

BUDGET ADOPTION RESOLUTION

**TOWN OF ORLANDO, OKLAHOMA
RESOLUTION NO. 2016-08**

A RESOLUTION APPROVING THE TOWN OF ORLANDO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2016-2017 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, The Town of Orlando 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 City, 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 of Orlando governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Town of Orlando governing body 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 COUNCIL OF THE
TOWN OF ORLANDO, OKLAHOMA:**

SECTION 1. The Town Council of the Town of Orlando does hereby adopt the FY 2016-2017 Budget on the 13th day of June 2016 with total resources available in the amount of \$1,193,167 and total fund/departmental appropriations in the amount of \$401,856. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$101,318
Volunteer Fire Fund:	
Fire department	\$13,000

RECEIVED

JUN 27 2016

**State Auditor
and Inspector**

Logan

Orlando Public Works Authority:	
Administration	\$49,086
Electric	\$96,962
Sewer	\$28,300
Trash	\$17,340
Water	\$39,825
Gas	\$56,025

SECTION 2. The Town Council does hereby authorize the Town Clerk 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 Town Board.

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


 mayor 4/13/16


 Clerk/Treasurer
 4/13/16

TOWN OF ORLANDO, OKLAHOMA

Fiscal Year 2016 / 2017 Annual Budget

BUDGET MEMO

June 13, 2016

The 2016/2017 Annual Budget for the Town of Orlando is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act.

The budget includes the following highlights for fiscal year:

Tax revenues for the Town are budgeted at a conservative 90%. If collected consistent with current year, the Town will see an additional \$6,800 over budgeted revenues.

Regarding tax revenues, please note the steep decline in tax collections over the past few years. Based on the most recent collections, in FY17 we are budgeting 66% of the actual FY15 sales tax collected and 44% of the FY14 sales tax collected. This is a drop of ~\$83k from our FY14 sales tax collections and approximately \$33k from FY15. The challenge for all municipalities is maintaining the same level of services to the citizens while receiving significantly less sales tax revenues. In Oklahoma, the only other funding source for a municipality is in utility rates.

Revenues for the Orlando Public Works Authority are budgeted consistent with current year projections, and include only a proposed **2% pass-through rate increase in Trash**. This rate increase is projected to bring in an additional \$360 in revenues. Please note the increase in trash cost is a direct pass through from our trash vendor.

Including the proposed rate increase, the Water department is projected to have a **loss of \$6,887 or 20%, excluding** capital outlay items. Please note that in FY15, our direct cost to purchase water was more than what we charged our customers for water usage. In addition, the Town is absorbing the cost of repairs and maintenance and overhead allocation attributable to the Water Department. Likewise, the current year water budget projects similar losses. Additionally, the Sewer department reports a projected **loss of \$17,600, or 164%, excluding** capital outlay items. We advise that all departments cover their costs each year, as well as provide excess revenues for future capital project needs and operational needs of the General Fund. See the calculation of gross profit at the bottom of page 6.

No rate increase is included in this budget for Electric or Gas.

Please note, in our experience, most of our municipalities have a 35% profit margin on Trash services. We are budgeting to basically break even in the Trash Department. If we had a 35% profit margin in trash, we would bring in an additional \$8k/year in revenues.

Similarly, most of our municipalities have a 25 - 35% profit margin on Water and Sewer services. If we had a 30% profit margin in water and sewer, we would bring in an additional \$55k/year in revenues (Sewer \$30k; Water \$25k).

Capital outlay items for the General Fund include the purchase of a tractor package for \$25,000, road repairs at the Cowboy Travel Plaza of \$15,000, as well as paving 2 cross streets (\$10,000). The PWA includes \$53,600 in capital improvements and special requests as detailed in the budget.

The salary expense for Brooke Herman has been split 20/80 between the General fund and the Public Works Administration and includes her automatic 5% increase in January 2017. Additionally, we have budgeted for a part-time maintenance employee, split 20/80.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2016 / 2017 budget will be considered at a public hearing on Monday, June 13, 2016.

Copies of the proposed budget are available for review in the Office of the Town Clerk, Orlando, OK.

