

**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; August 15, 2020

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust
This meeting shall include videoconference/teleconference participation.
Members attending remotely (videoconference/teleconference) shall be:

Mary Myrick (video/teleconference)
Clay Chapman (video/teleconference)
Chuck Mai (video/teleconference)
Kris Brule (video/teleconference)
Joanne Chinnici (video/teleconference)
Members attending physically shall be:

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

Join Zoom Meeting

<https://voiply.zoom.us/j/7712678360>

Password - Carlton

or

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

Meeting ID#: 771 267 8360#

Participant ID #: 236541#

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

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

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

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

NOTICE AND AGENDA

1. Call to Order

2. Roll Call

Consent Items

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

3. Approval of Minutes:

a. [Regular Meeting of the Board of Trustees of July 18, 2020](#)

4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda
6. Consider, discuss and approve Ordinance 2020-08- __ amending Ordinance No. 30, passed on the 18th day of June, 2016 establishing fees for Town services for Administration of Building and Fire Codes; repealing Ordinances in conflict; providing for severability; and Declaring an Emergency, or take any other appropriate action..
Exhibit: Amended Building Permit Fees
7. Reports
 - a. Sales Tax Revenue and other Financial Reports
Scan_20200812 (4) Scan_20200812 (5)
 - b. Town Administrator
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
8. Recognize Citizens wishing to comment on non-Agenda Items
Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board may email City Clerk at jansummers@me.com or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and topic to discuss. Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak. You may also use the "Raise Hand" feature and speak when recognized by the Mayor. Citizens will be limited to three (3) minutes to speak.
9. Comments and questions by Governing Body members regarding items for future consideration.
10. 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 _____ M on the ____th day of August 2020, 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; July 18, 2020

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

MINUTES

1. Call to Order

The meeting was called to order at 8:15 a.m. with Mayor Chinnici presiding.

2. Roll Call

Mary Myrick (video/teleconference)
Chuck Mai (video/teleconference)
Kris Brule (video/teleconference)
Joanne Chinnici (video/teleconference)

Absent: Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the Board of Trustees of June 20, 2020
- b. Special Meeting of the Board of Trustees of July 10, 2020

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

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

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda

6. Consider, discuss and approve an Ordinance amending Ordinance 2020-04-03 regarding the use of fireworks within the Town of Carlton Landing, Oklahoma; providing definitions; and setting forth conditions regarding discharging of fireworks, permit requirements to discharge fireworks, sales of fireworks, licensing to sell fireworks, insurance requirements; violation and penalty for violation of this Ordinance; and declaring an emergency, or take any other appropriate action.

Exhibit:

The Town Board of Trustees approved Ordinance 2020-04-03 establishing certain rules and regulations for the discharge of fireworks within the Town of Carlton Landing.

July 2020 was the first period for the enactment of the new rules. Many residents obtained fireworks permits this season and appeared to comply with the rules and regulations of the Fireworks Ordinance. The changes to Ordinance 2020-04-03 are basically related to amending fireworks discharge within the residential area(s). The changes remove the discharge of fireworks within the residential areas or within five hundred (500) feet of any residential neighborhood. Novelty fireworks and sparklers are exempt. The other main change is allowing fireworks to be discharged or displayed twenty-four (24) hours prior to and on July 4th.

There was a discussion and recommendation that the developer be contacted to identify an area suitable for dispensation of fireworks. NO action was taken.

7. Consider, discuss, and approve Ordinance 2020-07-01 amending Ordinance 2020-04-01 relating to finance and taxation; and providing the Oklahoma Tax Commission to administer and collect the Lodging Tax. Providing that if any part or parts hereof be held invalid or ineffective the remaining portions shall not be effected, or take any other appropriate action.

Exhibit:

Ordinance 2020-04-01 established a Lodging Tax for the Town of Carlton Landing which was approved by the voters on June 30, 2020. Administrations intent for the collecting of the Lodging Tax was to contract with the Oklahoma Tax Commission (OTC). While the original Ordinance was drafted with input from the OTC and from other Cities Lodging Tax Ordinances which contract with OTC for collection of Lodging Tax some provisions are not in line with what the OTC prefers. The language changes proposed are administrative in nature and only deal with clarifying that the Oklahoma Tax Commission is the authority to collect and oversee collection of Carlton Landing Tax.

