CITY OF NOWATA, OKLAHOMA

Fiscal Year 2018/2019 Annual Budget

BUDGET MEMO

June 4, 2018

The 2018/2019 Annual Budget for the City of Nowata is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act. Consistent with prior year's presentation, an explanation of the expense categories can be found below for reference:

Object Category	Expenditures
Personal Services	Salaries & wages, employer portion of health insurance, retirement, and related payroll taxes
Materials & Supplies	Office supplies, small tools, supplies to repair infrastructure, chemicals, fuel, etc.
Other Charges & Services	Utilities, annual dues, property/liability insurance, accounting, legal fees, etc.
Capital Outlay	Equipment, vehicles, infrastructure, buildings, land, etc. over \$1,500 to be used more than 1 year
Debt Service	Principal and interest payments on debt

The proposed budget includes the following highlights:

Recurring revenues, specifically sales and other taxes, are budgeted at 90%, as indicated in the fund detail. The conservative
approach of 90% collections will provide a moderate windfall of approximately \$88,950 if sales tax remains consistent with
FY18.

Utility rate increases have been included in the budget at 10% for sewer and garbage services of all residential and

- commercial customers, which will generate additional revenues of \$80,000. Water rates will be increased by 3%, which will generate additional revenues of \$25,000.
- There are no capital outlay projects scheduled for 2018-2019.





Nowata FY18 Budget



• The City's existing Debt Service requirements are included in the proposed budget.

		Amount	Maturity D	ate
Municipal Authority			7	
2007 Revenue Bonds	\$	214,100	March 2037	
CAT Financial Services - Excavator	\$	19,224	December 2	023
Fire Special Revenue				
Regent Bank - Fire Truck	\$	21,780	April 2025	
Police Capital Outlay				
Lease-Purchase 1 New Vehicle	\$	9,192	May 2019	New Debt in FY18
	S	264.296		

As noted in discussions with management and the Commission, the City needs to secure financing for the ongoing operational
debt incurred by the City. Additionally, there is an opportunity for untapped funds with regard to an Ambulance district. We
continue to recommend that the City look at these options for increasing revenues and improving cash flow. The budget as
presented will provide no ongoing funding for the operations of the City past the current fiscal year.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2018/2019 budget was initially presented to Council in May 2018. The City held a public hearing on <u>June 15, 2018</u>.

The legal level of control for the City's 2018/2019 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.



In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the the proposed City of Nowata Fiscal Year 2018/2019 Annual Budget will be considered at a public hearing held June 4, 2018 at the Regular Meeting of the City Council. Copies of the proposed budget are available for review in the Office of the City Clerk at the Nowata City Hall. Notice is hereby given that the City of Nowata FY19 Annual Budget will be considered for adoption during a meeting of the City Council on June 4, 2018.

CITY OF NOWATA OKLAHOMA

Fiscal Year 2018/2019 Annual Budget

BUDGET SUMMARY

	BEGINNING BUDGET BALANCE		R	REVENUES		EXPENSES		TRANSFERS		Net Change	ENDING BALANCE	
GENERAL FUND	\$	-	\$	1,252,539	\$	(1,497,646)	S	246,000	S	893	\$	893
ENTERPRISE FUNDS Nowata Municipal Authority Nowata Emergency Medical Authority	s	20,000	\$	1,876,470 195,020	s	(1,565,098) (261,239)	\$	(312,250) 66,250	\$	(878) 31	\$	19,122 31
Airport Economic Development Authority TOTAL ENTERPRISE FUNDS	s	22,000 42,000	s	2,071,520	s	(18,240)	s	(246,000)	s	(18,210)	s	3,790 22,943
SPECIAL REVENUE FUNDS Capital Improvement (Harmon) Cemetery Care Fund Police Capital Outlay Fire Special Revenue Grant Management	s	100 - 15,000 10,000 673	s	2,510 10,000 19,100	S	(2,510) (10,000) (24,280)	s	- - - -	S	- - - (5,180)	s	100 - 15,000 4,820 673
TOTAL SPECIAL REVENUE FUNDS	S	25,773	S	31,610	S	(36,790)	S	-	S	(5,180)	S	20,593
GRAND TOTAL ALL FUNDS	s	67,773	s	3,355,669	s	(3,379,013)	s	2	s	(23,344)	s	44,429



