

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE CARLTON LANDING ECONOMIC DEVELOPMENT
TRUST**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday, July 15, 2023; 8:00 a.m.

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 CL Economic Development Trust on June 17, 2023](#)
4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda.
6. Reports
 - a. Financial Reports[Payments Journal - CLEDT June 2023](#);[Balance Sheet CLEDT June 2023](#);[Bank Register- CLEDT June 2023](#);[Income Statement - CLEDT June 2023](#)
 - b. Town Administrator Report
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
7. Recognize Citizens wishing to comment on non-Agenda Items

Under Oklahoma Law, 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.
8. Comments and questions by Governing Body members regarding items for future consideration.

9. 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 4:00 PM on the ____th day of July 2023, 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

Agenda Regular Meeting of the CLEDT
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**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE CARLTON LANDING ECONOMIC DEVELOPMENT
TRUST**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday, June 17, 2023; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:02 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Chuck Mai
Clay Chapman

ABSENT: Kris Brule'

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on May 20, 2023

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: Mary Myrick
Joanne Chinnici
Chuck Mai
Clay Chapman

NAY: None

5. Items Removed from Consent Agenda.

6. Consider, discuss and possibly vote to amend, revise, approve or deny Resolution 2023-06-01 approving Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2023 and ending June 30, 2024, and providing for the investment of said funds, or take any other appropriate action.

Exhibits:

The preliminary draft FY 23-24 Budget maintains a conservative financial approach to Revenue projections and Expenditures. Building and construction activities are anticipated to remain steady through FY 23-24; however, recent inflation and financial changes mean we should continue to monitor outside markets and their impact on construction activities. The growth in houses has continued a positive increase in Lodging Tax revenue. For FY 22-23 Lodging Tax revenue was projected at \$48,000.00. The Current year end projection for Lodging Tax is approximately \$82,000.00 or about just short of double Budgeted projections covering the second full year of the Tax.

Balance Forward and Carry-over are unfinished projects that are being carried forward from FY 22-23. 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 funds being carried over are directly tied to the GO Bond and TIF projects which were not completed in FY 22-23. The Proposed FY 23-24 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 23-24 Budget include:

- Increased Revenue in Sales Tax to account for share of School Police Officer
- Increase Miscellaneous Revenue for Agreement with RWD#20 Administrative Services
- TIF Funding percentage for Administration lowered to 44.6%, including the Clerk position
- Increased funds to cover cost of TIF Administration for County Treasurer
- Maintained funds for Community Support Agreement for Fire District
- Increased Transfer to Reserve Fund to \$20,000.00

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed. 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.

MOTION: A motion was made by Chinnici and seconded by Mai to

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.

AYE: Mary Myrick
Joanne Chinnici
Chuck Mai
Clay Chapman

NAY: None

7. Reports

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

Kay Wall has consulted with Mr. Buckley regarding the 2022-2023 budget

8. Recognize Citizens wishing to comment on non-Agenda Items. None

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

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:05 a.m., June 17, 2023.

Mayor

Attest:

Town Clerk



BUDGET FY 2023 - 2024

RESOLUTION NO. _____

A RESOLUTION APPROVING THE TOWN OF CARLTON LANDING, OKLAHOMA BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024, 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 2023-2024 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	\$ 569,175.00	\$ 564,426.00	\$ 4,731.00
CLEDT	\$2,716,000.00	\$2,670,534.00	\$ 45,466.00
STREET & ALLEY	\$ 700.00	\$ 0.00	\$ 700.00

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 2023-2024.

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 17TH DAY OF JUNE, 2023.