Ordinance 2020-04-01 allows for administrative and operational changes without a vote of the people. When we submitted the voter approved Ordinance to the OTC to begin the process for entering into an Agreement with them for collection, we were informed we needed a few amendments to the Ordinance. The recommended changes only reflect those changes requested by the Oklahoma Tax Commission.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve Ordinance 2020-07-01 relating to finance and taxation; Enacting new provisions of the Carlton Landing Town Code, Sections 1 through 29, Lodging/Hotel/Motel Tax Code; Providing that if any part or parts hereof be held invalid or ineffective the remaining portions shall not be affected.

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

8. Consider, discuss and approve Addendum to the Agreement for Administration of the Sales Tax Resolution for the Town of Carlton Landing with the Oklahoma Tax Commission for purpose of administration and collection of Lodging Tax, or take any other appropriate action.

Exhibit:

The Town for Carlton Landing agreed to have the Oklahoma Tax Commission administer and collect Sales and Use Tax. The Addendum also will include OTC to administer and Collect the Lodging Tax. To make sure we can maintain the effective date for starting to collect the Lodging Tax this Addendum must be approved and submitted to OTC by July 31, 2020.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve Addendum to the Agreement for Administration of the Sales Tax Resolution for the Town of Carlton Landing with the Oklahoma Tax Commission.

AYE: Chinnici, Myrick, Brule, Mai

NAY: None

9. Consider, discuss, and approve FY 20-21 Budget Amendment #1 for General Funds and Carlton Landing Economic Development Trust to cover expenses of an office trailer for Town Offices, or take any other appropriate action. (See attachment)

At the Special Board of Trustees Meeting on July 10, 2020 the Board approved renting an office trailer to house the Town Office. This action was a result of our current office location being sold. The expense for the office trailer is expected to cost more than previously budgeted within rent and utilities. The Budget Amendment addresses the changes needed within the FY 20-21 Budget to cover the additional costs. (See attachment)

MOTION: A motion was made by Chinnici and seconded by Mai to approve FY 20-21 Budget Amendment #1 for General Funds and Carlton Landing Economic Development Trust to cover expenses of an office trailer for Town Offices.

AYE: Chinnici, Myrick, Brule, Mai

NAY: None

10. Consider, discuss, and approve a Permission of Use Property Agreement for Town Mailboxes at 20 Boulevard (Meeting House) between JD and Kristi Fuller (Property Owners) and the Town of Carlton Landing, or take any other appropriate action (See attachment)

Discussion: Since the existing bank of mailboxes were paid by the town according to an FEA Agreement with the developer, the presumption is that the town is responsible.

Mr. Buckley will work with the HOA to clarify who will be responsible for mailboxes going forward.

MOTION: A Motion was made by Chinnici and seconded by Brule to approve a Permission of Use Property Agreement for Town Mailboxes at 20 Boulevard (Meeting House) between JD and Kristi Fuller (Property Owners) and the Town of Carlton Landing (See attached)

AYE: Chinnici, Brule, Mai

NAY: Myrick

11. Consider and discuss establishing a Resolution and or policy regarding a voluntary or mandatory order for wearing masks at public meetings of the Town and Town entities, or take any other appropriate action.

NO action was taken. Greg will explore with HOA and bring back for consideration

12. Reports

- a. Sales Tax Revenue and other Financial Reports (See attachment)
- b. Town Administrator (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body
None

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

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

9. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:29 a.m., July 18, 2020

Mayor

Attest:

Town Clerk

BUDGET AMENDMENT FORM**Fiscal Year: 20-21****Amendment #: 1**

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
General Fund 10	Revenue	Transfer From TIF	10-00-9002	\$6,093.75	\$ -	\$ -	\$ -
	Administration	Utilities	10-10-6000	\$ -	\$ -	\$6,325.00	\$ -
	Administration	Rent	10-10-6005			\$1,800.00	\$ -
CLEDT Fund 20	Transfers Out	Trnsfr to Gen Fund	20-15-9503	\$ -	\$ -	\$6,093.25	\$ -

Purpose: To address increased cost for renting an Office Trailer to serve as Town Office

Approved by the Town Bord of Trustees on July 18, 2020

Joanne Chinnici, Mayor

[Clerk Seal]

Dr. Jan Summers, Town Clerk

**Permission of Use Property Agreement
for Town Mailboxes**

The Permission of Use Property Agreement for Town Mailboxes entered into this _____ day of July 2020, by and between JD Fuller and Kristi Fuller, Husband and Wife, (Property Owner) and the Town of Carlton Landing (Town) for use of a portion of the Meeting House Property located at 20 Boulevard, Carlton Landing Oklahoma, 74432.

