

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday; **May 21, 2022**

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

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 Council 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 CL Board of Trustees on April 16, 2022](#)

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

5. Items Removed from Consent Agenda

6. Hold a Public Hearing to discuss the Town of Carlton Landing Budget for Fiscal Year 2021-2022, or take any other appropriate action.

Exhibits:

7. [Consider, discuss and possibly vote to amend, revise, approve or deny Resolution 2022-05-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund, Street and Alley Fund, and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2022 and ending June 30, 2023, and providing for the investment of said funds, or take any other appropriate action.](#)

Exhibits:[FY 22-23 Gen Fund Proposed Budget 5-11-22](#)

8. [Consider, discuss and possibly vote to select and approve a Street Light fixture for use within the Town of Carlton Landing, or take any other appropriate action.](#)

Exhibits:[Street Light Options 5-21-2022](#)

9. Reports

a. [Sales Tax Revenue and other Financial Reports, Bank Register BOT April 2022](#)

- b. [Town Administrator](#)
[Freese & Nichols Report](#)
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
10. 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 on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.
 11. Comments and questions by Governing Body members regarding items for future consideration.
 12. Consider, discuss and possibly vote to adjourn and reconvene at 48 Water Street, Carlton Landing, OK for Water Street Pavilion Ribbon Cutting Ceremony, or take any other appropriate action.
 13. Vote to reconvene at 48 Water Street, Carlton Landing, OK for the Ribbon Cutting Ceremony for Water Street Pavilion, or take any other appropriate action.
 14. Presentation and Ribbon Cutting Ceremony for Water Street Pavilion.
 15. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as "the High School Classroom"

At 4:00 PM on the 18h day of May 2022, 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**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday, April 16, 2022

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

MINUTES

1. Call to Order

The meeting was called to order at 8:07 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on March 19, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick
Clay Chapman

NAY: None

5. Consider, discuss, and possibly vote to amend, revise, approve or deny Resolution 2022-04-01 adopting the Pittsburgh County Multi-Jurisdictional Hazard Mitigation Plan, or take any other appropriate action.

Exhibit:

In February 2018 the Pittsburgh County Hazard Mitigation Team began the process of updating the Multi-Jurisdictional Hazard Mitigation Plan. Over the course of three years

the team met, assessed risks, and developed a mitigation strategy. The final stage is the adopting and implementation of the Plan. The proposed plan has been submitted to the State of Oklahoma and the Federal Emergency Management Agency for approval. Upon final approval and adoption by the participating jurisdictions the plan will become effective and good for five years. By participating in and adopting the Hazard Mitigation Plan will assist the Town and participating jurisdictions in qualifying for grants and funding for Hazard Mitigation.

MOTION: A motion was made by Chinnici and seconded by Brule' to approve Resolution 2022-04-01 adopting the Pittsburg County Multi-Jurisdictional Hazard Mitigation Plan.

AYE: Mary Myrick
Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

6. Consider, discuss, and possibly vote to amend, revise, approve or deny Resolution 2022-04-02 reappointing Sean Waggoner, Board Member #1, and Sarah Partin, Board Member #2 to the Board of Adjustment of the Town of Carlton Landing, Oklahoma, for three-year term ending April 2025, or take any other appropriate action.

Exhibit:

The Board of Adjustment was reestablished in December 2021 by the Board of Trustee. The appoints were for staggered three (3) year terms. Board Member #1 and #2 were set to expire in April of 2022. Other Board members are staggered for appointment in 2023 and 2024., but as we reviewed the Ordinances for creating the Code of Ordinances, we were unable to find record any members had been appointed to the Board. Under Statute a municipality that exercises zoning power shall provide for a Board of Adjustment. The Board shall consist of five (5) members serving three (3) year terms. The Board of Adjustment shall hold meeting when called by the Chairman, or as needed, and is subject to the Open Meeting Act.

The proposed Resolution reappoints Sean Waggoner and Sarah Partin to the Board of Adjustment for a three (3) year term ending April 2025.

Proposed members of the Board of Adjustment and respective term are:

Board Member #1:	Sean Waggoner	for a term from April 2022 and ending April 2025
Board Member #2:	Sarah Partin	for a term from April 2022 and ending April 2025

MOTION: A motion was made by Chinnici and seconded by Mai to approve Resolution 2022-04-02 reappointing Sean Waggoner, Board Member #1, and Sarah Partin, Board Member #2 to the Board of Adjustment of the Town of Carlton Landing, Oklahoma, for three-year term ending April 2025

AYE: Mary Myrick
Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

7. Items Removed from Consent Agenda

8. Presentation, consider, and discuss CodeRed Notification System for alerts and public notifications, or take any other appropriate action.

Exhibits:

Chuck Mai shared handouts identifying events that have the potential to generate a CodeRED alert. (See attachment)

9. Reports

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

Kay Wall expressed a concern that a driveway at the home on Lower Greenway and Ridgeline was infringing on our town's walking trail easement. She will research at courthouse.

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

Heather Scott expressed a concern that our town walking trail and sidewalks may not be ADA accessible.

11. Comments and questions by Governing Body members regarding items for future consideration. None

12. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:49 a.m.. April 16, 2022.

Mayor

Attest:

Town Clerk

4/12/2022
12:14 PM

CLEDT
Payments Journal (Summary)
3/1/2022 to 3/31/2022

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
3/30/2022	EFT	Town of Carlton Landing	7,534.36
1040 BOK 3649 TIF Increment Totals			\$7,534.36
1080 BOK 3045 Rev Bond 2020			
3/9/2022	0027	New Town Development	17,971.20
1080 BOK 3045 Rev Bond 2020 Totals			\$17,971.20

Report Options

Check Date: 3/1/2022 to 3/31/2022

Display Notation: No

Fund: CLEDT

**General Fund
Bank Register
3/1/2022 to 3/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	401,765.79
3/3/2022	1267	OnSolve LLC			0.00	1,725.30	400,040.49
3/3/2022	1266	Oklahoma Uniform Building			0.00	64.00	399,976.49
3/3/2022	1265	Dan Hurd			0.00	2,200.00	397,776.49
3/3/2022	1264	Cross Telephone Co			0.00	52.00	397,724.49
3/3/2022	R-00206	Scissortail Homes			762.91	0.00	398,487.40
3/4/2022	R-00207	Scissortail Homes			236.00	0.00	398,723.40
3/4/2022	A-10054	James G Buckley			0.00	3,052.74	395,670.66
3/7/2022	EFT	RWS Cloud Services			0.00	90.00	395,580.66
3/9/2022	R-00212	Oklahoma Tax Commission			16,978.58	0.00	412,559.24
3/9/2022	R-00211	Oklahoma Tax Commission			1,664.17	0.00	414,223.41
3/9/2022	R-00210	Oklahoma Tax Commission			779.74	0.00	415,003.15
3/10/2022	R-00213	Oklahoma Tax Commission			12.80	0.00	415,015.95
3/10/2022	R-00208	Craig Leonard			132.69	0.00	415,148.64
3/11/2022	R-00214	Oklahoma Tax Commission			86.93	0.00	415,235.57
3/11/2022	GJ-10071	Pittsburg County Clerk			0.00	268.10	414,967.47
3/11/2022	R-00209	Pittsburg County Clerk			417.04	0.00	415,384.51
3/11/2022	1269	Layman's Lawn Care and Tr			0.00	600.00	414,784.51
3/11/2022	1268	CSA Software			0.00	1,305.00	413,479.51
3/14/2022					0.00	71.99	413,407.52
3/14/2022	EFTPS	Oklahoma Tax Commission			0.00	239.00	413,168.52
3/14/2022	EFTPS	EFTPS			0.00	1,661.54	411,506.98
3/18/2022	1270	OPEH&W			0.00	1,470.66	410,036.32
3/18/2022	A-10055	James G Buckley			0.00	2,821.01	407,215.31
3/25/2022	1274	CSA Software			0.00	566.00	406,649.31
3/25/2022	1273	Kay Robbins Wall			0.00	600.00	406,049.31
3/25/2022	1272	Crawford & Associates, P.C.			0.00	195.00	405,854.31
3/25/2022	1271	Oklahoma Correctional Ind			0.00	532.00	405,322.31
3/29/2022	R-00216	Scissortail Homes			762.91	0.00	406,085.22
3/30/2022	GJ-10072	Payroll			0.00	3,052.74	403,032.48
3/30/2022	R-00215	CLEDT			7,534.36	0.00	410,566.84
3/30/2022	1275	OkMRF			0.00	1,063.23	409,503.61
3/31/2022	R-00217	Carlton Landing Enterprises			84.00	0.00	409,587.61
1000 Town of CL Checking 9683 Totals					\$29,452.13	\$21,630.31	\$409,587.61

