

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

This meeting shall be by videoconference/teleconference participation:

Saturday; April 17, 2021; 8:00 a.m.

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

Members attending remotely (videoconference/teleconference) shall be:

Mary Myrick (video/teleconference)

Clay Chapman (video/teleconference)

Chuck Mai (video/teleconference)

Kris Brule (video/teleconference)

Joanne Chinnici (video/teleconference)

Members attending physically shall be:

Members of the Public who would like to participate via video/teleconference:

Join Zoom Meeting

<https://zoom.us/j/7712678360?pwd=UjZVdUhpWENBdEw2Zi83cG95amZGUT09>

Meeting ID – 771 267 8360

Password - Carlton

or

1 346-248-7799 or 1 669-900-6833

Meeting ID#: 771 267 8360#

Participant ID #: 236541#

To sign up to speak on an agenda item or “Citizens wishing to comment,” or ask questions about the meeting, email City Clerk at jansummers@me.com or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and agenda item or topic to discuss.

Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak.

Citizens will be limited to three (3) minutes to speak.

You may also use the “Raise Hand” feature during the item you wish to comment on.

NOTICE AND AGENDA

1. Call to Order

2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Trust member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

3. Approval of Minutes:

a. [Regular Meeting of the Board of Trustees on March 20, 2021](#)

b. [Bi-annual Town Meeting of the Board of Trustees on April 6, 2021](#)

4. [Acknowledge receipt of Claims and Purchase Orders Report](#)

5. Consider, discuss and approve engagement letter with Crawford and Associates for financial services, or take any other appropriate action.
Exhibit: [2021 engagement letter - Crawford](#)
6. Consider, discuss and approve engagement letter with Elfrink & Associates for Auditing Services, or take any other appropriate action
Exhibit: [Carlton Landing 2021 Engagement Letter- Elfrink](#)
7. Items Removed from Consent Agenda
8. Consider, discuss and elect a Mayor for a two-year term ending April 2023, or take any other appropriate action.
9. Consider, discuss and elect a Vice-Mayor for a two-year term ending April 2023, or take any other appropriate action
10. [Consider, discuss and possible action on in-person Board meetings, or take any other appropriate action.](#)
11. Reports
 - a. [Sales Tax Revenue](#) and other Financial Reports: [Statement of Revenue and Expenditures - Town March, SALES TAX COMPARISON by Fiscal Year 8-15-2020](#)
 - b. Town Administrator
[FNI Project Report Carlton Landing_2021-04](#)
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
12. Recognize Citizens wishing to comment on non-Agenda Items
Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board may email City Clerk at jansummers@me.com or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and topic to discuss. Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak. You may also use the "Raise Hand" feature and speak when recognized by the Mayor. Citizens will be limited to three (3) minutes to speak.
13. Comments and questions by Governing Body members regarding items for future consideration.
14. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10B Boulevard, Carlton Landing, Oklahoma, also known as "Academy Cafeteria" at _____ M on the ____th day of April 2021, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

This meeting shall be by videoconference/teleconference participation:
Saturday, March 20, 2021; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:42 a.m. by Mayor Chinnici.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai
Clay Chapman

ABSENT: None

Consent Items

3. Approval of Minutes:

a. Regular Meeting of the Board of Trustees of February 20, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Chapman to accept the consent agenda as presented.

AYE: Myrick, Chinnici, Brule, Chapman, Mai
NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss Fire Service and possible re-instatement of Volunteer Fire Department and provide direction to Staff, if necessary, or take any other appropriate action.

In 2019, the Volunteer Fire Department was disbanded because of lack of available volunteers serving on the roster and lack of Fire Station to house equipment. One of the conditions for being a volunteer Fire Department is maintaining an active readily available roster of 8-10 people. The main need to re-establish the Volunteer Fire Department is a building for meetings, training and securely house the equipment.

DISCUSSION: Jeremy Tolman emphasized the need for a fire station and reported that rural Oklahoma is growing due to COVID. He suggested a 40 x 80 building with

office, classroom and bathroom that could also be used by the community for meetings and could be considered a civic building.

Greg will explore with the developer a willingness to provide land and will bring a proposal to the Board.

7. Reports

- a. Sales Tax Revenue and other Financial Reports (See Attachment
- b. Town Administrator (See Attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall reported (1) she met with Greg Bickley on the marina lease agreement, (2) she reached out to OML regarding voting for Carlton Landing Board members and (3) she upheld support for a fire department in Carlton Landing

8. Recognize Citizens wishing to comment on non-Agenda Items

None

9. Comments and questions by Governing Body members regarding items for future consideration. Chuck Mai suggested it may be time to register golf carts. Mr. Buckley will bring a sample ordinance to the April meeting.

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:33 a.m., March 20, 2021

Mayor

Attest:

Town Clerk

General Fund
Bank Register
2/1/2021 to 2/28/2021

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund					
Town of CL Checking 9683					
		Beginning Balance			184,086.77
2/1/2021	1082	Center for Economic Devel		430.00	183,656.77
2/1/2021	1083	OPEH&W		1,424.12	182,232.65
2/1/2021	1084	Kay Robbins Wall		600.00	181,632.65
2/1/2021	1085	Renee Norman		750.00	180,882.65
2/1/2021	1086	Anne Marie Elfrink, MS		5,500.00	175,382.65
2/1/2021	EFT	Kiamichi Electric		170.00	175,212.65
2/1/2021	EFT	Cross Telephone Co		52.00	175,160.65
2/1/2021	EFT	Williams Scotsman		477.77	174,682.88
2/3/2021	1087	McAlester News Capital		14.30	174,668.58
2/4/2021	EFT	BOK Credit Card		307.99	174,360.59
2/5/2021	A-10026	James G Buckley		2,745.07	171,615.52
2/5/2021	EFT	RWS Cloud Services		90.00	171,525.52
2/8/2021	R-00070	Oklahoma Tax Commission	18,444.22		189,969.74
2/8/2021	R-00071	Oklahoma Tax Commission	1,912.94		191,882.68
2/8/2021	R-00072	Oklahoma Tax Commission	957.30		192,839.98
2/9/2021	1088	Oklahoma Uniform Building		192.00	192,647.98
2/9/2021	R-00078	Kerney Homes	786.00		193,433.98
2/10/2021	1089	Hyperfaze		1,200.00	192,233.98
2/10/2021	1090	Dan Hurd		10,200.00	182,033.98
2/10/2021	R-00073	Oklahoma Tax Commission	93.81		182,127.79
2/16/2021	EFT	CSA Software		441.05	181,686.74
2/19/2021	A-10027	James G Buckley		2,513.34	179,173.40
2/22/2021	1099	City Management Assoc of		440.00	178,733.40
2/22/2021	1100	OMMS		500.00	178,233.40
2/23/2021	1093	OkMRF		2,037.96	176,195.44
2/23/2021	1102	Layman's Lawn Care and T		425.00	175,770.44
2/23/2021	1103	OkMRF		546.03	175,224.41
2/23/2021	1105	Layman's Lawn Care and T		500.00	174,724.41
2/26/2021	R-00079	Scissortail Homes	786.00		175,510.41
2/26/2021	R-00080	Scissortail Homes	786.00		176,296.41
2/26/2021	R-00081	Scissortail Homes	786.00		177,082.41
2/28/2021				65.99	177,016.42
Town of CL Checking 9683 Totals			\$24,552.27	\$31,622.62	\$177,016.42
General Fund Totals			\$24,552.27	\$31,622.62	\$177,016.42
Report Totals			\$24,552.27	\$31,622.62	\$177,016.42
Records included in total = 33					

3/16/2021
9:56 PM

General Fund
General Ledger
7/1/2020 to 2/28/2021

Page 1 of 1

Transaction Date	Transaction Number	Name / Description	Debits	Credits
4000 Sales Tax				
7/9/2020	R-00014	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Oklahoma Tax Commission		91.36
1/8/2021	R-00062	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Oklahoma Tax Commission		93.81
Net Activity for: Sales Tax				\$105,396.60
Ending Balance				\$105,396.60

Report Options

Fund: General Fund

Level 1 Account: Sales Tax

Department: Non-Departmental Revenues

Period: 7/1/2020 to 2/28/2021

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Feb 2021 Feb 2021 Actual	Year-To-Date Jul 2020 Feb 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000 Sales Tax	18,538.03	105,396.60	80,000.00	(25,396.60)	131.7%
4005 Use Tax	957.30	4,347.47	7,200.00	2,852.53	60.4%
4010 Utility Tax	0.00	16,252.39	8,000.00	(8,252.39)	203.2%
4011 Lodging Tax	1,912.94	12,240.51	5,000.00	(7,240.51)	244.8%
4015 Pittsburgh County Sinking Fund	16,233.16	49,401.62	58,790.00	9,388.38	84.0%
4100 Building Permits/Inspection Fe	3,144.00	22,622.00	15,000.00	(7,622.00)	150.8%
4105 Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9001 Transfer IN from CLEDT	0.00	7,211.57	0.00	(7,211.57)	0.0%
9002 Transfer IN from TIF	7,523.01	56,504.65	111,458.30	54,953.65	50.7%
Non-Departmental Revenues Totals	\$48,308.44	\$273,992.81	\$363,565.77	\$89,572.96	
Unallocated					
9002 Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Unallocated Totals	\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue	\$48,308.44	\$273,992.81	\$369,659.52	\$95,666.71	
Gross Profit	\$48,308.44	\$273,992.81	\$369,659.52	\$0.00	
Expenses					
Administration					
5000 Salaries	6,630.76	56,861.46	87,924.00	31,062.54	64.7%
5001 Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010 Social Security	532.09	4,605.97	6,726.19	2,120.22	68.5%
5015 Unemployment Tax	69.55	444.54	1,758.48	1,313.94	25.3%
5020 Employer Paid Insurance	1,424.12	11,392.96	17,205.00	5,812.04	66.2%
5025 Employer Retirement Contributi	695.56	5,896.02	8,792.40	2,896.38	67.1%
5030 Vehicle/Cell Allowance	324.85	2,598.80	3,600.00	1,001.20	72.2%
5500 Office Supplies	0.00	130.49	600.00	469.51	21.7%
6000 Utilities	222.00	3,237.52	7,825.00	4,587.48	41.4%
6005 Rent	477.77	6,302.78	9,000.00	2,697.22	70.0%
6035 Dues & Memberships	440.00	1,199.00	1,180.00	(19.00)	101.6%
6040 School, Training, Travel	0.00	324.00	4,000.00	3,676.00	8.1%
Administration Totals	\$10,816.70	\$93,743.54	\$148,611.07	\$54,867.53	
General Government					
5500 Office Supplies	307.99	1,012.90	1,500.00	487.10	67.5%
5520 Software Programs/ Services	531.05	4,248.40	6,372.70	2,124.30	66.7%
5530 Miscellaneous	65.99	704.98	600.00	(104.98)	117.5%
6010 Publication & Notice Expense	14.30	1,533.90	2,500.00	966.10	61.4%
6015 Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020 Professional Services	17,672.00	40,363.00	40,000.00	(363.00)	100.9%
6030 Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035 Dues & Memberships	500.00	620.00	1,079.00	459.00	57.5%
6040 School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045 Road Maintenance	925.00	6,529.42	9,800.00	3,270.58	66.6%
6050 Website Expense	1,200.00	1,200.00	2,500.00	1,300.00	48.0%
7010 Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000 GO Bond Payments	0.00	0.00	58,790.00	58,790.00	0.0%
8500 Interest Expense	0.00	5,300.00	0.00	(5,300.00)	0.0%
General Government Totals	\$21,216.33	\$63,474.16	\$210,859.17	\$147,385.01	

	TOWN OF CARLTON LANDING SALES TAX COLLECTIONS												
	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
FY21	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22	\$ 14,390.75				\$ 118,903.12
FY20	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
FY19	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
FY18	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
FY17	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92

	USE TAX COLLECTIONS												
	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
FY21	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ -	\$ -	\$ -	\$ 5,214.74
FY20									\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88	\$ 1,877.21

	LODGING TAX COLLECTIONS												
	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
FY21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ -	\$ -	\$ -	\$ 14,070.14

Town Administrator's Report – March 20, 2021

- ☐ Annual Corps Inspection – The Corps came and performed our Annual inspection on Wednesday, March 17. Inspection seemed to go well and thank you to Mayor Chinnici for attending the inspection and walking the Marina and walking trail with us. They did not readily indicate any issues, so hoping for a clean report.
- ☐ Town Election – Reminder the Town Election for Trustee positions 1,3,5 is April 6 at 6:00 pm..
- ☐ Community Center – Freese and Nichols is working on a Task Authorization for the Community Center. It will outline the scope of work for the design, Board input and community outreach for the design and use purposes of the facility. I have provided the sketch and floor plan from previous discussions of the Community Center.
- ☐ Entrance Road – The county has done an initial patching of the road from the severe winter weather we had a few weeks ago. We will continue to work them on full repair of the road. Also, I have received initial information on submitting damage that occurred during the Storm for FEMA assistance. I will continue to pursue trying to submit information for a claim on the entrance road. The County and State need to meet certain thresholds for their eligibility. The State has been approved for declaring an emergency, we now just need to qualify.

Thank you.

STATUS REPORT



Innovative approaches
Practical results
Outstanding service

4200 E. Skelly Drive, Suite 410 ■ Tulsa, Oklahoma 74135 ■ (539) 444-8677

PROJECT NO.: CRL21228/21229
PROJECT: *Survey of Ridgeline Road
Street Light Policy and Standards*
TO: Greg Buckley
FROM: Keith Beatty, P.E.
DATE March 17, 2021

PROJECT UPDATES

Survey of Ridgeline Road

- ☐ Surveyor to complete staking of R/W and 10' offset by 3/20/21, weather permitting
- ☐ Surveyor to complete legal descriptions by 4/9/2021

Street Light Policy and Standards – Design Project

Phase A – Develop Lighting Policy

- ☐ Staff working on Lighting Policy examples
- ☐ Developing Schedule
- ☐ Anticipated completion – 7/1/2021

Phase B – Develop Light Standard

- ☐ Phase B to follow Phase A
- ☐ May have some discussions regarding the standard prior to finish of Phase A
- ☐ Anticipated Completion – 7/1/2021

Phase C – Lighting Plan Production

- ☐ Surveyor to complete survey by 3/20/21 weather permitting
- ☐ Survey data to Engineer 3/27/2021
- ☐ Initial Plan set 5/27/21
- ☐ Final Plan set anticipated 8/1/21

Town of Carlton Landing

Attachment 1 to Resolution No. 2021-02-01
(Published in McAlester News-Capital on _____)

NOTICE OF BIENNIAL TOWN MEETING AND ELECTION OFFICIALS OF THE TOWN OF CARLTON LANDING, OKLAHOMA

MINUTES

Tuesday; April 6, 2021; at 6:00 p.m. the Biennial Town Meeting of the Town of Carlton Landing, Oklahoma was held at 10B Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria), with the following **AGENDA**:

1. Nominations and election to fill the office of Town Trustee Position No. 1 for a term expiring in April of 2025.

Kris Brule' was nominated to position No. 1, and since there were no other nominations, a motion was made by Mai and seconded by Chapman to elect Kris Brule' by acclamation. Kris Brulé was declared elected by acclamation.

2. Nominations and election to fill the office of Town Trustee Position No. 3 for a term expiring in April of 2025.

Clay Chapman was nominated to position No. 3, and since there were no other nominations, a motion was made by Heather Scott and seconded by Chinnici to elect Clay Chapman by acclamation. Clay Chapman was declared elected by acclamation.

3. Nominations and election to fill the office of Town Trustee Position No. 5 for a term expiring in April of 2025.

Mary Myrick was nominated to position No. 5, and since there were no other nominations, a motion was made by Kris Brule' and seconded by Chapman to elect Mary Myrick by acclamation. Mary Myrick was declared elected by acclamation.

4. Adjournment:

The meeting was adjourned at 6:29 p.m. on April 6, 2021

Mayor

Attest:

Town Clerk

General Fund
Bank Register
3/1/2021 to 3/31/2021

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
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General Fund

Town of CL Checking 9683

		Beginning Balance			176,575.37
3/2/2021	1107	OPEH&W		1,424.12	175,151.25
3/2/2021	1108	Renee Norman		750.00	174,401.25
3/2/2021	1109	Kay Robbins Wall		600.00	173,801.25
3/2/2021	1110	Oklahoma Uniform Building		16.00	173,785.25
3/2/2021	1111	Dan Hurd		700.00	173,085.25
3/2/2021	EFT	Kiamichi Electric		219.00	172,866.25
3/2/2021	EFT	Cross Telephone Co		52.00	172,814.25
3/5/2021	A-10028	James G Buckley		2,513.34	170,300.91
3/5/2021	EFT	RWS Cloud Services		90.00	170,210.91
3/8/2021	EFT	BOK Credit Card		141.63	170,069.28
3/8/2021	R-00082	Oklahoma Tax Commission	867.27		170,936.55
3/8/2021	R-00083	Oklahoma Tax Commission	1,856.63		172,793.18
3/8/2021	R-00084	Oklahoma Tax Commission	14,390.75		187,183.93
3/10/2021	R-00085	Oklahoma Tax Commission	129.52		187,313.45
3/18/2021	R-00090	Scissortail Homes	786.00		188,099.45
3/19/2021	A-10029	James G Buckley		2,745.07	185,354.38
3/22/2021	R-00091	Kerney Homes	786.00		186,140.38
3/24/2021	EFT	Williams Scotsman		997.71	185,142.67
3/30/2021	R-00089	CLEDT	7,314.22		192,456.89
3/30/2021	R-00092	Renee Norman	213.71		192,670.60
3/31/2021				65.99	192,604.61
3/31/2021	EFT	Oklahoma Tax Commission		247.00	192,357.61
3/31/2021	EFT	Oklahoma Tax Commission		363.00	191,994.61
3/31/2021	EFT	EFTPS		1,634.51	190,360.10
3/31/2021	EFT	EFTPS		1,634.51	188,725.59

Town of CL Checking 9683 Totals	\$26,344.10	\$14,193.88	\$188,725.59
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General Fund Totals	\$26,344.10	\$14,193.88	\$188,725.59
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Report Totals	\$26,344.10	\$14,193.88	\$188,725.59
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Records included in total = 26



March 30, 2021

Honorable Mayor and Members of the Town Board
Town of Carlton Landing
10 Boulevard Unit G
Carlton Landing, OK 74332

To the Honorable Mayor and Members of the Town Board:

Crawford & Associates, P.C. is pleased that the Town of Carlton Landing (the Town) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the Town of Carlton Landing management and governing body.

We are prepared to provide a full range of accounting and consulting services to the Town of Carlton Landing contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the Town of Carlton Landing are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Internal Accounting Records Cleanup/Restructure
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Forensic Accounting Engagements
- Tax and Other Regulatory Report Assistance

Initial Services Requested

General Accounting and Advisory Assistance, including the preparation of year-end working trial balances for use by the auditor

Other Requested and Available Services

In conjunction with the other requested and available services as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$255
- Shareholders \$170
- Consulting Senior Managers \$155
- Consulting Managers \$130
- Consulting Staff \$115
- Clerical Staff \$45

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we estimate the annual cost for the initial services requested to be \$9,500.

The term of this engagement is a period from July 1, 2021 through June 30, 2022. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to a continuing professional relationship with the Town of Carlton Landing.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the Town of Carlton Landing:

By: _____

Title: _____

Date: _____



Elfrink and Associates, PLLC

Certified Public Accountants

March 18, 2021

To the Honorable Mayor, and Town Board of Trustees

Town of Carlton Landing

55 Boardwalk

Carlton Landing, Oklahoma 74332

We are pleased to confirm our understanding of the services we are to provide Town of Carlton Landing, Oklahoma (the "Town") for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule – General Fund
- 3) Pension Schedules (if applicable)

We will also compile the Estimate of Needs for the fiscal year ended June 30, 2022 and prepare the Annual Survey of City and Town Finances (SAI2643) for the fiscal year ended June 30, 2021 in a form prescribed by the Oklahoma State Auditor and Inspector. A compilation is limited to presenting in the prescribed form information that is representative of the Town of Carlton Landing, Oklahoma's management. We will not audit or review the Estimate of Needs or Annual Survey of City and Town Finances and, accordingly, will not express an opinion or any other form of assurance on them.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of

8905 South Yale Avenue, Suite 102
Tulsa, OK, 74137

Members of the AICPA and OSCP

539-664-4662

anne.elfrink@CPA.com

Government Accounting and Auditing

America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town's financial statements. Our report will be addressed to the Board of Trustees of the Town of Carlton Landing, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly

inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Town of Carlton Landing in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management

and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views

on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Elfrink and Associates, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Auditor and Inspector or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Elfrink and Associates, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Auditor and Inspector. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2021 and to issue our reports no later than December 31, 2021. Anne Elfrink is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,500 (\$6,000 for the audit and \$500 for the Estimate of Needs). If the Town elects to engage another accountant to prepare the financial statements, we will reduce our audit fee by \$1,000.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Invoices more than 45 days past due will be assessed a finance charge at the rate of 6% per annum from the date of the invoice. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Carlton Landing, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in blue ink that reads "Elfrink and Associates, PLLC". The script is cursive and fluid.

Elfrink and Associates, PLLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Carlton Landing, Oklahoma.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Item No. _____

Date: April 17, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possible action on in-person Board meetings, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Through the pandemic, when authorized to do so as allowed by SB 661 and SB 1031, the Board has desired to meet virtually. While SB 661 was the initial bill which gave the authority for cities and towns to meet virtually it expired in November of 2020. SB 1031 was approved in early 2021 and authorizes cities and towns to meet virtually until February 2022 or until Governor Stitt ends the Declaration of Emergency.

There have been several inquires about returning to in person meetings, with vaccination becoming available to all individuals and a growing number of individuals being vaccinated, is there an interest in the Board to start in person meetings. There is the ability to allow both in person and virtual meeting; however, the Town does not have the technology, or ability, to meet the requirements for simultaneous meetings.

There is no requirement a city or town must select one option or the other, by moving to provide in person meetings does not preclude the ability to hold a meeting virtually.

Does the Board have an interest or desire to begin holding in person meetings?

FUNDING: None

EXHIBITS: None

RECOMMENDED ACTION: None

4/14/2021
12:50 PM

General Fund
General Ledger
7/1/2020 to 3/31/2021

Page 1 of 1

Transaction Date	Transaction Number	Name / Description	Debits	Credits
4000 Sales Tax				
7/9/2020	R-00014	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Oklahoma Tax Commission		91.36
1/8/2021	R-00062	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Oklahoma Tax Commission		93.81
3/8/2021	R-00084	Oklahoma Tax Commission		14,390.75
3/10/2021	R-00085	Oklahoma Tax Commission		129.52
Net Activity for: Sales Tax				<u>\$119,916.87</u>
Ending Balance				<u>\$119,916.87</u>

Report Options

Fund: General Fund

Level 1 Account: Sales Tax

Department: Non-Departmental Revenues

Period: 7/1/2020 to 3/31/2021

General Fund

Statement of Revenue and Expenditures

Acct	Current Period Mar 2021 Mar 2021 Actual	Year-To-Date Jul 2020 Mar 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000 Sales Tax	14,520.27	119,916.87	80,000.00	(39,916.87)	149.9%
4005 Use Tax	867.27	5,214.74	7,200.00	1,985.26	72.4%
4010 Utility Tax	0.00	16,252.39	8,000.00	(8,252.39)	203.2%
4011 Lodging Tax	1,856.63	14,097.14	5,000.00	(9,097.14)	281.9%
4015 Pittsburgh County Sinking Fund	7,079.70	56,481.32	58,790.00	2,308.68	96.1%
4100 Building Permits/Inspection Fe	1,572.00	24,194.00	15,000.00	(9,194.00)	161.3%
4105 Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002 Transfer IN from TIF	7,314.22	71,030.44	111,458.30	40,427.86	63.7%
Non-Departmental Revenues Totals	\$33,210.09	\$307,202.90	\$363,565.77	\$56,362.87	
Unallocated					
9002 Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Unallocated Totals	\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue	\$33,210.09	\$307,202.90	\$369,659.52	\$62,456.62	
Gross Profit	\$33,210.09	\$307,202.90	\$369,659.52	\$0.00	
Expenses					
Administration					
5000 Salaries	6,630.76	63,492.22	87,924.00	24,431.78	72.2%
5001 Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010 Social Security	532.09	5,138.06	6,726.19	1,588.13	76.4%
5015 Unemployment Tax	69.55	514.09	1,758.48	1,244.39	29.2%
5020 Employer Paid Insurance	1,424.12	12,817.08	17,205.00	4,387.92	74.5%
5025 Employer Retirement Contributi	695.56	6,591.58	8,792.40	2,200.82	75.0%
5030 Vehicle/Cell Allowance	324.85	2,923.65	3,600.00	676.35	81.2%
5500 Office Supplies	0.00	130.49	600.00	469.51	21.7%
6000 Utilities	271.00	3,508.52	7,825.00	4,316.48	44.8%
6005 Rent	997.71	7,300.49	9,000.00	1,699.51	81.1%
6035 Dues & Memberships	0.00	1,199.00	1,180.00	(19.00)	101.6%
6040 School, Training, Travel	0.00	324.00	4,000.00	3,676.00	8.1%
Administration Totals	\$10,945.64	\$104,689.18	\$148,611.07	\$43,921.89	
General Government					
5500 Office Supplies	141.63	1,154.53	1,500.00	345.47	77.0%
5520 Software Programs/ Services	90.00	4,779.45	6,372.70	1,593.25	75.0%
5530 Miscellaneous	(147.72)	557.26	600.00	42.74	92.9%
6010 Publication & Notice Expense	0.00	1,533.90	2,500.00	966.10	61.4%
6015 Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020 Professional Services	2,066.00	42,429.00	40,000.00	(2,429.00)	106.1%
6030 Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035 Dues & Memberships	0.00	620.00	1,079.00	459.00	57.5%
6040 School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045 Road Maintenance	0.00	6,529.42	9,800.00	3,270.58	66.6%
6050 Website Expense	0.00	1,200.00	2,500.00	1,300.00	48.0%
7010 Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000 GO Bond Payments	600.00	600.00	58,790.00	58,190.00	1.0%
8500 Interest Expense	8,755.83	14,055.83	0.00	(14,055.83)	0.0%
General Government Totals	\$11,505.74	\$75,420.95	\$210,859.17	\$135,438.22	
Expenses	\$22,451.38	\$180,110.13	\$359,470.24	\$179,360.11	

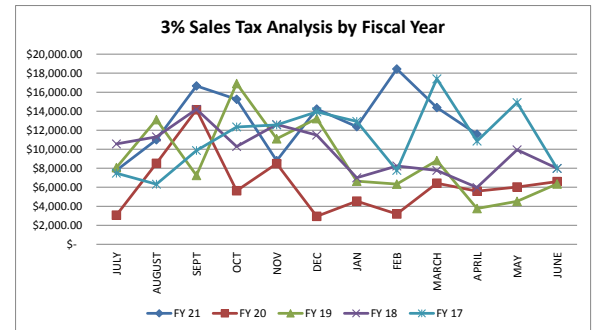
General Fund

Statement of Revenue and Expenditures

Acct	Current Period Mar 2021 Mar 2021 Actual	Year-To-Date Jul 2020 Mar 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Revenue Less Expenditures	\$10,758.71	\$127,092.77	\$10,189.28	\$0.00	
Net Change in Fund Balance	\$10,758.71	\$127,092.77	\$10,189.28	\$0.00	
Fund Balances					
Beginning Fund Balance	276,125.15	159,791.09	0.00	0.00	0.0%
Net Change in Fund Balance	10,758.71	127,092.77	10,189.28	0.00	0.0%
Ending Fund Balance	286,883.86	286,883.86	0.00	0.00	0.0%

**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY21</u>	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22	\$ 14,390.75	\$ 11,578.57			\$ 130,481.69
<u>FY20</u>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<u>FY19</u>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<u>FY18</u>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<u>FY17</u>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92



USE TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY21</u>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ 921.44	\$ -	\$ -	\$ 6,136.18
<u>FY20</u>								\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88	\$ -	\$ 1,877.21

LODGING TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ -	\$ -	\$ 14,479.06

PROJECT NO.: CRL21228/21229

PROJECTS: *Survey of Ridgeline Road*
Street Light Policy and Standards
Community Center Planning

TO: Greg Buckley

FROM: Keith Beatty, P.E.

DATE April 13th, 2021

PROJECT UPDATES

Survey of Ridgeline Road

- R/W has been staked
- Surveyor developing legal descriptions

Street Light Policy and Standards – Design Project

Phase A – Develop Lighting Policy

- Staff working on Lighting Policy examples
- Developing Schedule
- Anticipated completion – 7/1/2021

Phase B – Develop Light Standard

- Phase B to follow Phase A
- May have some discussions regarding the standard prior to finish of Phase A
- Anticipated Completion – 7/1/2021

Phase C – Lighting Plan Production

- Surveyor to complete survey by 3/20/21 weather permitting - Complete
- Survey data to Engineer 3/27/2021 - Complete
- Initial Plan set 5/27/21 – Developing Concept Plan
- Final Plan set anticipated 8/1/21

Community Center Planning

- FNI developing scope and fee – Discussed initial scope with City Administrator