Use of the portion of property as identified on Exhibit A will be used exclusively for the construction, erection, maintenance, and use of mailbox stations. The Town (User) at its sole expense shall construct, erect, and maintain a mailbox station. The mailboxes will be used by the U.S. Postal Service for assignment to properties within the Town of Carlton Landing and allow property owners to receive mail/packages at the mailbox station.

Property Owner shall have no responsibility or liability to the Town or any user of the mailbox station.

The Parties agree the permission and use of the identified property does not transfer ownership, provide for claim of title of the property, or entitle the Town to make claim to the property, regardless of time used by the Town for a mailbox station.

Further, the parties agree the term for use of the property for the exclusive use of a mailbox station shall be indefinite or until this Agreement is terminated by the parties., with a 90-day written notice to be given by either party prior to termination.

Signed this _____ day of July, 2020 by:

Property Owners:

JD Fuller

Kristi Fuller

Town of Carlton Landing:

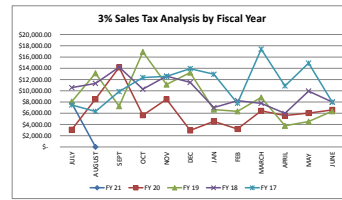
Joanne Chinnici, Mayor

Attest:

Jan Summers, Town Clerk-Treasurer

(SEAL)

	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
<u>FY21</u>	\$ 7,780.42	\$ -											\$ 7,780.42
<u>FY20</u>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,919.35	\$ 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>	\$ 10,165.99	\$ 11,304.10	\$ 14,305.42	\$ 10,391.23	\$ 12,608.99	\$ 11,461.49	\$ 7,002.16	\$ 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	\$ 13,913.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.60	\$ 7,974.32	\$ 134,324.92



	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
<u>FY21</u>	\$ 714.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714.83
<u>FY20</u>									34.13	651.90	788.30	402.88	1,877.21
													77,017.77

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Jun 2020 Actual	Year-To-Date Jul 2019 Jun 2020 Actual	Annual Budget Jul 2019 Jun 2020	Annual Budget Jul 2019 Jun 2020 Variance	Jul 2019 Jun 2020 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	153,505.00	153,505.00	0.0%
4000 Sales Tax	6,650.01	75,834.86	120,000.00	44,165.14	63.2%
4005 Use Tax	402.88	1,877.21	1,000.00	(877.21)	187.7%
4010 Utility Tax	0.00	3,280.31	1,000.00	(2,280.31)	328.0%
4015 Pittsburgh County Sinking Fund	0.00	41,141.93	34,000.00	(7,141.93)	121.0%
4100 Building Permits/Inspection Fe	786.00	1,022.00	35,000.00	33,978.00	2.9%
4105 Business License and Permits	0.00	6,700.60	0.00	(6,700.60)	0.0%
9002 Transfer IN from TIF	0.00	0.00	99,404.00	99,404.00	0.0%
Non-Departmental Revenues Totals	\$7,838.89	\$129,856.91	\$443,909.00	\$314,052.09	
Administration					
4500 Miscellaneous Revenue	0.00	19.89	0.00	(19.89)	0.0%
Administration Totals	\$0.00	\$19.89	\$0.00	(\$19.89)	
Revenue	\$7,838.89	\$129,876.80	\$443,909.00	\$314,032.20	
Gross Profit	\$7,838.89	\$129,876.80	\$443,909.00	\$0.00	
Expenses					
Administration					
5000 Salaries	6,630.76	52,828.89	86,200.00	33,371.11	61.3%
5010 Social Security	532.09	11,812.99	6,594.30	(5,218.69)	179.1%
5015 Unemployment Tax	0.00	256.80	1,724.00	1,467.20	14.9%
5020 Employer Paid Insurance	4,185.48	4,185.48	16,800.00	12,614.52	24.9%
5025 Employer Retirement Contributi	695.56	9,108.54	8,620.00	(488.54)	105.7%
5030 Vehicle/Cell Allowance	324.85	3,198.80	3,600.00	401.20	88.9%
5500 Office Supplies	0.00	0.00	1,200.00	1,200.00	0.0%
6000 Utilities	0.00	510.00	1,800.00	1,290.00	28.3%
6005 Rent	0.00	4,000.00	6,000.00	2,000.00	66.7%
Administration Totals	\$12,368.74	\$85,901.50	\$132,538.30	\$46,636.80	
General Government					
5500 Office Supplies	0.00	291.53	8,000.00	7,708.47	3.6%
5520 Software Programs/ Services	531.05	1,944.20	0.00	(1,944.20)	0.0%
5530 Miscellaneous	75.99	587.81	1,900.00	1,312.19	30.9%
6000 Utilities	0.00	306.00	0.00	(306.00)	0.0%
6005 Rent	600.00	1,700.00	0.00	(1,700.00)	0.0%
6010 Publication & Notice Expense	108.25	2,415.45	1,500.00	(915.45)	161.0%
6015 Insurance	0.00	0.00	1,800.00	1,800.00	0.0%
6020 Professional Services	3,760.50	53,967.75	38,250.00	(15,717.75)	141.1%
6030 Community Support Agreement	0.00	2,000.00	6,000.00	4,000.00	33.3%
6035 Dues & Memberships	100.00	2,325.62	1,800.00	(525.62)	129.2%
6040 School, Training, Travel	0.00	226.39	800.00	573.61	28.3%
6045 Road Maintenance	1,057.00	132,727.00	9,800.00	(122,927.00)	1,354.4%
6050 Website Expense	0.00	528.70	1,000.00	471.30	52.9%
6055 Grant Match	0.00	0.00	42,000.00	42,000.00	0.0%
7010 Projects	0.00	0.00	153,504.51	153,504.51	0.0%
8000 GO Bond Payments	0.00	400.00	34,000.00	33,600.00	1.2%
8500 Interest Expense	0.00	12,400.00	0.00	(12,400.00)	0.0%
General Government Totals	\$6,232.79	\$211,820.45	\$300,354.51	\$88,534.06	
Expenses	\$18,601.53	\$297,721.95	\$432,892.81	\$135,170.86	
Revenue Less Expenditures	(\$10,762.64)	(\$167,845.15)	\$11,016.19	\$0.00	