General Fund
Statement of Revenue and Expenditures

	Current Period Mar 2022 Mar 2022 Actual	Year-To-Date Jul 2021 Mar 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
Budget Carryover					
3999 Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Other Revenue					
4012 Alcohol Beverage Tax	89.67	649.78	600.00	(49.78)	108.30%
4100 Building Permits/Inspection Fe	1,978.51	12,919.38	23,580.00	10,660.62	54.79%
4105 Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011 Lodging Tax	1,664.17	65,007.91	24,000.00	(41,007.91)	270.87%
4500 Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015 Pittsburgh County Sinking Fund	268.10	43,769.87	57,190.00	13,420.13	76.53%
4000 Sales Tax	17,065.51	192,896.96	114,800.00	(78,096.96)	168.03%
9002 Transfer IN from TIF	7,534.36	63,674.31	101,989.00	38,314.69	62.43%
4005 Use Tax	779.74	8,431.13	7,200.00	(1,231.13)	117.10%
4010 Utility Tax	0.00	9,482.37	12,000.00	2,517.63	79.02%
4013 Vehicle Gas/Fuel Tax	72.07	465.34	0.00	(465.34)	0.00%
Non-Departmental Revenues Totals	\$29,452.13	\$397,869.41	\$391,559.00	(\$6,310.41)	
Revenue	\$29,452.13	\$397,869.41	\$391,559.00	(\$6,310.41)	
Gross Profit	\$29,452.13	\$397,869.41	\$391,559.00	\$0.00	
Expenses					
Administration					
Personal Services					
5020 Employer Paid Insurance	1,470.66	12,966.34	17,244.00	4,277.66	75.19%
5025 Employer Retirement Contributi	778.64	6,780.74	8,842.00	2,061.26	76.69%
5000 Salaries	10,514.28	67,936.70	88,424.00	20,487.30	76.83%
5010 Social Security	595.67	5,187.20	7,063.00	1,875.80	73.44%
5001 Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015 Unemployment Tax	77.87	219.65	1,846.00	1,626.35	11.90%
5030 Vehicle/Cell Allowance	324.85	2,923.65	3,900.00	976.35	74.97%
Materials & Supplies					
5510 Building Maintenance & Repairs	0.00	160.00	320.00	160.00	50.00%
5530 Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500 Office Supplies	266.00	376.53	600.00	223.47	62.76%
5520 Software Programs/ Services	0.00	24.95	0.00	(24.95)	0.00%
Other Services					
6035 Dues & Memberships	0.00	1,319.00	1,210.00	(109.00)	109.01%
6015 Insurance	0.00	420.00	350.00	(70.00)	120.00%
6005 Rent	0.00	3,309.34	5,760.00	2,450.66	57.45%
6040 School, Training, Travel	0.00	1,241.51	5,700.00	4,458.49	21.78%
6000 Utilities	52.00	1,627.65	4,339.00	2,711.35	37.51%
Administration Totals	\$14,079.97	\$104,993.26	\$145,698.00	\$40,704.74	
General Government					
Personal Services					
5001 Stipend	0.00	1,000.00	0.00	(1,000.00)	0.00%
Materials & Supplies					
5510 Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%
5530 Miscellaneous	0.00	734.42	1,460.00	725.58	50.30%
5500 Office Supplies	266.00	1,121.90	1,500.00	378.10	74.79%
5505 Postage	0.00	58.00	600.00	542.00	9.67%

CodeRED – What it Is and How it's Used in Carlton Landing

A couple of years ago, Carlton Landing purchased and implemented the CodeRED Community Emergency Notification System. This potentially life-saving service allows authorized personnel to notify opted-in residents, renters and home owners of imminent emergencies via telephone, cell phone, text messaging and/or email. Alerts can be as brief or as detailed as required and may also include recommended actions.

A few Carlton Landing residents have been trained on the use and administration of CodeRED. Marcy Carrick led this group originally (and did a wonderful job) and now Trustee Chuck Mai oversees CodeRED. Only authorized officials can originate and issue CodeRED alerts but the receiving of these messages is free and open to the public. Participation is strongly encouraged. Right now, more than 130 Carlton Landingsites are signed-up to receive alerts.

Events that have the potential to generate a CodeRED alert include:

- Arterial Roadway Disruption / Road Construction
- Planned Water or Electrical Outage
- Weather Emergencies (Severe Thunderstorms, Tornadoes, Flash Floods, Wild Fires)
- Intruder Alerts (including Active Shooters)
- Terrorism Threats
- Amber / Silver Alerts
- Lost Children / Missing Persons
- Chemical and Hazmat Events
- Evacuation Notices
- Shelter-in-Place Orders
- Gas Leak Advisories
- Drinking Water Contamination / Boil Water Recommendations
- Radiological and Nuclear Events
- Health Advisories / Viral Outbreaks
- Fraud or Scam Alerts

Use of CodeRED needs to be prudent and judicious. We want to avoid being accused of “crying wolf” relative to every real or perceived threat that comes down the pike, which dilutes the effectiveness of the system. And to this end, a redundancy protocol to validate authorizations should be utilized regarding events where there is a question as to the advisability of issuing a CodeRED alert. Two or more members of the Carlton Landing CodeRED team need to agree an alert is warranted. However, some events, such as road flooding, are no-brainers and the coordinator or any team member should issue a CodeRED alert immediately without waiting to consult with other team members.

Right now, the team consists of David Kimmel, Marcy Carrick and Chuck Mai (coordinator). These are the people who have been trained on how to use CodeRED. They can also launch alerts. Currently, we are actively seeking to recruit and train new members of the Carlton Landing CodeRED Emergency Notification System team.

Chuck Mai – July 20, 2019

Town Administrator's Report – April 16, 2022

- ☐ Entrance Road – County Road crew cleared out drainage ditch along Ridgeline Road east from outlook.
- ☐ Pavilion – Landmark has started the landscaping at the entrance of the Pavilion. Due to possible weather and Easter activities, we are postponing the ribbon cutting ceremony. Worked on obtaining Property Insurance from OMAG to cover Pavilion Structure. Under our Property Management Agreement, the Contractor is Responsible for casualty insurance, but we are responsible for the structure. We have noticed a little pooling of water at the front of the Pavilion, which became noticeable after stone entrance was installed and we started getting rain. Mike is looking into possible solutions.
- ☐ Ridgeline Sidewalk/Trail – We have installed the section of trail on the corner of Ridgeline and Lower Greenway. This will allow the property owner to complete their landscaping. There remains one section to complete, which is the greenway belt west of Lower Greenway and Ridgeline Road corner. Chapman construction is using that as access to a home construction project and agreed to pay the cost of the sidewalk for ability to leave open for access to his construction project.
- ☐ Pittsburgh County Hazard Mitigation Plan – I reviewed the Pittsburgh County Multi-jurisdictional Hazard Mitigation Plan. The plan review started in 2018. I have updated our contact information with Emergency Management to list me as the Town of Carlton Landing point of contact.
- ☐ Code Red – Attended CodeRed webinar on IPAWS system. Trying to understand and learn more about CodeRed and its capabilities and or limitations.
- ☐ Corps– The Corp will be here April 28 to perform the annual inspection of the lease area.