Mayor

ATTEST: _____
Town Clerk - Treasurer

GENERAL Fund Summary

REVENUES	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Amended Budget FY 22-23	Proposed Budget FY 23-24
Non-Departmental	\$ 377,070.00	\$ 513,124.97	\$ 575,175.93	\$ 516,328.00	\$ 569,157.00
EXPENDITURES					
<u>Administration</u>					
Personal Services	\$ 114,896.11	\$ 124,980.71	\$ 131,109.11	\$ 220,743.00	\$ 248,861.00
Material and Supplies	\$ 311.53	\$ 438.14	\$ 709.00	\$ 1,420.00	\$ 1,965.00
Other Services	\$ 6,640.39	\$ 12,607.23	\$ 10,506.01	\$ 18,133.00	\$ 18,133.00
TOTAL DEPARTMENT	\$ 121,848.03	\$ 138,026.08	\$ 142,324.12	\$ 240,296.00	\$ 268,959.00
<u>General Government</u>					
Material and Supplies	\$ 2,843.01	\$ 9,545.06	\$ 10,219.63	\$ 10,340.00	\$ 13,540.00
Other Services	\$ 157,319.87	\$ 66,475.12	\$ 86,389.32	\$ 137,446.00	\$ 161,551.00
Capital Outlay	\$ -	\$ 14,320.48	\$ 27,510.09	\$ 50,000.00	\$ 40,829.00
Debt Service	\$ 12,800.00	\$ 14,721.82	\$ 7,652.92	\$ 55,600.00	\$ 55,600.00
Transfers OUT		\$ 70,000.00		\$ -	\$ 20,000.00
TOTAL DEPARTMENT	\$ 172,962.88	\$ 175,062.48	\$ 131,771.96	\$ 268,386.00	\$ 295,467.00
TOTAL EXPENDITURES	\$ 294,810.91	\$ 313,088.56	\$ 274,096.08	\$ 508,682.00	\$ 564,426.00
YEAR END FUND BAL	\$ 82,259.09	\$ 200,036.41	\$ 301,079.85	\$ 7,646.00	\$ 4,731.00

CLEDT Fund Summary

REVENUES	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Amended Budget FY 22-23	Proposed Budget FY 23-24
Non-Departmental	\$ 3,898,921.31	\$ 1,799,809.22	\$ 2,792,904.75	\$ 3,320,000.00	\$ 2,716,000.00
EXPENDITURES					
<u>General Government</u>					
Material and Supplies					
Other Services					
Capital Outlay					
Debt Service	\$ 272,000.00	\$ 593,694.87	\$ 705,468.33	\$ 764,560.00	\$ 925,388.00
Transfers - Out		\$ 96,663.96	\$ 92,003.43	\$ 120,146.00	\$ 120,146.00
TOTAL DEPARTMENT	\$ 272,000.00	\$ 690,358.83	\$ 797,471.76	\$ 884,706.00	\$ 1,045,534.00
<u>TIF Projects</u>					
Capital Outlay	\$ 2,754,203.77	\$ 684,395.92	\$ 254,499.21	\$ 1,591,000.00	\$ 1,625,000.00
TOTAL DEPARTMENT	\$ 2,754,203.77	\$ 684,395.92	\$ 254,499.21	\$ 1,591,000.00	\$ 1,625,000.00
TOTAL EXPENDITURES	\$ 3,026,203.77	\$ 1,374,754.75	\$ 1,051,970.97	\$ 2,475,706.00	\$ 2,670,534.00
YEAR END FUND BAL	\$ 872,717.54	\$ 425,054.47	\$ 1,740,933.78	\$ 844,294.00	\$ 45,466.00

STREET AND ALLEY Fund Summary

REVENUES	Actual FY 21-22	Budget FY 22-23	Proposed Budget FY 23-24
Non-Departmental	\$ 681.42	\$ 500.00	\$ 700.00
EXPENDITURES			
<u>General Government</u>			
Capital Outlay	\$ -	\$ -	\$ -
TOTAL DEPARTMENT	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -
YEAR END FUND BAL	\$ 681.42	\$ 500.00	\$ 700.00