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Jun 2020 Jun 2020 Actual	Year-To-Date Jul 2019 Jun 2020 Actual	Annual Budget Jul 2019 Jun 2020	Annual Budget Jul 2019 Jun 2020 Variance	Jul 2019 Jun 2020 Percent of Budget
Revenue & Expenditures					
Net Change in Fund Balance	(\$10,762.64)	(\$167,845.15)	\$11,016.19	\$0.00	
Fund Balances					
Beginning Fund Balance	189,661.89	4,801.67	0.00	0.00	0.0%
Net Change in Fund Balance	(10,762.64)	(167,845.15)	11,016.19	0.00	0.0%
Ending Fund Balance	178,899.25	178,899.25	0.00	0.00	0.0%

Town Administrator's Report – July 18, 2020

- Entrance Road – The County Crew has done some patch work in preparation of the chip and seal overlay. The newest current plan, pending weather, is for them to apply a water-based tack oil Monday, July 20 and begin overlay on Tuesday, July 21. Tuesday morning between 9 and 11 am the County will start on the two-lane portion of the road beginning at 9 am. They the Entrance Road will closed to traffic from 9:00 am to 11:00 am on Tuesday. Drivers should drive cautiously and slowly after the tack oil has been put down and Tuesday while the crews are working. If someone gets any tack oil on their vehicle, they can remove it with soap and water.
- Town Office Trailer – The mobile office trailer is scheduled to be delivered Thursday, July 23. I am working with Mike Kerney to have utilities connected. We have visited with the School about taping into their water and sewer service lines, which would save the Town tap fees and monthly service charges. Mrs. Lockey said it would be ok to do so. While there should not be much, if any, impact to their monthly bill from the office trailer, I indicated we would be open to paying them a little something to help off-set the bill. We discussed waiting to see if they saw an increase in their bill before any more discussion on compensating them for the increase.
- Pavilion- Community Center – The Warranty Deed has been filed at the County, so it's official the ground now the Towns. The property is being staked along the 602 elevation line, so we know the Corp flood elevation line is. This will allow us to determine building placement, trying to stay above the 602 line, and what the foundation will look like, fill and or stem wall. The goal is to try and stay above the 602 so we won't need to deal with Corp on permits, approval, etc. Knowing the base for the ground will assist the contractor in design of the building. I am working on the RFQ and building proposal documents.
- Mailboxes – We are starting to get questions about additional mailboxes. I have start to get pricing on mailbox units and visited with Mike K about pouring the pad for the mailboxes. Once we get a signed agreement, we should be able to move quickly on this. I think the delivery of the units will be the biggest time constraint.

