CITY OF GRANDFIELD, OKLAHOMA

Fiscal Year 2024 / 2025 Annual Budget

BUDGET MEMO

May 15, 2024 updated June 11, 2024

The 2024/2025 Annual Budget for the City of Grandfield is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act. It includes the following highlights for the fiscal year:

- Recurring tax revenues are budgeted at 90% of current year projections amounts, as indicated. If fully collected
 at 100% of current year projected levels, these revenues will generate around \$21,000 in additional revenues.
- The budget includes COLA pay increases for all full-time employees for FY25 or specific position increases to remain in line with market conditions and job performance. Retirement is budgeted to continue at 13.5% match. Annual Longevity payments are budgeted at prior year amounts. Health insurance and Workman's
- \$177,500 in revenues in FY25. As additional information, each 1% in utility rate increase would generate approximately \$7,100 of revenue.
- Increases from our Trash provider are budgeted at the rate of 5.33% per our contract.
- · Capital Outlay / Special Request items by department are budgeted as follows:

	A	mount	Funding Source
General Fund:			
General Government	\$	45,000	Operations; Grants
Fire		22,500	Grants
Police		5,500	Operations
Street		31,000	Operations; Grants
Library		-	Operations
Parks		-	Operations
Total General Fund:	\$	104,000	
PWA:			-
Water	\$	40,000	Operations
Sewer		50,000	Operations; Grants
Total PWA:	\$	90,000	
Grandfield Economic Development Authority	\$	18,500	Restricted Cash
Airport	\$	181,667	FAA Grant; Restricted Cash
Cemetery			Restricted Cash
TOTAL CAPITAL OUTLAY / SPECIAL B	UI	OGET:	\$ 400,667

• Overall, this budget projects a net loss of <\$109,315>.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the FY 2025 budget was presented to Council on May 15, 2024 for consideration. A public hearing will be held on Tuesday, June 11, 2024.

The legal level of control for the City's 2024 / 2025 budget is established at the Department level. Additional detail is provided for analysis purposes only. Management may make transfers between departments throughout the year.

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

State Auditor and Inspector

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CITY OF GRANDFIELD, OKLAHOMA

Fiscal Year 2024 / 2025 Annual Budget

BUDGET SUMMARY

	BE B	estimated GINNING UDGET ALANCE	REVENUES		EXPENSES			RANSFERS	NE	ET CHANGE		ENDING ALANCE
GENERAL FUND	\$	283,387	\$	346,154	\$	(727,692)	\$	200,000	\$	(181,539)	\$	101,848
ENTERPRISE FUNDS					•	_						
Public Works Authority	\$	374,571	\$	936,540	\$	(652,282)	\$	(200,000)	\$	84,258	\$	458,829
TOTAL ENTERPRISE FUNDS	\$	374,571	\$	936,540	s	(652,282)	s	(200,000)	s	84,258	s	458,829
Subtotal - General and Enterprise Fun	\$	657,958								\$ (97,281)	\$	560,677
SPECIAL REVENUE FUNDS												
Grandfield Economic Development Author	\$	37,997	\$	15,125	\$	(15,300)	\$	-	\$	(175)	\$	37,822
Cemetery Care Fund		29,192		208		(6,500)		•		(6,293)		22,900
Airport Fund		59,922		178,600		(184,167)		-		(5,567)		54,355
TOTAL SPECIAL REVENUE FUNDS	\$	127,111	\$	193,933	\$	(205,967)	S	_	S	(12,034)	\$	115,077
GRAND TOTAL ALL FUNDS	\$	785,069	\$	1,476,626	\$	(1,585,941)	s	-	<u> </u>	(109,315)	\$	675,754

