

**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, September 19, 2020

**MINUTES**

1. Call to Order

The meeting was called to order at 8:25 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Mary Myrick (video/teleconference)  
Clay Chapman (video/teleconference)  
Chuck Mai (video/teleconference)  
Kris Brule (video/teleconference)  
Joanne Chinnici (video/teleconference)

ABSENT: None

**Consent Items**

3. Approval of Minutes:

a. Regular Meeting of the Board of Trustees of August 15, 2020

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

AYE: Chinnici, Brule, Mai, Chapman

ABSTAIN: Myrick

NAY: None

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda

6. Consider, discuss and approve Estimate of Needs for Fiscal Year 2019-2020 to be signed, notarized and published after approval by the Board of Trustees, or take any other appropriate action.

The Estimate of Needs is required to be submitted to the Pittsburg County Excise Board to establish our ad valorem tax rate to cover the Towns indebtedness. The Estimate of Needs will also be used to determine the ability to issue any additional indebtedness.

MOTION: A motion was made by Chinnici and seconded by Mai to approve the Estimate of Needs for Fiscal Year 2019-2020.

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

Exhibit: See attachment

7. Consider, discuss and approve Resolution 2020-09-01 of the Board of Trustees of the Town of Carlton Landing casting a vote to break the tie for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to fill the expiring term of Trustee Representing District 2, or take any other appropriate action

The Oklahoma Municipal Retirement Fund recently held elections for several Trustee seat. The Town of Carlton Landing is within District 2, which had a tie vote between to candidates. OkMRF is seeking a tie breaker vote. Upon reviewing the two candidates Bios, Robert Park is being recommended to serve as District 2 representative.

MOTION: A motion was made by Chinnici and seconded by Mai to approve Resolution 2020-09-02 of the Board of Trustees of the Town of Carlton Landing casting a vote for Robert Park to break the tie for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to fill the expiring term of Trustee Representing District 2.

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

Exhibit: See attachment

8. Consider, discuss and approve Resolution 2020-09-02 of the Board of Trustees of the Town of Carlton Landing supporting the continued development of Carlton Landing and requesting Oklahoma Department of Environmental Quality approve the Stormwater Pollution Prevention Plan for Phase 6 submitted by Humphreys Partners 2009, LLC (Developer), or take any other appropriate action.

The Humphreys Partners 2009, LLC have submitted a Stormwater Pollution Prevention Plan (SWPPP) to allow clearing of Phase 6 development. To date, because of the RWD#20 Consent Order for the construction of a Wastewater Treatment Plant, the Oklahoma Department of Environmental Quality has denied approval of the permit. The Developer is just requesting the clearing of the land at this time and not make any additional wastewater connection to the existing system.

The Town supports sustainable, quality growth and it is important to the Town for development to continue. The RWD #20 is in the final stages of approval by ODEQ for the construction of a Wastewater Treatment Plant. ODEQ is holding a public hearing on October 19 for public input to the permit request. It is anticipated ODEQ will provide final approval and permitting of the plant proceeding the public hearing on October 19.

The proposed Resolution of Support requests ODEQ approve the SWPPP for land clearing which will allow the Developer to prepare the land in anticipation of the

Wastewater Treatment Plant's completion. The Resolution also, supports ODEQ in prohibiting or restricting any future wastewater connections until the wastewater plant is complete. Having development placed on hold until a plant is complete unduly burdens the Town's ability to grow and prosper.

Exhibit: See attachment

MOTION: A motion was made by Chinni and seconded by Mai to approve Resolution 2020-09-02 of the Board of Trustees of the Town of Carlton Landing supporting the continued development of Carlton Landing and requesting Oklahoma Department of Environmental Quality approve the Stormwater Pollution Prevention Plan for Phase 6 submitted by Humphreys Partners 2009, LLC (Developer)

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

9. Consider, discuss, and approve Resolution 2020-09-03 of the Board of Trustees of the Town of Carlton Landing directing any person, citizen or visitor, within the Town of Carlton Landing to wear a proper mask while attending public gatherings of ten (10) or more people, any official meeting called by the Trustees of the Town or Board Members of the Home Owners' Association of the Town of Carlton Landing, or other entity providing service to the Town of Carlton Landing, or take any other appropriate action.

