

TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2022 / 2023 Annual Budget

BUDGET MEMO

May 4, 2022

Updated May 6, 2022

The 2022 / 2023 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 \$49,500 in additional revenues.
- ❖ The budget includes a 5% CPI rate increase in utility collections; the increase should generate approximately \$27,500 in additional utility collections. For comparison purposes, each 1% rate increase would generate ~\$5,500.
- ❖ The budget includes 9.1% CPI pay increases for fiscal year 2023. The cost of the pay increases annually is \$27K. The health insurance benefit for FY23 has been increased based on rate increases in coverage. The total cost of employee the health insurance is approximately 100K annually.
- ❖ Proposed Capital requests are detailed in the budget totaling \$2,285,161

	<u>Capital Outlay</u>	<u>Funding source</u>
General Government	\$ 5,000	Operations
Streets Department	377,000	Grants 292K; Operations 85K
Fire Department	15,000	Operations
Airport Department	62,500	FAA Grant 45,000; Operations 17,500
Economic Development	2,000	Operations
Water Department	7,500	Operations
Sewer Department	224,782	APRA funds
PWA Administration	50,000	Operations
	<u>743,782</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 loss of <81,351> for fiscal year 2023. Should the Board limit capital expenditures to grants and grant matches the Town would have an overall net income of \$56,376

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2022 / 2023 budget was initially presented to Council on May 4, 2022 for consideration.

The legal level of control for the City's 2022 / 2023 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.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2022 / 2023 Annual Budget will be considered at a public hearing held Wednesday, June 8, 2022 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 2022 / 2023 Annual Budget will be adopted during a meeting of the Board of Trustees on June 8, 2022.

TOWN OF BUFFALO, OKLAHOMA
Fiscal Year 2022 / 2023 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 1,899,878	\$ 982,304	\$ (1,070,695)	\$ (224,782)	\$ (313,173)	\$ 1,586,705
ENTERPRISE FUNDS						
Public Works Authority	\$ 1,033,552	\$ 808,500	\$ (801,460)	\$ 224,782	\$ 231,822	\$ 1,265,374
GRAND TOTAL ALL FUNDS	\$ 2,933,430	\$ 1,790,804	\$ (1,872,155)	\$ -	\$ (81,351)	\$ 2,852,079

Town of Buffalo
General Fund Budget
Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020-2021	BUDGET FY 2021-2022	PROJECTED 2021-2022	PROPOSED BUDGET 2022-2023	
OPERATING REVENUES					
Sales tax	\$ 281,254	\$ 231,456	\$ 279,065	\$ 251,159	** 80%
Use Tax	59,974	52,830	57,716	51,944	** 80%
Franchise Tax	47,859	44,431	52,571	47,314	** 90%
Beverage Tax	91,793	79,041	91,567	82,410	** 90%
Tobacco Tax	2,363	2,399	2,306	2,075	** 90%
Swimming Pool & Park Fees	4,082	5,000	4,296	5,000	
Motor Vehicle & Gas Excise Tax	11,778	10,176	11,425	10,283	** 90%
Royalty Income	1,721	1,000	2,704	1,000	
Cemetery	4,837	3,000	5,451	3,000	
Rental revenues	20,326	17,000	22,332	20,000	
Golf Course	30,300	20,000	35,841	30,000	
Fire Department - Donations	7,690	5,000	6,945	7,000	
Library	8,720	7,000	9,021	8,500	
Licenses & Permits	2,504	2,000	4,137	2,500	
Grants					
Airport - FAA; Apron design & bidding services	77,747	750,000	759,281	45,000	**
REAP Grant - Generators	30,962	-	-	-	
Grant- OMAG Safety Equipment grant	3,000	-	3,000	-	
REAP Grant - Street repairs/resurfacing		136,364	-	156,364	*
CDBG - Street resurfacing		136,364	-	136,364	*
Fire Department - Operational grant	6,023	4,000	4,763	4,000	
ARPA Funds	-	-	112,391	112,391	
Other Revenue	13,615	5,000	24,791	5,000	
TOTAL OPERATING REVENUES	706,548	1,512,061	1,489,603	981,304	
OPERATING EXPENSES					
General Government					
Personal Services	138,023	153,587	130,513	157,113	
Materials and Supplies	2,491	3,000	2,053	3,000	
Other Services and Charges	46,324	67,500	52,722	55,000	
Capital Outlay		34,000	-	5,000	
Town Hall Upgrades	8,458	10,000	2,451	-	
REAP Grant - Generators	30,962	-	-	-	
Total General Government	226,258	268,087	187,739	220,113	
Street & Alley Department					
Personal Services	32,871	39,368	41,007	46,331	
Materials and Supplies	6,929	10,000	2,097	5,000	
Other Services and Charges	14,390	15,000	14,180	15,000	
Capital Outlay	9,800	307,728	9,800	377,000	*
Total Street & Alley Department	63,990	372,096	67,084	443,331	
Fire Department					
Personal Services	2,612	3,000	2,308	3,000	
Materials and Supplies	7,023	15,000	10,621	15,000	
Other Services and Charges	3,615	7,000	5,339	7,000	
Capital Outlay		30,000	-	15,000	
Total Fire Department	13,250	55,000	18,268	40,000	