GENERAL FUND SUMMARY OF REVENUES AND EXPENDITURES

		Actual Fiscal Year 2022-2023		Approved Budget Fiscal Year 2023-2024		Projected Actual Fiscal Year 2023-2024		Proposed Budget Fiscal Year 2024-2025	-
REVENUE SUMMARY	_								
Sales Tax	\$	142,769	\$	132,300	\$	126,543	\$	113,889	90%
Use Tax		28,268		25,705		29,593		26,634	90%
Franchise Taxes-AEP		17,469		21,232		20,640		18,576	90%
Franchise Taxes-ONG		2,203		2,770		4,966		4,469	90%
Franchise Taxes-Pioneer DTV		-		-		710		639	90%
Alcoholic Beverage Tax		3,338		23,605		26,586		23,927	90%
Animal Fees		104		121		276		-	
Grant Income - Storm Sirens		-		-		-		26,250	***
Miscellaneous Income		60,758		10,000		11,607		10,000	
Street Income:		-		5,000					
Motor Vehicle Tax		-		-		6,260		5,634	90%
Gas Excise Tax		-		-		1,605		1,444	90%
Street Grant Income		-		-				3,000	****
Cigarette Tax		903		790		804		724	90%
Grant - ARPA		81,861		-		-		-	
Fire Dues & Donations		3,069		10,000		-		10,000	
Fire Dept. Grant		21,453		19,000		19,994		22,500	*
Police Fines		7,757		25,000		48,995		40,000	
Emergency Services Fee		34,424		33,000		19,954		33,600	
Library		3,059		3,000		3,613		3,000	
Interest Income		1,024		350		212		155	
Cemetery Operations (87.5%)		4,945		3,063		1,459		1,313	
Total General Fund Revenues	\$	413,551	\$	315,336	\$	324,350	\$	346,154	
EXPENDITURE SUMMARY General Government: Personal services	\$	134,721	\$	152,286	\$	171,120	\$	108,455	
Materials & supplies	•	21,321	•	20,000	•	15,580	•	17,500	
Other services/charges		234,790		245,000		244,479		250,000	
Capital outlay		8,072		7,090		•	_	45,000	-***
Sub-Total - General Governme	nt	398,905		424,376		431,179		420,955	
Cemetery:									
Other services/charges		107	_	1,000		1,010	_	2,500	_
Sub-Total - Cemetery		107		1,000		1,010		2,500	

GENERAL FUND SUMMARY OF REVENUES AND EXPENDITURES

	Actual Fiscal Year 2022-2023	Approved Budget Fiscal Year 2023-2024	Projected Actual Fiscal Year 2023-2024	Proposed Budget Fiscal Year 2024-2025
Fire Department:				
Personal services	10,876	26,557	34,723	33,504
Materials & supplies	856	5,000	7,698	8,000
Other services/charges	4,103	10,000	4,880	5,000
Capital outlay	541	22,500	-	22,500 ^
Sub-Total - Fire Department	16,376	64,057	47,301	69,004
Court:				
Personal services		-	-	5,313
Other services/charges	350			1,500
Sub-Total - Court	350	-	-	6,813
Police Department:				
Personal services	47,611	74,186	59,151	73,814
Materials & supplies	3,961	3,500	6,048	6,250
Other services/charges	11,606	12,450	14,866	15,000
Capital outlay	24,343	10,200	7,053_	5,500
Sub-Total - Police Department	87,520	100,336	87,118	100,564
Ambulance Department:	20.102			
Other services & charges	30,102	33,000	26,534	1,000
Sub-Total - Ambulance	30,102	33,000	26,534	1,000
Street Department:				
Personal services	4,991	-	-	-
Materials & supplies	1,536	2,000	-	-
Other services/charges	20,765	-	1,152	1,250
Capital outlay	1,374	25,000	25,000_	31,000 ****
Sub-Total - Street	28,666	27,000	26,152	32,250

GENERAL FUND SUMMARY OF REVENUES AND EXPENDITURES

	Actual Fiscal Year 2022-2023	Approved Budget Fiscal Year 2023-2024	Projected Actual Fiscal Year 2023-2024	Proposed Budget Fiscal Year 2024-2025
Library Department:				
Personal services	12,888	18,901	14,137	18,229
Materials & supplies	580	500	1,182	1,200
Other services/charges	5,829	6,000	4,667	10,000
Capital outlay	1,925	5,500		
Sub-Total - Library	21,222	30,901	19,986	29,429
Parks & Rec Department:	55.050			
Personal services	57,952	96,163	94,491	60,177
Materials & supplies	1,419	2,000	1,500	2,500
Other services/charges	1,367	2,000	1,500	2,500
Capital outlay	-		-	
Sub-Total - Parks & Rec	60,738	100,163	97,491	65,177
Total Expenditures	\$ 643,985	\$ 780,833	\$ 736,771	\$ 727,692
NET OPERATING INCOM	E (230,435)	(465,498)	(412,421)	(381,539)
Transfers:				
Transfer In from GPWA	220,571	200,000	150,000	200,000
Transfer Out to GPWA	,	_00,000	-	-
Total Transfers	220,571	200,000	150,000	200,000
Net Change in Fund balance	\$ (9,864)	\$ (265,498) \$	<u>(262,421)</u> \$	(181,539)
BEGINNING FUND BALANCE	\$ 386,719	\$ 461,878 \$	461,878 \$	283,387
ENDING FUND BALANCE	\$376,855_	\$ <u>196,380</u> \$	5 <u>199,457</u> \$	101,848