The Town of Orlando 2016-2017 Annual Budget will be adopted by resolution during a meeting of the Town Council on Monday, June 13, 2016.

The legal level of control for the Town'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 Meredith Meacham-Wilson, CPA or Tracy Reed, CPA.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2016 / 2017 budget will be considered at a public hearing on Monday, June 13, 2016. Copies of the proposed budget are available for review in the Office of the Town Clerk, Orlando, OK.

The Town of Orlando 2016-2017 Annual Budget will be adopted by resolution during a meeting of the Town Council on Monday, June 13, 2016.

TOWN OF ORLANDO, OKLAHOMA
Fiscal Year 2016 - 2017 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 230,469	\$ 69,308	\$ (101,318)	\$ (32,010)	\$ 198,459
ENTERPRISE FUNDS					
Public Works Authority	\$ 547,632	\$ 258,260	\$ (287,539)	\$ (29,279)	\$ 518,353
SPECIAL REVENUE FUNDS					
Volunteer Firefighters Fund	\$ 75,448	\$ 12,050	\$ (13,000)	\$ (950)	\$ 74,498
TOTAL SPECIAL REVENUE FUNDS	\$ 75,448	\$ 12,050	\$ (13,000)	\$ (950)	\$ 74,498
GRAND TOTAL ALL FUNDS	\$ 853,549	\$ 339,618	\$ (401,856)	\$ (62,239)	\$ 791,310

Town of Orlando
 General Fund Budget
 For the Year Ended June 30, 2017

GENERAL FUND

	ACTUAL 2014/2015	APPROVED BUDGET FY 2015/2016	PROJECTED YTD 2015/2016	PROPOSED BUDGET 2016/2017	
OPERATING REVENUES					
Sales tax	\$ 98,133	\$ 98,401	\$ 72,219	\$ 64,997	** 90%
Cigarette tax	1,194	933	899	809	** 90%
Alcohol beverage tax	1,413	1,244	1,297	1,168	** 90%
Gasoline excise tax	289	373	293	264	** 90%
Motor vehicle tax	1,199	1,081	1,051	946	** 90%
Licenses and permits	606	700	615	600	
Rental income	885	800	533	500	
Grants - ODOC (CIP Update)		7,175	78,532	-	
Grants - REAP (Streets)	22,164	14,900	-	-	
Other Revenue	7,454	150	20	25	
TOTAL OPERATING REVENUES	133,337	125,757	155,459	69,308	
OPERATING EXPENSES					
<u>General Government</u>					
Personal Services	8,640	9,000	9,299	9,022	
Materials and Supplies	1,368	2,000	957	2,000	
Other Services and Charges	28,277	26,000	19,971	25,000	
Capital Outlay	-	16,776	189,107	35,551	
Total General Government	38,285	53,776	219,333	71,573	
<u>Street Department</u>					
Personal Services	-	-	-	-	
Materials and Supplies	-	-	-	-	
Other Services and Charges	-	-	-	1,000	
Capital Outlay - Road Repairs	7,643	16,002	1,123	28,750	
Capital Outlay - REAP grant	-	14,900	-	-	
Total Street Department	7,643	30,902	1,123	29,750	
TOTAL EXPENDITURES	45,928	84,678	220,456	101,323	
REVENUES OVER (UNDER) EXPENDITURES	87,409	41,079	(64,997)	(32,015)	
OTHER FINANCING SOURCES (USES)					
Gain on Sale of Assets	-	-	-	-	
Interest income	6	-	-	5	
Transfers-out	-	-	-	-	
Transfers-in	-	-	-	-	
Net transfers	6	-	-	5	
TOTAL OTHER FINANCING SOURCES (USES)	6	-	-	5	
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	87,409	41,079	(64,997)	(32,010)	
BEGINNING FUND BALANCE	260,248	292,944	292,944	230,469	
ENDING FUND BALANCE	\$ 347,657	\$ 334,023	\$ 227,947	\$ 198,459	

Town of Orlando
 Capital Expenditure Detail & Special Requests
 For the Year Ended June 30, 2017