GENERAL FUND - Budget Supplement Information - FY 22-23

Ledger ID	Ledger Description	Actual FY 19-20	Actual FY 20-21	Actual 21-22	Amended Budget 22-23	Proposed Budget 23-24
Non-Departmental Revenue						
01-00-4000-00	Sale Tax	\$80,285.00	\$ 188,141.32	\$ 268,491.13	\$ 198,000.00	\$ 200,000.00
01-00-4005-00	Use Tax	\$1,877.00	\$ 8,001.54	\$ 11,373.63	\$ 8,000.00	\$ 8,000.00
01-00-4010-00	Utility Tax	\$3,280.00	\$ 6,255.96	\$ 12,956.67	\$ 12,000.00	\$ 12,000.00
01-00-4011-00	Lodging Tax		\$ 22,793.31	\$ 75,307.75	\$ 48,000.00	\$ 48,000.00
01-00-4012-00	Alcohol Beverage Tax			\$ 953.55	\$ 800.00	\$ 800.00
01-00-4015-00	Pittsburgh County Sinking Fund Receipts	\$41,142.00	\$ 60,039.22	\$ 45,974.30	\$ 55,600.00	\$ 55,600.00
01-00-4100-00	Building Permits/Inspection Fees	\$6,700.00	\$ 32,337.22	\$ 16,909.55	\$ 23,580.00	\$ 23,580.00
01-00-4105-00	Business License and Permits	\$1,022.00	\$ 86.88	\$ 311.61	\$ 200.00	\$ 200.00
01-00-4500-00	Miscellaneous Revenue			\$ 894.31		\$ 60,000.00
01-00-9001-00	Transfer IN from CLEDT					
01-00-9002-00	Transfer IN from TIF	\$89,259.00	\$117,552.05	\$ 92,003.43	\$ 120,148.00	\$ 120,148.00
	Balance Forward/Carry-over	\$153,505.00	\$77,917.47	\$ 50,000.00	\$ 50,000.00	\$ 40,829.00
	TOTAL AVAILABLE REVENUES	\$377,070.00	\$513,124.97	\$575,175.93	\$516,328.00	\$569,157.00
Administration						
<u>Personal Services</u>						
01-10-5000-00	Salaries	\$86,300.04	\$ 87,449.88	\$ 91,499.35	\$ 158,000.00	\$ 181,500.00
01-10-5005-00	Overtime					
01-10-5010-00	Social Security	\$8,516.11	\$ 6,987.95	\$ 7,259.62	\$ 12,385.00	\$ 14,183.00
01-10-5015-00	Unemployment Tax	\$256.80	\$ 545.44	\$ 248.02	\$ 3,238.00	\$ 3,708.00
01-10-5020-00	Employer Paid Insurance	\$7,315.50	\$ 17,089.44	\$ 18,714.18	\$ 27,420.00	\$ 27,420.00
01-10-5025-00	Employer Retirement Contribution	\$9,308.86	\$ 9,009.80	\$ 9,489.74	\$ 15,800.00	\$ 18,150.00
01-10-5030-00	Vehicle/Cell Allowance	\$3,198.80	\$ 3,898.20	\$ 3,898.20	\$ 3,900.00	\$ 3,900.00
	SUB TOTAL	\$ 114,896.11	\$ 124,980.71	\$ 131,109.11	\$ 220,743.00	\$ 248,861.00
<u>Materials & Supplies</u>						
01-10-5500-00	Office Supplies	\$291.53	\$ 278.14	\$ 463.05	\$ 800.00	\$ 1,200.00
01-10-5510-00	Building Maintenance & Repairs		\$ 160.00	\$ 320.00	\$ 320.00	\$ 320.00
01-10-5515-00	Vehicle Maintenance & Repairs					
01-10-5520-00	Software Programs/ Services			\$ (74.05)	\$ 200.00	\$ 345.00
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	\$ 709.00	\$ 1,420.00	\$ 1,965.00
<u>Other Services</u>						
01-10-6000-00	Utilities	\$714.00	\$ 3,783.74	\$ 2,215.65	\$ 4,363.00	\$ 4,363.00
01-10-6005-00	Rent	\$5,700.00	\$ 7,300.49	\$ 4,784.85	\$ 5,820.00	\$ 5,820.00
01-10-6015-00	Insurance			\$ 1,085.00	\$ 570.00	\$ 570.00
01-10-6035-00	Dues & Memberships		\$ 1,199.00	\$ 1,179.00	\$ 1,380.00	\$ 1,380.00
01-10-6040-00	School, Training, Travel	\$226.39	\$ 324.00	\$ 1,241.51	\$ 6,000.00	\$ 6,000.00
	SUB TOTAL	\$ 6,640.39	\$ 12,607.23	\$ 10,506.01	\$ 18,133.00	\$ 18,133.00
<u>Capital Outlay</u>						
	SUB TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Debt Service</u>						
	SUB TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
	DEPT TOTAL	\$ 121,848.03	\$ 138,026.08	\$ 142,324.12	\$ 240,296.00	\$ 268,959.00