GRANDFIELD PUBLIC WORKS AUTHORITY SUMMARY OF REVENUES AND EXPENDITURES

		Actual Fiscal Year 2022-2023		Approved Budget Fiscal Year 2023-2024		Projected Actual Fiscal Year 2023-2024		Proposed Budget Fiscal Year 2024-2025	
REVENUE SUMMARY									
Water Sales	\$	399,357	\$	385,000	\$	449,046	\$	440,000	
Water Rate Increase - 25%	*		*	20,800	•	-	•	110,000	
Sewer utilities		106,971		85,000		90,617		90,000	
Sewer Rate Increase -25%		,		11,500		-		22,500	
Trash		206,810		168,000		182,124		180,000	
Trash Rate Increase - 25% (5.33	3%	•	gh	21,800		-		45,000	
CDBG Grant			G .	556,799		386,345		-	
REAP Grant		-		-		· -		45,000 •	
Other - Admin		11,067		3,500		4,335		4,000	
Total GPWA Revenues	\$	724,205	\$	1,252,399	\$	1,112,467	\$	936,500	
EXPENDITURE SUMMARY Administration: Personal services Materials & supplies	\$	217,202 54,753	\$	90,087 105,000	\$	53,222 1,861	\$	70,773 2,500	
Other services/charges		3,861		5,000		846		1,500	
Capital Outlay / Depreciation Sub-Total - Administration	s -	275,816	٠.	9,984 210,071	٠,-	9,984 65,913	- ۍ-	74,773	
Sub-Total - Administration	Þ	273,010	Þ	210,071	Þ	03,913	Ф	74,773	
Sewer Department: Materials & supplies Other services/charges Capital Outlay / Depreciation Sub-Total - Sewer Department	\$ -	3,544 23,740 27,284	-\$-	1,000 4,000 516,799 521,799	-\$-	1,154 4,000 469,627 474,781	-\$-	1,500 2,500 50,000 54,000	*
Trash: Other services/charges - 5.33% incre Sub-Total - Trash	eas_ \$	144,652 144,652	-\$-	135,852 135,852	-\$-	129,054 129,054	-\$-	135,933 135,933	
Water Department: Personal services Materials & supplies Other services/charges Capital Outlay / Depreciation	\$	29,145 4,702 131,229 1,640	\$	140,430 37,000 130,000	\$	120,353 72,214 106,716	\$	162,576 75,000 110,000 40,000	
Sub-Total - Water Department	\$ _	166,716		307,430		299,283		387,576	
TOTAL GPWA FUND EXPENDITUR	\$ \$_				•	969,031		652,282	
NET OPERATING INCOME	\$_	109,737	_\$_	77,247	_\$_	143,436	_\$_	<u> 284,218</u>	

GRANDFIELD PUBLIC WORKS AUTHORITY SUMMARY OF REVENUES AND EXPENDITURES

	Actual Fiscal Year 2022-2023	Approved Budget Fiscal Year 2023-2024	Projected Actual Fiscal Year 2023-2024	Proposed Budget Fiscal Year 2024-2025
Non-operating Expenses				
Interest Income Transfers:	44	40	45	40
Transfer In	\$ 75 \$	- \$	- \$	-
Transfer Out	(220,646)	(200,000)	(150,000)	(200,000)
Sub-Total - Non-Operating Expenses	\$ (220,527) \$	(199,960) \$	(149,955) \$	(199,960)
NET INCOME	\$ (110,790) \$	(122,713) \$	(6,519) \$	84,258
BEGINNING FUND BALANCE	\$ 472,620 \$	365,583 \$	365,583 \$	374,571
ENDING FUND BALANCE	361,830	242,870	359,064 \$	458,829