Town of Buffalo
General Fund Budget
Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020-2021	BUDGET FY 2021-2022	PROJECTED 2021-2022	PROPOSED BUDGET 2022-2023
Cemetery Department				
Materials and Supplies	73	1,000	87	1,000
Other Services and Charges	95	3,000	97	3,000
Capital Outlay		5,000	-	-
Total Cemetery Department	168	9,000	184	4,000
Continued				
Golf Course Department				
Personal Services	35,587	60,311	43,777	54,729
Materials and Supplies	7,842	10,000	6,131	10,000
Other Services and Charges	30,695	30,000	28,111	30,000
Capital Outlay		-	-	-
Lease payment Golf Cars/Utility Vehicle - \$386.25/month	4,643	4,670	4,670	4,635
Total Golf Course Department	78,767	104,981	82,689	99,364
Pool Department				
Personal Services	7,756	12,274	12,138	12,274
Materials and Supplies	1,918	2,500	4,086	5,000
Other Services and Charges	10,636	5,000	5,964	10,000
Total Pool Department	20,310	19,774	22,188	27,274
Parks Department				
Materials and Supplies	906	1,000	893	1,000
Other Services and Charges	9,352	10,000	9,916	10,000
Capital Outlay	-	-	-	20,000
Total Parks Department	10,258	11,000	10,809	31,000
Airport Department				
Materials and Supplies	434	750	991	750
Other Services and Charges	8,147	7,000	8,736	7,000
Capital Outlay-Design & bidding - apron reconstruction	77,871	750,000	719,692	62,500 **
Total Airport Department	86,452	757,750	729,419	70,250
Library Department				
Personal Services	8,171	13,492	7,500	14,837
Materials and Supplies	7,145	7,000	3,849	7,000
Other Services and Charges	7,036	7,000	5,949	7,000
Total Library Department	22,352	27,492	17,298	28,837
Animal Control / Code Enforcement Department				
Personal Services	8,820	12,902	10,092	15,482
Materials and Supplies	562	500	579	750
Other Services and Charges	4,175	40,000	3,936	25,000
Total Animal Control / Code Enforcement Department	13,557	53,402	14,607	41,232
Economic Development Department				
Personal Services	46,392	55,240	47,857	59,794
Other Services and Charges	1,471	1,000	2,292	2,500
Capital Outlay	-	-	-	2,000
Total Economic Development Department	47,863	56,240	50,149	64,294