GENERAL FUND CAPITAL IMPROVEMENTS & SPECIAL REQUESTS

	<u>APPROVED</u>	<u>REQUESTED</u>	
General Government			
<u>Capital Outlay:</u>			
CIP UPDATE	\$ 7,051	\$ 7,051	
TRACTOR PACKAGE	25,000	25,000	
ABATEMENT COST	2,500	2,500	
PARK IMPROVEMENTS	1,000	1,000	
Total General Government Capital Outlay	<u>\$ 35,551</u>	<u>\$ 35,551</u>	
Street Department			
<u>Capital Outlay:</u>			
PEACH ROAD REPAIR (COWBOY TRAVEL PLAZA)	\$ 15,000	\$ 15,000	
GRAVEL NOBLE SECT. 500-509 & 600-609	3,000	3,000	
PAVING 2 CROSS STREETS	10,000	10,000	
PURCHASE NEW STREET SIGNS	750	750	
Total Streets Capital Outlay	<u>\$ 28,750</u>	<u>\$ 28,750</u>	
<u>Special Requests:</u>			
Clean up of Railroad Right-of-Way through Town	\$ 1,000	\$ 1,000	<i>included in Other Services & Charges</i>

5 Year Plan

Community Building			
UPGRADES FOR MEETINGS - price unknown	\$ -	\$ -	
BACKUP GENERATOR - pending cost	-	-	
General Government			
Provide Insurance and Benefits to Employees-cost unknown	-	-	
	<u>\$ -</u>	<u>\$ -</u>	

Town of Orlando
Public Works Authority
For the Year Ended June 30, 2017

PUBLIC WORKS AUTHORITY

	ACTUAL 2014/2015	APPROVED BUDGET FY 2015/2016	PROJECTED YTD 2015/2016	PROPOSED BUDGET 2016/2017
OPERATING REVENUES				
Electric Revenues	\$ 134,628	\$ 140,000	\$ 130,500	\$ 125,000
0% Rate Increase	-	-	-	-
Sewer Revenues	10,094	10,000	10,316	10,000
0% Rate Increase	-	-	-	-
Trash Revenues	18,297	18,000	17,299	18,000
2% Rate Increase - pass through from vendor	-	360	-	360
Water Revenues	32,150	31,000	36,760	32,000
0% Rate Increase	-	930	-	-
Gas Revenues	83,606	85,000	72,596	70,000
0% Rate Increase	-	-	-	-
Other Revenues	2,168	3,000	1,960	2,000
TOTAL OPERATING REVENUES	280,943	288,290	269,431	257,360
OPERATING EXPENSES				
Administration Department				
Personal Services	23,237	26,845	25,739	36,086
Materials and Supplies	4,473	3,500	4,208	4,000
Other Services and Charges	9,669	9,500	6,636	9,000
Capital Outlay	51,153	128,485	-	-
Total Administration Department	88,532	168,330	36,583	49,086
Electric Department				
Personal Services	-	-	-	-
Materials and Supplies	3,241	3,000	5,107	16,500
Electricity Purchased for Resale	80,954	95,000	81,184	77,762
Other Services and Charges	1,391	1,000	1,496	1,000
Capital Outlay	897	10,000	12,119	1,700
Total Electric Department	86,483	109,000	99,905	96,962
Sewer Department				
Personal Services	-	-	-	-
Materials and Supplies	3,417	2,500	20,389	5,000
Other Services and Charges	632	500	435	23,300
Capital Outlay	141	1,000	356	-
Total Sewer Department	4,190	4,000	21,180	28,300
Trash Department				
Other Services & Charges	16,749	17,000	16,699	17,000
*2% rate increase	-	340	-	340
Total Trash Department	16,749	17,340	16,699	17,340
Water Department				
Personal Services	-	-	-	-
Materials and Supplies	3,883	5,000	5,208	5,000
Water Purchased for Resale	33,381	35,000	34,516	33,225
Other Services and Charges	949	600	316	600
Capital Outlay	4,433	1,600	887	1,000
Total Water Department	42,646	42,200	40,927	39,825