Carlton Landing has been active with visitors, guests, and homeowners over the past several months since COVID started. Home and lots sales are up and the rental program has been full. While Carlton Landing is an open walkable community and seems distant from the outside world, we are still susceptible to the impacts of COVID.

Periodically, residents and guests have commented on seeing people not following social distancing or wearing of face masks. The Mayor issued a Proclamation Declaring an Emergency in arch 2020. The Proclamation encouraged following social distancing and wearing of face masks guidelines by the Center for Disease Control (CDC).

The proposed Resolution supports the CDC guidelines and recommends wearing of face masks during gatherings of ten people or more, during meetings of public bodies or organizations serving Carlton Landing and social distancing in public areas even if wearing facial masks. This resolution recommends masks be worn indoors when in groups of 10 or more .... and outdoors in groups whenever social distancing is not possible.

DISCUSSION: During discussion, there were 6 citizens who requested to speak, all in opposition to a 'mask mandate'.

Kevin & Jennifer Lafferty

Brett & Tina Adkins

Luke Schumacher

Justin & Shelby Wilson  
Jaime Parker  
Jason Cunningham

There were 8 emails stating objection to 'mask mandate', and 1 email in support of the mask resolution.

Since a Resolution is a recommendation vs. a requirement, citizens were supportive.

Exhibit: See Attachment

MOTION: A motion was made by Chinnici and seconded by Mai to approve Resolution 2020-09-03 of the Board of Trustees of the Town of Carlton Landing recommending any person, citizen or visitor, within the Town of Carlton Landing to wear a proper mask while attending public gatherings of ten (10) or more people, any official meeting called by the Trustees of the Town or Board Members of the Home Owners' Association of the Town of Carlton Landing, or other entity providing service to the Town of Carlton Landing.

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

10. 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

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

Jennifer Lafferty questioned if there were other ways to post agendas.

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

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:09 a.m., September 19, 2020

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Mayor

Attest:

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Town Clerk

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA  
FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AND ESTIMATE OF NEED:  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021, OF THE GOVERNING BOARD OF  
CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2020	GENERAL FUND Detail
<b>ASSETS:</b>	
Cash Balance June 30, 2020	\$ -
Investments	\$ -
<b>TOTAL ASSETS</b>	\$ -
<b>LIABILITIES AND RESERVES:</b>	
Warrants Outstanding	\$ -
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ -
<b>TOTAL LIABILITIES AND RESERVES</b>	\$ -
<b>CASH FUND BALANCE (Deficit) JUNE 30, 2020</b>	\$ -

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2020

GENERAL FUND	GENERAL FUND	SINKING FUND BALANCE SHEET	SINKING FUND
Current Expense	\$ -	1. Cash Balance on Hand June 30, 2020	\$ 40,844.29
Reserve for Int. on Warrants & Revaluation	\$ -	2. Legal Investments Properly Maturing	\$ -
Total Required	\$ -	3. Judgements Paid to Recover by Tax Levy	\$ -
<b>FINANCED</b>		4. Total Liquid Assets	\$ 40,844.29
Cash Fund Balance	\$ -	Deduct Matured Indebtedness:	
Estimated Miscellaneous Revenue	\$ -	5. a. Past-Due Coupons	\$ -
Total Deductions	\$ -	6. b. Interest Accrued Thereon	\$ -
Balance to Raise from Ad Valorem Tax	\$ -	7. c. Past-Due Bonds	\$ -
<b>ESTIMATED MISCELLANEOUS REVENUE:</b>		8. d. Interest Thereon After Last Coupon	\$ -
1000 Charges for Services	\$ -	9. e. Fiscal Agency Commissions on Above	\$ -
2000 Local Sources of Revenue	\$ -	10. f. Judgements and Int. Levied for/Unpaid	\$ -
3000 State Sources of Revenue	\$ -	11. Total Items a. Through f.	\$ -
4000 Federal Sources of Revenue	\$ -	12. Balance of Assets Subject to Accruals	\$ 40,844.29
5000 Miscellaneous Revenue	\$ -	Deduct Accrual Reserve If Assets Sufficient:	
6111 Contributions from Other Funds	\$ -	13. g. Earned Unmatured Interest	\$ 2,650.00
Total Estimated Revenue	\$ -	14. h. Accrual on Final Coupons	\$ -
<b>INDUSTRIAL DEVELOPMENT BONDS</b>	<b>INDUSTRIAL BONDS</b>	15. i. Accrued on Unmatured Bonds	\$ 36,111.11
1. Cash Balance on Hand June 30, 2020	\$ -	16. Total Items g. Through i.	\$ 38,761.11
2. Legal Investments Properly Maturing	\$ -	17. Excess of Assets Over Accrual Reserves **	\$ 2,083.18
3. Total Liquid Assets	\$ -	<b>SINKING FUND REQUIREMENTS FOR 2020-2021</b>	
Deduct Matured Indebtedness		1. Interest Earnings on Bonds	\$ 15,050.83
4. a. Past-Due Coupons	\$ -	2. Accrual on Unmatured Bonds	\$ 47,222.00
5. b. Interest Accrued Thereon	\$ -	3. Annual Accrual on "Prepaid" Judgements	\$ -
6. c. Past-Due Bonds	\$ -	4. Annual Accrual on "Unpaid" Judgements	\$ -
7. d. Interest Thereon After Last Coupon	\$ -	5. Interest on Unpaid Judgements	\$ -
8. e. Fiscal Agency Commissions on Above	\$ -	6. Annual Accrual From Exhibit KK	\$ -
9. Balance of Assets Subject to Accruals	\$ -		
10. Deduct: g. Earned Unmatured Interest	\$ -		
11. h. Accrual on Final Coupons	\$ -		
12. i. Accrued on Unmatured Bonds	\$ -		
13. Excess of Assets Over Accrual Reserves*	\$ -		
<b>INDUSTRIAL BOND REQUIREMENTS FOR 2020-2021</b>			
1. Interest Earnings on Bonds	\$ -		
2. Accrual on Unmatured Bonds	\$ -		
Total Sinking Fund Requirements	\$ -	Total Sinking Fund Requirements	\$ 62,272.83
Deduct:		Deduct:	
1. Excess of Assets Over Liabilities	\$ -	1. Excess of Assets Over Liabilities	\$ 2,083.18
2. Surplus Building Fund Cash	\$ -	2. Surplus Building Fund Cash	\$ -
Balance Required	\$ -	Balance to Raise By Tax Levy	\$ 60,189.65

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Monday, September 14, 2020

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA  
FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AND ESTIMATE OF NEI  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021, OF THE GOVERNING BOARD OF  
CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	SINKING FUND
13d. j. Unmatured Coupons Due 4-1-2021	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KK Line E.	\$ -
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KK Line F.	\$ -

* If line 14 is less than the sum of lines g. h. i. after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	INDUSTRIAL BOND FUND
13d. j. Unmatured Coupons Due Before 4-1-2021	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KKI Line E.	\$ -
16d. Deficit as Shown on Industrial Bonds Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KKI Line F.	\$ -

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF PITTSBURG, ss:

We, the undersigned duly elected, qualified Governing Officers of Carlton Landing, Oklahoma, do hereby certify that at a meeting of the 68 O. S. 1991 Sec. 3002, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said City/Town as reflected by the record of the City/Town Clerk and Treasurer. We further certify that the forgoing estimate for current expenses for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as shown are reasonably necessary for the proper conduct of the affairs of the said City/Town, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding fiscal year.

\_\_\_\_\_  
Chairman of Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest \_\_\_\_\_  
County Clerk

Subscribed and sworn to before me this 20 day of June, 2020.

\_\_\_\_\_  
Notary Public

Required to be published in a legally-qualified newspaper printed in the County, or one issue published in a legally-qualified newspaper of general circulation in the County.

RESOLUTION NO. \_\_\_\_\_

**SECOND OFFICIAL BALLOT DUE TO TIE VOTE**

A RESOLUTION OF Town of Carlton LANDING (employer name)  
CASTING A VOTE TO BREAK THE TIE FOR TRUSTEE OF  
THE OKLAHOMA MUNICIPAL RETIREMENT FUND  
(OkMRF) TO FILL THE EXPIRING TERM OF TRUSTEE  
REPRESENTING DISTRICT 2.

WHEREAS, THE Town of Carlton LANDING, participates in the  
OkMRF and is eligible to cast one vote for the Trustee office of the OkMRF Board to fill  
the expiring term for District 2 Trustee; and

WHEREAS, the OkMRF Trust Administrator declared the election a tie; and

WHEREAS, no vote can be split or cast in any fraction or part of the whole; and

WHEREAS, any prior vote will not count; and

WHEREAS, the Authorized Agent indicates the results of our vote on the ballot  
and returns this ballot to the Trust Administrator between September 10, 2020, and  
October 20, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor/Chair and City  
Council/Board, of the participating employer THE Town of Carlton LANDING, that its  
vote for the Trustee shall be cast for the following nominee (fill in name of nominee):

1. ROBERT PARK  
District 2 Trustee

\*\*\*END\*\*\*

The undersigned hereby certify that the foregoing Resolution was duly adopted  
and approved by the Mayor/Chair and City Council/Board of the participating employer  
of Town of Carlton LANDING on the 19<sup>th</sup> day of SEPT, 2020.

  
Mayor/Chair

Attest (Seal):

\_\_\_\_\_  
City Clerk/Secretary/Authorized Agent

TO ENSURE DELIVERY, PLEASE CALL 1-888-394-6673 EXT. 100

MAIL RESOLUTION TO:  
OKLAHOMA MUNICIPAL RETIREMENT FUND  
1001 NW 63<sup>RD</sup> STREET, SUITE 260  
OKLAHOMA CITY, OK 73116

RESOLUTION 2020-09-

RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING SUPPORTING THE CONTINUED DEVELOPMENT OF CARLTON LANDING AND REQUESTING OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY APPROVE THE STORMWATER POLLUTION PREVENTION PLAN FOR PHASE 6 DEVELOPMENT SUBMITTED BY HUMPHREYS PARTNERS 2009, LLC (DEVELOPER).

WHEREAS, the Town of Carlton Landing is an incorporated Town within the State of Oklahoma; and

WHEREAS, The Town of Carlton Landing supports the Oklahoma Department of Environmental Quality in its efforts to regulate, manage, and enforce the Rules, Regulations, and State Statutes of the State of Oklahoma; and

WHEREAS, The Town of Carlton Landing supports quality, sustainable growth within the Town of Carlton Landing and works closely with the Developer, Pittsburg County Rural Water District # 20, and other utility providers; and

WHEREAS, the Town understands and supports limiting additional wastewater connections to the existing wastewater system operated by RWD #20 until such time as ODEQ has approved construction of a wastewater treatment plant and or until construction is substantially completed on the wastewater treatment plant. Such restriction should not limit or prohibit construction or development provided such construction or development does not make connection(s) to the existing wastewater system until the new wastewater treatment plant is operational; and

WHEREAS, the RWD #20 is in the final stages of approval of a construction permit to begin construction of a wastewater treatment plant; and

WHEREAS, the Developer has submitted a valid Stormwater Pollution Prevention Plan which requests the clearing of land in preparation of Phase 6 development and does not request or expect to make wastewater connections to the existing wastewater system until a new wastewater treatment plant has been substantially completed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING that the Board of Trustees respectively requests the Oklahoma Department of Environmental Quality approve the Stormwater Pollution Prevention Plan submitted by Humphreys Partners 2009, LLC for the clearing of land in preparation of Phase 6 development. The Trustees support any restrictions, conditions, and or stipulations which prohibit any new wastewater connections to the existing wastewater system from the permitted area until a new wastewater plant is substantially complete.



# Town of Carlton Landing

## Resolution 2020-09-03

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING RECOMMENDING ANY PERSON, CITIZEN OR VISITOR, WITHIN THE TOWN OF CARLTON LANDING TO WEAR A PROPER MASK WHILE ATTENDING PUBLIC GATHERINGS OF TEN (10) OR MORE PEOPLE, ANY OFFICIAL MEETING CALLED BY THE TRUSTEES OF THE TOWN OR BOARD MEMBERS OF THE HOME OWNERS' ASSOCIATION OF THE TOWN OF CARLTON LANDING, OR OTHER ENTITY PROVIDING SERVICE TO THE TOWN OF CARLTON LANDING.**