Ledger ID	Ledger Description	Actual FY 19-20	Actual FY 20-21	Actual 21-22	Amended Budget 22-23	Proposed Budget 23-24
General Government						
<u>Personal Services</u>						
01-15-4000-00	Salaries					\$ 3,600.00
01-15-4005-00	Overtime					
01-15-4010-00	Social Security					\$ 275.00
01-15-4015-00	Unemployment Tax					\$ 72.00
	SUB TOTAL	\$ -				\$ 3,947.00
<u>Materials & Supplies</u>						
01-15-5500-00	Office Supplies	\$291.00	\$ 1,417.35	\$ 194.95	\$ 1,500.00	\$ 1,500.00
01-15-5505-00	Postage			\$ 58.00	\$ 600.00	\$ 600.00
01-15-5510-00	Building Maintenance & Repairs			\$ 1,392.15	\$ 2,500.00	\$ 2,500.00
01-15-5520-00	Software Programs/ Services	\$1,944.20	\$ 7,426.45	\$ 7,840.11	\$ 4,280.00	\$ 7,480.00
01-15-5530-00	Miscellaneous - Fees, Events, Activities	\$607.81	\$ 701.26	\$ 734.42	\$ 1,460.00	\$ 1,460.00
	SUB TOTAL	\$ 2,843.01	\$ 9,545.06	\$ 10,219.63	\$ 10,340.00	\$ 13,540.00
<u>Other Services</u>						
01-15-6000-00	Utilities			\$ 886.00	\$ 1,000.00	\$ 1,000.00
01-15-6005-00	Rent					
01-15-6010-00	Publication & Notice Expense	\$2,410.45	\$ 1,564.24	\$ 2,347.40	\$ 2,500.00	\$ 2,500.00
01-15-6015-00	Insurance		\$ 1,165.00	\$ 4,486.00	\$ 5,000.00	\$ 5,500.00
01-15-6020-00	Professional Services	\$16,443.74	\$ 53,480.75	\$ 47,233.00	\$ 59,300.00	\$ 59,300.00
01-15-6025-00	Contracts & Leases		\$ 1,568.00			
01-15-6030-00	Community Support Agreements	\$2,000.00	-	-	\$ 24,000.00	\$ 39,000.00
01-15-6035-00	Dues & Memberships	\$2,325.62	\$ 967.71	\$ 4,788.76	\$ 3,050.00	\$ 3,555.00
01-15-6040-00	School, Training, Travel		-	\$ 2,280.32	\$ 2,500.00	\$ 2,500.00
01-15-6045-00	Road and Trail Maintenance	\$133,611.36	\$ 6,529.42	\$ 8,118.00	\$ 21,096.00	\$ 26,696.00
01-15-6050-00	Website Expense	\$528.70	\$ 1,200.00	\$ 1,524.00	\$ 4,000.00	\$ 4,000.00
01-15-6055-00	Grant Match					
01-15-6800-00	Office/Gen Administrative Expense			\$ 14,725.84	\$ 15,000.00	\$ 17,500.00
	SUB TOTAL	\$ 157,319.87	\$ 66,475.12	\$ 86,389.32	\$ 137,446.00	\$ 161,551.00
<u>Capital Outlay</u>						
01-15-7010-00	Projects		\$ 14,320.48	\$ 27,510.09	\$ 50,000.00	\$ 40,829.00
	SUB TOTAL	\$ -	\$ 14,320.48	\$ 27,510.09	\$ 50,000.00	\$ 40,829.00
<u>Debt Service</u>						
01-15-8000-00	GO Bond Payments	\$12,800.00	\$ 14,721.82	\$ 7,652.92	\$ 55,600.00	\$ 55,600.00
	SUB TOTAL	\$ 12,800.00	\$ 14,721.82	\$ 7,652.92	\$ 55,600.00	\$ 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	\$ 20,000.00
	DEPT. TOTAL	\$ 172,962.88	\$ 175,062.48	\$ 131,771.96	\$ 268,386.00	\$ 295,467.00
	TOTAL EXPENSES	\$ 294,810.91	\$ 313,088.56	\$ 274,096.08	\$ 508,682.00	\$ 564,426.00
	YEAR END FUND BALANCE	\$ 82,259.09	\$200,036.41	\$ 301,079.85	\$ 7,646.00	\$ 4,731.00
	RESERVE		\$ 78,272.14	\$ 68,524.02	\$ 127,170.50	\$ 141,106.50