Thank you.

Item No. _____

Date: August 15, 2020

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and approve Ordinance 2020-08- __ Ordinance amending Ordinance No. 30, passed on the 18th day of June, 2016 establishing fees for Town services for Administration of Building and Fire Codes; repealing Ordinances in conflict; providing for severability; and Declaring an Emergency, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Ordinance No 30 established Building Permit Fees created fees for new construction, residential and commercial, for an accessory building and Fire Inspection. No fees were created for additions to structures and or remodel of structures. A request was submitted about the fee(s) for an addition, when researching what the fee would be, we discovered there was not a fee for inspections. The Town has a requirement for inspections, so we need to establish a fee for those instances that require inspection but are not new construction or an accessory structure.

I visited with Dan Hurd, Building Inspector, and he was agreeable to the new inspections fees for additions, remodels, etc.

FUNDING: None

EXHIBITS: Amended Building Permit Fees Ordinance

RECOMMENDED ACTION: Approve Ordinance 2020-08- __ Ordinance amending Ordinance No. 30, passed on the 18th day of June, 2016 establishing fees for Town services for Administration of Building and Fire Codes; repealing Ordinances in conflict; providing for severability; and Declaring an Emergency.

ORDINANCE 2020-08-__

AN ORDINANCE AMENDING ORDINANCE NO. 30, PASSED ON THE 18th DAY OF June, 2016 ESTABLISHING FEES FOR TOWN SERVICES FOR ADMINISTRATION OF BUILDING and FIRE CODES; REPEALING ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

ORDINANCE

WHEREAS, Title 1 1 of the Oklahoma Statutes, Section 14-107 provides for the adoption of building codes adopted by the Oklahoma Uniform Building Code Commission;

WHEREAS, by operation of state statute, such codes are already in effect for construction within the Town;

WHEREAS, The Board of Trustees wishes to establish fees for Town Services for administration of Building Codes, effective for Construction beginning January 1, 2016;

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA;

SECTION 1. The following fees are hereby established:

a. Building Code Inspection Fees:

Single Family Dwelling:

Inspection Fee:	\$700.00 plus
Town Administrative Fee:	10% of Inspection Fee plus
State of Oklahoma Fee:	\$16.00

Multi Family Structure:

Inspection Fee:	\$0.27 per Square Foot plus
Town Administrative Fee:	10% of Inspection Fee plus
State of Oklahoma Fee:	\$16.00

Commercial Structure:

Inspection Fee:	\$0.27 per Square Foot plus
Town Administration Fee:	10% of Inspection Fee plus
State of Oklahoma Fee:	\$16.00

Outbuildings With and Without Living Quarters:

Inspection Fee:	\$200.00 flat fee plus
-----------------	------------------------

Town Administration Fee:	10% of Inspection Fee plus \$16.00
State of Oklahoma Fee:	

b. Fire Code Inspection Fees:

	\$400.00 plus
Plan Review Fee:	\$500.00 plus
Walk Through Fee:	\$0.99 Per Mile
Mileage Fee:	

Plus additional fees for but not limited to: Equipment Rental, Lift Rental, Alarm Inspections, Night Work, Weekend Work, Backflow Inspections, Vent Hood Systems, Fire Extinguishers, Overtime, Fire Alarm and Electrical Wiring, Bond, Painting, Soffits.

c. Alteration, addition, repair, removal or demolition of any building or structure within the corporate limits of the city:

Alteration, addition, remodel requiring an expenditure of more than five hundred dollars (\$500.00) and increasing or decreasing the square footage by less than fifty percent (50%) of the structure or impacting less than fifty percent (50%) of the structure, other than cosmetic modifications not involving any change in electrical, water, gas, or sanitary sewer:

Inspection Fee:	\$200.00 plus
Town Administrative Fee:	10% of Inspection Fee plus
State of Oklahoma Fee:	\$16.00

Alteration, addition, remodel requiring an expenditure of more than five hundred dollars (\$500.00) and increasing or decreasing the square footage by fifty percent (50%) or more of the structure or impacting fifty percent (50%) or more of the structure, other than cosmetic modifications not involving any change in electrical, water, gas, or sanitary sewer:

Inspection Fee:	\$700.00 plus
Town Administrative Fee:	10% of Inspection Fee plus
State of Oklahoma Fee:	\$16.00

All above fees will be listed in the Carlton Landing Schedule of Fees, and may be modified hereafter by Resolution by the Board of Trustees of Carlton Landing.

SECTION 2. All Ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 3. The provisions of this ordinance are severable and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such, adjudication shall not affect or impair any of the remaining parts or provisions.

SECTION 4. EMERGENCY SECTION. WHEREAS, in the judgment of the Board of Trustees it is necessary for the preservation of the peace, health, welfare and safety of the Town of Carlton Landing, Oklahoma, Oklahoma and of the inhabitants thereof that the provisions of this ordinance be put into full force and effect immediately, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force from and after its passage as provided law.

SIGNED by the Board of Trustees of the Town of Carlton Landing, Oklahoma, on the ____ day of August, 2020

ATTEST:
(SEAL)

Mayor

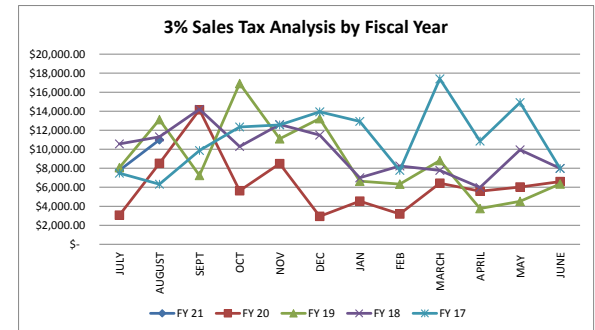
Town Clerk

**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY21</u>	\$ 7,780.42	\$ 10,987.42											\$ 18,767.84
<u>FY20</u>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<u>FY19</u>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<u>FY18</u>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<u>FY17</u>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92

USE TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY21</u>	\$ 714.83	\$ 569.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,284.59
<u>FY20</u>									\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88	\$ 1,877.21
													77,017.77



General Fund
Statement of Revenue and Expenditures

Revenue & Expenditures	Actual	Current Period Jul 2020	Year-To-Date Jul 2020	Actual Jul 2020	Annual Budget Jul 2020	Jun 2021	Variance Jun 2021	Percent of Budget Jun 2021
Non-Departmental Revenues								
3999 Fund Balance Carryover	0.00	0.00	0.00	7,917.47	77,917.47	77,917.47	77,917.47	0.0%
4000 Sales Tax	7,850.80	714.83	7,850.80	80,000.00	72,149.20	72,149.20	6,485.17	9.8%
4005 Use Tax	1,892.04	1,892.04	1,892.04	8,000.00	6,107.96	6,107.96	23.7%	9.9%
4010 Utility Tax	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.0%	0.0%
4011 Lodging Tax	0.00	0.00	0.00	58,790.00	58,790.00	58,790.00	0.0%	0.0%
4015 Pittsburgh County Sinking Fund	0.00	0.00	0.00	15,000.00	15,000.00	15,000.00	0.0%	0.0%
4100 Building Permits/Inspection Fe	0.00	0.00	0.00	200.00	200.00	200.00	0.0%	0.0%
4105 Business License and Permits	7,996.76	7,996.76	7,996.76	105,364.55	97,367.79	97,367.79	7.6%	7.6%
9002 Transfer IN from TIF	\$18,454.43	\$18,454.43	\$18,454.43	\$357,472.02	\$339,017.59	\$339,017.59	\$18,454.43	\$0.00
Non-Departmental Revenues Totals								
Revenue	\$18,454.43	\$18,454.43	\$18,454.43	\$357,472.02	\$339,017.59	\$339,017.59	\$18,454.43	\$0.00
Gross Profit	\$18,454.43	\$18,454.43	\$18,454.43	\$357,472.02	\$339,017.59	\$339,017.59	\$18,454.43	\$0.00
Expenses								
Administration								
5000 Salaries	6,630.76	750.00	6,630.76	87,924.00	81,293.24	81,293.24	7.5%	7.5%
5001 Stipend	750.00	0.00	750.00	0.00	(750.00)	(750.00)	0.0%	0.0%
5010 Social Security	589.47	589.47	589.47	6,726.19	6,136.72	6,136.72	8.8%	8.8%
5015 Unemployment Tax	0.00	0.00	0.00	1,758.48	1,758.48	1,758.48	0.0%	0.0%
5020 Employer Paid Insurance	1,424.12	1,424.12	1,424.12	17,205.00	15,778.88	15,778.88	8.3%	8.3%
5025 Employer Retirement Contributi	695.56	695.56	695.56	8,792.40	8,096.84	8,096.84	7.9%	7.9%
5030 Vehicle/Cell Allowance	324.85	324.85	324.85	3,600.00	3,275.15	3,275.15	9.0%	9.0%
5500 Office Supplies	0.00	0.00	0.00	600.00	600.00	600.00	0.0%	0.0%
6000 Utilities	0.00	0.00	0.00	7,825.00	7,825.00	7,825.00	0.0%	0.0%
6005 Rent	0.00	0.00	0.00	9,000.00	9,000.00	9,000.00	0.0%	0.0%
6035 Dues & Memberships	99.00	99.00	99.00	1,180.00	1,081.00	1,081.00	8.4%	8.4%
6040 School, Training, Travel	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	0.0%	0.0%
Administration Totals								
Administration Totals	\$10,513.76	\$10,513.76	\$10,513.76	\$148,611.07	\$138,097.31	\$138,097.31	\$10,513.76	\$0.00
General Government								
5500 Office Supplies	139.95	139.95	139.95	1,500.00	1,360.05	1,360.05	9.3%	9.3%
5520 Software Programs/ Services	531.05	531.05	531.05	6,372.70	5,841.65	5,841.65	8.3%	8.3%
5530 Miscellaneous	65.99	65.99	65.99	600.00	534.01	534.01	11.0%	11.0%
6005 Rent	2,480.62	2,480.62	2,480.62	0.00	(2,480.62)	(2,480.62)	0.0%	0.0%
6010 Publication & Notice Expense	14.85	14.85	14.85	2,500.00	2,485.15	2,485.15	0.6%	0.6%
6015 Insurance	88.08	88.08	88.08	1,800.00	1,711.92	1,711.92	4.9%	4.9%
6020 Professional Services	652.00	652.00	652.00	40,000.00	39,348.00	39,348.00	1.6%	1.6%
6030 Community Support Agreement	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00	0.0%	0.0%
6035 Dues & Memberships	0.00	0.00	0.00	1,079.00	1,079.00	1,079.00	0.0%	0.0%
6040 School, Training, Travel	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	0.0%	0.0%
6045 Road Maintenance	0.00	0.00	0.00	9,800.00	9,800.00	9,800.00	0.0%	0.0%
6050 Website Expense	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.0%	0.0%
7010 Projects	0.00	0.00	0.00	77,917.47	77,917.47	77,917.47	0.0%	0.0%
8000 GO Bond Payments	0.00	0.00	0.00	58,790.00	58,790.00	58,790.00	0.0%	0.0%
General Government Totals								
General Government Totals	\$3,972.54	\$3,972.54	\$3,972.54	\$210,859.17	\$206,886.63	\$206,886.63	\$3,972.54	\$0.00
Expenses	\$14,486.30	\$14,486.30	\$14,486.30	\$359,470.24	\$344,983.94	\$344,983.94	\$14,486.30	\$0.00
Revenue Less Expenditures	\$3,968.13	\$3,968.13	\$3,968.13	(\$1,998.22)	(\$1,998.22)	(\$1,998.22)	\$3,968.13	\$0.00
Net Change in Fund Balance	\$3,968.13	\$3,968.13	\$3,968.13	(\$1,998.22)	(\$1,998.22)	(\$1,998.22)	\$3,968.13	\$0.00

General Fund
Statement of Revenue and Expenditures

Fund Balances					
Acct	Current Period Jul 2020 Actual	Year-To-Date Jul 2020 Actual	Annual Budget Jul 2020 Jun 2021	Variance Jul 2020 Jun 2021	Percent of Budget Jul 2020
Beginning Fund Balance	118,247.13	118,247.13	0.00	0.00	0.0%
Net Change in Fund Balance	3,968.13	3,968.13	(1,998.22)	0.00	0.0%
Ending Fund Balance	122,215.26	122,215.26	0.00	0.00	0.0%