DRAFT

General Fund
Payments Journal (Summary)
4/1/2022 to 4/30/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
4/1/2022	1278	BOK Credit Card	762.26
4/1/2022	1277	Amanda Harjo	800.00
4/1/2022	1276	Kiamichi Electric	220.00
4/1/2022	A-10056	James G Buckley	3,052.74
4/8/2022	1282	Pied Piper Service	80.00
4/8/2022	1281	Dan Hurd	1,700.00
4/8/2022	1280	Oklahoma Uniform Building Cod	64.00
4/8/2022	1279	Cross Telephone Co	52.00
4/12/2022	EFT	RWS Cloud Services	90.00
4/13/2022	GJ-10073	Pittsburg County Clerk	1,043.57
4/14/2022			82.51
4/14/2022	EFTPS	Oklahoma Tax Commission	271.00
4/14/2022	EFTPS	EFTPS	1,847.99
4/15/2022	EFT	Deluxe Bus Sys	82.03
4/15/2022	1284	OPEH&W	2,873.92
4/15/2022	1283	OMAG	2,412.00
4/15/2022	A-10057	James G Buckley	2,821.01
4/22/2022	EFT	OESC	219.63
4/22/2022	1285	OkMRF	1,167.96
4/29/2022	1288	Amanda Harjo	800.00
4/29/2022	1287	Crawford & Associates, P.C.	570.00
4/29/2022	1286	BOK Credit Card	14.99
4/29/2022	A-10058	James G Buckley	2,821.01
1000 Town of CL Checking 9683 Totals			\$23,848.62
1030 Sinking Fund Checking 3087			
4/1/2022	EFT	BOK Financial	51,795.00
1030 Sinking Fund Checking 3087 Totals			\$51,795.00

Report Options

Check Date: 4/1/2022 to 4/30/2022

Display Notation: No

Fund: General Fund

Item No. _____

Date: May 21, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly vote to amend, revise, approve or deny Resolution 2022-05-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund, Street and Alley Fund, and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2022 and ending June 30, 2023, and providing for the investment of said funds, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The preliminary draft Budget Fiscal Year 2022-2023 continues a fiscally conservative policy even with increases in Sales Tax and Lodging Tax. Sales Tax is an eighty percent (80%) increase over FY 21-22, but only represents sixty-seven and eight tenths' percent (67.8%) of FY 21-22 projected actual Revenue. Lodging Tax is a one hundred percent (100%) increase over FY 21-22, but only represents sixty-four percent (64%) of FY 21-22 projected actual Revenue. The Street and Alley Fund was established during FY 21-22 after the Town started receiving Motor Fuel Tax. The release of the 2020 Census data showed the Town with a population of 94 residents, which meet the minimum threshold to start receiving Motor Fuel Tax. Our first full year of projected Revenue from Motor Fuel Tax is \$500.00.

Balance Forward and Carry-over are unfinished projects that are being carried forward from FY 21-22. Using Balance Forward and Carry-over allows the dollars appropriated previously to be re-appropriated in the new Fiscal Year. If the funds were not re-appropriated then "new revenue" or revenue projected to be received during the Fiscal Year would be used to fund the project or activity that didn't get completed last year but still needs to be completed. The Street Light project and related revenue is reappropriated in FY 22-23 in the General Fund. Stephens Road, Alley improvement, Community Center, and playground expansion are being reappropriated for FY 22-23. In past years, Tax Increment Financing Revenue Note along with estimated projects were Budgeted; however, after the issuing of the TIF Revenue Note a Budget Amendment was needed to adjust the actual TIF Revenue Note amount received and project funding. The Proposed FY 22-23 Budget does not allocate or estimate a possible TIF Revenue Note, when the Note is issued, and projects determined a Budget Amendment will be completed for approval. The desire is the Budget will be simpler to follow.

Some basic highlights in the proposed FY 22-23 Budget include:

- Increase Revenue for Sales Tax and Lodging Tax
- Propose a new Full-time Clerk position
- Insurance for Water Street Pavilion
- Funds to cover TIF Administration for County Treasurer
- Budgeting a Transfer to Reserve Fund

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not competed. Once the TIF Committee meets to review possible projects and a TIF Revenue Note is issued, a Budget Amendment will be submitted for approval. They will make their formal recommendation in the fall as part of the Revenue Note determination process.

Both the Town Budget and CLEDT Budget are submitted as balanced Budgets. At this time, the Town Budget does not project using any excess Fund Balance to balance the budget.

FUNDING: None

EXHIBITS: Budget Resolution, Budget Fiscal Year 2022-2023 Document,

RECOMMENDED ACTION: Approve the Resolution approving the Town of Carlton Landing, Oklahoma, budget for the General Fund, Street and Alley Fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2022 and ending June 30, 2023.



BUDGET FY 2022 - 2023

Town of Carlton Landing

Budget Message

FY 2022-2023

Mayor and Trustees,

It is an honor and a privilege to submit my third budget for your consideration and approval. The State of Emergency issued related to COVID-19 ended last year and operations have reverted to standard practices. Board meetings returned to in-person meetings and the masked mandate reduced to personal preference.

The results of the 2020 Census were released and listed Carlton Landing having a population of 94 residents. As a result, the Town met the threshold to start receiving Motor Fuel Tax. The Rural Water District will complete the new Wastewater Treatment Plant around the end of May 2022, which will open the next phase of development for construction. The Marina Relocation project has started and is a joint project between the Carlton Landing Economic Development Trust and the Marina Concessionaire.

The Budget maintains a conservative financial approach to Revenue projections. Building and construction activities are anticipated to remain strong through FY 22-23; however, recent inflation and financial changes means we should keep a close watch on outside markets and their impact on construction activities. The growth in houses has also shown a significant increase in Lodging Tax revenue. For FY 21-22 Lodging Tax revenue was projected at \$24,000.00. Current year end projection is approximately \$75,000.00 or about three times Budgeted projections covering the first full year of the Tax.

During Fiscal Year 2021-2022 we were successful in achieving many accomplishments: completion of Ridgeline Trail, the Water Street Pavilion, the first Codification of Town Ordinances, established a Reserve Fund and Street and Alley Fund, started the relocation of the Marina, and secured funding and began engineering for opening Stephens Road. Pittsburgh County Rural Water District #20 completed the Wastewater Treatment Plant. The Treatment Plant will replace the existing Lagoon system and open building capacity for a period of time. Also, the Treatment Plant has the capacity to easily be expanded when the plant starts to reach its functional capacity.

Budgeted Revenue for Sales Tax increased by 80% and Lodging Tax increased by 50% over Fiscal Year 2021-2022. Although the increase is significant as a percentage, both are only Budgeted at approximately 67.8% and 64% (respectively) of projected actual FY 21-22 collections. For the past several years, the Budget included an estimated Tax Increment Finance Revenue Note that included the possible revenue and projects. Each year a Budget Amendment was necessary to reflect the actual amount of the TIF Revenue Note and adjusted project funding. This year, I did not include a projected TIF Revenue Note or possible use of funds. Once the amount of the TIF Revenue Note and project funding is determined a Budget Amendment will be presented to appropriate the Revenue and projects.

The proposed Budget for FY 22-23 is a balanced budget without using Balance Forward/Carryover or operating Reserves to balance. The funds being carried over are directly tied to the GO Bond and TIF projects which were not completed in FY 21-22. To use FY 21-22 Funds in FY 22-23 said funds need to be appropriated so they can be spent in FY 22-23.

