

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2017/2018 Annual Budget

BUDGET MEMO

DATE May 2nd, 2017

RE 2017/2018 Annual Budget

The budget includes the following highlights for fiscal year:

Tax revenues for the Town are budgeted at a conservative 90%. If collected consistent with FY17, that will generate an additional \$3,575 in income.

The utility rates for electric, sewer and trash are unchanged.

The electric department requests are being cut, including CUPS funding, pending receipt from OMPA. The expected net difference is a \$10,000 loss. The Board will need to consider the needs of the department in light of the CUPS regulations.

The consumer fee applied to the utility bills in FY18 have been budget with no reduction.

Administrative employees have been allocated to both the General Fund and PWA. The PWA Maintenance Position has been allocated equally among the Electric, Water and Sewer Departments.

Capital improvements requested and budgeted items are as follows:

DEPARTMENT	ORIGINAL REQUEST	FUNDING PROPOSED
General Government		
Carpet - City Hall	\$ 2,200	\$ 2,200
Metal Doors - City Hall	2,000	2,000
Street Department		
Mower & Weed eater	16,600	-
	<u>\$ 20,800</u>	<u>\$ 4,200</u>
Electric Department		
Bucket truck	25,000	-
Water Department		
Trash pump	2,000	-
Sewer Department		
Unforeseen	4,000	-
	<u>\$ 31,000</u>	<u>\$ -</u>
Total Capital Outlay	<u>\$ 51,800</u>	<u>\$ 4,200</u>

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

The legal level of control for the Town's 2017/2018 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.

RECEIVED

JUL 03 2017

State Auditor
and Inspector

Document Scanned by  rsmeacham

Date 7-3-17

Initials JM

Woodward

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2017/2018 budget will be considered at a public hearing on Tuesday, June 6, 2017. Copies of the proposed budget are available for review in Town Hall, Ft. Supply, OK.

The Town of Fort Supply 2017-2018 Annual Budget will be adopted by resolution during a meeting of the Town Council on Tuesday, June 6, 2017.

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2017-2018 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 17,000	\$ 106,956	\$ (110,950)	\$ (3,994)	\$ 13,006
ENTERPRISE FUNDS					
Public Works Authority	\$ 200,000	\$ 447,750	\$ (447,680)	\$ 70	\$ 200,070
GRAND TOTAL ALL FUNDS	\$ 217,000	\$ 554,706	\$ (558,630)	\$ (3,924)	\$ 213,076

Town of Fort Supply
 General Fund Budget
 For the Year Ended June 30, 2018

General Fund

	ACUTAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED YTD 2016/2017	PROPOSED BUDGET 2017/2018	
OPERATING REVENUES					
Sales tax	\$ 27,795	\$ 27,082	\$ 25,491	\$ 22,942	90%
Tobacco tax	342	290	260	234	90%
Alcohol beverage tax	3,521	3,320	3,883	3,494	90%
Gasoline excise tax	663	582	640	576	90%
Vehicle Tax	2,564	2,331	2,415	2,173	90%
Franchise tax	2,246	2,159	3,052	2,747	90%
Licenses and permits	829	500	300	300	
Court fines	-	-	-	-	
Grants	4,290	4,250	9,500	4,250	*fire
OEDA Grant	64,130	-	-	-	
Donations	11,619	2,000	13,020	2,000	
Other Revenue	1,451	1,500	2,255	1,700	
TOTAL OPERATING REVENUES	119,450	44,014	60,815	40,416	
OPERATING EXPENSES					
General Government					
Personal Services	42,038	43,800	39,504	39,500	
Materials and Supplies	5,000	6,000	10,249	9,000	
Other Services and Charges	45,000	50,500	42,781	45,000	
Capital Outlay - carpet & doors - City Hall	4,317	5,850	3,109	4,200	
Total General Government	96,355	106,150	95,643	97,700	
Animal Control Department					
Personal Services	-	-	-	-	
Materials and Supplies	-	-	-	-	
Other Services and Charges	-	1,500	-	-	
Capital Outlay	-	-	-	-	
Total Animal Control Department	-	1,500	-	-	
Fire Department					
Personal Services	960	1,200	960	1,200	
Materials and Supplies	1,250	4,500	5,137	4,500	
Other Services and Charges	7,566	2,500	1,556	2,500	
Capital Outlay	-	-	-	-	
Total Fire Department	9,776	8,200	7,653	8,200	
Street Department					
Personal Services	-	-	-	-	
Materials and Supplies	8,758	6,000	3,708	4,000	
Other Services and Charges	-	-	-	-	
Capital Outlay	-	7,000	-	-	
Total Street Department	8,758	13,000	3,708	4,000	
Cemetery Department					
Personal Services	-	-	-	-	
Materials and Supplies	-	250	-	-	
Other Services and Charges	-	-	-	-	
Capital Outlay	-	5,000	-	-	
Total Cemetery Department	-	5,250	-	-	
Community Building					
Personal Services	-	-	-	-	
Materials and Supplies	-	-	-	-	
Other Services and Charges	1,266	2,500	1,024	1,050	
Capital Outlay	-	-	-	-	
Total Community Building	1,266	2,500	1,024	1,050	
TOTAL EXPENDITURES	116,155	136,600	108,028	110,950	
REVENUES OVER (UNDER) EXPENDITURES	3,295	(92,586)	(47,214)	(70,534)	
OTHER FINANCING SOURCES (USES)					
Interest Income	34	40	37	40	
Transfers-out	(42,413)	-	-	-	
Transfers-in	-	84,000	-	66,500	
Net transfers	(42,413)	84,000	-	66,500	

