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## MISSION AND VISION STATEMENT

## **MISSION**

(Amendment Under Review)

**VISION** 

(Amendment Under Review)



## TOWN OF LANGSTON CITY BOARD OF TRUSTEES

Michael Boyles

Linda J. Williams

Magnus W.T. Scott

Charlesetta Johnson

**Ray Vincent** 

Warren Peacock

**Joel Pendarvis** 

**Veronica Thomas** 

**Clinton Winfrey** 

Mayor

Chairman, Langston Public Works

**Authority** 

Trustee, Ward I

Trustee, Ward III

Clerk/Treasurer

**Municipal Attorney** 

**Municipal Engineer** 

**Municipal Accountant** 

**Langston Police Chief** 

**Langston Fire Chief** 

# TOWN OF LANSTON CITY RESOLUTION #06-22-2021-2022 BUDGET (See Attachment)

## TOWN OF LANGSTON CITY, OKLAHOMA RESOLUTION # 2021-06-22 – FISCAL YEAR 2021-2022 BUDGET

A RESOULTION OF THE GOVERNING BODY FOR THE TOWN OF LANGSTON CITY AND THE LANGSTON PUBLIC WORKS AUTHORITY EXPRESSING THE INTENT OF THE TOWN OF LANGSTON CITY AND THE LANGSTON PUBLIC WORKS AUTHORITY TO COMPY WITH AND OPERATE IN ACCORDANCE WITH THE MUNICIPAL BUDGET ACT AND TO BEGIN APPLICATION OF THE ACT EFFECTIVE WITH THE BUDGET FOR THE FISCAL YEAR 2021-2022.

WHEREAS, The Town of Langston City and The Langston Public Work Authority maintains compliance with the Oklahoma Municipal Budget Act, Title 11 O.S. Section 17-201: and

WHEREAS, The Mayor, Trustee and the Town Clerk-Treasurer for the Town of Langston City, Oklahoma, has therefore called for the preparation of a budget with projected revenues and expenditures for all funds of the Town of Langston City and the Langston Public Works Authority for the 2021- 2022 Fiscal Year; and

WHEREAS, The Mayor, the Trustees, and the Town Clerk-Treasurer have submitted said proposed Fiscal Year 2021-2022 Annual Budget for the Town of Langston City and the Langston Public Works Authority; and

WHEREAS, The Trustees have specifically conducted a Public Hearing in open session at a Special Meeting of the Board of Trustees on June 15, 2021; and

WHEREAS, The Trustees have determined it to be in the best interest of the Town of Langston City and the Langston Public Works Authority to adopt the proposed budget for the Fiscal Year 2021-2022 as discussed;

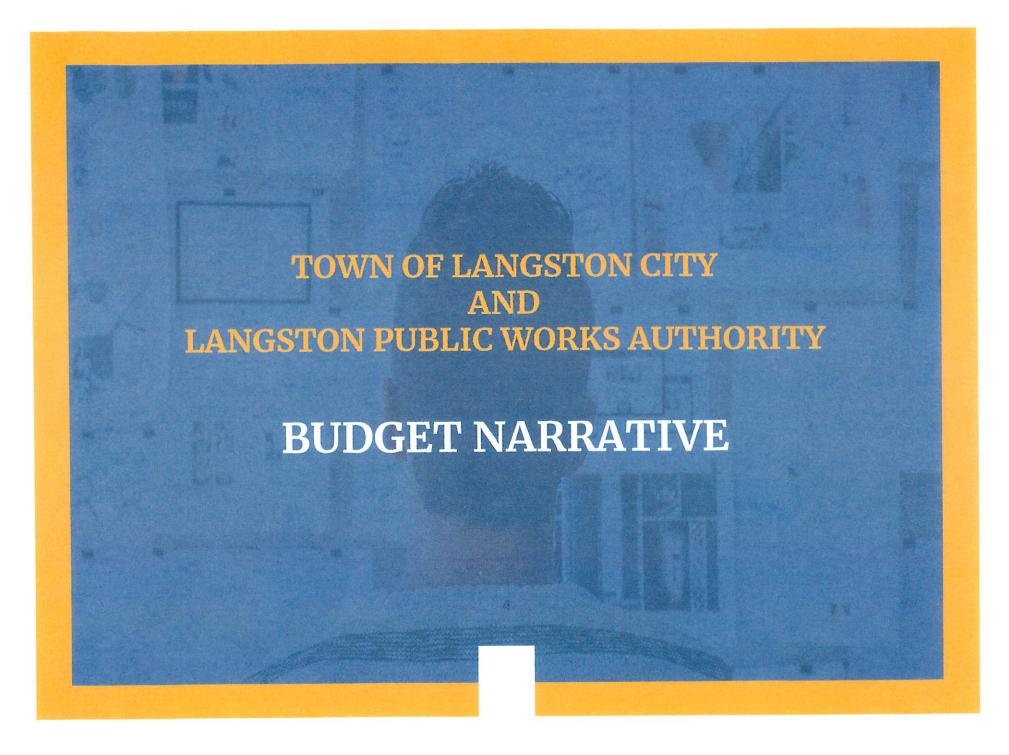
NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE TOWN OF LANGSTON CITY, OKLAHOMA AND THE LANGSTON PUBLIC WORKS AUTHORITY THAT THE PROPOSED 2021-2022 FISCAL YEAR BUDGET BE ADOPTED;

Adopted on the 22<sup>nd</sup> Day of June 2021, by the Mayor and the Board of Trustees for the Town of Langston City and the Langston Public Works Authority.

Michael Boyles, Mayor Town of Langston City

ATTEST:

Charlesetta Johnson, Pown Clerk-Treasurer



## Budget For Fiscal Year 2021 - 2022 ending June 30, 2022

## **Narrative**

Municipal Department (General Fund, Police, Fire, LPWA and Parks & Recreation)

## **Revenue Accounts**

## City Sales Tax (Credit)

Amount collected by taxing the sale of goods and services within the jurisdiction of the Town. Paid by ACH debit to the General Fund bank account from the Oklahoma Tax Commission.

## Cigarette Tax (Credit)

Amount collected by taxing the sale of good and services within the jurisdiction of the Town. Paid by ACH debit to the General Fund bank account from the Oklahoma Tax Commission.