CLEDT - Budget Supplement Information - FY 23-24

Ledger ID	Ledger Description	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Amended Budget FY 22-23	Proposed Budget FY 23-24
CLEDT						
<u>Non-Departmental Revenue</u>						
05-00-4015-00	Pittsburgh County Sinking Fund Receipts	\$ 497,061.31	\$ 698,327.98	\$ 882,567.76	\$ 800,000.00	\$ 1,000,000.00
05-00-4350-00	Revenue Bond	\$ 1,455,000.00	\$ 61,500.28	\$ 1,265,000.00	\$ 1,385,000.00	
05-00-4400-00	Interest Income		\$ 78.26	\$ 451.99		
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	\$ 1,716,000.00
	TOTAL AVAILABLE REVENUES	\$ 3,898,921.31	\$ 1,799,809.22	\$ 2,792,904.75	\$ 3,320,000.00	\$ 2,716,000.00
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	\$ 140,000.00	\$ 210,375.00	\$ 211,750.00
05-15-8101-00	2018B Revenue Bond	\$ 71,500.00	\$ 75,000.00	\$ 76,500.00	\$ 119,100.00	\$ 119,500.00
05-15-8102-00	2019 Revenue Bond	\$ 74,000.00	\$ 106,500.00	\$ 118,000.00	\$ 187,275.00	\$ 185,375.00
05-15-8103-00	2020 Revenue Bond		\$ 56,500.00	\$ 46,500.00	\$ 82,450.00	\$ 79,700.00
05-15-8104-00	2021 Revenue Bond			\$ 61,500.00	\$ 165,360.36	\$ 145,175.00
05-15-8105-00	2022 Revenue Bond					\$ 183,888.00
	Bond Origination Fees	\$ 47,500.00		\$ -		
05-15-8500-00	Interest Expense	\$ 171,444.33	\$ 218,821.39	\$ 262,968.33		
	SUBTOTAL	\$ 272,000.00	\$ 593,694.87	\$ 705,468.33	\$ 764,560.36	\$ 925,388.00
<u>Transfers - Out</u>						
05-15-9500-00	Transfer OUT to Gen Fund		\$ 96,663.96	\$ 92,003.43	\$ 120,146.00	\$ 120,146.00
05-15-9503-00	Transfer OUT to RESERVE Fund					
	SUBTOTAL		\$ 96,663.96	\$ 92,003.43	\$ 120,146.00	\$ 120,146.00
	DEPT. TOTAL	\$ 273,143.13	\$ 690,358.83	\$ 797,471.76	\$ 884,706.36	\$ 1,045,534.00
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	\$ 1,598.79		
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	\$ -	\$ -		
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				
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 - School Buildings					

CLEDT		Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Amended Budget FY 22-23	Proposed Budget FY 23-24
05-20-7102-01	2019 Rev Bond -Community Center	\$ 904,436.00	\$ -	\$ -		
05-20-7102-02	2019 Rev Bond - campsites - business Incentive		\$ -	\$ -		
05-20-7102-03	2019 Rev Bond - Trail Development				\$ 25,000.00	\$ 25,000.00
05-20-7103-00	2020 Rev Bond - Pavilion Facility		\$ 331,054.67	\$ 48,869.46		
05-20-7103-01	2020 Rev Bond - Ridgeline trail		\$ 6,255.00	\$ 130,311.00		
05-20-7103-02	2020 Rev Bond - campsites - business Incentive		\$ -	\$ -		
05-20-7103-03	2020 Rev Bond - Alley Improvement		\$ 30,971.46			
05-20-7103-04	2020 Rev Bond - Future Project Plan/Cost		\$ -	\$ -		
05-20-7103-05	2020 RevBond - Parking Lot 10 -Trees/Improv		\$ 19,794.23			
05-20-7104-00	2021 Rev Bond - Nature Center Facility			\$ 35,000.00	\$ 35,000.00	\$ 200,000.00
05-20-7104-01	2021 Rev Bond - Marina Relocation			\$ -		
05-20-7104-02	2021 RevBond - Stephens Road			\$ 37,548.98	\$ 750,000.00	\$ 1,400,000.00
05-20-7104-03	2021 Rev Bond - Alley Phase 4/Redbud			\$ -	\$ 781,000.00	\$ -
SUBTOTAL		\$ 2,754,203.77	\$ 684,395.92	\$ 254,499.21	\$ 1,591,000.00	\$ 1,625,000.00
DEPT. TOTAL		\$ 2,754,203.77	\$ 684,395.92	\$ 254,499.21	\$ 1,591,000.00	\$ 1,625,000.00
TOTAL EXPENSES		\$ 3,027,346.90	\$ 1,374,754.75	\$ 1,051,970.97	\$ 2,475,706.36	\$ 2,670,534.00
Year End Fund Balance		\$ 871,574.41	\$ 425,054.47	\$ 1,740,933.78	\$ 844,293.64	\$ 45,466.00