Town of Fort Supply
 General Fund Budget
 For the Year Ended June 30, 2018

General Fund

	ACUTAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED YTD 2016/2017	PROPOSED BUDGET 2017/2018
TOTAL OTHER FINANCING SOURCES (USES)	(42,379)	84,040	37	66,540
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(39,084)	(8,546)	(47,176)	(3,994)
BEGINNING FUND BALANCE	58,057	12,500	57,153	17,000
ENDING FUND BALANCE	<u>\$ 18,973</u>	<u>\$ 3,954</u>	<u>\$ 9,977</u>	<u>\$ 13,006</u>

Town of Fort Supply
Public Works Authority
For the Year Ended June 30, 2018

Public Works Authority

	ACTUAL 2015/2016	APPROVED BUDGET 2015/2016	PROJECTED YTD 2016/2017	PROPOSED BUDGET 2017/2018
OPERATING REVENUES				
Electric Revenues	\$ 318,359	\$ 335,000	\$ 323,488	\$ 325,000
Rate increase	-	-	-	-
Water Revenues	90,701	90,065	78,307	85,000
Rate increase	-	272	-	-
Sewer Revenues	24,196	24,000	23,072	23,500
Rate increase	-	-	-	-
Trash Revenues	40,188	40,000	38,605	40,000
Rate increase	-	-	-	-
Consumer Fee	39,166	36,692	34,944	35,000
Other Revenues	8,542	3,800	29,612	5,500
TOTAL OPERATING REVENUES	521,152	529,829	528,028	514,000
OPERATING EXPENSES				
Administration Department				
Personal Services	52,139	40,500	40,502	40,500
Materials and Supplies	13,319	14,000	16,446	14,500
Other Services and Charges	33,317	25,000	17,820	20,000
Utility Inspection	-	-	-	-
Capital Outlay	-	-	-	-
Total Administration Department	98,775	79,500	74,768	75,000
Electric Department				
Personal Services	-	20,800	20,843	20,800
Materials and Supplies	-	5,000	-	5,000
Electricity Purchased for Resale	156,950	171,150	167,208	170,000
Other Services and Charges	-	250	18,205	12,500
Capital Outlay	-	-	1,060	-
Total Electric Department	156,950	197,200	207,316	208,300
Water Department				
Personal Services	43,060	20,800	20,843	20,800
Materials and Supplies	5,018	9,800	12,207	11,500
Water Purchased for Resale	55,965	57,000	65,895	66,950
Other Services and Charges	6,500	8,000	11,770	11,500
Capital Outlay	12,280	7,500	-	-
Total Water Department	122,823	103,100	110,715	110,750
Sewer Department				
Personal Services	-	20,800	20,843	20,800
Materials and Supplies	-	250	-	500
Other Services and Charges	-	-	-	330
Capital Outlay	-	4,000	-	-
Total Sewer Department	-	25,050	20,843	21,630
Trash Department				
Other Services & Charges	32,027	32,000	31,588	32,000
Total Trash Department	32,027	32,000	31,588	32,000
TOTAL OPERATING EXPENDITURES	410,575	436,850	445,229	447,680
Depreciation	32,099	-	-	-
OPERATING INCOME (LOSS)	78,478	92,979	82,799	66,320
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	334	180	264	250
Grants - OWRB	514,607	-	-	-
Bad Debt	468	-	-	-
Transfers in/(out) - General Fund	42,413	(84,000)	-	(66,500)
TOTAL OTHER FINANCING SOURCES (USES)	557,822	(83,820)	264	(66,250)