Town of Buffalo
General Fund Budget
Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020-2021	BUDGET FY 2021-2022	PROJECTED 2021-2022	PROPOSED BUDGET 2022-2023
Continued				
Emergency Management Department				
Other Services and Charges	-	5,000	53	1,000
Total Emergency Management Department	-	5,000	53	1,000
TOTAL EXPENDITURES	583,225	1,739,822	1,200,487	1,070,695
REVENUES OVER (UNDER) EXPENDITURES	123,323	(227,761)	289,116	(89,391)
OTHER FINANCING SOURCES (USES)				
Interest	1,219	1,000	1,272	1,000
Transfers-out to PWA ARPA		-	-	(224,782)
Total other financing sources (uses)	1,219	1,000	1,272	(223,782)
TOTAL OTHER FINANCING SOURCES (USES)	1,219	1,000	1,272	(223,782)
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	124,542	(226,761)	290,388	(313,173)
BEGINNING FUND BALANCE (estimated)	1,736,298	1,860,840	1,860,840	1,899,878
ENDING FUND BALANCE (estimated)	\$ 1,860,840	\$ 1,634,079	\$ 2,151,228	\$ 1,586,705

Town of Buffalo
Public Works Authority Budget
Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020-2021	BUDGET FY 2021-2022	PROJECTED 2021-2022	PROPOSED BUDGET 2022-2023
OPERATING REVENUES				
Utility Revenues				
Water sales	\$ 463,513	\$ 460,000	\$ 262,456	\$ 250,000
Water project fee			222,175	220,000
Rate Increase 5% CPI increase		-	-	12,500
Sewer	106,771	100,000	107,073	100,000
Rate Increase 5% CPI increase		-	-	5,000
Trash	201,433	200,000	211,280	200,000
Rate Increase - 5% CPI increase	-	10,000	-	10,000
Miscellaneous Revenues	14,512	15,000	10,073	10,000
Loan Proceeds - USDA loan \$3.59M	4,968,388	850,934	470,639	-
TOTAL OPERATING REVENUES	5,754,617	1,635,934	1,283,696	807,500
OPERATING EXPENSES				
Water Department				
Personal Services	32,963	38,668	36,532	46,153
Materials and Supplies	27,661	25,000	16,055	20,000
Other Services and Charges	44,182	40,000	33,083	40,000
Capital Outlay	2,636,834	969,341	748,218	7,500
Debt Service - 12 months - \$11,129/month	33,387	133,548	133,548	133,548
Debt Reserve Requirement & Short lived asset	133,548	48,387	48,387	48,387
Interim Financing Interest Payments - 3 months	2,794,416	-	-	-
Total Water Department	5,702,991	1,254,944	1,015,823	295,588
Sewer Department				
Personal Services	45,178	60,473	60,527	64,928
Materials and Supplies	2,070	2,000	1,104	2,000
Other Services and Charges	3,618	5,000	6,661	7,000
Capital Outlay	19,999	-	-	224,782
Total Sewer Department	70,865	67,473	68,292	298,710
Trash Department				
Personal Services	49,117	63,932	60,015	68,663
Materials and Supplies	8,745	10,000	12,327	12,500
Other Services and Charges	57,259	52,000	75,000	62,000
Capital Outlay	8,300	120,092	107,235	-
Total Trash Department	123,421	246,024	254,577	143,163
Administration Department				
Materials and Supplies	6,113	2,000	5,947	2,000
Other Services and Charges	8,300	17,500	11,283	12,000
Capital Improvements	-	59,000	-	50,000
Total Administration Department	14,413	78,500	17,230	64,000
TOTAL OPERATING EXPENDITURES	5,911,690	1,646,941	1,355,922	801,460
OPERATING INCOME (LOSS)	(157,073)	(11,007)	(72,226)	6,040
NON-OPERATING REVENUES (EXPENSES)				
Transfers In - ARPA funds	-	-	-	224,782
Interest Income	975	1,000	920	1,000
TOTAL OTHER FINANCING SOURCES (USES)	975	1,000	920	225,782
NET INCOME	(156,098)	(10,007)	(71,306)	231,822
BEGINNING RETAINED EARNINGS (estimated)	1,450,349	1,294,251	1,294,251	1,033,552
ENDING RETAINED EARNINGS (estimated)	\$ 1,294,251	\$ 1,284,244	\$ 1,222,945	\$ 1,265,374