Highlights of the proposed FY 22-23 Budget include:

- Increased Revenue in Sales Tax and Lodging Tax
- Increased Administrative Services to propose adding a Full-time Clerk Position
- Decreased TIF Funding percentage for Administration from 70% to 50%, but is an increase in dollars due to proposed Clerk position
- Increased Insurance for Water Street Pavilion
- Increase Funding for trail maintenance and improvements, snow removal
- Added funds to cover cost of TIF Administration for County Treasurer
- Maintained funds for Community Support Agreement for Fire Coverage
- Transfer \$15,000 to Reserve Fund

Key Projects to be continued from the FY 22-23 Budget Include:

- Community Center Facility
- Alley Improvements (Park Lane and Redbud)
- Stephens Road Extension
- Street Light Plan and pilot project
- Extend hiking/walking trails
- Expand features at Nature Center Playground
- Marina Relocation

The Budget has been prepared in accordance with the Oklahoma Municipal Budget Act, Title 11 Oklahoma Statutes.

Respectfully Submitted,



J. Gregory Buckley
City Manager

RESOLUTION NO. _____

A RESOLUTION APPROVING THE TOWN OF CARLTON LANDING, OKLAHOMA BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, ESTABLISHING BUDGET AMENDMENT AUTHORITY AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.

WHEREAS, notice of a public hearing on the budget for the Town of Carlton Landing, Oklahoma, for the Fiscal Year 2022-2023 has heretofore been published in accordance with the law, and a summary of budgeted funds is as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Projected Ending Balance</u>
GENERAL FUND	\$ 498,328.00	\$ 475,682.00	\$ 22,646.00
CLEDT	\$1,935,000.00	\$1,919,706.00	\$ 15,294.00
STREET & ALLEY	\$ 500.00	\$ 0.00	\$ 500.00

WHEREAS, a public hearing was duly held at the time and place as provided for in the notice of such public hearing and all interested persons were given opportunities to be heard on said budget; and,

WHEREAS, the Town of Carlton Landing prepares its annual operating budget in accordance with the Oklahoma Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes; and,

WHEREAS, the Town of Carlton Landing has need throughout the fiscal year to amend its annual operating budget through supplemental appropriations, decrease in appropriations or appropriation transfers; and,

WHEREAS, the Board of Trustees desires to provide limited budget control flexibility to the Town Administrator in amending certain budget categories as needed without Board action as provided for by Title 11, Section 17-215.

IT IS HEREBY RESOLVED that the Board of Trustees has authorized the Town Administrator to transfer monies from one account or object category to another within the same department or from department to department within the same fund as well as to transfer sales tax revenues from the General Fund to the Carlton Landing Economic Development Trust or from the Carlton Landing Economic Development Trust to the General Fund; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimum required. The Town Administrator is also required to submit for Board action all other budget amendments including all supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to the Board, for action, on a properly completed Budget Amendment Form.

WHEREAS, it is necessary at this time, that said budget be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA AS FOLLOWS:

SECTION 1: That the budget presented by the Town Administrator and reviewed during the public hearing is hereby approved and adopted for the Fiscal Year 2022-2023.

SECTION 2: That staff is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in United States Treasury bills, savings accounts or certificates of deposit. Interest accrued from such investments may be deposited in the fund from which the investment was made. All investments shall be in accordance with the law.

PASSED, APPROVED AND ADOPTED, THIS 21ST DAY OF MAY, 2022.

Mayor

ATTEST: _____
Town Clerk - Treasurer

GENERAL Fund Summary

REVENUES		Actual <u>FY 19-20</u>	Actual <u>FY 20-21</u>	Amended Budget <u>FY 21-22</u>	Proposed Budget <u>FY 22-23</u>
Non-Departmental	\$	377,070.00	\$ 513,124.97	\$ 376,159.00	\$ 498,328.00
EXPENDITURES					
<u>Adminstration</u>					
Personal Services	\$	114,896.11	\$ 124,980.71	\$ 127,319.00	\$ 220,743.00
Material and Supplies	\$	311.53	\$ 438.14	\$ 1,020.00	\$ 1,420.00
Other Services	\$	6,640.39	\$ 12,607.23	\$ 17,359.00	\$ 18,133.00
TOTAL DEPARTMENT	\$	121,848.03	\$ 138,026.08	\$ 145,698.00	\$ 240,296.00
<u>General Government</u>					
Material and Supplies	\$	2,843.01	\$ 9,545.06	\$ 13,488.00	\$ 10,340.00
Other Services	\$	157,319.87	\$ 66,475.12	\$ 106,630.00	\$ 119,446.00
Capital Outlay	\$	-	\$ 14,320.48	\$ 50,000.00	\$ 50,000.00
Debt Service	\$	12,800.00	\$ 14,721.82	\$ 57,190.00	\$ 55,600.00
Transfers OUT			\$ 70,000.00		
TOTAL DEPARTMENT	\$	172,962.88	\$ 175,062.48	\$ 227,308.00	\$ 250,386.00
TOTAL EXPENDITURES	\$	294,810.91	\$ 313,088.56	\$ 373,006.00	\$ 490,682.00
YEAR END FUND BAL	\$	82,259.09	\$ 200,036.41	\$ 3,153.00	\$ 7,646.00

CLEDT Fund Summary

REVENUES		<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>
Non-Departmental	\$	3,898,921.31	\$ 1,799,809.22	\$ 2,778,302.92	\$ 1,935,000.00
EXPENDITURES					
<u>General Government</u>					
Material and Supplies					
Other Services					
Capital Outlay					
Debt Service	\$	272,000.00	\$ 593,694.87	\$ 821,297.71	\$ 764,560.00
Transfers - Out			\$ 96,663.96	\$ 101,989.00	\$ 120,146.00
TOTAL DEPARTMENT	\$	272,000.00	\$ 690,358.83	\$ 923,286.71	\$ 884,706.00
<u>TIF Projects</u>					
Capital Outlay	\$	2,754,203.77	\$ 684,395.92	\$ 1,719,885.81	\$ 1,035,000.00
TOTAL DEPARTMENT	\$	2,754,203.77	\$ 684,395.92	\$ 1,719,885.81	\$ 1,035,000.00
TOTAL EXPENDITURES	\$	3,026,203.77	\$ 1,374,754.75	\$ 2,643,172.52	\$ 1,919,706.00
YEAR END FUND BAL	\$	872,717.54	\$ 425,054.47	\$ 135,130.40	\$ 15,294.00

STREET AND ALLEY Fund Summary

REVENUES		<u>FY 21-22</u>	<u>FY 22-23</u>
Non-Departmental	\$	400.00	\$ 500.00
EXPENDITURES			
<u>General Government</u>			
Capital Outlay	\$	-	\$ -
TOTAL DEPARTMENT	\$	-	\$ -
TOTAL EXPENDITURES	\$	-	\$ -
YEAR END FUND BAL	\$	400.00	\$ 500.00