Town of Fort Supply
 Public Works Authority
 For the Year Ended June 30, 2018

Public Works Authority

	ACTUAL 2015/2016	APPROVED BUDGET 2015/2016	PROJECTED YTD 2016/2017	PROPOSED BUDGET 2017/2018
NET INCOME	636,300	9,159	83,063	70
BEGINNING FUND BALANCE	179,560	250,000	192,217	200,000
ENDING FUND BALANCE	\$ 815,860	\$ 259,159	\$ 275,280	\$ 200,070

Town of Fort Supply
 Public Works Authority
 For the Year Ended June 30, 2018

Public Works Authority

	ACTUAL 2015/2016	APPROVED BUDGET 2015/2016	PROJECTED YTD 2016/2017	PROPOSED BUDGET 2017/2018
Electric Revenues		335,000	323,488	325,000.00
Electric Expenses, excluding capital outlay		197,200	206,256	208,300
		137,800	117,232	116,700
		41%	36%	36%
Water Revenues		90,337	78,307	85,000
Water Expenses		95,600	110,715	110,750
		(5,263)	(32,408)	(25,750)
		-6%	-41%	-30%
Trash Revenues		40,000	38,605	40,000
Trash Expenses		32,000	31,588	32,000
		8,000	7,017	8,000
		20%	18%	20%
Sewer Revenues		24,000	23,072	23,500
Sewer Expense		25,050	20,843	21,630
		(1,050)	2,229	1,870
		-4%	10%	8%

**TOWN OF FORT SUPPLY
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
June 6, 2017 7:00 P.M.
FORT SUPPLY CITY HALL**

The Regular Monthly Meeting of Town of Fort Supply Board of Trustees was called to order by Mike Lowden on June 6, 2017 at 7:00 P.M in the Conference Room of City Hall.

Agenda Item # 1: Roll call and determination of quorum

Board Trustees Present: D. McCaslin, M. Lowden, D. Pettey, C. Hickman

Absent:

Quorum Present

Clerk/Treasurer: Tammy Whitley **Employees:** Danny Wilson

Agenda Item #2: Comments from Audience

Agenda Item #3: Conduct Public Hearing on funding assistance through the Oklahoma Department of Commerce Community Development Block Grant Program for a Capital Improvement Plan and mapping project.

Agenda Item #4: Conduct Public Hearing on FY 2017-2018 Budget.

Agenda Item #5: Discuss/Approve budget amendments for FY 2016-2017.

After discussion M. Lowden made a motion to approve the budget amendments for FY 2016-2017. Motion was seconded by D. Pettey.

Vote as Follows: **Yea:** C. Hickman, D. Pettey, D. McCaslin, M. Lowden

Agenda Item #6: Discuss/Approve the regular meeting minutes of May 2, 2017.

After discussion. D. McCaslin made a motion to approve the regular meeting minutes of May 2, 2017. Motion was seconded by D. Pettey.

Vote as Follows: **Yea:** D. Pettey, M. Lowden, D. McCaslin

Abstain: C. Hickman

Agenda Item #7: Discuss/ Approve monthly expenses.

After discussion, D. McCaslin made a motion to approve monthly expenses. Motion was seconded by C. Hickman.

Vote as Follows: **Yea:** C. Hickman, M. Lowden, D. McCaslin, D. Pettey

Nay:

Agenda Item #8: Discuss/Approve Ordinance 366 “An Ordinance amending the Code of Ordinance of the Town of Fort Supply, Oklahoma Section 17 Appendix 1 utilities; and, amending the schedule of fees and charges; establishing amount to charge violators of the Code of Ordinances of the Town of Fort Supply, and declaring an emergency.

After discussion, M. Lowden made a motion to table this until we have further review. Motion seconded by D. McCaslin.

Vote as Follows: **Yea:** M. Lowden, C. Hickman, D. Pettey, D. McCaslin
 Nay:

Agenda Item #9: Discuss/Approve emergency clause for Ordinance 366.

No action required.

Agenda Item #10: Discuss/Approve letter of engagement with RS Meacham and Associates.

After discussion, C. Hickman made a motion to approve letter of engagement with RS Meacham and Associates. Motion seconded by D. Pettey.