GRANDFIELD ECONOMIC DEVELOPMENT AUTHORITY ANNUAL CAPITAL/OPERATING BUDGET FISCAL YEAR 2024-2025

SUMMARY OF REVENUES AND EXPENDITURES

		Actual Siscal Year 2022-2023	Approved Budget Fiscal Year 2023-2024		Projected Actual Fiscal Year 2023-2024	r	Proposed Budget Fiscal Year 2024-2025
REVENUE SUMMARY							
GEDA Revenue - Building Rent	\$	250	\$ 2,400	\$	2,033	\$	2,100
Western Days Revenue			12,167		12,167		12,000
Rodeo		450	1,043		-		-
Miscellaneous Income		14,418	-		1,343		1,000
Total GEDA Revenues	\$	15,118	\$ 15,610	\$	15,543	\$	15,100
EXPENDITURE SUMMARY							
GEDA Expense	\$	12,951	\$ 3,500	\$	2,742	\$	2,800
Western Days Expense			12,122		12,123		12,500
Rodeo Expense			-		-		-
Total GEDA Expenses	\$	12,951	\$ 15,622	\$	14,865	\$	15,300
NET OPERATING INCOME	\$_	2,167	\$ (12)	\$	679	_\$.	(200)
Non-operating Revenues & Expenses							
Interest Income	\$	27	\$ 25	\$	27	\$	25
<u>Transfers:</u>							
Transfer In	\$		\$ -	\$	-	\$	-
Transfer Out	_		 -		-		
Sub-Total - Non-operating Revenues & Exper	1 \$	27	\$ 25	\$	27	\$	25
NET INCOME	\$	2,194	\$ 13	\$	706	\$	(175)
BEGINNING FUND BALANCE	\$_	32,356	\$ 34,040	_\$	32,424	_\$.	37,997
ENDING FUND BALANCE	\$	34,550	\$ 34,053	\$	33,130	\$	37,822

CEMETERY CARE FUND

SUMMARY OF REVE	NUE	S AND E	X	PENDITU	JF	RES		
		Actual iscal Year 022-2023	,	Approved Budget Fiscal Year 2023-2024		Projected Actual Fiscal Year 2023-2024	r	Proposed Budget Fiscal Year 2024-2025
REVENUE SUMMARY								
Cemetery Care Income (12.5%)	\$	706	\$	438	\$	208	\$	188
Total Cemetery Care Revenues	\$	706	\$	438	\$	208	\$	188
EXPENDITURE SUMMARY								
Capital Outlay	\$	950	\$	5,000	\$	-	\$	6,500
Total Cemetery Care Expenses	\$	950	\$	5,000	\$	-	\$	6,500
NET OPERATING INCOME	\$	(244)	\$	(4,563)	\$	208	_\$	(6,313)
Non-operating Revenues & Expenses								
Interest Income	\$	19	\$	-	\$	20	\$	20
<u>Transfers:</u>	•		•				•	
Transfer In	\$		\$	-	\$	-	\$	-
Transfer Out Sub-Total - Non-operating Revenues & Exp	pen\$	19	\$	-	\$	20	\$	20
NET INCOME	\$	(225)	\$	(4,563)	\$	228	\$	(6,293)
BEGINNING FUND BALANCE	\$	32,356	_\$	34,040	_\$	32,424	_\$	29,192
ENDING FUND BALANCE	\$	32,131	\$	29,478	\$	32,652	\$	22,900

AIRPORT FUND SUMMARY OF REVENUES AND EXPENDITURES

		Actual Fiscal Year 2022-2023	F	Approved Budget iscal Year 023-2024		Projected Actual Fiscal Year 2023-2024		Proposed Budget Fiscal Year 2024-2025
REVENUE SUMMARY								
	\$	622,556 \$	\$	111,000	\$	182,706	\$	150,000
Agricultural Lease		-		-		22,000		22,000
Hanger & Other Income		2,786		6,675		10,825		6,300
Interest		438				286		275
Total Airport Revenues	\$	625,780		117,675	•	215,817	-	178,575
EXPENDITURE SUMMARY								
Personal services				-		-		-
Materials & supplies		84		-		2,266		2,500
Other services/charges		4,208		5,000		-		-
Capital outlay		663,024		130,000		146,919		181,667
Total Airport Expenses	\$	667,316	\$	135,000	\$	149,185	\$	184,167
NET OPERATING INCOME	\$_	(41,536)	\$_	(17,325)	\$	66,632	\$	(5,592)
Non-operating Revenues & Expenses								
	\$	438 \$	\$	-	\$	220	\$	25
Transfers:	Φ.	4	<u></u>		æ		₽.	
Transfer In Transfer Out	\$	1	\$	-	\$	-	\$	<u>-</u>
Sub-Total - Non-operating Revenues & Expen	\$	438 \$	\$	-	\$	220	\$	25
NET INCOME	\$	(41,098) \$	\$	(17,325)	\$	66,852	\$	(5,567)
BEGINNING FUND BALANCE	\$_	32,356	\$	34,040	\$	32,424	\$	59,922
ENDING FUND BALANCE	\$	(8,742) \$	\$	16,715	\$	99,276	\$	54,355