Town of Orlando
Public Works Authority
For the Year Ended June 30, 2017

PUBLIC WORKS AUTHORITY

	ACTUAL 2014/2015	APPROVED BUDGET FY 2015/2016	PROJECTED YTD 2015/2016	PROPOSED BUDGET 2016/2017
Gas Department				
Personal Services	-	-	-	-
Materials and Supplies	5,067	9,500	11,792	12,500
Gas Purchased for Resale	30,964	25,000	21,372	25,925
Other Services and Charges	4,699	4,000	2,964	11,500
Capital Outlay	5,925	2,000	-	6,100
Total Gas Department	46,655	40,500	36,128	56,025
TOTAL OPERATING EXPENDITURES	285,255	381,370	251,421	287,539
OPERATING INCOME (LOSS)	(4,312)	(93,080)	18,009	(30,179)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	948	900	956	900
Transfers in/(out) - General Fund	-	66,163	-	-
TOTAL OTHER FINANCING SOURCES (USES)	948	67,063	956	900
NET INCOME	(3,364)	(26,017)	18,965	(29,279)
BEGINNING RETAINED EARNINGS	612,181	533,125	533,125	547,632
ENDING RETAINED EARNINGS	\$ 608,817	\$ 507,108	\$ 552,090	\$ 518,353

GROSS PROFIT BY DEPARTMENT - excluding capital outlay

Electric Revenues	134,628	140,000	130,500	125,000
Electric Expenses, excluding capital outlay	85,586	99,000	87,787	95,262
Gross Profit	49,042	41,000	42,713	29,738
Gross Profit %	36%	26%	33%	24%
Sewer Revenues	20,094	10,000	10,316	10,000
Sewer Expenses, excluding capital outlay	4,049	3,000	20,824	28,300
Gross Profit	16,045	7,000	(10,508)	(18,300)
Gross Profit %	80%	60%	-102%	-183%
Trash Revenues	18,297	18,360	17,299	18,360
Trash Expenses	16,749	17,000	16,699	17,340
Gross Profit	1,548	1,360	600	1,020
Gross Profit %	8%	0%	3%	6%
Water Revenues	64,150	31,930	36,760	32,000
Water Expenses, excluding capital outlay	38,213	40,600	40,040	38,825
Gross Profit	25,937	(8,670)	(3,280)	(6,825)
Gross Profit %	40%	-6%	-9%	-21%
Gas Revenues	83,606	85,000	72,596	70,000
Gas Expenses, excluding capital outlay	40,730	38,500	36,128	49,925
Gross Profit	42,876	46,500	36,468	20,075
Gross Profit %	51%	-14%	50%	29%

PWA CAPITAL IMPROVEMENTS & SPECIAL REQUESTS

	<u>APPROVED</u>	<u>REQUESTED</u>	
<i>Electric Department</i>			
REPLACE 12 ELECTRIC METERS	\$ 900	\$ 900	
REPLACE THE SCHOOLS' ELECTRIC METERS	800	800	
Total Electric Capital Outlay	\$ 1,700	\$ 1,700	
<i>Special Requests:</i>			
Tools for maintenance work	\$ 1,500	\$ 1,500	<i>included in Materials & Supplies</i>
Surplus Supplies	10,000	10,000	<i>included in Materials & Supplies</i>
<i>Sewer Department</i>			
<i>Special Requests:</i>			
Mowing & spraying of sewer lagoons	\$ 2,800	\$ 2,800	<i>included in Other Services & Charges</i>
Sewer line maintenance inspection and repair	\$ 20,000	\$ 20,000	<i>included in Other Services & Charges</i>
<i>Water Department</i>			
REPLACE 12 WATER METERS	\$ 1,000	\$ 1,000	
Total Water Capital Outlay			
<i>Gas Department</i>			
REPLACE 12 GAS METERS	\$ 2,700	\$ 2,700	
REPLACE THE SCHOOLS' GAS METERS	3,400	3,400	
Total Gas Capital Outlay	\$ 6,100	\$ 6,100	
<i>Special Requests:</i>			
Gas System survey and patrolling	\$ 7,500	\$ 7,500	<i>included in Other Services & Charges</i>
Gas shut-off and odorant box repair	3,000	3,000	<i>included in Materials & Supplies</i>

5 YEAR PLAN

<i>Electric Department</i>			
EMPLOYEE TRAINING	\$ 1,000	\$ 1,000	
<i>Water Department</i>			
EMPLOYEE TRAINING	\$ 1,000	\$ 1,000	
<i>Sewer Department</i>			
EMPLOYEE TRAINING	\$ 1,000	\$ 1,000	
<i>Gas Department</i>			
EMPLOYEE TRAINING	\$ 1,000	\$ 1,000	

Town of Orlando
 Volunteer Fire Fund Budget
 For the Year Ended June 30, 2017

VOLUNTEER FIRE FUND

	ACTUAL 2014/2015	APPROVED BUDGET FY 2015/2016	PROJECTED YTD 2015/2016	PROPOSED BUDGET 2016/2017
OPERATING REVENUES				
Fire Assessments	\$ 7,350	\$ 2,500	2,000	\$ 6,000
Fire runs	5,350	-	-	2,000
Grants	5,592	4,400	6,520	4,000
Other Revenue	2,620	50	(713)	50
TOTAL OPERATING REVENUES	20,912	6,950	7,807	12,050
OPERATING EXPENSES				
Fire Department				
Personal Services	-	-	-	-
Materials and Supplies	2,878	3,000	1,297	3,000
Other Services and Charges	6,308	8,000	9,149	10,000
Capital Outlay		26,000	24,163	-
Total Fire Department	9,186	37,000	34,609	13,000
TOTAL EXPENDITURES	9,186	37,000	34,609	13,000
REVENUES OVER (UNDER) EXPENDITURES	11,726	(30,050)	(26,803)	(950)
OTHER FINANCING SOURCES (USES)				
Interest Income	249	200	300	-
TOTAL OTHER FINANCING SOURCES (USES)	249	200	300	-
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	11,975	(29,850)	(26,503)	(950)
BEGINNING FUND BALANCE	92,094	84,070	84,070	75,448
ENDING FUND BALANCE	\$ 104,069	\$ 54,220	\$ 57,567	\$ 74,498

Town of Orlando
 Volunteer Fire Fund
 Capital Expenditure Detail & Special Requests
 For the Year Ended June 30, 2017

FIRE CAPITAL IMPROVEMENTS & SPECIAL REQUESTS

None requested for FY17 \$ -

5 Year Plan

CREATING AN ENCLOSED OFFICE	\$	25,000
Portion paid for by county:	\$	(12,500)
From General Fund	\$	12,500

Holly Stratton

From: Meredith Meacham-Wilson
Sent: Wednesday, June 08, 2016 12:00 PM
To: brooke hermann; Tracy Reed
Subject: RE: Orlando Budget summary

Excellent! Thanks!

mmw

From: brooke hermann [<mailto:hermannbrooke@yahoo.com>]
Sent: Wednesday, June 08, 2016 11:57 AM
To: Meredith Meacham-Wilson; Tracy Reed
Subject: Fw: Orlando Budget summary

FYI

Brooke Hermann

On Tuesday, May 24, 2016 12:29 PM, brooke hermann <hermannbrooke@yahoo.com> wrote:

yes only please run it once.

Thanks
Brooke Hermann

On Tuesday, May 24, 2016 11:51 AM, Pam Nelson <jtennyson@guthrienewsleader.net> wrote:

We got this and will file in Saturday's paper.
Brooke does this need to be only 1 time?

Pam Nelson publisher
Guthrie News Leader
P.O. Box 879
Guthrie, OK 73044
405-282-2222
405-282-7378 fax

On May 24, 2016, at 11:07 AM, brooke hermann <hermannbrooke@yahoo.com> wrote:

Please publish this for the Town of Orlando. Also can you let me know that you have received this email and when the publication will be.

Thanks

Brooke Hermann

Town of Orlando

P.O. Box 27

Orlando, OK 73073

580-455-2403 office

580-830-0108 cell

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