## Use Tax (Credit)

Amount collected by taxing the sale of goods and services within the jurisdiction of the Town. Paid by ACH debit to the General Fund from the Oklahoma Tax Commission.

## Franchise Tax (Credit)

- OG&E Quarterly Payments amount varies
- ONG Monthly Payments amount varies
- Allegiance Communication Monthly Payment / \$100.00
- U.S Cellular Monthly Payments amount varies
- Logan County Clerk Payments amount varies

## **Fines and Forfeitures**

Amount collected by court fees.

Other Revenue

Permits and Licenses (Credit)

Amount collected for the issuance of permits and licenses by the Town.

### Other Revenue

Annual Allocation from the State of Oklahoma (Volunteer Fire Department)

## **Expense Accounts**

**Payroll Related Expenses** 

Wages

Payment for services of employees. Payroll is issued monthly; employees may be paid on a salary or hourly basis. The budget is based on the employee census worksheet.

## Payroll Taxes Employer's SSI and Med.

The employer portion of payroll taxes. Budget based on statutory taxes.

## **Payroll Taxes Employment**

Payment of unemployment taxes Federal and State of Oklahoma at statutory rates.

## Advertising

Provide notice of open positions in the local newspapers. Budget based on estimated expenditures 2020-2021.

## **Dues and Subscriptions**

Payments for memberships, periodicals.

### **Bank Fees**

Charges for processing and stop payments charges. Budget based on estimated expenditures for 2020-2021.

#### Fees

Payments of licenses and fee charges. Oklahoma Municipal League, etc. Budget based on estimated expenditures for 2020-2021.

#### Fuel

Cost of fuel purchases to power municipal equipment. Budget based on the shared cost of municipal total of estimated expenditures for 2020-202.1

## Insurance Expense - Liability

Purchase of Municipal Liability Insurance from the Oklahoma Municipal League (Property, General, etc.). Budget based on the shared cost of municipal total of estimated expenditures for 2020-2021.

## Maintenance and Repairs

**Buildings** – The cost incurred to bring other assets back to an earlier condition or to maintain operations at its present condition (as opposed to improving asset).

**Other**-The cost incurred to bring back other assets back to an earlier condition or to maintain operations at its present condition (as opposed to improving the asset).

**Vehicles** –The costs incurred to bring vehicles back to an earlier condition or to maintain operations at its present condition (as opposed to improving the asset).

Maintenance and Repairs

## Information Technology

The cost incurred to maintain information technology at its present condition (as opposed to improving asset).

## Meetings

Materials, supplies, food, beverages and other charges associated with public meetings.

#### Other

Payment for other items that do not fall under the established accounts.

### Postage

Charges for stamps and other costs of delivering letters/packages to third parties.

## Professional Fees and Other Contractual Services

Payment to sub-contractors for the delivery of services.

## Accounting / Auditing -

Purchase of services of an accountant, CPA, or financial advisor for preparation, review, or audit of financial statements, budget or delivery of other financial planning services.

Contract Labor - Purchase of services from outside contractors, as specified by written contract.

Contractual – Purchase of specific services from outside contractors.

### Honorariums -

A payment to individuals (who are not employees), for special activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in educational, research, or public service activities or events.

Legal – Amounts expended on legal matters, particularly lawyers' fees; consultation; litigation.

Other – Purchase of services from outside contractors, as specified by written contract.

### Rent

Cost to lease an item of property. The rental charges incurred by the lessee may be based on time and/or some other factor (e.g., sales).

## **Supplies**

The net cost of all tangible consumables, including freight. This would exclude labor, labor-related expenses and services, as well as some tangible items. Each item individual cost is less than \$5,000.

Office – All supplies regularly used in office includes small, expendable, daily use items such as paper clips, staples, hole punches, binders and laminators, writing utensils and paper.

Other - Small expandable supplies other than office supplies.

**Supplies Equipment** – Encompasses higher-cost equipment like computers, printers, fax machines, photocopiers and cash registers, as well as office furniture such as cubicles, filing cabinets and desks.

## Telephone

Payment for telephone services and equipment including cell phones.

### Training

All costs of providing for and making available to an employee a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance.

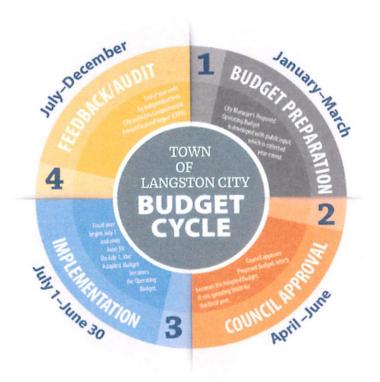
#### Travel

Incurred from travel for "Town" purposes. Travel expenses include travel cost and fares, accommodation expenses, and so-called additional expenses for meals.

Local Travel – Travel cost from trips not requiring an overnight stay.

### Uniforms

Work uniforms and clothing, including such items as safety goggles or steel-toed shoes.



## SUMMARY COMBINED BUDGET

FISCAL YEAR 2021-2022

COMBINED BUDGET DETAILED BUDGET

# Town of Langston - Langston Public Works Authority Summary Combined Budget Fiscal 2022

						Total
	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	All activities
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year
	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022
Revenue						
Taxes	126,460	0	10,000	0	70,000	206,460
Fines and Forfeitures	0	210,000	0	0	0	210,000
Other Revenue	3,500	32,000	6,800	19,164	5,000	66,464
Water and sewer services	0	0	0	638,821	0	638,821
Special purpose grants revenue	0	0	0	0	0	0
Special purpose grants expense	0	25,000	0		0	25,000
Total Revenue	129,960	267,000	16,800	657,985	75,000	1,146,745
Expense and use of cash						
Payroll related expenses	40,106	156,999	14,366	157,802	60,452	429,725
Expenses	82,570	95,250	7,490	309,088	15,000	509,398
Interest (income) expense	(12)	251	0	103	0	342
Shared costs transfers	(47,970)	21,000	0	26,969	0	(1
Capital expenditures	0	0	0		0	0
Required reserve additions				14,760		14,760
Required reserve expenditures				74,999		74,999
Retirement of debt	0	6,432	0	22,562	0	28,994
Total expense and use of cash	74,694	279,932	21,856	606,283	75,452	1,058,217
Increase (decrease) in net assets	55,266	(12,932)	(5,056)	(12,946)	(452)	88,528