GENERAL FUND - Budget Supplement Information - FY 22-23

Ledger ID	Ledger Description	Actual FY 19-20	Actual FY 20-21	Amended Budget 21-22	Proposed Budget 22-23
Non-Departmental Revenue					
01-00-4000-00	Sale Tax	\$80,285.00	\$ 188,141.32	\$ 100,000.00	\$ 180,000.00
01-00-4005-00	Use Tax	\$1,877.00	\$ 8,001.54	\$ 7,200.00	\$ 8,000.00
01-00-4010-00	Utility Tax	\$3,280.00	\$ 6,255.96	\$ 12,000.00	\$ 12,000.00
01-00-4011-00	Lodging Tax		\$ 22,793.31	\$ 24,000.00	\$ 48,000.00
01-00-4012-00	Alcohol Beverage Tax				\$ 800.00
01-00-4015-00	Pittsburgh County Sinking Fund Receipts	\$41,142.00	\$ 60,039.22	\$ 57,190.00	\$ 55,600.00
01-00-4100-00	Building Permits/Inspection Fees	\$6,700.00	\$ 32,337.22	\$ 23,580.00	\$ 23,580.00
01-00-4105-00	Business License and Permits	\$1,022.00	\$ 86.88	\$ 200.00	\$ 200.00
01-00-9001-00	Transfer IN from CLEDT				
01-00-9002-00	Transfer IN from TIF	\$89,259.00	\$117,552.05	\$ 101,989.00	\$ 120,148.00
	Balance Forward/Carry-over	\$153,505.00	\$77,917.47	\$ 50,000.00	\$ 50,000.00
	TOTAL AVAILABLE REVENUES	\$377,070.00	\$513,124.97	\$376,159.00	\$498,328.00
Administration					
Personal Services					
01-10-5000-00	Salaries	\$86,300.04	\$ 87,449.88	\$ 88,424.00	\$ 158,000.00
01-10-5005-00	Overtime				
01-10-5010-00	Social Security	\$8,516.11	\$ 6,987.95	\$ 7,063.00	\$ 12,385.00
01-10-5015-00	Unemployment Tax	\$256.80	\$ 545.44	\$ 1,846.00	\$ 3,238.00
01-10-5020-00	Employer Paid Insurance	\$7,315.50	\$ 17,089.44	\$ 17,244.00	\$ 27,420.00
01-10-5025-00	Employer Retirement Contribution	\$9,308.86	\$ 9,009.80	\$ 8,842.00	\$ 15,800.00
01-10-5030-00	Vehicle/Cell Allowance	\$3,198.80	\$ 3,898.20	\$ 3,900.00	\$ 3,900.00
	SUB TOTAL	\$ 114,896.11	\$ 124,980.71	\$ 127,319.00	\$ 220,743.00
Materials & Supplies					
01-10-5500-00	Office Supplies	\$291.53	\$ 278.14	\$ 600.00	\$ 800.00
01-10-5510-00	Building Maintenance & Repairs		\$ 160.00	\$ 320.00	\$ 320.00
01-10-5515-00	Vehicle Maintenance & Repairs				
01-10-5520-00	Software Programs/ Services				\$ 200.00
01-10-5525-00	Gas, Oil, Tires				
01-10-5530-00	Miscellaneous - Fees, Events, Activities	\$20.00		\$ 100.00	\$ 100.00
	SUB TOTAL	\$311.53	\$ 438.14	\$ 1,020.00	\$ 1,420.00
Other Services					
01-10-6000-00	Utilities	\$714.00	\$ 3,783.74	\$ 4,339.00	\$ 4,363.00
01-10-6005-00	Rent	\$5,700.00	\$ 7,300.49	\$ 5,760.00	\$ 5,820.00
01-10-6015-00	Insurance			\$ 350.00	\$ 570.00
01-10-6035-00	Dues & Memberships		\$ 1,199.00	\$ 1,210.00	\$ 1,380.00
01-10-6040-00	School, Training, Travel	\$226.39	\$ 324.00	\$ 5,700.00	\$ 6,000.00
	SUB TOTAL	\$ 6,640.39	\$ 12,607.23	\$ 17,359.00	\$ 18,133.00
Capital Outlay					
	SUB TOTAL	\$ -	\$ -	\$ -	\$ -
Debt Service					
	SUB TOTAL	\$ -	\$ -	\$ -	\$ -
	DEPT TOTAL	\$ 121,848.03	\$ 138,026.08	\$ 145,698.00	\$ 240,296.00

Ledger ID	Ledger Description	Actual FY 19-20	Actual FY 20-21	Amended Budget 21-22	Proposed Budget 22-23
General Government					
<u>Personal Services</u>					
	SUB TOTAL	\$ -			
<u>Materials & Supplies</u>					
01-15-5500-00	Office Supplies	\$291.00	\$ 1,417.35	\$ 1,500.00	\$ 1,500.00
01-15-5505-00	Postage			\$ 600.00	\$ 600.00
01-15-5510-00	Building Maintenance & Repairs			\$ 2,500.00	\$ 2,500.00
01-15-5520-00	Software Programs/ Services	\$1,944.20	\$ 7,426.45	\$ 7,428.00	\$ 4,280.00
01-15-5530-00	Miscellaneous - Fees, Events, Activities	\$607.81	\$ 701.26	\$ 1,460.00	\$ 1,460.00
	SUB TOTAL	\$ 2,843.01	\$ 9,545.06	\$ 13,488.00	\$ 10,340.00
<u>Other Services</u>					
01-15-6000-00	Utilities			\$ 1,000.00	\$ 1,000.00
01-15-6005-00	Rent				
01-15-6010-00	Publication & Notice Expense	\$2,410.45	\$ 1,564.24	\$ 2,500.00	\$ 2,500.00
01-15-6015-00	Insurance		\$ 1,165.00	\$ 1,800.00	\$ 5,000.00
01-15-6020-00	Professional Services	\$16,443.74	\$ 53,480.75	\$ 58,800.00	\$ 59,300.00
01-15-6025-00	Contracts & Leases		\$ 1,568.00		
01-15-6030-00	Community Support Agreements	\$2,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
01-15-6035-00	Dues & Memberships	\$2,325.62	\$ 967.71	\$ 2,830.00	\$ 3,050.00
01-15-6040-00	School, Training, Travel		\$ -	\$ 2,000.00	\$ 2,500.00
01-15-6045-00	Road and Trail Maintenance	\$133,611.36	\$ 6,529.42	\$ 14,400.00	\$ 21,096.00
01-15-6050-00	Website Expense	\$528.70	\$ 1,200.00	\$ 2,500.00	\$ 4,000.00
01-15-6055-00	Grant Match				
01-15-6800-00	Office/Gen Adminstrative Expense			\$ 14,800.00	\$ 15,000.00
	SUB TOTAL	\$ 157,319.87	\$ 66,475.12	\$ 106,630.00	\$ 119,446.00
<u>Capital Outlay</u>					
01-15-7010-00	Projects		\$ 14,320.48	\$ 50,000.00	\$ 50,000.00
	SUB TOTAL	\$ -	\$ 14,320.48	\$ 50,000.00	\$ 50,000.00
<u>Debt Service</u>					
01-15-8000-00	GO Bond Payments	\$12,800.00	\$ 14,721.82	\$ 57,190.00	\$ 55,600.00
	SUB TOTAL	\$ 12,800.00	\$ 14,721.82	\$ 57,190.00	\$ 55,600.00
<u>Transfers - Out</u>					
01-15-9501-00	Transfer OUT to CLEDT				
01-15-9503-00	Transfer OUT to RESERVE Fund		\$ 70,000.00		\$ 15,000.00
	DEPT. TOTAL	\$ 172,962.88	\$ 175,062.48	\$ 227,308.00	\$ 250,386.00
	TOTAL EXPENSES	\$ 294,810.91	\$ 313,088.56	\$ 373,006.00	\$ 490,682.00
	YEAR END FUND BALANCE	\$ 82,259.09	\$200,036.41	\$ 3,153.00	\$ 7,646.00
	RESERVE		\$ 78,272.14	\$ 93,251.50	\$ 122,670.50