STREET & ALLEY - Budget Supplement Information - FY 23-24

Ledger ID	Ledger Description		Actual FY 21-22	Budget FY 22-23	Proposed FY 23-24
ST&A					
Non-Departmental Revenue					
01-00-4013-00	Vehicle Gas/Fuel Tax	\$	400.00	\$ 500.00	\$ 700.00
	Balance Forward/Carry-over				
	TOTAL AVAILABLE REVENUES	\$	400.00	\$ 500.00	\$ 700.00
General Government					
<u>Capital Outlay</u>					
	SUBTOTAL	\$	-	\$ -	\$ -
	DEPT. TOTAL	\$	-	\$ -	\$ -
	TOTAL EXPENSES	\$	-	\$ -	\$ -
	Year End Fund Balance	\$	400.00	\$ 500.00	\$ 700.00

NOTICE OF PUBLIC HEARING
AT THE TOWN OF CARLTON LANDING, OKLAHOMA
LEGAL NOTICE

1. Notice is hereby given that at 6:00 pm on June 9, 2023 the Town of Carlton Landing will convene a Public Hearing on the municipality's proposed budget for Fiscal Year 2023-2024. The hearing will be held at the Carlton Landing Academy Cafeteria, 10B Boulevard, Carlton Landing, Oklahoma. Copies of the proposed budget are available at the Town Office.
2. The proposed budget for fiscal year 2023-2024 as follows:

General Fund:	Appropriation Amount
Revenues:	\$569,157.00
Expenditures:	
Administration	\$268,959.00
General Government	\$277,467.00
TOTAL OF BUDGET	\$546,426.00

Carlton Landing Economic Development Trust	
Revenues:	\$2,716,000.00
Expenditures	
General Government	\$1,045,534.00
TIF Projects	\$1,625,000.00
TOTAL CLEDT BUDGET	\$2,670,534.00

Street and Alley Fund:	Appropriation Amount
Revenues:	\$700.00
Expenditures:	
General Government	\$0.00
TOTAL ST&A BUDGET	\$0.00

GRAND TOTAL BUDGET	\$3,217,660.00
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I certify that the foregoing Notice and Agenda will be posted in a prominent view at 10B Boulevard, Carlton Landing, Oklahoma also known as the Carlton Landing Academy Cafeteria before 6:00 pm on June 9, 2023 , being at least 48 hours prior to the Public Hearing described above. All interested citizens will have the opportunity to give written and or oral comments.

Signature of Person Posting the Notice

Printed Name of Person Posting the Notice

Town Administrator's Report June 17, 2023

- Alley Phase II and Block 10 Parking Lot –Mike K and I met with H&G to discuss status of the project. They provided a new schedule with a projected completion date of

**Alley Phase II and Block 10 Parking Lot Improvement
Tentative**

<u>Task</u>	<u>Projected Start</u>	<u>Projected Finish</u>
Mobilize	March 20, 2023	----
Parking Lot 10	March 20, 2023	April 21, 2023
Academy Lane	March 20, 2023	April 21, 2023
Park Lane - West	March 20, 2023	April 21, 2023
Park Lane -East and Part of Water Lane	March 27, 2023	April 28, 2023
Redbud Lane	April 3, 2023	May 5, 2023
Finalize	----	May 5, 2023