## Town of Langston - Langston Public Works Authority **Detailed Combined Budget** Fiscal 2022

F	is	ca	2	O	2	2

						Total	
	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	All activities	
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	
	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	
Revenue							
City Sales Tax	96,000		8,000			104,000	
Cigarette Tax	1,460					1,460	
Use Tax	10,000					10,000	
City gas tax	2,000					2,000	
Franchise Tax	0				70,000	70,000	
Property tax	7,000					7,000	
Permits and Licenses	10,000		2,000		0	12,000	
Fines and Forfeitures	0	210,000				210,000	
Contributions	0					0	
Other Revenue	3,500	32,000	6,800	3,199	5,000	50,499	
Water and sewer services	0			638,821		638,821	
Grant Contributions						0	
Maintenance				15,965		15,965	
Special purpose grants revenue						0	
Special purpose grants expense		25,000		100,000		125,000	
Total Revenue	129,960	267,000	16,800	757,985	75,000	1,246,745	
Expense							
Payroll related expenses							
Wages	11,667	131,316	11,866	157,802	51,982	364,633	
Payroll taxes	973	10,771	1,020	0	4,329	17,093	
Payroll related benefits	467	14,912	1,480	0	4,141	21,000	
	13,106	156,999	14,366	157,802	60,452	402,725	
Workman's compen. insur. and oth	27,000	0	0	0	0	27,000	
Total payroll related expenses	40,106	156,999	14,366	157,802	60,452	429,725	
Expenses							
Advertising	400	50	0	103	0	553	
Bank fees	120	7,100	0	5,356	0	12,576	
Contributions	0	0	0	0	0	0	
Dues and subscription	400	2,500	1,100	0	0	4,000	
Events	500	0	0	0	0	500	
Fees	1,000	28,400	200	21,000	0	50,600	
Fuel	0	12,000	200	9,270	6,000	27,470	
Gifts and other	0	0	0	0	0	0	
Insurance - liability	25,000	0	0	0	0	25,000	
Maintenance and repairs							
Buildings	2,500	0	250	2,515	0	5,265	
Other	1,100	0	500	17,700	4,000	23,300	

## Town of Langston - Langston Public Works Authority Detailed Combined Budget Fiscal 2022

!	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	All activities	
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	
	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	
Vehicles	750	7,000	700	1,030	3,000	12,480	
Information technology	500	0	500	1,030	0	2,030	!
Total maintenance and repairs	4,850	7,000	1,950	22,275	7,000	43,075	
Meetings	0	0	250	0	0	250	T
Other	0	0	100	0	0	100	
Postage	400	400	100	1,545	0	2,445	•
Printing	0	300	0	0	0	300	
Professional fees				0	0	0	1
Accounting / auditing	6,000	6,000	0	7,086	0	19,086	
Contractual	0	7,200	' o !	94,531	0	101,731	1
Honorariums	19,200	0	0	0	0	19,200	1
Legal	2,400	4,800	0	4,944	0	12,144	
Other (prof)	1,000	1,000	0	10,300	0	12,300	•
Total professional fees	28,600	19,000	0	116,861	0	164,461	
Contract labor	0	0	0	0	0	0	
Rent	•	0	0	0	0	0	
Supplies		0	0	0	0	0	
Office supplies	2,000	700	500	1,030	0	4,230	
Other supplies	1,000	4,500	1,000	18,000	500	25,000	-
Supplies equipment	3,200	5,400	1,000	25,750	1,500	36,850	
Total supplies	6,200	10,600	2,500	44,780	2,000	66,080	
Taxes - other	0	0	90	0	0	90	
Telephone	10,200	3,500	0	1,030	0	14,730	
Training	600	1,200	1,000	412	0	3,212	
Travel						0	
Local travel	0	200	0	206	0	406	
Uniforms	0	3,000	0	0	0	3,000	i
Trash contractor	4,300	0	0	63,000	0	67,300	I
Water treatment	0	0			0	0	Ţ
Testing / consulting	0	0	0	16,800	0	16,800	I
Chemicals / supplies	0	0	0	6,450	0	6,450	1
Total water treatment	0	0	0	87,898	0	23,250	I
Indian meridian	0	0	0	0	0	0	
Total expenses	82,570	95,250	7,490	309,088	15,000	509,398	
otal payroll and expenses	122,676	252,249	21,856	466,890	75,452	939,123	
otal government activities	7,284	14,751	(5,056)	291,095	(452)	307,622	
Interest income (expense)	12	(251)	0	(48,957)	0	(49,196)	
Shared costs transfers	47,970	(21,000)		(26,969)		1	1

## Town of Langston - Langston Public Works Authority Detailed Combined Budget

## Fiscal 2022

	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	All activities	
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	
	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	Budget 2022	
						0	
Capital expenditures	0	0	0	(100,000)	0	(100,000)	
Required reserve additions	0		0	(14,760)	0	(14,760)	
Required reserve expenditures				(74,999)		(74,999)	(78,190)
Retirement of debt	0	(6,432)	0	(22,562)	0	(28,994)	
Increase (decrease) in net assets	55,266	(12,932)	(5,056)	2,848	(452)	39,674	