Vote as Follows: **Yea:** D. McCaslin, C. Hickman, M. Lowden, D. Pettey
 Nay:

Agenda Item #11: Discuss/Approve Resolution 4-2017 “A Resolution of the Town of Fort Supply, OK, Budget for the Fiscal Year 2017-2018 and establishing budget amendment authority.

After discussion, D. McCaslin made a motion to approve Resolution 4-2017 “A Resolution of the Town of Fort Supply, OK, Budget for the Fiscal Year 2017-2018 and establishing budget amendment authority. Motion seconded by C. Hickman.

Vote as Follows: **Yea:** M. Lowden, D. Pettey, C. Hickman, D. McCaslin
 Nay:

Agenda Item #12: Discuss/Approve 2017 CDBG-CIP RESOLUTION 6-2017 “A Resolution by the Town of Fort Supply creating a Local Planning Activities Committee (LPAC).”

After discussion, D. McCaslin made a motion to approve 2017 CDBG-CIP Resolution 6-2017 “A Resolution by the Town of Fort Supply creating a Local Planning Activities Committee (LPAC).”

Vote as Follows: **Yea:** C. Hickman, D. McCaslin, D. Pettey, M. Lowden
 Nay:

Agenda Item #13: Discuss/Approve presentation of 2017 CDBG-CIP Resolution 7-2017. An Application Resolution by the Town of Fort Supply applying to obtain assistance from the 2017 CDBG-GeoCIP Grant.

After discussion, C. Hickman made a motion to approve presentation of 2017 CDBG-CIP Resolution 7-2017. “An Application Resolution by the Town of Fort Supply applying to obtain assistance from the 2017 CDBG-GeoCIP Grant. Motion was seconded by D. Pettey.

Vote as Follows: **Yea:** D. McCaslin, M. Lowden, C. Hickman, D. Pettey
 Nay:

**Agenda Item # 14: Discuss/Approve presentation of 2017 CDBG-GeoCIP Resolution 8-2017
“A Fair Housing Resolution for 2017 CDBG-GeoCIP Grant.**

After discussion, C. Hickman made a motion to approve presentation of 2017 CDBG-GeoCIP Resolution 8-2017 “A Fair Housing Resolution for 2017 CDBG-GeoCIP Grant. Motion was seconded by D. McCaslin.

Vote as Follows: **Yea:** D. Pettey, C. Hickman, D. McCaslin, M. Lowden
 Nay:

Agenda Item #15: Discuss/Approve presentation of 2017 CDBG-GeoCIP Citizen Participation Plan, Anti Displacement and Relocation Plan Administration Contract and all related documents.

After discussion, C. Hickman, made a motion to approve presentation of 2017 CDBG-GeoCIP Citizen Participation Plan, Anti Displacement and Relocation Plan Administration Contract and all related documents. Motion seconded by D. McCaslin.

Vote as Follows: **Yea:** M. Lowden, C. Hickman, D. McCaslin, D. Pettey
 Nay:

Agenda Item #16: Discuss 2016 REAP closeout.

Everything was zeroed out on this grant and all paperwork has been turned in.

Agenda Item #17: Discuss/Possible Action pertaining to Meter Reader position.

After discussion, M. Lowden made a motion to open the meter reader position open. Motion was seconded by D. McCaslin.

Agenda Item #18: Discuss/Appoint Mayor Position for 2017-2019.

After discussion, D. McCaslin made a motion for Mike Lowden to remain the Mayor. Motion was seconded by C. Hickman.

Agenda Item #19: Discuss resignation of Trustee Phillip Burkhalter and vacant position.
If this position is not filled by July 1, 2017 we will have to have an election.

Agenda Item #20: Discuss monthly fire department report.

Agenda Item #21: Mayors Report.

We will be talking to Cardinal about starting the drainage project.

Agenda Item #22: Adjourn

After discussion D. McCaslin, made a motion to adjourn the meeting at 7:34. Motion was seconded by D. Pettey.

Vote as Follows: **Yea:** D. McCaslin, M. Lowden, D. Pettey, C. Hickman
 Nay:



Mike Lowden, Mayor



Tammy Whittley Clerk/Treasurer

**FORT SUPPLY PUBLIC WORKS AUTHORITY
FORT SUPPLY OKLAHOMA**

RESOLUTION NO. 5-2017

**A RESOLUTION APPROVING THE FORT SUPPLY PUBLIC WORKS AUTHORITY:
FORT SUPPLY, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2017-2018 AND
ESTABLISHING BUDGET AMENDMENT AUTHORITY.**

WHEREAS, The Fort Supply Public Works Authority 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 Mayor of the Town of Fort Supply has prepared a budget for the fiscal year ending June 30, 2018 (FY 2017-2018) consistent with the Act; and

WHEREAS, The Act in section 17-215 provides for the Mayor of the Town of Fort Supply , 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 Fort Supply Public Works Authority at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Fort Supply Public Works Authority 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
TOWN OF FORT SUPPLY, OKLAHOMA:**

SECTION 1. The Board of Trustees of the Town of Fort Supply does hereby adopt the Fort Supply Public Works Authority FY 2017-2018 Budget on the 6th day of June 2017. Legal appropriations (spending/encumbering limits) are hereby established as detailed in the attached budget.

SECTION 2. The Board of Trustees of the Fort Supply Public Works Authority does hereby authorize the Mayor of Fort Supply to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2017-2018, 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 Board of Trustees of the Fort Supply Public Works Authority.


SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Board of Trustees of the Fort Supply Public Works Authority and filed with the State Auditor and Inspector.

ADOPTED THIS 6th DAY OF JUNE 2017, BY THE BOARD OF TRUSTEES OF THE FORT SUPPLY PUBLIC WORKS AUTHORITY, FORT SUPPLY, OKLAHOMA.



MAYOR

ATTEST (SEAL)



TOWN CLERK

**TOWN OF FORT SUPPLY, OKLAHOMA
RESOLUTION NO. 4-2017**

**A RESOLUTION APPROVING THE TOWN OF FORT SUPPLY, OKLAHOMA
BUDGET FOR THE FISCAL YEAR 2017-2018 AND ESTABLISHING BUDGET
AMENDMENT AUTHORITY**

WHEREAS, The Town of Fort Supply 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 Mayor of the Town of Fort Supply has prepared a budget for the fiscal year ending June 30, 2018 (FY 2017-2018) consistent with the Act; and

WHEREAS, The Act in section 17-215 provides for the Mayor of the Town of Fort Supply , 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 Fort Supply at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Town of Fort Supply 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
TOWN OF FORT SUPPLY, OKLAHOMA:**

SECTION 1. The Board of Trustees of the Town of Fort Supply does hereby adopt the FY 2017-2018 Budget on the 6th day of June 2017. Legal appropriations (spending/encumbering limits) are hereby established as detailed in the attached budget.

SECTION 2. The Board of Trustees of the Town of Fort Supply does hereby authorize the Mayor of Fort Supply to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2017-2018, 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 Board of Trustees of the Town of Fort Supply.

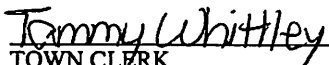
SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Board of Trustees of the Town of Fort Supply and filed with the State Auditor and Inspector.

ADOPTED THIS 6th DAY OF JUNE, 2017, BY THE BOARD OF TRUSTEES OF THE
TOWN OF FORT SUPPLY, OKLAHOMA.



MAYOR

ATTEST: (SEAL)



TOWN CLERK

Affidavit of Publication

STATE OF OKLAHOMA }
COUNTY OF WOODWARD } SS

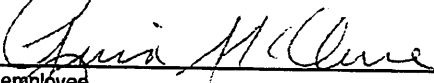
Gina McClure, being duly sworn, says:

That she is an employee of the Woodward News, a daily newspaper of general circulation, printed and published in Woodward, Woodward County, Oklahoma; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

June 01, 2017

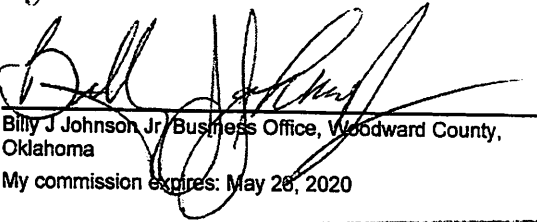
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



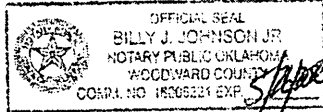
an employee

Subscribed to and sworn to me this 1st day of June 2017.



Billy J. Johnson Jr, Business Office, Woodward County, Oklahoma

My commission expires: May 28, 2020



03104511 00044986

Tammy Whitley
Town of Fort Supply Clerk/Treasurer
P.O. Box 156
Fort Supply, OK 73841