45,783)	(48,600)	1,668	1,500
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	194,562	9,384	260,948	(106,867)
BEGINNING FUND BALANCE	791,517	1,149,506	1,149,506	1,500,000
ENDING FUND BALANCE	986,079	1,158,890	1,410,454	1,393,133

Gross Profit Calculations: excludes Capital Outlay

Water Revenues	177,505	203,500	183,035	182,196
Water Expenses	(59,502)	(114,500)	(104,207)	(113,500)
Gross Profit	118,003	89,000	78,828	68,696
Gross Profit %	66%	44%	43%	38%
Sewer Revenues	52,850	55,000	55,651	55,668
Sewer Expenses	(120,078)	(50,250)	(45,161)	(45,250)
Gross Profit	(67,228)	4,750	10,489	10,418
Gross Profit %	-127%	9%	19%	19%
<u>Sewer & Water Combined:</u>				
Revenues	230,355	258,500	238,685	237,864
Expenses	(179,580)	(164,750)	(149,368)	(158,750)
Gross Profit	50,775	93,750	89,317	79,114
Gross Profit %	22%	36%	37%	33%
Trash Revenues	144,027	154,000	153,349	151,840
Trash Expenses	(77,897)	(102,000)	(82,025)	(95,000)
Gross Profit	66,130	52,000	71,324	56,840
Gross Profit %	46%	34%	47%	37%

**Town of Buffalo
Public Works Authority Budget
Fiscal Year 2016 - 2017**

	ACTUAL 2014 / 2015	BUDGET FY 2015 / 2016	PROJECTED 2015/2016	PROPOSED BUDGET 2016 / 2017
OPERATING REVENUES				
Utility improvement Fees	147,407	145,000	154,992	150,000
Rate Increase - 1.2%	-	-	-	1,800
CDBG - update capital plan - carryover to FY16 (to GF)	-	-	-	-
OWRB - Water Storage	-	94,500	94,500	-
Loan Proceeds	-	500,000	-	500,000
TOTAL OPERATING REVENUES	147,407	739,500	249,492	651,800
OPERATING EXPENSES				
Materials and Supplies	732	6,500	5,191.67	6,500
Other Services and Charges	8,545	200	-	-
Capital Improvements	186,120	41,602	41,602	25,141
Cut-off Saw	-	1,500	-	-
Water Pump	-	3,000	-	-
Flow Meters and Line Location	-	25,000	25,000	-
Water Meters - replacements (600)	-	42,000	42,000	-
CDBG Matching for Water Improvements - carryover from FY15	-	41,455	104,195	-
Grant writing expenses - carryover from FY15	-	7,000	-	-
Water Improvements	-	1,000,000	-	1,000,000
Debt Service - \$500,000, 2.5%, 4 yrs - estimated	-	132,000	-	132,000
TOTAL OPERATING EXPENDITURES	195,397	1,300,257	217,989	1,163,641
OPERATING INCOME (LOSS)	(47,990)	(560,757)	31,503	(511,841)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	445	400	520	500
TOTAL OTHER FINANCING SOURCES (USES)	445	400	520	500
INCOME (LOSS) BEFORE OPERATING	(47,545)	(560,357)	32,023	(511,341)
OPERATING TRANSFERS IN				
General Fund	47,323	50,000	-	-
Total transfers in	47,323	50,000	-	-
NET INCOME	(222)	(510,357)	32,023	(511,341)
BEGINNING RETAINED EARNINGS	545,668	545,446	545,446	590,000
ENDING RETAINED EARNINGS	545,446	35,089	577,469	78,659

BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET

**TOWN OF BUFFALO, OKLAHOMA
RESOLUTION NO. 2016-03**

A RESOLUTION APPROVING THE TOWN OF BUFFALO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2016-2017 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, 2017 (FY 2016-2017) 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 2016-2017 Budget on the 8th day of June 2016 with total resources available in the amount of \$3,630,799 and total fund/departamental appropriations in the amount of \$2,158,986. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$220,000
Street & Alley	61,000
Fire	113,750
Cemetery	2,000
Golf Course	146,326
Pool	19,000
Parks	11,000
Airport	12,000
Library	21,000
Code Enforcement	2,600
Economic Development	46,000
Sewer	46,250
Water	199,419
Trash	95,000
Buffalo Public Works Authority Fund:	\$1,163,641

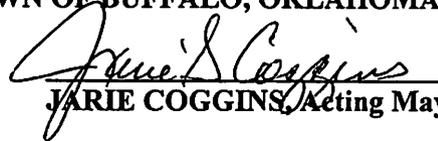
A Certified Copy
Diana Johnson
Town Clerk

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 2016-2017, 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.

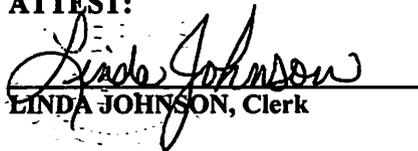
SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Buffalo Board of Trustees and filed with the State Auditor and Inspector.

ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF BUFFALO this 8th day of June, 2016.

TOWN OF BUFFALO, OKLAHOMA


JARIE COGGINS, Acting Mayor

ATTEST:


LINDA JOHNSON, Clerk

CASE NO. Budget Summary

IN THE DISTRICT COURT
of Harper County, State of Oklahoma

Town of Buffalo
Fiscal Year 2016/2017 Budget

vs. Plaintiff _____

vs. Defendant _____

AFFIDAVIT OF PUBLICATION

STATE OF OKLAHOMA,
COUNTY OF HARPER, SS.

Max Burnett

of lawful age, being duly sworn and authorized, says that he/she is editor of THE HARPER COUNTY LEADER, a weekly newspaper published in the Town of Laverne, Harper County, Oklahoma, a newspaper qualified to publish legal notices, advertisements and publications as provided in Section 106 of Title 25, Oklahoma Statutes 1971, as amended, and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the following dates:

June 1, 20 16
_____, 20 _____
_____, 20 _____
_____, 20 _____

Max Burnett

Editor

Subscribed and sworn to before me
this 2 day of June, 20 16

Oleta Lemmons

Notary Public/Court Clerk

My Notary Public Commission #99018023 expires 06-24-19

DISTRICT COURT, DR.
To THE HARPER COUNTY LEADER for publishing
notice hereto attached:

_____ words, _____ lines, 1 issues, \$ 48.00
_____ Copies of Affidavit @ \$1.50 \$ _____
_____ Fax Page 75¢ + tax \$ _____

(Published by the Harper County Leader June 1, 2016)

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2016/2017 Annual Budget will be considered at a public hearing held Wednesday, June 8, 2016 at 6:00 pm at the Buffalo Public Library located at 11 E. Turner St. 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 2016 / 2017 Annual Budget will be adopted during a meeting of the Board of Trustees on June 8, 2016.

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Fiscal Year 2016 / 2017 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 1,500,000	\$ 804,315	\$ (793,350)	\$ 10,965	\$ 1,510,965
ENTERPRISE FUNDS					
Public Works Authority	\$ 590,000	\$ 652,300	\$ (1,138,500)	\$ (486,200)	\$ 103,800
GRAND TOTAL ALL FUNDS	\$ 2,090,000	\$ 1,456,615	\$ (1,931,850)	\$ (475,235)	\$ 1,614,765