# BUDGET PREPARATION WORKSHEET EMPLOYEE CENSUS

Town of Lan	gston																
iscal 2022 E	Budget																
Employee / c	contractor ce	nsus										Payroll relat	ed taxes	Benefits			
Revision 06/22/2		1040										Employer's		Employer's	portion (ar	nnual)	Total
_ast Name	First Name	Title	Department	Status	Hrly/Mthly Rate	Hourly/ Salary	Monthly Hours	Monthly Gross	Annual 06/30/2021	Adjust 3% Increase	Adjusted annual 06/30/2022	Federal SSI & Med 7.85%	State emp	Health Insur. 4%	Retireme nt	Total benefits	wages taxes benefits
Vacant	Position	City Administrator	General	InActive					35,000.00		35,000.00	2,747.50	170.00	1,400.00		1,400.00	39,317.50
Filled	Position (SW)	Maintenance worker	Gen/Parks&rec	Active	12.50	Hourly	173	2,162.50	25,950.00	778.50	26,728,50	2,037.08	170.00	1,038.00		1,038.00	29,973.58
Filled	Position (DT)	Maintenance worker	Gen/Parks&rec	Active	10.50	Hourly	173	1,816.50	21,798.00	653.94	22,451.94	1,711.14	170.00	871.92		2,753.06	27,086.15
Vacant	Position	TBA	Gen/Parks&rec	Active	8.50	Hourly	80	680.00	2,720.00	81.60	2,801.60	213,52	27.20	108.80		349.52	3,391.84
Vacant	Position	Field technician	LPWA	Active	2,933.85	Salary	173	2,933.85	35,568.00		35,568.00	2,792.09	170.00	1,422.72		4,384.81	42,914.90
Filled	Position (LG)	Admin. Asst II	LPWA	Active	15.50	Salary	173	2,681.50	32,178.00	965.34	33,143.34	2,525.97	170.00	1,287.12		3,983.09	39,822.41
Vacant	Position (BA)	Operator	LPWA	Active	12.50	Salary	173	2,162.50	25,950.00		25,950.00	2,037.08	170.00	1,038.00		1,038.00	29,195.08
Filled	Position (TB)	Maintenance worker	LPWA	Active	10.50	Hourly	120	1,260.00	15,120.00		15,573,60	1,186.92	151.20	604.80		1,942.92	17,686.72
Filled	Position (VT)	Chief	Police	Active	2,916.67	Salary	173	2,916.67	36,568.00	1,097.04	37,665.04	2,870.59	170.00	1,462.72		4,503.31	45,208.94
Fillied	Position (MA)	Admin Asst.	Police	Active	10.00	Hourly	173	1,730.00	20,760.00	622.80	21,382.80	1,629.66	170.00	830.40		2,630.06	25,812.52
Filled	Position (JT)	Officer	Police	Active	2,400.00	Salary	173	2,400.00	35,568.00	1,067.04	36,635.04	2,792.09	170.00	1,422.72		4,384.81	43,981.94
Vacant	Position	Officer	Police	Active	13,85	Hourly	140	1,939.00	23,268.00	698.04	23,966.04	1,826.54	170.00	930.72		2,927.26	28,889.84
Vacant	Position	Code enforcement	Fire	Active	12.00	Hourly	80	960.00	11,520.00		11,865.60	904.32	115.20	460.80		1,480.32	14,365.44
								23,642.51	321,968.00	5,964.30	328,731.50	25,274.49	1,993.60	12,878.72	-	32,815.16	387,646.83
Outside contrac	ctors and honore	riums															0.400.00
Filled	Position	Mayor	General		200,00			200.00	2,400.00		2,400,00						2,400.00
Filled	Position	Treasurer	General		1,000.00			1,000.00	12,000.00		12,000.00						12,000.00
Filled	Position	Council person	General		200.00			200.00	2,400.00		2,400.00						2,400.00
Filled	Position	Council person	General		200,00			200.00	2,400.00		2,400.00						2,400.00
Vacant	Position	Technology	Split:Gen, Pol, LP-33		250.00			250.00	3,000.00		3,000.00						3,000.00
Filled	Position	Legal	Split:Gen 20%, Pol, I		1,000.00			1,000.00	12,000.00		12,000.00						12,000.00
Vacant	Position	Annual audit	Split:Gen, Pol, LP-33		500.00			500.00	6,000.00		6,000.00						6,000.00
Filled	Position	Accounting	Split;Gen, Pol, LP-33		1,000.00			1,000.00	12,000.00		12,000.00						12,000.00
Vacant	Position	Municipal Adv	General		600,00			600.00	7,200.00		7,200.00						7,200.00
Filled	Position	Technical	LPWA		2,791.67			2,791.67	33,500.00		33,500.00				-		33,500.00
Filled	Position	Technical	LPWA		2,428.51			2,428.51	29,142.12		29,142.12		-		-		29,142.12 29,142.12
Filled	Position	Technical	LPWA		2,428.51			2,428.51	29,142.12		29,142.12	-			-		7,800.00
Filled	Position	Engineer	LPWA		650.00			650.00	7,800.00		7,800.00						7,000,00
Vacant	Position	Engineer	Project						7,000,00		7 000 00			-			7,200.00
Filled	Position	Judge	Police		600.00			600.00	7,200.00		7,200.00						166,184.24
								13,848.69	166,184.24		166,184.24					20.015.10	
Total employees	s and contractors							37,491.20	488,152.24	5,964.30	494,915.74	25,274.49	1,993.60	12,878.72	•	32,815.16	553,831.07
Employee - by f	und																
A. C. F. C.		General						-	11,666.67	-	11,666.67	915.83	56.67	466.67		466.67	13,105.83
		Parks & recreation						4,659.00	50,468.00		51,982.04	3,961.74	367.20	2,018.72		4,140.58	60,451.56
		LPWA						9,037.85	126,316.00		121,901.61	8,270.97	566.67	4,214.51	-	9,872.57	125,038.21
		Police						8,985.67	116,164.00	The second secon	131,315.59	10,034.71	736.67	5,113.23	-	14,912.10	
		Fire				-		960.00	11,520.00		11,865,60	904.32	115.20	460.80		1,480.32	14,365.44
								23,642.51	316,134.67	504.68	328,731.50	24,087.57	1,842.40	12,273.92		30,872.24	369,960,11
Contractor - by	fund																00 700
		General						2,383,33	28,599,99	-	28,599.99		1				28,599.99
		Parks & recreation							-								444 204 24
		LPWA						9,282.02	111,384.24		111,384.24		-				111,384.24 19,000.00
		Police						1,583.33 13,248.69	19,000.00 158,984.23		19,000.00 158,984.23						158,984.23
Total employee	s and contractors	- by fund						-	<u>.</u>								
		General						2,383.33	40,266,66		40,266.66						41,705.83
		Parks & recreation						4,659.00	50,468.00		51,982.04		1				60,451.56
		LPWA						18,319.87	237,700.24		233,285.85				-		236,422.45
		Police						10,569.00	135,164.00		150,315.59				-		175,999.06
		Fire						650.00	7,800.00	-	7,800.00	-	-	ļ	-		7,800.00
						-	-	36,581.20	471,398.90	504.68	483,650.13		-	-	-		522,378.90
								30,361.20	471,350.50	304.00	700,000.10	_					