- Stephens Road – A nonmandatory Prebid conference was held May 3, which was attended by approximately four contractors. Bids were due and opened on May 12. We received three bids, but one bid was incomplete and disqualified. After review of the remaining valid bids H&G is the apparent low bidder. Bids received were all more than projected estimate and requires a Project Budget amendment. We are having discussions with the Engineer and Contractor about ways to reduce the cost. If unsuccessful with H&G, we will need to work with the Engineer to re-scope the project and re-bid it. There is one property within the expansion area that has encroached into road right of way. Kay has sent them a Notice to remove the encroachment. If the property owner does not remove the encroachment, we will as part of the project clearing.
- Planning Commission Special Meeting – I helped coordinate two Special Meetings with the Planning Commission. The meetings were to review an application/request for a replat of Lots 6,7 and 8 within Phase 6 for Steele Park.
- Parking Committee Meeting – I assisted with coordinating the Parking Committee, a subcommittee of Planning Commission, meeting held Friday, May 12. This was a planned meeting to continue discussion of Parking Plans and recommendations. At the

Special Planning Commission Meeting Saturday, May 13, the Parking Committee updated the Planning Commission and made a recommendation to present a recommendation to the Trustees. The proposed Resolution on the May Agenda is the recommendation from the Parking Committee and Planning Commission.

- Corp Annual Inspection – We received the Annual Inspection report which listed only a couple of issues. We needed to update our ADA and Water Sewer Certifications, electric certifications from concessionaire, annual receipts and expenditures report, and the submerged dock. I am waiting on the Electrical Certification from the Concessionaire. The contractor for the Dock repair is scheduled to start anytime, hopefully next week.
- Budget FY 23-24 – I have mostly completed the Budget for FY 23-24 and am working of the Budget Message. As soon as I get the complete, I will present it to the Board for your review. The plan is to have the Budget approved at the regular June Board Meeting.
- RWD #20 – The RWD#20 received notice from DEQ that they were approving the partial Moratorium on new connections. The Board held a special meeting on May 3 to amend the District Moratorium and allow approximately sixty (60) new service (water and sewer) connections within a designated area. The designated area covers all of Phase 6 and the end of Lower Greenway. This will allow construction of new homes to continue in those areas. New services will be accepted on a first come first serve basis with no reserving or prepaying for service connection.

Thank you.

7/13/2023
4:09 PM

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CLEDT
Payments Journal (Summary)
6/1/2023 to 6/30/2023

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
6/30/2023			2.00
6/30/2023	EFT	Town of Carlton Landing	12,887.44
1040 BOK 3649 TIF Increment Totals			\$12,889.44
1090 BOK 4044 Rev Bond 2021			
6/14/2023	0013	New Town Development	20,595.79
6/14/2023	0012	H&G Paving Contractor Inc	294,225.53
6/22/2023	0011	Freese and Nichols	2,205.00
1090 BOK 4044 Rev Bond 2021 Totals			\$317,026.32

Report Options

Check Date: 6/1/2023 to 6/30/2023

Display Notation: No

Fund: CLEDT

CLEDT
Balance Sheet
For Period Ending 6/30/2020

	Book Value Jun 2020 Actual
Assets	
Current Assets	
Cash	
BOK - Rev Bond 2019	497,159.99
BOK 3649 TIF Increment	461,638.36
BOK 4042 - Rev Bond 2018B	124,770.98
BOK 6147 - Rev Bond 2018	417,305.84
Other Current Assets	
Due from TIF Fund	(78,285.49)
Total Current Assets	\$1,422,589.68
Fixed Assets	
Fixed Assets	
Projects	
Block 10 Parking	35,380.67
Nature Trails	83,375.99
2018 Revenue Bond Projects	
Alley Beartification Projects	14,606.02
Dev Reimb - Rev Bond 2018	36,238.00
Infra Reimb - Rev Bond 2018	337,614.00
Marina - Courtesy Dock	28,000.00
Marina Center - Clearing	67,345.71
Marina Center - Fencing	10,400.00
Nature Center - Playground	69,470.59
Post Office	13,519.02
School Support - Rev Bond 2018	459,798.00
Water Street ROW	78,000.00
2018B Revenue Bond Projects	
Dev Reimb - Rev Bond 2018B	144,241.14
Future Courtesy Dock	111,419.09
Infra Reimb - Rev Bond 2018B	206,000.00
Nature Center - Soft Costs	80,233.20
Town Green - Public Amenity	131,622.00
Town Square	30,621.00
Water Street ROW	30,640.00
2019 Revenue Biond Projects	
Dev Infrastructure - Phase 5	706,829.00
Park Street Lake Approach	161,469.00
Water Street ROW Improvements	36,138.00
Total Fixed Assets	\$2,872,960.43
Total Assets	\$4,295,550.11
Liabilities	
Long Term Liabilities	
Long Term Debt	
Rev Bonds Sold- Offering 2018	1,450,001.04
Rev Bonds Sold- Offering 2018B	890,000.00
Rev Bonds Sold- Offering 2019	1,455,000.00