BUDGET ADOPTION RESOLUTION - FUND-BASED BUDGET

CITY OF GRANDFIELD, OKLAHOMA RESOLUTION NO. 2024-06-11

A RESOLUTION APPROVING THE CITY OF GRANDFIELD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2024-2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, The City of Grandfield 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, 2025 (FY 2024-2025) consistent with the Act; and

WHEREAS, The Act in section 17-215 provides for the chief executive officer 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 Grandfield Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Grandfield 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 BOARD OF TRUSTEES OF THE CITY OF GRANDFIELD, OKLAHOMA:

SECTION 1. The Grandfield Board of Trustees does hereby adopt the FY 2024-2025 Budget on the 11th day of June 2024 with total resources available in the amount of \$2,213,248 and total fund/departmental appropriations in the amount of \$1,585,941. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund:	Appropriation
Department	Amount
General Fund:	
General government	\$416,148
Airport	\$184,167
Cemetery	\$7,500
Fire Department	\$69,004
Police & Court	\$100,626
Ambulance	\$0
Street Department	\$35,250
Library	\$31,929
Parks Department	\$68,177
Condicid Dublic Works Authority	
Grandfield Public Works Authority:	\$74,004
Administration	\$74,904
Water	\$387,576
Sewer	\$54,000
Trash	\$135,894
Grandfield Economic Development Authority	15,300

SECTION 2. The Grandfield Board of Trustees does hereby authorize the City Treasurer to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023-2024, 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 Grandfield 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 Grandfield Board of Trustees and filed with the State Auditor and Inspector.

SECTION 4. Be it further provided that the Grandfield City Clerk and the Grandfield City Treasurer are hereby authorized to take any and all actions as may be required for the implementation of these budgets.

ADOPTED BY THE BOARD OF TRUSTEES OF THE CITY OF GRANDFIELD this 5th day of June, 2023.

CITY OF GRANDFIELD, OKLAHOMA

Paula Schoonover, Mayor

ATTEST:

Kayla Wood, City Clerk

PROOF OF PUBLICATION

State of Oklahoma County of Tillman

Kevin Hilley of lawful age, being duly sworn and authorized, says that he is the Classified / Legal Department Manager of THE FREDERICK PRESS LEADER, a weekly newspaper printed in the City of Frederick, Tillman County, Oklahoma, having paid a general subscription circulation in said County. with entrance into the United States mails as second class mail meter in Tillman County. and published and printed in said County where delivered to the United States Mail, and said newspaper has been continuously and uninterruptedly published in said County during a period of one hundred four (104) consecutive weeks immediately prior to the first publication of the attached notice, advertisement or publication; and that said newspaper comes within the requirements of Chapter 4 of Title 25, Oklahoma Statutes 1951. as amended and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the following dates:

May 31, 2024

Kevin Hilley

Subscribed and sworn to before me this 31st day of May, 2024

Notary Public

Notary Public

19010223

My Commission Expires 10/10/2027

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POTAL INTENSENT TOTAL	1	374,571		£\$7,649		betrital	۴.	<u>(444)</u>		14.64	•	-
										(134,640)		546.3
Belonia - Consessional Endrops	** 3	69723		144,44	•	(1.181,119	<u>. </u>	<u></u>		(Lipitum)		
CONTRACTOR PERSONS		37,991		25,225		61300				(172)		31,5
TOTAL BALLIAL WAVENCEY		\$1,697	-	4.0	•	(12,000)		÷	_	(022)	-	- 3/3
ICHAL SPIEME BOWLETE	~-	-413			÷	,,,,,,,			_		_	
CRAND TOTAL ALL PENDS		125,123		1,427,161	•	(3,577,474)			5	(\$14,343)		384,7
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N.P												
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Printer's Fee...... \$ 224.00