## **GENERAL**

**BUDGET PREPARATION WORKSHEET** 

# Town of Langston Budget preparation worksheet General Fund Fiscal 2022

	Results of	Results of	Results of	Estimated	Proposed	
	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	Comments
	2019	2020	Jul 20 - Apr 21	2021	2022	
Revenue						
City Sales Tax	103,920	103,920	85,330	102,396	96,000	
Cigarette Tax	1,201	1,201	804	965	1,460	
Use Tax	38,381	38,381	64,321	77,185	10,000	
City gas tax	3,380	3,380	1,878	2,254	2,000	
Franchise Tax	3,500	5,555	1,0,0	0	2,000	
Property tax	6,452	6,452	6,332	6,332	7.000	One annual payment December/Langston
Permits and Licenses	1,330	1,330	-,	0	10,000	and payment begenibely taligator
Alcohol Tax				0		
Motor Vehicle Tax				0		
Fines and Forfeitures				0		
Contributions	2,075	2,075	970	1,164		
Other Revenue	27,548	27,548	2,576	3,091	3,500	Insurance received in 2021
Water and sewer services				0		
Special purpose grants revenue				0		
				0		
			0	0	0	
Grant Contributions			0	0		
Total Revenue	184,287	184,287	162,211	193,387	129,960	
Expense						
Payroll related expenses						
Wages				0	11,667	From employee census
Payroll taxes				0	973	From employee census
Payroll related benefits				0		From employee census
	17,854	17,854	0	0	13,106	
Workman's compensation insur	26,541	26,541	0	0	27,000	(5) payments of \$6,348

## Town of Langston Budget preparation worksheet General Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	
1	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	Comments
	2019	2020	Jul 20 - Apr 21	2021	2022	
Payroll related expenses	44,395	44,395	0	0	40,106	
Expenses						
Advertising	26	26		0	400	
Bank fees	80	80		0	120	
Contributions	305	305		0	0	
Dues and subscription	1,456	1,456	1,395	2,093	400	
Events	5,137	5,137	600	900	500	NO election in 2022
Fees	1,389	1,389	764	1,146	1,000	Assoc. of Gvts., bonds,
Fuel			0	0	0	
Gifts and other				0	0	
Insurance - liab∝	20,725	20,725	46,477	69,716	25,000	
Maintenance and repairs				0		
Buildings	3,262	3,262	954	1,431	2,500	
Other	179	179	1,032	1,548	1,100	
Vehicles			694	1,041	750	no vehcles in general fund
Information technology				0	500	Virus protection and internet connec
Total maintenance and repa	3,441	3,441	2,680	4,020	4,850	
Meetings				0		
Other				0		
Postage	625	625	94	113	400	
Printing	946	946	168	202		in house
Professional fees				0		
Accounting / auditing	17,056	17,056	6,000	8,000	6,000	Budgeted/allocated in Empl./Contr.Census
Contractual	5,141	5,141	9,157	10,988		Budgeted/allocated in Empl./Contr.Census
Honorariums	10,800	10,800	11,200	13,440		
Legal	6,000	6,000	5,077	6,092		
Other (prof)	1,789	1,789	21,200	25,440		Budgeted/allocated in Empl./Contr.Census
Total professional fees	40,786	40,786	52,634	63,961	28,600	
Contract labor				0		

## Town of Langston Budget preparation worksheet General Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	Comments
	2019	2020	Jul 20 - Apr 21	2021	2022	
Rent				0		
Supplies				0		
Office supplies	1,120	1,120	2,784	4,176	2,000	
Other supplies	750	750	8,921	13,382	1,000	
Supplies equipment	4,831	4,831	8,037	12,056	3,200	Dell equipment lease
Total supplies	6,701	6,701	19,742	29,613	6,200	
Taxes - other	0	0				
Telephone	10,099	10,099	15,283	22,925	10,200	
Training	602	602		0	600	
Travel - local			143	215		
Uniforms				0		
Utilities	4,834	4,834	2,054	3,081	4,300	Oklahoma Natural Gas
Water treatment				0		
Testing / consulting						
Chemicals / supplies						
Total water treatment						
Indian meridian						
Total expenses	97,152	97,152	142,034	197,982	82,570	
otal payroll and expenses	141,547	141,547	142,034	197,982	122,676	
Total government activities	42,740	42,740	20,177	(4,595)	7,284	
Interest income (expense)	12	12	12	16	12	
Shared costs paid in general fund			27,992	41,988	47,970	
Capital expenditures Retirement of debt					0	
ncrease (decrease) in net assets	42,752	42,752	48,181	37,409	55,266	

# PARKS AND RECREATION

**BUDGET PREPARATION WORKSHEET** 

# Town of Langston - Langston Public Works Authority Budget preparation worksheet Parks and Recreation Fund Fiscal 2022

	Results of	Results of	Results of	Estimated	Proposed	
	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	12 months	Fiscal year	Comments
	2018	2019	Jul 20 - Feb 21	2021	2022	
Revenue						
City Sales Tax						
Cigarette Tax						
Use Tax						
City gas tax						
Franchise Tax	45,524	68,286	34,725	52,088	70,000	
Permits and Licenses		0	1,736	2,604		
Alcohol Tax						
Motor Vehicle Tax						
Fines and Forfeitures						
Contributions						
Other Revenue	3,819	5,729		0	5,000	
Water and sewer services						
Special purpose grants revenue						
	0	0	0	0	0	
Total Revenue	49,343	74,015	36,461	54,692	75,000	
Expense						
Payroll related expenses						
Wages		0		0	51,982	From employee census
Payroll taxes		0		0		From employee census
Payroll benefits		0		0		From employee census
	87,877	131,816	45,762	68,643	60,452	
Workman's compensation insur		0		0	0	budgeted in general fund
Payroll related expenses	87,877	131,816	45,762	68,643	60,452	