CLEDT - Budget Supplement Information - FY 22-23

Ledger ID	Ledger Description	Actual FY 19-20	Actual FY 20-21	Amended Budget FY 21-22	Proposed FY 22-23
CLEDT					
<u>Non-Departmental Revenue</u>					
05-00-4015-00	Pittsburgh County Sinking Fund Receipts	\$ 497,061.31	\$ 698,327.98	\$ 868,289.00	\$ 800,000.00
05-00-4350-00	Revenue Bond	\$ 1,455,000.00	\$ 61,500.28	\$ 1,265,128.92	
05-00-4400-00	Interest Income		\$ 78.26		
05-00-4450-00	Miscellaneous Revenue		\$ 55.89		
05-00-9000-00	Transfer IN from Gen Fund				
	Balance Forward/Carry-over	\$ 1,946,860.00	\$ 1,039,846.81	\$ 644,885.00	\$ 1,135,000.00
	TOTAL AVAILABLE REVENUES	\$ 3,898,921.31	\$ 1,799,809.22	\$ 2,778,302.92	\$ 1,935,000.00
General Government					
<u>Personal Services</u>					
	SUBTOTAL		\$ -	\$ -	
<u>Materials & Supplies</u>					
	SUBTOTAL		\$ -	\$ -	
<u>Other Services</u>					
	SUBTOTAL	\$ 1,143.13	\$ -	\$ -	
<u>Capital Outlay</u>					
	SUBTOTAL		\$ -	\$ -	
<u>Debt Service</u>					
05-15-8100-00	2018 Revenue Bond	\$ 126,500.00	\$ 136,873.48	\$ 208,425.21	\$ 210,375.00
05-15-8101-00	2018B Revenue Bond	\$ 71,500.00	\$ 75,000.00	\$ 123,700.00	\$ 119,100.00
05-15-8102-00	2019 Revenue Bond	\$ 74,000.00	\$ 106,500.00	\$ 188,887.50	\$ 187,275.00
05-15-8103-00	2020 Revenue Bond		\$ 56,500.00	\$ 79,925.00	\$ 82,450.00
05-15-8104-00	2021 Revenue Bond			\$ 165,360.00	\$ 165,360.36
	Bond Origination Fees	\$ 47,500.00		\$ 55,000.00	
05-15-8500-00	Interest Expense	\$ 171,444.33	\$ 218,821.39		
	SUBTOTAL	\$ 272,000.00	\$ 593,694.87	\$ 821,297.71	\$ 764,560.36
<u>Transfers - Out</u>					
05-15-9500-00	Transfer OUT to Gen Fund		\$ 96,663.96	\$ 101,989.00	\$ 120,146.00
05-15-9503-00	Transfer OUT to RESERVE Fund		\$ 96,663.96	\$ 101,989.00	\$ 120,146.00
	SUBTOTAL		\$ 96,663.96	\$ 101,989.00	\$ 120,146.00
	DEPT. TOTAL	\$ 273,143.13	\$ 690,358.83	\$ 923,286.71	\$ 884,706.36
TIF Projects					
<u>Capital Outlay</u>					
05-20-7100-00	2018 Rev Bond - School Support	\$ 459,798.00			
05-20-7100-01	2018 Rev Bond - Infrastructure Reimbursement	\$ 337,614.00			
05-20-7100-02	2018 Rev Bond - County Support				
05-20-7100-03	2018 Rev Bond - Developer Reimbursement	\$ 36,238.00			
05-20-7100-04	2018 Rev Bond - Alley Beautification	\$ 14,606.02	\$ 268,035.87		
05-20-7100-05	2018 Rev Bond - Marina Center - Courtesy Dock	\$ 28,000.00			
05-20-7100-06	2018 Rev Bond - Marina Center - Clearing	\$ 67,345.71			
05-20-7100-07	2018 Rev Bond - Marina Center Fencing	\$ 10,400.00			
05-20-7100-08	2018 Rev Bond - Marina Center Road Access	\$ 78,000.00			
05-20-7100-09	2018 Rev Bond - Playground	\$ 69,470.59	\$ -	\$ 10,000.00	
05-20-7100-10	2018 Rev Bond - Pavilion		\$ 26,920.00		
05-20-7100-11	2018 Rev Bond - Mailboxes	\$ 13,519.02	\$ 1,354.69		
05-20-7101-00	2018B Rev Bond - School Support		\$ -		
05-20-7101-01	2018B Rev Bond - Infrastructure Reimbursement	\$ 206,000.00			

CLEDT		Actual FY 19-20	Actual FY 20-21	Amended Budget FY 21-22	Proposed FY 22-23
05-20-7101-02	2018B Rev Bond - County Support	\$ 222,292.29			
05-20-7101-03	2018B Rev Bond - Developer Reimbursement	\$ 144,241.14			
05-20-7101-04	2018B Rev Bond - Pavilion		\$ -		
05-20-7101-05	2018B Rev Bond - Town Green - Public Amenity	\$ 131,622.00			
05-20-7101-06	2018B Rev Bond - Town Hall Phase 1	\$ 30,621.00			
05-20-7101-07	2018B Rev Bond - campsites - business Incentive		\$ -	\$ 1,170.98	
05-20-7102-00	2019 Rev Bond - Scool Buildings				
05-20-7102-01	2019 Rev Bond -Community Center	\$ 904,436.00	\$ -	\$ 350,000.00	
05-20-7102-02	2019 Rev Bond - campsites - business Incentive		\$ -	\$ 67,305.84	
05-20-7102-03	2019 Rev Bond - Trail Development				\$ 25,000.00
05-20-7103-00	2020 Rev Bond - Pavilion Facility		\$ 331,064.67	\$ 91,030.00	
05-20-7103-01	2020 Rev Bond - Ridgeline trail		\$ 6,255.00	\$ 101,700.00	
05-20-7103-02	2020 Rev Bond - campsites - business Incentive		\$ -	\$ 6,532.18	
05-20-7103-03	2020 Rev Bond - Alley Improvement		\$ 30,971.46		
05-20-7103-04	2020 Rev Bond - Future Project Plan/Cost		\$ -	\$ 17,146.81	
05-20-7103-05	2020 RevBond - Parking Lot 10 -Trees/Improv		\$ 19,794.23		
05-20-7104-00	2021 Rev Bond - Community Center			\$ 35,000.00	\$ 35,000.00
05-20-7104-01	2021 Rev Bond - Marina Relocation			\$ -	
05-20-7104-02	2021 RevBond - Stephens Road			\$ 800,000.00	\$ 750,000.00
05-20-7104-03	2021 Rev Bond - Alley Phase 4/Redbud			\$ 240,000.00	\$ 225,000.00
	SUBTOTAL	\$ 2,754,203.77	\$ 684,395.92	\$ 1,719,885.81	\$ 1,035,000.00
	DEPT. TOTAL	\$ 2,754,203.77	\$ 684,395.92	\$ 1,719,885.81	\$ 1,035,000.00
	TOTAL EXPENSES	\$ 3,027,346.90	\$ 1,374,754.75	\$ 2,643,172.52	\$ 1,919,706.36
	Year End Fund Balance	\$ 871,574.41	\$ 425,054.47	\$ 135,130.40	\$ 15,293.64

STREET & ALLEY - Budget Supplement Information - FY 22-23

Ledger ID	Ledger Description	Amended Budget <u>FY 21-22</u>	Proposed <u>FY 22-23</u>
ST&A			
Non-Departmental Revenue			
01-00-4013-00	Vehicle Gas/Fuel Tax	\$ 400.00	\$ 500.00
	Balance Forward/Carry-over		
	TOTAL AVAILABLE REVENUES	\$ 400.00	\$ 500.00
General Government			
<u>Capital Outlay</u>			
	SUBTOTAL	\$ -	\$ -
	DEPT. TOTAL	\$ -	\$ -
	TOTAL EXPENSES	\$ -	\$ -
	Year End Fund Balance	\$ 400.00	\$ 500.00

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly vote to select and approve a Street Light fixture for use within the Town of Carlton Landing, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Board of Trustees have had multiple conversations regarding the Street Light Ordinance and maintaining a Dark Sky philosophy with-in the Town of Carlton Landing. The Street Light Ordinance is still under a secondary review and modification from the December 18, 2021 Trustee meeting. The project is two parts; one part is the creation and adoption of a Street Light Ordinance; the second part is a pilot project of installation of a Street Light. For the pilot project, and to establish the standard for the look and appearance of Street Lights with Carlton Landing, staff is presenting several types and styles of Street Light. The fixture defines the character and is the center piece of the Street Light. The pole for installation and support of the light selected will match the style and characteristic of the fixture. Freese and Nichols present five different major styles of lights and about thirty-seven (37) fixture options. Staff requested the assistance of the Design Review Committee and a few others to reduce the total number of options down to the fifteen (15) presented. There are three light fixture options from each major style, all selected from the informal poll.

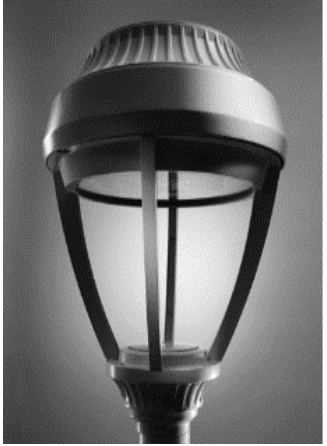
All the light fixtures submitted for consideration meet the Dark Sky standard. Once the fixture is selected Freese and Nichols will begin the design and engineering for the street light pilot project. Previous discussion had the installation of the pilot streetlight on Water Street. Staff will work with Freese and Nichols during the engineering phase for placement of the streetlight.

FUNDING: None

EXHIBITS: Street Light Options

RECOMMENDED ACTION: Approve a Street Light fixture for use within the Town of Carlton Landing.

Arrowhead



A



B



C



D



E



F

Acorn

Square Lamp



G



H



I

Pendant



J



K



L

Hex Lamp



M



N

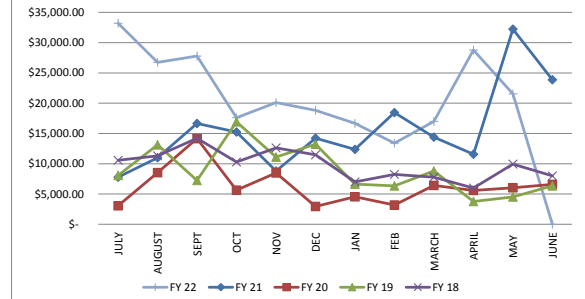


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**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	<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>FY22</u>	\$ 33,205.30	\$ 26,739.30	\$ 27,778.11	\$ 17,599.62	\$ 20,093.03	\$ 18,805.23	\$ 16,669.69	\$ 13,403.28	\$ 16,978.33	\$ 28,789.33	\$ 21,537.34		\$ 241,598.56
<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	\$ 32,227.87	\$ 23,870.40	\$ 186,579.96
<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

3% Sales Tax Analysis by Fiscal Year



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>FY22</u>	\$ 985.86	\$ 1,463.42	\$ 343.94	\$ 1,165.01	\$ 715.56	\$ 1,058.05	\$ 685.52	\$ 1,234.03	\$ 779.74	\$ 1,061.12	\$ 1,305.58	\$ -	\$ 10,797.83
<u>FY21</u>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ 921.44	\$ 711.20	\$ 1,154.16	\$ 8,001.54
<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>FY22</u>	\$ 5,672.25	\$ 12,679.63	\$ 15,631.81	\$ 9,357.10	\$ 6,728.90	\$ 6,713.56	\$ 3,463.33	\$ 3,097.16	\$ 1,664.17	\$ 1,858.14	\$ 5,478.61	\$ -	\$ 72,344.66
<u>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

Statement of Revenue and Expenditures

		Current Period Apr 2022 Actual	Year-To-Date Jul 2021 Apr 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Other Revenue						
4012	Alcohol Beverage Tax	92.36	742.14	600.00	(142.14)	123.69%
4100	Building Permits/Inspection Fe	0.00	12,919.38	23,580.00	10,660.62	54.79%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	1,858.14	66,866.05	24,000.00	(42,866.05)	278.61%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	1,043.57	44,813.44	57,190.00	12,376.56	78.36%
4000	Sales Tax	28,921.46	221,818.42	114,800.00	(107,018.42)	193.22%
9002	Transfer IN from TIF	9,855.98	73,530.29	101,989.00	28,458.71	72.10%
4005	Use Tax	1,061.12	9,492.25	7,200.00	(2,292.25)	131.84%
4010	Utility Tax	3,474.30	12,956.67	12,000.00	(956.67)	107.97%
4013	Vehicle Gas/Fuel Tax	60.96	526.30	0.00	(526.30)	0.00%
Non-Departmental Revenues Totals		\$46,367.89	\$444,237.30	\$391,559.00	(\$52,678.30)	
Revenue		\$46,367.89	\$444,237.30	\$391,559.00	(\$52,678.30)	
Gross Profit		\$46,367.89	\$444,237.30	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	2,873.92	15,840.26	17,244.00	1,403.74	91.86%
5025	Employer Retirement Contributi	1,151.72	7,932.46	8,842.00	909.54	89.71%
5000	Salaries	8,139.57	76,076.27	88,424.00	12,347.73	86.04%
5010	Social Security	881.08	6,068.28	7,063.00	994.72	85.92%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	28.37	248.02	1,846.00	1,597.98	13.44%
5030	Vehicle/Cell Allowance	324.85	3,248.50	3,900.00	651.50	83.29%
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	240.00	320.00	80.00	75.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	97.52	474.05	600.00	125.95	79.01%
5520	Software Programs/ Services	0.00	24.95	0.00	(24.95)	0.00%
Other Services						
6035	Dues & Memberships	0.00	1,179.00	1,210.00	31.00	97.44%
6015	Insurance	0.00	560.00	350.00	(210.00)	160.00%
6005	Rent	477.78	3,787.12	5,760.00	1,972.88	65.75%
6040	School, Training, Travel	0.00	1,241.51	5,700.00	4,458.49	21.78%
6000	Utilities	421.00	2,048.65	4,339.00	2,290.35	47.21%
Administration Totals		\$14,475.81	\$119,469.07	\$145,698.00	\$26,228.93	
General Government						
Personal Services						
5001	Stipend	0.00	1,000.00	0.00	(1,000.00)	0.00%
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%
5530	Miscellaneous	0.00	734.42	1,460.00	725.58	50.30%
5500	Office Supplies	0.00	680.85	1,500.00	819.15	45.39%
5505	Posatge	0.00	58.00	600.00	542.00	9.67%

Statement of Revenue and Expenditures

		Current Period Apr 2022 Apr 2022 Actual	Year-To-Date Jul 2021 Apr 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Expenses						
General Government						
Materials & Supplies						
5520	Software Programs/ Services	90.00	7,660.11	7,428.00	(232.11)	103.12%
Other Services						
6030	Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
6035	Dues & Memberships	29.98	3,335.03	2,830.00	(505.03)	117.85%
6015	Insurance	2,412.00	4,486.00	1,800.00	(2,686.00)	249.22%
6800	Office/Gen Administrative Exp	0.00	14,725.84	14,800.00	74.16	99.50%
6020	Professional Services	3,934.00	41,907.75	58,800.00	16,892.25	71.27%
6010	Publication & Notice Expense	0.00	2,221.55	2,500.00	278.45	88.86%
6045	Road Maintenance	0.00	6,468.00	14,400.00	7,932.00	44.92%
6040	School, Training, Travel	0.00	1,284.91	2,000.00	715.09	64.25%
6000	Utilities	105.00	782.00	1,000.00	218.00	78.20%
6050	Website Expense	0.00	1,524.00	2,500.00	976.00	60.96%
Capital Outlay						
7010	Projects	0.00	24,240.84	50,000.00	25,759.16	48.48%
Debt Service						
8000	GO Bond Payments	600.00	600.00	57,190.00	56,590.00	1.05%
8500	Interest Expense	6,277.51	6,909.94	0.00	(6,909.94)	0.00%
General Government Totals		\$13,448.49	\$120,011.39	\$227,308.00	\$107,296.61	
TIF Projects						
Capital Outlay						
7150	2020 Bond - Pavilion	0.00	(4,772.00)	0.00	4,772.00	0.00%
TIF Projects Totals		\$0.00	(\$4,772.00)	\$0.00	\$4,772.00	
Expenses		\$27,924.30	\$234,708.46	\$373,006.00	\$138,297.54	
Revenue Less Expenditures		\$18,443.59	\$209,528.84	\$18,553.00	\$0.00	
Net Change in Fund Balance		\$18,443.59	\$209,528.84	\$18,553.00	\$0.00	
Fund Balances						
Beginning Fund Balance		961,103.93	770,018.68	0.00	0.00	0.00%
Net Change in Fund Balance		18,443.59	209,528.84	18,553.00	0.00	0.00%
Ending Fund Balance		979,547.52	979,547.52	0.00	0.00	0.00%