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GENERAL FUND SUMMARY OF REVENUES AND EXPENDITURES

		Actual 2016-2017	Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019	
REVENUE SUMMARY								
Sales tax	S	869,174	779,115	\$	891.522	S	200 612	90%
Use tax	J	809,174	779,113	2	891,322	2	800,612	0.00
Tobacco tax		10.394	9,007		10,124		54,183 9,112	90% 90%
Beverage tax		55,362	58,235		47,421		42,679	90%
Vehicle/Gasoline tax		18,883	17,769		32,004		28,804	90%
Other tax		120	144		32,004		20,004	90%
Franchise fees		101,537	105,000		77,339		80,000	90%
Fines & fees		123,169	145,000		145,843		145,000	
Licenses & permits		22,216	21,000		32,989		30,000	
Charges for services		33,727	17,000		17,360		17,000	
Misc income		86,011	25,000		50,104		35,000	
Grants/donations		-	25,000		69,309		55,000	
Interest		373	100		317		150	
Reimbursement		29,830	23,000		7,159		10,000	
Total General Fund Revenues	s	1,350,794	1,200,370	s	1,381,491	s	1,252,539	
							1,102,007	
EXPENDITURE SUMMARY								
General Government:								
City Manager								
Personal services	\$	49,215	74,419	\$	57,233	\$	74,358	
Materials & supplies		1,539	-		922		-	
Other services/charges		11,916	100		10,060		9,500	
Capital outlay			-		-		-	
City Clerk								
Personal services		34,992	48,866		26,978		48,140	
Materials & supplies		7,357	5,000		5,192		4,750	
Other services/charges		3,382	1,250		5,282		4,988	
Administrative								
Personal services		6,125	63,933		36,146		63,933	
Materials & supplies		17,234	9,500		7,831		7,410	
Other services/charges		286,182	125,000		259,191		237,500	
Capital outlay		4,454	40,000		-		-	
Sub-Total - General Government	-	422,396	368,068		408,835		450,578	
Court:								
Personal services		103	-		5		-	
Materials & supplies		56	-		132		-	
Other services/charges		33	500		67		190	
Sub-Total - Court	-	191	500		203		190	
Police:								
Personal services		371,174	469,934		334,949		420,359	
Materials & supplies		26,513	19,000		18,255		17,100	
Other services/charges		110,025	37,500		67,426		64,125	
Capital outlay		10,029	-		37,228		-	
Debt Service		17,326	(=)				/-	
Sub-Total - Police	-	535,068	526,434		457,857		501,584	



GENERAL FUND SUMMARY OF REVENUES AND EXPENDITURES

	Actual 2016-2017	Approved Budget Fiscal Year 2017-2018	Projected Budget Fiscal Year 2017-2018	Proposed Budget Fiscal Year 2018-2019	
Parks:					
Personal services	65,010	83,439	60,616	75,400	
Materials & supplies	1,801	1,500	6,920	6,650	
Other services/charges	2,808	2,500	1,454	2,375	
Capital outlay	-	-	-	-	
Sub-Total - Parks	69,619	87,439	68,990	84,425	
Fire:					
Personal services	216,573	243,878	215,454	251,481	
Materials & supplies	25,293	18,500	-	251,461	
Other services/charges	25,008	22,500	16,042	15,200	
Capital outlay	5,700	5	5,700	-	
Debt service	21,871	-	-	-	
Sub-Total - Fire	294,445	284,878	237,197	266,681	
Cemetery:					
Personal services	990		475	-	
Materials & supplies	698	1,000	2,437	950	
Other services/charges	16,389	34,000	34,898	42,000	contract
Sub-Total - Cemetery	18,077	35,000	37,810	42,950	Communication
Street Department		D		•	
Street Department: Personal services	72,719	78,409	65.413	98,655	
Materials & supplies	33,674	7,500	30,644	29,213	
Other services/charges	24,167	65,000	14,705	14,250	
Capital Outlay	-	-	- 1,700	- 1,230	
Debt service	14,227	13,183	14,721		
Sub-Total - Street	144,787	164,092	125,483	142,118	
Shop:					
Personal services	13,097	14,542	11,774	-	
Materials & supplies	5,377	1,000	6,833	6,413	
Other services/charges	1,206	500	2,845	2,708	
Sub-Total - Shop	19,680	16,042	21,451	9,120	
Total Expenditures	\$1,504,264_	1,482,453	\$1,357,826	\$ 1,497,646	
T 6 1 6 01 D 6					
Transfers In & Other Revenue Sources: Transfer In	\$ 482,171	250,000	\$ 188,572	\$ 246,000	
Transfer In	(317,316)	230,000	(98,044)	3 240,000	
Net Transfers	\$ 164,856	250,000	\$ 90,528	\$ 246,000	
Net Haistels	104,050	250,000	70,320	210,000	
NET OPERATING INCOME	\$ (153,470)	(282,083)	\$ 23,665	\$ (245,107)	
Net Change in Fund balance	\$ 11,386	(32,083)	S 114,193	s893	
BEGINNING FUND BALANCE	\$ 21,770 \$ -	32,257	\$ 32,000	s -	
ENDING FUND BALANCE	S33,156_	174	S146,193	s <u>893</u>	:



NOWATA MUNICIPAL AUTHORITY SUMMARY OF REVENUES AND EXPENDITURES

		Unaudited Actual Fiscal Year 2016-2017		Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019	
REVENUE SUMMARY									
Water utilities	\$	994,846	\$	985,000	\$	834,375	\$	835,000	
Rate increase				12		-		25,031	
Rural water district increase Sewer utilities		120 010		125,000		-		-	
Rate increase		438,848		435,000 21,829		400,167		400,000	
Garbage		480,580		475,000		399,219		40,017 400,000	
Rate increase		480,380		23,904		399,219		39,922	
Admin Fee - \$2 increase		37,612		35,000		32,151		76,300	
Late payment fee		66,097		7,500		42,207		60,000	
Other fees		181,993		-		9,036		-	
Interest		284		200		265		200	
Other		24,395		-		-		-	
Total NMA Revenues	\$	2,224,654	\$	1,983,433	\$_	1,717,419	\$	1,876,470	
EXPENDITURE SUMMARY									
Administration Department:									
Personal services	\$	166,476	S	179,523	\$	117,219	S	155,609	
Materials & supplies		6,648		12,000		11,348		11,400	
Other services/charges		158,021		75,500		129,996		117,000	
Capital Outlay		1,454		-		-		-	
Debt Service	_				_		-		
Sub-Total - Administration	-	332,599	Ø	267,023	_	258,563	-	284,009	
Sanitation Department:									
Personal services		31,244		-		13,044		-	
Materials & supplies		544		4,500		3,822		3,800	
Other services/charges		406,662		370,800		431,383		432,000	
Capital Outlay Debt Service				-		-		·	
Sub-Total - Sanitation	_	438,450		375,300	_	448,249	-	435,800	
Sub-Total - Samtation	_	430,430	8	373,300	-	440,249	-	433,800	
Water Department:									
Personal services		118,306		120,233		131,019		129,077	
Materials & supplies		181,781		138,500		243,435		142,500	
Other services/charges		84,810		98,000		44,472		42,750	
Capital Outlay Debt Service		38,237		60,000		25,061			



NOWATA MUNICIPAL AUTHORITY SUMMARY OF REVENUES AND EXPENDITURES

	Unaudi Actua Fiscal Yo 2016-20	ıl ear	Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019	
Sewer Department:								
Personal services	252	,347	253,851		241,751		239,687	
Materials & supplies	22	,445	31,250		20,831		19,950	
Other services/charges	57.	,025	54,000		40,084		38,000	
Capital Outlay			-		15,266		-	
Debt Service	232	,277	233,324		233,301		233,324	2007 Bonds & CAT
Sub-Total - Sewer	564.	,094	572,425	_	551,233	_	530,961	
TOTAL EXPENDITURES	\$1,758.	,277_ \$_	1,631,481	S	1,702,031	\$	1,565,098	
NET OPERATING INCOME	\$ 466.	,377 \$	351,952	s_	15,388	s	311,372	
Non-operating Expenses Transfers:								
Transfer In	S	S	-	S	44,227	S	, - ,	
Transfer Out	(380,	,771)	(361,100)		(203,584)		(312,250)	
Sub-Total - Transfers	\$ (380,	,771) \$	(361,100)	\$	(159,357)	\$	(312,250)	
NET INCOME	\$ 85,	,606 \$	(9,148)	\$	(143,970)	S	(878)	
BEGINNING FUND BALANCE	\$176,	,882 \$	23,391	\$_	23,391	\$	20,000	
ENDING FUND BALANCE	\$91,	.276 \$	14,243	\$_	(120,579)	\$	19,122	
Gross Profit By Department - exclud	ding Capital O	ıtlay						
Water								
Revenue	\$ 994,		985,000	\$	834,375	S	860,031	
Expenses		,134	356,733	_	418,926		314,327	
GP	\$ 571,	,713 \$	628,267	\$_	415,449	\$	545,704	
GP%			63.78%		49.79%		63.45%	
Sewer								
Revenue	\$ 438,		455,008	\$	400,167	\$	440,017	
Expenses		,094	572,425		535,967		530,961	
GP	\$ (125,	,246) \$	(117,417)	\$_	(135,800)	\$	(90,945)	
GP%			-25.81%		-33.94%		-20.67%	
Garbage								
Revenue		,580 \$	494,961	\$	399,219	\$	439,922	
Expenses		,450	375,300	_	448,249	_	435,800	
GP	\$ 42,	,130 \$	119,661	\$_	(49,030)	\$	4,122	
GP%			24.18%		-12.28%		0.94%	
							458,881	



NOWATA EMERGENCY MEDICAL AUTHORITY REVENUES & EXPENDITURES

		Unaudited Actual Fiscal Year 2016-2017		Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2018-2019		Proposed Budget Fiscal Year 2018-2019
REVENUES								
Ambulance subscriptions EMS run payments Reimbursements Patient Charges - Other Interest	\$	202,144 126,546 7,747 13,292 30	\$	180,000 138,000 -	S	73,425 100,255 8,916 12,710 29	S	85,000 100,000 - 10,000 20
Total Street Fund Revenues	\$	349,758	\$	318,010	\$	195,335	S	195,020
EXPENDITURES Personal services Materials & supplies Other services and charges Capital Outlay TOTAL EXPENDITURES	s s	314,770 32,594 31,944 379,308	\$	327,314 30,000 25,000 382,314	s s	296,604 19,915 19,153 4,843 340,515	s s	224,189 19,000 18,050 261,239
Transfers Transfers In Transfers Out Sub-Total Transfers	s s	15,939 (928) 15,011	\$ \$	65,100	\$ \$	140,250 (40) 140,210	\$ \$	66,250
NET INCOME	S	(14,539)	\$	796	\$	(4,970)	\$	31
BEGINNING FUND BALANCE	\$	25,886	\$	5,000	\$ _	5,000	\$.	
ENDING FUND BALANCE	\$	11,347	\$	5,796	\$	30	\$.	31



AIRPORT ECONOMIC DEVELOPMENT AUTHORITY REVENUES & EXPENDITURES

		Unaudited Actual Fiscal Year 2016-2017		Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019
REVENUES								
City Use Tax	\$	42,476	\$	35,564	\$	61,456	\$	(#c)
Interest		33		30		15		30
Donations		71,544				-		
Total Street Fund Revenues	\$ -	114,053	\$	35,594	\$	61,472	S	30
EXPENDITURES								
Other services and charges	S	35,960	\$	18,240	S	-	S	18,240
Capital outlay				-		71,544		-
Debt Service: \$125k, 4.5%, 6/18		76,435		65,520		65,472		
TOTAL EXPENDITURES	\$ _	112,396	S	83,760	S	137,016	S	18,240
Transfers								
Transfers In	S	80,896	S	46,000	S	93,067	S	-
Transfers Out		(62,054)				(58,553)		
Sub-Total Transfers	\$ _	18,841	\$	46,000	\$	93,067	\$	-
NET INCOME	\$	20,499	\$	(2,166)	s	17,522	\$	(18,210)
BEGINNING FUND BALANCE	s _		\$	2,500	\$	2,500	\$.	22,000
ENDING FUND BALANCE	\$_	20,499	\$	334	\$	20,022	\$.	3,790



CAPITAL IMPROVEMENT (HARMON) REVENUES & EXPENDITURES

		Unaudited Budget Fiscal Year 2016-2017		Approved Budget Fiscal Year 2017-2018	•	Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019
REVENUES								
Donations	\$	8,236	\$	- 2	S	-	S	-
Interest		345		100		0	-	-
Total Street Fund Revenues	\$	8,581	\$	100	S	0	\$	-
EXPENDITURES								
Materials & supplies	\$	-	\$	-	\$	21	\$	*
Other services and charges		-		200		16		
Capital outlay		343,255				-		-
TOTAL EXPENDITURES	\$	343,255	\$	200	S	16	\$	2
Transfers								
Transfers In	\$	7,130	S	-	S	-	\$	V.=1
Transfers Out		(6,344)		-		-		
Sub-Total Transfers	\$_	786	\$	-	S		\$	
NET INCOME	\$	(333,887)	\$	(100)	\$	(16)	\$	-
BEGINNING FUND BALANCE	\$_	188	. \$	100	\$	100	\$	100
ENDING FUND BALANCE	\$=	(333,699)	\$	351	\$	84	\$	100



CEMETERY CARE FUND REVENUES & EXPENDITURES

		Unaudited Actual Fiscal Year 2016-2017	il i	Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2017-2018	•	Proposed Budget Fiscal Year 2018-2019
REVENUES								
Cemetery care	S	3,262	S	2,500	S	3,518	\$	2,500
Interest		29		10	-	5	4	10
Total Street Fund Revenues	\$	3,291	\$	2,510	S	3,523	\$	2,510
EXPENDITURES								
Materials & supplies	\$	-	S		\$	12	S	120
Other services and charges		41,839		3,400		4,413		2,510
TOTAL EXPENDITURES	\$	41,839	S	3,400	\$	4,413	\$	2,510
Transfers								
Transfers In	\$	41,839	\$	-	\$	-	\$	-
Transfers Out		(59,189)				-		
Sub-Total Transfers	\$	(17,350)	\$	-	S) =	\$	-
NET INCOME	\$	(55,898)	\$	(890)	\$	(890)	\$	-
BEGINNING FUND BALANCE	\$	57,262	\$	890	\$	890	\$	
ENDING FUND BALANCE	\$	1,364	S		S	(0)	\$	-



POLICE CAPITAL OUTLAY REVENUES & EXPENDITURES

		Unaudited Actual Fiscal Year 2016-2017		Approved Budget Fiscal Year 2017-2018	Projected Budget Fiscal Year 2017-2018	Proposed Budget Fiscal Year 2018-2019
REVENUES						
Fines & Forfeitures	\$	-	S	15,000 \$	3,000 \$	10,000
Donations/Reimbursement		-		-	5,000 \$	10,000
Interest		-		-	72	-
Total Street Fund Revenues	\$	2	\$	15,000 S	3,000 \$	10,000
EXPENDITURES						
Materials & supplies	\$	-	\$	- \$	- S	(= i
Other services and charges				-	-	808
Capital outlay		-		-	-	-
Debt service		-		12,000	9,187	9,192
TOTAL EXPENDITURES	S	2	\$	12,000 \$	9,187 \$	10,000
NET INCOME	S	-	\$	3,000 \$	(6,187) \$	-
BEGINNING FUND BALANCE	\$	18,848	\$	21,500 \$	24,000 \$	15,000
ENDING FUND BALANCE	\$	18,848	\$	24,500 S	17,813S	15,000



FIRE SPECIAL REVENUE REVENUES & EXPENDITURES

		Unaudited Actual Fiscal Yea 2016-2017	r	Approved Budget Fiscal Year 2017-2018	Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019	
REVENUES								
Fire runs	\$	-	\$	4,000 \$	4,846	\$	4,000	
Fire subscriptions		affe		15,000	21,002		15,000	
Interest			400	100	-		100	
Total Street Fund Revenues	\$:=:	S	19,100 \$	25,847	\$	19,100	
EXPENDITURES								
Materials & supplies	\$	_	S	2,500 \$	36,460	S	2,500	
Other services and charges		-		-	-		-	
Capital outlay		-		-	-		_	
Debt service		-		21,780	21,780		21,780	
TOTAL EXPENDITURES	\$	2/	_\$	24,280 \$	58,240	\$	24,280	
NET INCOME	\$	-	\$	(5,180) \$	(32,393)	\$	(5,180)	
BEGINNING FUND BALANCE	\$		\$	50,000 \$	44,000	S	10,000	
ENDING FUND BALANCE	S		S	44,820 5	11,607	S	4,820	



GRANT MANAGEMENT REVENUES & EXPENDITURES

		Actual Fiscal Year 2016-2017		Approved Budget Fiscal Year 2017-2018		Projected Budget Fiscal Year 2017-2018		Proposed Budget Fiscal Year 2018-2019
REVENUES								
Misc income	\$	72	S		S	ato:	S	
Interest		-	-		J.	-	Þ	-
Total Street Fund Revenues	S	-	S		S		S	-
					9		Þ	
EXPENDITURES								
Personal services	0							
	\$	-	\$	-	\$		\$	-
Materials & supplies		-		-		100		
Other services and charges		-		-		_		-
Capital outlay	-	-		-		-		-
TOTAL EXPENDITURES	\$	-	S	2	S		S	-
NET INCOME	S	2	S	12	S		c	
			9		D.	-	\$	-
BEGINNING FUND BALANCE	\$	_	S	673	¢	672	c	(72
	_	**		073	- ⁻ -	673	- ³ -	673
ENDING FUND BALANCE	S	-	S	673	S	673	6	672
	=		= " =	013	- ³ -	073	. 2	673