# Town of Langston - Langston Public Works Authority Budget preparation worksheet Parks and Recreation Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	12 months	Fiscal year	Comments
	2018	2019	Jul 20 - Feb 21	2021	2022	
Expenses						
Advertising						
Bank fees						
Contributions						
Dues and subscription		0		0		
Events						
Fees						
Fuel	6,978	10,467	1,284	1,926	6,000	
Gifts and other		· · · · · · · · · · · · · · · · · · ·		,		
Insurance - liability		0		0		
Maintenance and repairs						-
Buildings						
Other	6,160	9,240	6,231	9,347	4,000	
Vehicles	3,567	5,351	239	359		Truck Repairs
Information technology					•	
Total maintenance and repa	9,727	14,591	6,470	9,705	7,000	
Meetings Other						
Postage						
Printing						
Professional fees Accounting / auditing						
Contractual					0	
Honorariums						
Legal						
Other (prof)		0		0		
Total professional fees	0	0	0	0	0	
Contract labor						
Rent	1,285	1,928	843	1,265	0	

## Town of Langston - Langston Public Works Authority Budget preparation worksheet Parks and Recreation Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months Jul 20 - Feb 21	12 months 2021	Fiscal year	Comments
	2018	2019			2022	
Supplies						
Office supplies						
Other supplies	1,034	1,551	190	285	500	
Supplies equipment	1,251	1,877	120	180	1,500	
Total supplies	2,285	3,428	310	465	2,000	
Taxes - other						
Telephone			0			
Training						
Travel - local		0	0	0		
Uniforms						
Utilities		0	0	0	0	
Water treatment						
Testing / consulting						
Chemicals / supplies					0	
Total water treatment						
Total expenses	20,275	30,413	8,907	13,361	15,000	
Total payroll and expenses	108,152	162,228	54,669	82,004	75,452	
Total government activities	(58,809)	(88,214)	(18,208)	(27,312)	(452)	
Interest income (expense)		0	0	0		
Shared costs paid in general fund						
Capital expenditures						
Retirement of debt						
increase (decrease) in net assets	(58,809)	(88,214)	(18,208)	(27,312)	(452)	

## **POLICE**

**BUDGET PREPARATION WORKSHEET** 

## Town of Langston **Budget preparation worksheet** Police Fund Fiscal 2022

	Results of	Results of	Results of	Estimated	Proposed	
	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	
	2019	2020	Jul 20 - Apr 21	2021	2022	
Revenue						
City Sales Tax						
Cigarette Tax						
Use Tax						
City gas tax						
Franchise Tax					= <b>†</b>	· · · · · · · · · · · · · · · · · · ·
Permits and Licenses		1 7	-			
Alcohol Tax			- <del>+</del> <del></del>			· · · · · · · · · · · · · · · · · · ·
Coyle contract	-	18,400	.    -		0	
Fines and Forfeitures	213,299	207,781	107,252	128,702	210,000	Estimated \$17500 per month
Contributions			+ · · · · · · · · · · · · · · · · · · ·	-	· <del> </del> · - — ·	<u>*</u>
Other Revenue					32,000	
Water and sewer services	· · ·		• · · · · · · · · · · · · · · · · · · ·			
Special purpose grants revenue		† †			25,000	COVID Relief Funds
Special pulpose glants revenue						
	0	0	0	0	0	
Grant Contributions	0	0	0	0	0	
Total Revenue	213,299	226,181	107,252	128,702	267,000	
Expense		:				
Payroll related expenses	· • · · · · · · · · · · · · · · · · · ·					
Wages				0	131,316	From employee census
Payroll taxes				0	10,771	From employee census
Payroll related benefits	,			0	14,912	From employee census
i i	109,543	122,170	95,777	0	156,999	
Workman's compensation insur		-	0	0		budgeted in general fund
Payroll related expenses	109,543	122,170	95,777	0	156,999	

# Town of Langston Budget preparation worksheet Police Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	<u> </u>
† · · • • · · · · · · · · · · · · · · ·	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	
	2019	2020	Jul 20 - Apr 21	2021	2022	
xpenses	25		· · · · · · · · · · · · · · · · · · ·	0	50	T
Advertising	25	7 000	4.063	5,956	7,100	
Bank fees	5,832	7,099	4,963	3,330	7,100	
Contributions			445	174	2 500	Ok Code enfor., Adv Computer,
Dues and subscription	150	1,565	145	174	2,500	Ok Code enfort, Adv Computer,
Events		·		ļ · · · · ·	<del>-</del> † · · · · · · · · · · · · · · · · · · ·	Based on fine revenue - CLEET, OSBI, ticket su
Fees	12,116	17,314	17,312	20,774	28,400	online service \$600 (1420)
Fuel	7,364	8,836	2,366	3,549	12,000	·; · · · · · · · · · · · · · · · · · ·
Gifts and other	7,504	0,030	2,500	0	-	
Insurance - liability		<u>.</u>	• • • • • • • • • • • • • • • • • • •	0	0	budgeted in general fund
Tall the second of the second			†	0	1	
Maintenance and repairs Buildings	399	229		0	. •	
Other	1,282	1	110	132	<del>-</del>	
Vehicles	5,112	3,176	2,803	3,364	7,000	
Information technology	3,112	3,2,0		0	· · · · · · · · · · · · · · · · ·	
Total maintenance and repa	6,793	3,405	2,913	3,496	7,000	
Meetings	0,755	255				
Other	235	339	230	276	-	
	255	147	200	240	400	
Postage	94	45		0	300	Commission cards, business cards
Printing Professional fees				0	-	
The state of the s	464	531	420	504	6,000	Budgeted/allocated in Empl./Contr.Census
Accounting / auditing Contractual	7,200	11,260	600	720		Budgeted/allocated in Empl./Contr.Census
	7,200	11,200	+		1	Budgeted/allocated in Empl./Contr.Census
Honorariums	2,079				4,800	Budgeted/allocated in Empl./Contr.Census
Legal Other (prof)	1,700	1,750	556	667		Budgeted/allocated in Empl./Contr.Census
and a second of the second of	11,443	13,541	1,576	1,891	19,000	<del></del>
Total professional fees Contract labor	11,445	, 13,341	1,370	1,031	22,500	

# Town of Langston Budget preparation worksheet Police Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	
	2019	2020	Jul 20 - Apr 21	2021	2022	
Rent	302	2,478		. 0		moved to Supplies - equip
Supplies						
Office supplies	184	1,105	725	870	700	
Other supplies	8,937	10,955	2,191	2,629	4,500	
Supplies equipment	3,320	1,248	1,156	1,387	5,400	Applied Concepts - \$200 monthly
Total supplies	12,441	13,308	4,072	4,886	10,600	
Taxes - other	45	45		0	0	
Telephone	3,003	2,404	2,253	2,704	3,500	Verizon wireless only with hot spot
Training	2,174	1,617	35	42	1,200	
Travel - local & out of town	643	190	937	1,124	200	
Uniforms	218	827	142	170	3,000	
Utilities						
Water treatment						
Testing / consulting						
Chemicals / supplies						
Total water treatment						
Indian meridian	0	0				
Total expenses	62,878	73,415	37,144	45,283	95,250	
Total payroll and expenses	172,421	195,585	132,921	45,283	252,249	
Total government activities	40,878	30,596	(25,669)	83,420	14,751	
Interest income (expense)	(444)	(492)	(421)	(505)	(251)	
Shared costs paid in general fund		(27,415)	(13,447)	(16,136)	(21,000)	
Capital expenditures	(31,782)	(5,634)				
Required reserve	(511)					
Retirement of debt			(5,149)		(6,432)	
Increase (decrease) in net assets	8,141	(2,945)	(44,686)	66,778	(12,932)	

## **FIRE**

BUDGET PREPARATION WORKSHEET

# Town of Langston Budget preparation worksheet Fire Fund Fiscal 2022

	Results of	Results of	Results of	Estimated	Proposed	
	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	Comments
	2019	2020	Jul 20 - Apr 21	2021	2022	
Revenue						
City Sales Tax					8,000	
Cigarette Tax						
Use Tax						
City gas tax						
Franchise Tax						
Permits and Licenses					2,000	Burn Permits
Alcohol Tax						
Motor Vehicle Tax						
Fines and Forfeitures						
Special/contributions			455	455		
Other Revenue	36,201	2,253	4,800	4,800	6,800	
Water and sewer services						
Special purpose grants revenue						
	0	0	0	0	0	
Total Revenue	36,201	2,253	5,255	5,255	16,800	
Expense						
Payroll related expenses						
Wages				0	11,866	From employee census
Payroll taxes	-			0		From employee census
Payroll related benefits				0		From employee census
Workman's compensation insur					14,366	
Payroll related expenses	0	5,989	0	0	14,366	
Payroll related expenses		2,303				
Expenses						
Advertising						

# Town of Langston Budget preparation worksheet Fire Fund Fiscal 2022

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	Comments
	2019	2020	Jul 20 - Apr 21	2021	2022	
Bank fees				0	0	
Contributions						
Dues and subscription	54	1,005	0	0	1,100	Okla St FF Ass, \$56 per person (13), Chief Logan \$20 (2), Ntl Vol FF ass \$24 (13)
Events					0	Juneteenth, Fire Prevention, various Parades, Touch the Truck
Fees	384	60	0	0	200	CPR certification, Ffighter 1, EmerMedResp, ladder/vehicle cert
Fuel	25	50	2,765	3,318	200	
Gifts and other						
Insurance - liability	592			0	0	
Maintenance and repairs				0		
Buildings		777	138	166	250	
Other	1,597	300	340	408	500	
Vehicles	3,007	460	873	1,048	700	
Information technology					500	
Total maintenance and repa	4,604	1,537	1,351	1,621	1,950	
Meetings					250	
Other	1,140				100	
Postage Printing					100	
Professional fees						
Accounting / auditing						
Contractual Honorariums	700					
Legal						
Other (prof)	3,823					
Total professional fees	4,523	0	0	0	450	
Contract labor	2,000					
Rent		0	836			
Supplies				A CONTRACTOR OF THE PARTY OF TH		

# Town of Langston Budget preparation worksheet Fire Fund Fiscal 2022

U	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	10 months	12 months 2021	Fiscal year	Comments
	2019	2020	Jul 20 - Apr 21		2022	
Office supplies				0	500	
Other supplies	1,556	786	563	676	1,000	
Supplies equipment	1,869	3,004	16	19	1,000	
Total supplies	3,425	3,790	579	695	2,500	
Taxes - other		110	110	132	90	
Telephone	2,215					
Training	3,703				1,000	
Travel - local	2,342					
Uniforms	40					
Utilities		349	267	320		
Water treatment						
Testing / consulting						
Chemicals / supplies						
Total water treatment						
Indian meridian			-			
Total expenses	23,047	6,901	5,908	6,086	7,940	
Total payroll and expenses	23,047	12,890	5,908	6,086	22,306	
Total government activities	13,154	(10,637)	(653)	(831)	(5,056)	
Interest income (expense)		0	0			
Shared costs paid in general fund						
Capital expenditures						
Retirement of debt						
Increase (decrease) in net assets	13,154	(10,637)	(653)	(831)	(5,056)	

# LANGSTON PUBLIC WORKS AUTHORITY

BUDGET PREPARATION WORKSHEET

## Town of Langston Budget preparation worksheet LPWA Fiscal 2022

	Operations	Operations	Operations	Operations	Water budget	Trash budget	Wastewater budget	Total LPWA budge
	Fiscal year	iscal year Fiscal year	10 months	12 months	Fiscal year	Fiscal year	Fiscal year	Fiscal year
	2019	2020	Jul 20 - Apr 21	2021	2022	2022	2022	2022
Revenue			-					
City Sales Tax								
Cigarette Tax			-	-	<u> </u>			
Use Tax				-				
City gas tax				+				
Franchise Tax								
Permits and Licenses			-			-		
Alcohol Tax								
Motor Vehicle Tax			-			-		
Fines and Forfeitures						-		
Contributions								
Other Revenue			88	117		3,199		3,199
Water and sewer services	508,360	484,739	328,889	493,334	157,617	106,636	374,568	638,821
Maintenance				0	4,728		11,237	15,965
Special purpose grants revenue					100,000			100,000
	0	0	0	0	0	0	0	0
Grant Contributions	0	0	0	0	0	0	0	0
	700.000							
Total Revenue	508,360	484,739	328,977	493,451	262,345	109,835	385,805	757,985
Expense								
Payroll related expenses								
Allocation percent					63.000%	3.000%	34.000%	
Wages			-	0	38,935	26,341	92,526	157,802
Payroll taxes			-	0				0
Payroll related benefits	74.700	111175		0				0
Subtotal	74,728	114,176	81,930	122,895	38,935	26,341	92,526	157,802
Workman's compensation insure				0	0	0	0	0
Payroll related expenses	74,728	114,176	81,930	122,895	38,935	26,341	92,526	157,802
Expenses	7000000							
Advertising	401			0	25	17	60	103
Bank fees	3,663	4,936	3,394	5,091	1,321	894	3,141	5,356
Contributions								0
Dues and subscription								
Events	192			0				
Fees	24,281	10,438	14,738	22,107	5,181	3,506	12,313	21,000
Fuel	825	4,820	3,859	5,789		0	9,270	9,270
Gifts and other								0
Insurance - liability				0	0	0	0	0

## Town of Langston Budget preparation worksheet LPWA Fiscal 2022

	Operations	Operations	Operations	Operations	Water budget	Trash budget	Wastewater budget	Total LPWA budg
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year	Fiscal year	Fiscal year	Fiscal year
	2019	2020	Jul 20 - Apr 21	2021	2022	2022	2022	2022
Maintenance and repairs								
Buildings	8,388	491	4,432	6.640	2.427			(
Other	24,331	13,626		6,648	2,127	86	302	2,515
Vehicles	2,349		5,248 109	7,872	4,367	2,955	10,378	17,700
	2,349	1,698	109	164	254	172	604	1,030
Information technology	25.000	775	0.700	0	254	172	604	1,030
Total maintenance and repa	35,068	16,590	9,789	14,684	7,002	3,385	11,888	22,275
Meetings	0							
Other	0	280						
Postage	1,359	1,369	2,640	3,960	381	258	906	1,545
Printing		75		0				
Professional fees				0				
Accounting / auditing	464	3,456	3,420	5,130	1,748	1,183	4,155	7,086
Contractual	83,781	87,308	60,217	90,326	23,324	15,779	55,427	94,531
Honorariums				0				0
Legal	11,826	9,915	2,125	3,188	1,220	826	2,899	4,944
Other (prof)	7,059	700		0	2,541	1,719	6,039	10,300
Total professional fees	103,130	101,379	65,762	98,643	28,833	19,507	68,520	116,861
Contract labor				0		13,307	08,320	110,001
Rent	9,145							Ü
Supplies								
Office supplies	1,333	803	556	834	254	172	604	1.020
Other supplies	8,562	15,188	8,984	13,476	4,441	3,005	10,554	1,030
Special maintenance equ	3,064	35,925	15,304	22,956	6,353	4,299		18,000
Total supplies	12,959	51,916	24,844	37,266	11,048	7,476	15,098	25,750
Taxes - other	0	31,310	24,044	37,200	11,046	7,476	26,256	44,780
Telephone	240	986	716	1,074	254	170		
Training	30	315	710	0	102	172	604	1,030
Travel - local	450	313		0		69	241	412
Uniforms	430	-		0	51	34	121	206
Trash contractor	50,311	53,907	39.057		45.544			0
	50,311	55,907	38,057	57,086	15,544	10,516	36,940	63,000
Water treatment	12.006	12.042	11.564	0				
Testing / consulting	12,806	12,842	11,564	17,346	4,145	2,804	9,851	16,800
Chemicals / supplies	9,441	2,878	2,822	4,233	1,591	1,077	3,782	6,450
Total water treatment	22,247	15,720	14,386	21,579	5,736	3,881	13,633	87,898
Indian meridian	0	0						
Total expenses	264,301	262,731	178,185	267,278	75,478	49,715	183,893	309,086
otal payroll and expenses	339,029	376,907	260,115	390,173	114,413	76,056	276,419	
				223,173	221,713	70,030	270,419	466,888
otal government activities	169,331	107,832	68,862	103,278	147,932	33,779	109,386	291,097
Interest income (expense)	(51,616)	(50,769)	(33,356)	(49,882)	(12,079)	(8,172)	(28,706)	(48,957)

## Town of Langston Budget preparation worksheet LPWA Fiscal 2022

	Operations	Operations	Operations	Operations	Water budget	Trash budget	Wastewater budget	Total LPWA budge
	Fiscal year	Fiscal year	10 months	12 months	Fiscal year 2022	Fiscal year 2022	Fiscal year 2022	Fiscal year 2022
	2019	2020	Jul 20 - Apr 21	2021				
Shared costs paid in general fund		(28,089)	(14,545)	(21,818)	(6,654)	(4,502)	(15,813)	(26,969)
Capital expenditures					(100,000)			(100,000)
Required reserve addition	S	(14,760)	(9,840)	(14,760)	(3,642)	(2,464)	(8,654)	(14,760)
Required reserve expendi	itures				(18,504)	(12,519)	(43,976)	(74,999)
Retirement of debt	(19,901)	(20,751)	(14,324)	(21,638)	(5,567)	(3,766)	(13,229)	(22,562)
crease (decrease) in net assets	97,814	(6,537)	(3,203)	(4,819)	1,486	2,356	(992)	2,850

## FISCAL YEAR 222 PROPOSED PROJECTS

- GENERAL
- POLICE
- PARKS & RECREATIONS
- LANGSTON PUBLIC WORKS
- BEULAH LAND CEMETERY
- STREETS & ALLEY
- VOLUNTEER FIRE DEPARTMENT

## **GENERAL**

- CITY HALL BATHROOM RENOVATION COMPLETION SIGNAGE REPLACEMENT PROJECT
- MUNICIPAL SIGNAGE REPLACEMENT COMPLETION •

## POLICE

- MUNICIPAL PUBLIC SAFETY UPGRADE

## PARKS & RECREATIONS

- MUNICIPAL PUBLIC SAFETY UPGRADE

## LANGSTON PUBLIC WORKS

- AUTHORITY EQUIPMENT UPGRADE

## BEULAH LAND CEMETERY

- · CEMETERY BEAUTIFICATION UPGRADE

## STREETS & ALLEY

- PROPOSED STREET REPAIR PROJECT

- PROPOSED EQUIPMENT UPDGRADE

## VOLUNTEER FIRE DEPARTMENT

- FIRE HYIGENE INSTALLATION AND REPLACEMENT.
- CODE ENFORCEMENT INITIATIVE