General Fund
Bank Register
4/1/2022 to 4/30/2022

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	409,587.61
4/1/2022	GJ-10074				3,052.74	0.00	412,640.35
4/1/2022	1278	BOK Credit Card			0.00	762.26	411,878.09
4/1/2022	1277	Amanda Harjo			0.00	800.00	411,078.09
4/1/2022	1276	Kiamichi Electric			0.00	220.00	410,858.09
4/1/2022	A-10056	James G Buckley			0.00	3,052.74	407,805.35
4/8/2022	R-00222	Oklahoma Tax Commission			28,789.33	0.00	436,594.68
4/8/2022	R-00221	Oklahoma Tax Commission			1,858.14	0.00	438,452.82
4/8/2022	R-00220	Oklahoma Tax Commission			1,061.12	0.00	439,513.94
4/8/2022	1282	Pied Piper Service			0.00	80.00	439,433.94
4/8/2022	1281	Dan Hurd			0.00	1,700.00	437,733.94
4/8/2022	1280	Oklahoma Uniform Building			0.00	64.00	437,669.94
4/8/2022	1279	Cross Telephone Co			0.00	52.00	437,617.94
4/11/2022	R-00223	Oklahoma Tax Commission			11.32	0.00	437,629.26
4/11/2022	R-00218	Pittsburg County Clerk			1,185.57	0.00	438,814.83
4/12/2022	EFT	RWS Cloud Services			0.00	90.00	438,724.83
4/12/2022	R-00224	Oklahoma Tax Commission			132.13	0.00	438,856.96
4/13/2022	GJ-10073	Pittsburg County Clerk			0.00	1,043.57	437,813.39
4/14/2022					0.00	82.51	437,730.88
4/14/2022	EFTPS	Oklahoma Tax Commission			0.00	271.00	437,459.88
4/14/2022	EFTPS	EFTPS			0.00	1,847.99	435,611.89
4/15/2022	EFT	Deluxe Bus Sys			0.00	82.03	435,529.86
4/15/2022	1284	OPEH&W			0.00	2,873.92	432,655.94
4/15/2022	1283	OMAG			0.00	2,412.00	430,243.94
4/15/2022	A-10057	James G Buckley			0.00	2,821.01	427,422.93
4/22/2022	R-00225	CLEDT			9,855.98	0.00	437,278.91
4/22/2022	EFT	OESC			0.00	219.63	437,059.28
4/22/2022	1285	OkMRF			0.00	1,167.96	435,891.32
4/25/2022	R-00219	Kiamichi Electric			3,474.30	0.00	439,365.62
4/29/2022	1288	Amanda Harjo			0.00	800.00	438,565.62
4/29/2022	1287	Crawford & Associates, P.C.			0.00	570.00	437,995.62
4/29/2022	1286	BOK Credit Card			0.00	14.99	437,980.63
4/29/2022	A-10058	James G Buckley			0.00	2,821.01	435,159.62
1000 Town of CL Checking 9683 Totals					\$49,420.63	\$23,848.62	\$435,159.62

General Fund
Bank Register
4/1/2022 to 4/30/2022

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
		1010 2018 GO Bond Checking Totals			\$0.00	\$0.00	\$69,786.67
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
		1020 2020 GO Bond Checking Totals			\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	123,834.05
4/1/2022	EFT	BOK Financial			0.00	51,795.00	72,039.05
4/13/2022	GJ-10073	Pittsburg County Clerk			1,043.57	0.00	73,082.62
		1030 Sinking Fund Checking 3087 Totals			\$1,043.57	\$51,795.00	\$73,082.62
		Report Totals			\$50,464.20	\$75,643.62	\$657,906.38
Records included in total = 38							

Report Options
Trans Date: 4/1/2022 to 4/30/2022
Fund: General Fund
Display Notation: No

Town Administrator's Report – May 21, 2022

- Entrance Road – Contacted Pittsburgh County about filling potholes and road repair.
- Park and Redbud Alley Improvement – Received 30% plans for review from Freese and Nichols. Mike and I are reviewing and scheduling to meet with Freese and Nichols to discuss.
- Stephens Road – Received 30% plans for review from Freese and Nichols. Mike and I are reviewing and scheduling to meet with Freese and Nichols to discuss.
- Fire House – Attended and participated in the Fire House group meeting. Assisted with getting information about Bank Account to change names on bank account.
- Code Red – Was set-up on Code Red as a user and had quick training on usage. We scheduled a full training session for June 8, if anyone would like to join me for a refresher.
- Corps– Met with the Corps of Engineers and conducted the Annual Inspection on April 28. Currently waiting for the Inspection Report.
- FY 22-23 Budget – Prepared FY 22-23 Budget for consideration and approval.
- Street Light Pilot Project – Freese and Nichols sent over a selection of light fixture styles and multiple types within each style. Thirty-one light fixtures were submitted. Using an informal poll process reduced fixtures down to fifteen for submittal to Board for consideration.
- Other activities – attended ICMA webinar – community engagement; contacted Landmark for mowing and trail maintenance; attended OMMS regional virtual meeting.

Thank you.

PROJECT NO.: CRL21229/CRL22138/CRL22147
PROJECTS: *Street Light Policy and Standards*
2022 Alley Paving
Stephens Road
TO: Greg Buckley
FROM: Keith Beatty, P.E. / Dawn Warrick/ Brandon Huxford
DATE 5/15/2022

PROJECT UPDATES

Street Light Policy and Standards – Design Project

Phase A – Develop Lighting Policy

- Staff working on Lighting Policy examples - Completed
- Sent to Town Administrator – 5/10/2021
- Board of Trustees Discussion – 5/15/2021
- Anticipated lighting demo – December Trustees meeting – Completed
- Lighting Policy – December Trustees meeting – 12-18-2021
- Waiting on Discussion with Trustees

Phase B – Develop Light Standard

- Phase B to follow Phase A
- Received possible light standards from Town Administrator – 5/12/2021
- Board of Trustees Discussion – 5/15/2021
- May have some discussions regarding the standard prior to finish of Phase A
- Anticipated lighting demo – Completed
- Working on Lighting Standards
- Meet to discuss look week of 4/18/2022
- Waiting on Town to decide on light standard

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 TBD

Community Center Planning

- FNI developing scope and fee – Completed Scope and fee. Delivered to Town Administrator
- Meeting with City Administrator and Architect – 7/14/2021

- **On-Hold**

2022 Alley Paving

- **FNI developing scope and fee**
- **Board of Trustees – January meeting**
- **Survey portion of project completed**
- **Anticipated 30% delivery to City March 22nd**
- **Set up meeting with Town**

Stephens Road

- **FNI developing scope and fee**
- **Board of Trustees – January meeting**
- **Survey portion of project started**
- **Survey complete**
- **Anticipated 30% delivery to City March 22nd**
- **Set up meeting with Town**