Town of Buffalo
Capital Outlay Detail & Special Requests
Fiscal Year 2022 / 2023 Annual Budget

	BUDGETED CAPITAL OUTLAY 2019-2020	BUDGETED CAPITAL OUTLAY 2020-2021	REQUESTED CAPITAL OUTLAY 2022-2023	BUDGETED CAPITAL OUTLAY 2022-2023	NOTES
General Fund:					
General Government					
Capital Outlay					
Town Hall Upgrades	10,000	10,000	10,000	-	
2 new computers for clerk-treas & deputy clerk-treas offices		3,750	5,000	5,000	
Vehicle for town administrator					
Total General Government	10,000	43,750	15,000	5,000	
Street Department					
Capital Outlay Materials for street repairs	8,000	28,000	35,000	35,000	26,772.74 CDBG match, resi is for other
Street resurfacing			292,000	292,000	CDBG Street Grunt Project begins 6/1
Grader	-	-	50,000	50,000	
Total Street Department	8,000	28,000	377,000	377,000	
Fire Department					
Capital Outlay - Equipment upgrades		10,000	15,000	15,000	SCBA's
Total Fire Department	-	10,000	15,000	15,000	
Parks Department					
Capital Outlay					
2 Mowers			20,000	20,000	
Total Parks Department	-	-	20,000	20,000	
Airport Department					
Design & bidding services for full apron reconstruction	-	140,000	50,000	50,000	FAA will pay 90%; Town 10%
LED beacon			12,500	12,500	Beacon & installation
Total Airport Department	-	140,000	62,500	62,500	
Economic Development					
Capital Outlay					
New computer for Econ. Develop. Office		1,250	2,000	2,000	
Health allowance increase for Leonard	-				
Total Economic Development	-	1,250	2,000	2,000	
Total General Fund	18,000	228,000	491,500	481,500	

Town of Buffalo
Capital Outlay Detail & Special Requests
Fiscal Year 2022 / 2023 Annual Budget

	BUDGETED CAPITAL OUTLAY 2019-2020	BUDGETED CAPITAL OUTLAY 2020-2021	REQUESTED CAPITAL OUTLAY 2022-2023	BUDGETED CAPITAL OUTLAY 2022-2023	NOTES
Buffalo Public Works Authority:					
Sewer Department					
Capital Outlay / Pickup for sewer dept.	25,000	15,000			
ARPA funds match for sewer improvements			224,782	224,782	Grant match ARPA funds: applied for state
Total Sewer Department	25,000	15,000	224,782	224,782	
Water Department					
Water Well Generators		47,000			
Water Line Project		4,590,000			
Remaining to finish Water Line project	1,400,000				
Short lived asset funding - 48,387 per year	28,400				
Future change orders legal fees, inspections remaining	190,880				
35 Radio heads for water meters			7,500	7,500	
Total Water Department	1,619,280	4,637,000	7,500	7,500	
Trash Department					
Capital Outlay					
Trash truck apparatus for old Freightliner		8,500			
Polycarts - 25 (95 gallon)		2,875			
Trash Truck - 2022 Freightliner					
Body Swap					
Total Trash Department	-	11,375	-	-	
BPWA Administration Department					
Capital Outlay					
Economic Development Property Purchase	50,000	50,000	50,000	50,000	
New Jayhawk software for utility billing		8,750			
Total BPWA Operations Department	50,000	58,750	50,000	50,000	
Total Buffalo Public Works Authority	1,694,280	4,722,125	282,282	282,282	
Total Town of Buffalo Capital Outlay	1,712,280	4,950,125	\$ 773,782	\$ 763,782	
FUTURE NEEDS:					

BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET

**TOWN OF BUFFALO, OKLAHOMA
RESOLUTION NO. 2022-04**

A RESOLUTION APPROVING THE TOWN OF BUFFALO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2022-2023 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, 2023 (FY 2022-2023) 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 2022-2023 Budget on the 8th day of June 2022 with total resources available in the amount of \$4,724,234 and total fund/departmental appropriations in the amount of \$1,875,655 Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$220,113
Street & Alley	443,331
Fire	40,000
Cemetery	4,000
Golf Course	99,364
Pool	27,274
Parks	31,000
Airport	70,250
Library	28,837
Code Enforcement	41,232
Economic Development	67,794
Emergency Management	1,000

PWA:	
Water	295,588
Sewer	298,710
Trash	143,163
PWA Administration	64,000

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 2022-2023, 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.

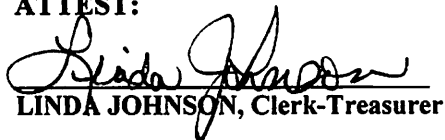
ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF BUFFALO this 8th day of June, 2022.

TOWN OF BUFFALO, OKLAHOMA



ROBIN DALEY, Acting Mayor

ATTEST:



LINDA JOHNSON, Clerk-Treasurer

Case No. / Title:

Town of Buffalo
2022/2023 Budget Summary

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 18, 2022

2nd Insertion: _____

3rd Insertion: _____

4th Insertion: _____

PUBLICATION FEE: \$169.20

Calculation Measurements

106 Words 73 Lines 3 Columns 1 Issue

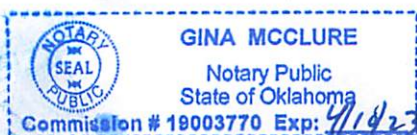
Kayla Williams
(Publisher)

Subscribed and sworn to before me on
this 18 day of May, 2022

Gina McClure
(Notary Public)

My Commission expires: 4/18/23

Commission Number: 19003720



84.60 GF
84.60 PSA

PLEASE SEE REVERSE



(Published in Buffalo Weekly News on May 18th, 2022)

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2022 / 2023 Annual Budget will be considered at a public hearing held Wednesday, June 8, 2022 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 2022 / 2023 Annual Budget will be adopted during a meeting of the Board of Trustees on June 8, 2022.

TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2022 / 2023 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 1,899,878	\$ 982,304	\$ (1,070,695)	\$ (224,782)	\$ (313,173)	\$ 1,586,705
Revenues						
Taxes		445,185				
Charges for Services		5,000				
Royalty Income		1,000				
Cemetery		3,000				
Rental		20,000				
Golf course		30,000				
Fire		7,000				
Library		8,500				
Licenses & Permits		2,500				
Intergovernmental		454,119				
Other revenues		6,000				
Expenditures						
General Government			(220,113)	(224,782)		
Street & Alley			(443,331)			
Fire Department			(40,000)			
Cemetery			(4,000)			
Golf course			(99,364)			
Pool			(27,274)			
Parks			(31,000)			
Airport			(70,250)			
Library			(28,837)			
Animal Control/Code Inspection			(41,232)			
Economic Development			(64,294)			
Emergency Management			(1,000)			
ENTERPRISE FUNDS						
Public Works Authority	\$ 1,033,552	\$ 808,500	\$ (801,460)	\$ 224,782	\$ 231,822	\$ 1,265,374
Revenues						
Water		482,500				
Sewer		105,000				
Trash		210,000				
Miscellaneous revenues		11,000		224,782		
Expenses						
Water			(295,588)			
Sewer			(298,710)			
Trash			(143,163)			
Administration			(64,000)			
GRAND TOTAL ALL FUNDS	\$ 2,933,430	\$ 1,790,804	\$ (1,872,155)	\$ -	\$ (81,351)	\$ 2,852,079