CLEDT
Balance Sheet
For Period Ending 6/30/2020

		Book Value
		Jun 2020
		Actual
<hr/>		
Other Liabilities		
Due to Town of Carlton Landing		(78,285.49)
Total Long Term Liabilities		<u>\$3,716,715.55</u>
Total Liabilities		<u>\$3,716,715.55</u>
Fund Balance		
Accumulated Surplus (Deficit)		
Fund Balance		578,834.56
Total Fund Balance		<u>\$578,834.56</u>
Total Liabilities and Equity		<u>\$4,295,550.11</u>

CLEDT
Bank Register
6/1/2023 to 6/30/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	498,396.65
6/27/2023	R-00134	Pittsburg County Clerk			57,068.50	0.00	555,465.15
6/30/2023					0.00	2.00	555,463.15
6/30/2023	EFT	Town of Carlton Landing			0.00	12,887.44	542,575.71
1040 BOK 3649 TIF Increment Totals					\$57,068.50	\$12,889.44	\$542,575.71
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	1,584.37
6/30/2023	R-00135	BOK Financial			22.64	0.00	1,607.01
1070 BOK - Rev Bond 2019 Totals					\$22.64	\$0.00	\$1,607.01
1071 BOK-Rev Bond 2019-Interest							
		Beginning Balance			0.00	0.00	1,627.86
1071 BOK-Rev Bond 2019-Interest Totals					\$0.00	\$0.00	\$1,627.86
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	277,259.57
6/30/2023	R-00136	BOK Financial			0.64	0.00	277,260.21
1080 BOK 3045 Rev Bond 2020 Totals					\$0.64	\$0.00	\$277,260.21
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,007,331.70
6/14/2023	0013	New Town Development			0.00	20,595.79	986,735.91
6/14/2023	0012	H&G Paving Contractor Inc			0.00	294,225.53	692,510.38
6/22/2023	0011	Freese and Nichols			0.00	2,205.00	690,305.38
6/30/2023	R-00137	BOK Financial			4,316.76	0.00	694,622.14
1090 BOK 4044 Rev Bond 2021 Totals					\$4,316.76	\$317,026.32	\$694,622.14
1091 BOK Rev Bond Rev Acct 2020							
		Beginning Balance			0.00	0.00	(226,975.25)
1091 BOK Rev Bond Rev Acct 2020 Totals					\$0.00	\$0.00	(\$226,975.25)
1092 BOK Rev Bond Proceeds Acct 202							
		Beginning Balance			0.00	0.00	(4.21)
1092 BOK Rev Bond Proceeds Acct 202 Totals					\$0.00	\$0.00	(\$4.21)

7/13/2023
4:11 PM

CLEDT
Bank Register
6/1/2023 to 6/30/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1095 BOK 2039 Rev Bond 2022							
		Beginning Balance			0.00	0.00	1,349,221.33
6/30/2023	R-00138	BOK Financial			5,414.27	0.00	1,354,635.60
1095 BOK 2039 Rev Bond 2022 Totals					\$5,414.27	\$0.00	\$1,354,635.60
Report Totals					\$66,822.81	\$329,915.76	\$2,645,349.07
Records included in total = 18							

Report Options

Trans Date: 6/1/2023 to 6/30/2023

Fund: CLEDT

Display Notation: No

CLEDT
Income Statement
6/1/2023 to 6/30/2023

Jun 2023
Jun 2023
Actual

Revenue

Other Revenue

Tax Increment from County	57,068.50
Interest Income	9,754.31

Revenue	\$66,822.81
Gross Profit	\$66,822.81

Expenses

Capital Outlay

2020 Rev Bond- Alley Improv	314,821.32
2021 Rev Bond- Stephens Road	2,205.00

Debt Service

Interest Expense	2.00
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Transfers Out

Transfer OUT to General Fund	12,887.44
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Expenses	\$329,915.76
Income (Loss) From Operations	(\$263,092.95)
Net Income (Loss)	(\$263,092.95)

Report Options

Period: 6/1/2023 to 6/30/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity