

BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET

**TOWN OF BUFFALO, OKLAHOMA
RESOLUTION NO. 2019-07**

A RESOLUTION APPROVING THE TOWN OF BUFFALO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2019-2020 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, 2020 (FY 2019-2020) 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 2019-2020 Budget on the 5th day of June 2019 with total resources available in the amount of \$5,415,585 and total fund/departamental appropriations in the amount of \$2,824,718. Legal appropriations (spending/encumbering limits) are hereby established as follows:

| Fund: Department | Appropriation Amount |
|-----------------------------|---------------------------------|
| General Fund: | |
| General government | \$241,970 |
| Street & Alley | 101,462 |
| Fire | 25,000 |
| Cemetery | 8,200 |
| Golf Course | 103,999 |
| Pool | 21,607 |
| Parks | 9,000 |
| Airport | 7,500 |
| Library | 24,240 |
| Code Enforcement | 50,500 |
| Economic Development | 53,954 |
| Emergency Management | 5,000 |

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JUL 01 2019

**State Auditor
and Inspector**

Harper

| | |
|--------------------|-----------|
| PWA: | |
| Water | 1,903,994 |
| Sewer | 80,077 |
| Trash | 118,216 |
| PWA Administration | 70,000 |

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 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 5th
day of June, 2019.

TOWN OF BUFFALO, OKLAHOMA

Janie Coggins
Janie Coggins, Mayor

ATTEST:
Linda Johnson
LINDA JOHNSON, Clerk



TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2019 / 2020 Annual Budget

BUDGET MEMO

DATE: May 8, 2019
Updated June 4, 2019

TO: Town of Buffalo Trustees

FROM: Tracy Reed, CPA
RSMeacham CPAs & Advisors

RE: 2019 / 2020 Annual Budget

The 2019 / 2020 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 tax revenues are budgeted at 90%, as indicated. If tax revenues are received at 100% of the projected collections for FY18, it will generate an additional \$39,347.
- ❖ A 1.5% cost-of-living adjustment is included for all full time employees as well as additional merit raises for the Town Administrator and Economic Development positions. The increases result in an additional \$15,233 in personal service expense. Health insurance rates have also slightly increased, however with changes in employees using the dependent coverage benefit, the expense for FY20 decreased by ~7,000.
- ❖ The budget includes a REAP grant (and corresponding expense) in the amount of \$25,000 for street repairs.
- ❖ Engineering, construction, and attorney's fees have been included as a capital item for the upcoming water project in the amount of \$1,619,280 these costs are offset with interim loan proceeds for the same amount.
- ❖ Interest expense for the interim financing has been estimated at a cost of approximately \$33,000. The principal balance will be paid off at the completion of the water line replacement project with proceeds from the USDA loan.
- ❖ Debt service for 6 months has been included in the budget for the USDA waterline replacement project in the amount of \$113,190 and debt service reserve requirement in the amount of \$22,638.

TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2019 / 2020 Annual Budget

BUDGET MEMO

❖ General Fund capital improvements and special requests

| | |
|---|-----------|
| Town Hall Upgrades | \$ 10,000 |
| Street Repairs - offset with \$25,000 in REAP Grant | 33,000 |
| Road work for Cemetery | 5,000 |
| Trimmer for Cemetery | 1,200 |
| Animal Control/Code | 50,000 |
| | <hr/> |
| | \$ 99,200 |

❖ PWA capital improvements include and special requests

| | |
|---|--------------|
| Water Line Replacement Project | 1,619,280 |
| Pickup with dump bed - Water department | 25,000 |
| Sewer Line Replacement | 25,000 |
| Trash truck apparatus | 10,000 |
| Property Purchases | 50,000 |
| | <hr/> |
| | \$ 1,729,280 |

❖ This budget projects an overall loss of <\$72,762> for fiscal year 2020. Debt payments, Debt Reserve payments and Interest Only payments for 6 months are included at a cost of ~\$157,000.

❖ Looking forward in future years: With the current budget, if we include an entire year of debt service and debt reserve payments, the budget would show a net loss of <\$160,837>.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2019 / 2020 budget was initially presented to Council on May 8, 2019 for consideration.

The legal level of control for the City's 2019 / 2020 budget is established at the Department level. Additional detail is provided for analysis purposes only.

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

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2019/ 2020 Annual Budget will be considered at a public hearing held Wednesday, June 5, 2019 at 6:00 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 2019 / 2020 Annual Budget will be adopted during a meeting of the Board of Trustees on June 5, 2019.

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2019 / 2020 Annual Budget

BUDGET SUMMARY

| | BEGINNING BALANCE (Estimates) | REVENUES | EXPENSES | TRANSFERS | Net Change | ENDING BALANCE |
|------------------------------|--|---------------------|-----------------------|------------------|---------------------|---------------------------|
| GENERAL FUND | <u>\$ 1,684,865</u> | <u>\$ 437,176</u> | <u>\$ (652,431)</u> | <u>\$ -</u> | <u>\$ (215,255)</u> | <u>\$ 1,469,610</u> |
| ENTERPRISE FUNDS | | | | | | |
| Public Works Authority | <u>\$ 978,764</u> | <u>\$ 2,314,780</u> | <u>\$ (2,172,287)</u> | <u>\$ -</u> | <u>\$ 142,493</u> | <u>\$ 1,121,257</u> |
| GRAND TOTAL ALL FUNDS | <u>\$ 2,663,629</u> | <u>\$ 2,751,956</u> | <u>\$ (2,824,718)</u> | <u>\$ -</u> | <u>\$ (72,762)</u> | <u>\$ 2,590,867</u> |

Town of Buffalo
General Fund Budget
Fiscal Year 2019 / 2020 Annual Budget

| | Actual 2017-2018 | BUDGET FY 2018-2019 | PROJECTED 2018-2019 | PROPOSED BUDGET 2019-2020 |
|--|---------------------|------------------------|------------------------|---------------------------------|
| OPERATING REVENUES | | | | |
| Sales tax | 234,819 | 209,249 | 229,684 | 206,716 |
| Use Tax | 21,530 | 19,657 | 33,407 | 30,066 |
| Franchise Tax | 50,203 | 46,847 | 51,151 | 46,036 |
| Beverage Tax | 51,507 | 49,446 | 65,441 | 58,897 |
| Tobacco Tax | 2,793 | 2,365 | 1,927 | 1,734 |
| Swimming Pool & Park Fees | 4,017 | 3,500 | 3,500 | 3,500 |
| Motor Vehicle & Gas Excise Tax | 11,499 | 10,278 | 11,864 | 10,678 |
| Royalty Income | 2,337 | 250 | 3,569 | 250 |
| Cemetery | 11,372 | 4,000 | 2,627 | 3,000 |
| Rental revenues | 19,391 | 17,000 | 20,020 | 17,000 |
| Golf Course | 26,585 | 17,000 | 14,527 | 17,000 |
| Fire Department - Donations | 7,650 | 3,800 | 8,261 | 3,800 |
| Library | 8,689 | 5,000 | 4,679 | 5,000 |
| Licenses & Permits | 856 | 1,000 | 2,368 | 1,000 |
| Grants | | | | |
| REAP Grant - Street repairs | 18,410 | 25,000 | - | 25,000 |
| Fire Department - Operational grant | | | 4,000 | 4,000 |
| Other Revenue | 4,411 | 2,000 | 22,639 | 2,000 |
| UTILITY REVENUES (moved to PWA in FY19) | | | | |
| Water | 198,000 | - | - | - |
| Rate Increase - 2.2% | | - | - | - |
| Sewer | 59,268 | - | - | - |
| Rate Increase - 2.2% | | - | - | - |
| Trash | 155,723 | - | - | - |
| Rate Increase - 2.2% | | - | - | - |
| TOTAL OPERATING REVENUES | 889,060 | 416,392 | 479,663 | 435,676 |
| OPERATING EXPENSES | | | | |
| General Government | | | | |
| Personal Services | 149,494 | 158,297 | 177,364 | 150,970 |
| Materials and Supplies | 5,157 | 6,000 | 3,196 | 6,000 |
| Other Services and Charges | 47,711 | 55,000 | 48,164 | 75,000 |
| Capital Outlay | | - | 465 | - |
| Town Hall Upgrades | 27,620 | 10,000 | 506 | 10,000 |
| Total General Government | 229,982 | 229,297 | 229,695 | 241,970 |
| Street & Alley Department | | | | |
| Personal Services | 3,639 | 34,754 | 33,029 | 38,462 |
| Materials and Supplies | 6,806 | 25,000 | 4,037 | 15,000 |
| Other Services and Charges | 14,366 | 12,000 | 12,665 | 15,000 |
| Capital Outlay - Street Repairs (REAP grant) | - | 25,000 | - | 33,000 |
| Total Street & Alley Department | 24,811 | 96,754 | 49,732 | 101,462 |
| Fire Department | | | | |
| Personal Services | 2,556 | 3,000 | 2,939 | 3,000 |
| Materials and Supplies | 8,791 | 15,000 | 2,957 | 12,000 |
| Other Services and Charges | 8,660 | 7,000 | 12,121 | 10,000 |
| Capital Outlay | | - | 5,613 | - |
| Total Fire Department | 20,007 | 25,000 | 23,630 | 25,000 |

Town of Buffalo
General Fund Budget
Fiscal Year 2019 / 2020 Annual Budget

| | Actual 2017-2018 | BUDGET FY 2018-2019 | PROJECTED 2018-2019 | PROPOSED BUDGET 2019-2020 |
|---|---------------------|------------------------|------------------------|---------------------------------|
| Cemetery Department | | | | |
| Materials and Supplies | 9 | 5,000 | - | 5,000 |
| Other Services and Charges | 4,007 | 2,000 | 1,023 | 2,000 |
| Capital Outlay | - | - | - | 1,200 |
| Total Cemetery Department | 4,016 | 7,000 | 1,023 | 8,200 |
| Golf Course Department | | | | |
| Personal Services | 48,542 | 57,672 | 50,029 | 62,328 |
| Materials and Supplies | 18,813 | 12,000 | 3,532 | 12,000 |
| Other Services and Charges | 30,044 | 20,000 | 22,513 | 25,000 |
| Capital Outlay | 8,968 | - | 5,500 | - |
| Lease payment Golf Cars/Utility Vehicle - \$367.02/month | 2,936 | 4,404 | 4,670 | 4,670 |
| Total Golf Course Department | 109,303 | 94,076 | 86,245 | 103,999 |
| Pool Department | | | | |
| Personal Services | 7,259 | 12,000 | 11,896 | 12,107 |
| Materials and Supplies | 3,085 | 5,000 | 1,218 | 5,000 |
| Other Services and Charges | 3,241 | 4,500 | 4,370 | 4,500 |
| Total Pool Department | 13,585 | 21,500 | 17,484 | 21,607 |
| Parks Department | | | | |
| Materials and Supplies | 1,256 | 1,000 | 587 | 1,000 |
| Other Services and Charges | 9,738 | 6,000 | 8,035 | 8,000 |
| Capital Outlay | - | - | - | - |
| Total Parks Department | 10,994 | 7,000 | 8,621 | 9,000 |
| Airport Department | | | | |
| Materials and Supplies | 210 | 500 | 96 | 500 |
| Other Services and Charges | 8,647 | 7,000 | 7,760 | 7,000 |
| Total Airport Department | 8,857 | 7,500 | 12,362 | 7,500 |
| Library Department | | | | |
| Personal Services | 8,368 | 9,711 | 7,868 | 10,240 |
| Materials and Supplies | 6,257 | 7,000 | 4,008 | 7,000 |
| Other Services and Charges | 5,807 | 7,000 | 7,591 | 7,000 |
| Capital Outlay | - | - | - | - |
| Total Library Department | 20,432 | 23,711 | 19,467 | 24,240 |
| Animal Control / Code Enforcement Department | | | | |
| Materials and Supplies | 1,162 | 500 | 305 | 500 |
| Other Services and Charges | 49 | 25,000 | 151 | 50,000 |
| Total Animal Control / Code Enforcement Department | 1,211 | 25,500 | 456 | 50,500 |
| Economic Development Department | | | | |
| Personal Services | 41,296 | 43,760 | 40,273 | 52,954 |
| Other Services and Charges | 807 | 1,000 | 567 | 1,000 |
| Capital Outlay | - | - | - | - |
| Total Economic Development Department | 42,103 | 44,760 | 40,840 | 53,954 |
| Emergency Management Department | | | | |
| Other Services and Charges | - | - | - | 5,000 |
| Total Emergency Management Department | - | - | - | 5,000 |
| Sewer Department (accounted for in PWA in FY19) | | | | |
| Personal Services | 38,853 | - | - | - |

Town of Buffalo
General Fund Budget
Fiscal Year 2019 / 2020 Annual Budget

| | Actual 2017-2018 | BUDGET FY 2018-2019 | PROJECTED 2018-2019 | PROPOSED BUDGET 2019-2020 |
|--|---------------------|------------------------|------------------------|---------------------------------|
| Materials and Supplies | 100 | - | - | - |
| Other Services and Charges | 6,214 | - | - | - |
| Capital Outlay | - | - | - | - |
| Total Sewer Department | 45,167 | - | - | - |
| Water Department (accounted for in PWA in FY19) | | | | |
| Personal Services | 68,106 | - | - | - |
| Materials and Supplies | 19,762 | - | 68 | - |
| Other Services and Charges | 30,026 | - | - | - |
| Capital Outlay | - | - | - | - |
| Total Water Department | 117,894 | - | 68 | - |
| Trash Department (accounted for in PWA in FY19) | | | | |
| Personal Services | 48,399 | - | - | - |
| Materials and Supplies | 9,767 | - | - | - |
| Other Services and Charges | 47,418 | - | - | - |
| Capital Outlay | - | - | - | - |
| Total Trash Department | 105,584 | - | - | - |
| TOTAL EXPENDITURES | 753,946 | 582,099 | 489,623 | 652,431 |
| REVENUES OVER (UNDER) EXPENDITURES | 135,114 | (165,707) | (9,960) | (216,755) |
| OTHER FINANCING SOURCES (USES) | | | | |
| Interest | 1,911 | 1,500 | 1,875 | 1,500 |
| Transfers-out to PWA for debt service | - | - | - | - |
| Total other financing sources (uses) | 1,911 | 1,500 | 1,875 | 1,500 |
| TOTAL OTHER FINANCING SOURCES (USES) | 1,911 | 1,500 | 1,875 | 1,500 |
| REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES | 137,025 | (164,207) | (8,086) | (215,255) |
| BEGINNING FUND BALANCE | 1,576,130 | 1,717,823 | 1,713,155 | 1,684,865 |
| ENDING FUND BALANCE | 1,713,155 | 1,553,616 | 1,705,069 | 1,469,610 |

Town of Buffalo
Public Works Authority Budget
Fiscal Year 2019 / 2020 Annual Budget

| | Actual 2017-2018 | BUDGET FY 2018-2019 | PROJECTED 2018-2019 | PROPOSED BUDGET 2019-2020 |
|--|---------------------|------------------------|------------------------|---------------------------------|
| OPERATING REVENUES | | | | |
| Utility improvement Fees | | | | |
| Sewer | \$ 52,393 | 52,500 | \$ 8,830 | - |
| Water | 62,914 | 62,000 | 10,362 | - |
| Trash | 45,892 | 46,000 | 8,345 | - |
| Utility Revenues from GF - <i>to be recorded in PWA beginning FY19</i> | | | | |
| Water | 198,000 | 195,000 | 388,397 | 430,000 |
| Rate Increase | | 232,920 | - | - |
| Sewer | 59,268 | 60,000 | 95,809 | 85,000 |
| Rate Increase | - | - | - | - |
| Trash | 155,723 | 153,000 | 191,139 | 180,000 |
| Rate Increase | - | - | - | - |
| Miscellaneous Revenues | | - | 533 | - |
| CDBG - Water System Improvement Grant | 168,000 | - | - | - |
| Loan Proceeds | - | 114,000 | - | 1,619,280 |
| TOTAL OPERATING REVENUES | 742,190 | 915,420 | 703,416 | 2,314,280 |
| OPERATING EXPENSES | | | | |
| Water Department | | | | |
| Personal Services | 68,106 | 67,426 | 9,003 | 35,271 |
| Materials and Supplies | 19,762 | 18,500 | 19,267 | 18,500 |
| Other Services and Charges | 30,026 | 60,000 | 25,125 | 45,000 |
| Capital Outlay | 168,000 | 200,000 | 156,570 | 1,644,280 |
| Debt Service - 6 months debt service - \$18,865/mo. | | 113,190 | - | 113,190 |
| Debt Reserve Requirement - 6 months | | 22,638 | - | 11,319 |
| Interim Financing Interest Payments - 6 months | - | - | - | 36,434 |
| Total Water Department | 285,894 | 481,754 | 209,965 | 1,903,994 |
| Sewer Department | | | | |
| Personal Services | 38,853 | 45,334 | 43,004 | 50,077 |
| Materials and Supplies | 100 | - | - | - |
| Other Services and Charges | 6,214 | 5,000 | 3,343 | 5,000 |
| Capital Outlay - Sewer Line Replacement | | 25,000 | - | 25,000 |
| Total Sewer Department | 45,167 | 75,334 | 46,347 | 80,077 |
| Trash Department | | | | |
| Personal Services | 48,399 | 39,789 | 17,543 | 53,216 |
| Materials and Supplies | 9,767 | 8,000 | 9,661 | 10,000 |
| Other Services and Charges | 46,348 | 41,000 | 45,054 | 45,000 |
| Capital Outlay | | - | - | 10,000 |
| Total Trash Department | 104,514 | 88,789 | 72,258 | 118,216 |
| Administration Department | | | | |
| Materials and Supplies | 2,031 | - | 1,712 | - |
| Other Services and Charges | 19,822 | - | 3,113 | 20,000 |
| Capital Improvements | | - | 1,853 | 50,000 |
| Water & Sewer System Improvements | 38,586 | - | - | - |
| TOTAL OPERATING EXPENDITURES | 496,014 | 645,877 | 335,247 | 2,172,287 |
| OPERATING INCOME (LOSS) | 246,176 | 269,543 | 368,169 | 141,993 |
| NON-OPERATING REVENUES (EXPENSES) | | | | |
| Interest Income | 616 | 500 | 767 | 500 |
| TOTAL OTHER FINANCING SOURCES (USES) | 616 | 500 | 767 | 500 |
| INCOME (LOSS) BEFORE OPERATING | 246,792 | 270,043 | 368,935 | 142,493 |
| NET INCOME | 246,792 | 270,043 | 368,935 | 142,493 |
| BEGINNING RETAINED EARNINGS (estimated) | 488,356 | 735,148 | 735,148 | 978,764 |
| ENDING RETAINED EARNINGS | 735,148 | 995,636 | 1,104,083 | 1,121,257 |

Case No. / Title:

Town of Buffalo Budget Summary

AFFIDAVIT OF PUBLICATION

Buffalo Weekly News
201 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, printed and published in Buffalo, Oklahoma for the County of Harper, in the State of Oklahoma, and that the attachment hereto contains a true and correct copy of what was actually published in said legal newspaper in consecutive issues on the following dates to wit:

1st Insertion: May 29, 2019

2nd Insertion: _____

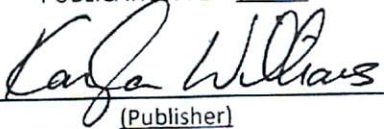
3rd Insertion: _____

4th Insertion: _____

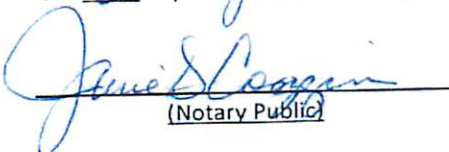
That said newspaper has been published continuously and uninterruptedly in said county during a period of one hundred and four consecutive weeks prior to the publication of the attached notice or advertisement; that it has been admitted to the United States mail as second-class mail matter; that it has a general paid circulation, and publishes news of general interest of the State of Oklahoma governing legal publications.

107 Words 18 Lines 2 Columns 1 Issue

PUBLICATION FEE: \$41.25


(Publisher)

Subscribed and sworn to before me on this 5 day of June, 2019.


(Notary Public)

My Commission expires: 4-20-23

Commission Number: 03005958

(Published in Buffalo Weekly News on May 29, 2019)

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2019/ 2020 Annual Budget will be considered at a public hearing held Wednesday, June 5, 2019 at 6:00 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 2019 / 2020 Annual Budget will be adopted during a meeting of the Board of Trustees on June 5, 2019.

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2019 / 2020 Annual Budget
BUDGET SUMMARY

| | BEGINNING BALANCE (Estimates) | REVENUES | EXPENSES | TRANSFERS | Net Change | ENDING BALANCE |
|--|-------------------------------------|--------------|----------------|-----------|--------------|-------------------|
| GENERAL FUND | \$ 1,684,865 | \$ 437,176 | \$ (619,829) | \$ - | \$ (182,653) | \$ 1,502,212 |
| ENTERPRISE FUNDS Public Works Authority | \$ 978,764 | \$ 2,325,205 | \$ (2,122,297) | \$ - | \$ 202,918 | \$ 1,181,682 |
| GRAND TOTAL ALL FUNDS | \$ 2,663,629 | \$ 2,762,381 | \$ (2,742,116) | \$ - | \$ 20,265 | \$ 2,683,894 |

RECEIVED

JUL 01 2019

State Auditor
and Inspector

Harper