**Whereas**, there exists an ongoing global pandemic resulting from the Covid 19 Virus, and

**Whereas**, the Covid 19 Virus has been shown to be highly transmissible via respiratory droplets, and

**Whereas**, the Communicable Disease Center of the United States has recommended the wearing of face masks to help contain the disease, and

**Whereas**, a face mask used for the purpose of reducing the transmission of disease is defined as a covering over the nose and mouth, and

**Whereas**, the Board of Trustees of the Town of Carlton Landing wishes to reach out to residents and visitors to be our partners in limiting the spread of Covid 19 in the Town of Carlton Landing,

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING** recommends that face masks be worn by all people in attendance at indoor gatherings (not including private residences) of ten (10) or more people who are not members of the same family. In addition, masks should be worn by people attending (in person) any business meetings in the Town of Carlton Landing including, but not limited to meetings of the Board of Trustees, the Carlton Landing Economic Development Trust, the Homeowners Association, and the Pittsburg County RW&SD #20. In addition, it is resolved that social distancing be maintained at all gatherings even when masks are worn both indoors and outdoors. People should consider wearing a mask in any situation where social distancing cannot be observed. Whereas the Board of Trustees of the Town of Carlton Landing recognizes that some businesses and the Carlton Landing Academy have special needs, allowance is made for those special circumstances. Businesses and the Academy should create rules which apply within their buildings and areas which reflect, as much as possible, the guidelines set forth here as well as others provided by the CDC of the United States for the purpose of protecting those visiting their areas from spreading or being infected by the spread of Covid 19.

**APPROVED** by the Board of Trustees and signed by the Mayor of Carlton Landing on this 19<sup>th</sup> day of September 19, 2020.

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Joanne Chinnici, Mayor

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Jan Summers, Clerk-Treasurer

**General Fund**  
**Balance Sheet**  
**For Period Ending 8/31/2020**

	Book Value Aug 2020 Actual
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
2018 GO Bond Checking	69,786.67
2020 GO Bond Checking	79,877.47
Sinking Fund Checking 3087	61,915.09
Town of CL Checking 9683	134,818.00
<b>Other Current Assets</b>	
Accounts Receivable	2,358.00
Due from TIF Fund	33,471.15
Prepaid Insurance	968.92
<b>Total Current Assets</b>	<b>\$383,195.30</b>
<b>Fixed Assets</b>	
<b>Fixed Assets</b>	
<b>Buildings &amp; Improvements</b>	
Marina Project	27,778.50
Swim Beach	225,973.18
<b>2018 Revenue Bond Projects</b>	
Alley Beartification Projects	100.36
<b>Furniture &amp; Fixtures</b>	
Office Furniture	4,241.43
<b>Total Fixed Assets</b>	<b>\$258,093.47</b>
<b>Total Assets</b>	<b>\$641,288.77</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Payroll Liabilities</b>	
EFTPS Payable	1,772.16
OK Tax Commission Payable	(392.57)
OkMRF Payable	5,714.01
<b>Total Current Liabilities</b>	<b>\$7,093.60</b>
<b>Long Term Liabilities</b>	
<b>Long Term Debt</b>	
2017 GOB	143,259.22
2018 GOB	59,801.67
2020 GOB	79,917.47
Road Repair Payable	83,717.84
<b>Total Long Term Liabilities</b>	<b>\$366,696.20</b>
<b>Total Liabilities</b>	<b>\$373,789.80</b>
<b>Fund Balance</b>	
<b>Accumulated Surplus (Deficit)</b>	
Fund Balance	267,498.97
<b>Total Fund Balance</b>	<b>\$267,498.97</b>
<b>Total Liabilities and Equity</b>	<b>\$641,288.77</b>

**General Fund**  
**Statement of Revenue and Expenditures**

Acct	Current Period Aug 2020 Aug 2020 Actual	Year-To-Date Jul 2020 Aug 2020 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Non-Departmental Revenues</b>					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000 Sales Tax	11,061.72	18,912.52	80,000.00	61,087.48	23.6%
4005 Use Tax	569.76	1,284.59	7,200.00	5,915.41	17.8%
4010 Utility Tax	0.00	1,892.04	8,000.00	6,107.96	23.7%
4011 Lodging Tax	0.00	0.00	5,000.00	5,000.00	0.0%
4015 Pittsburgh County Sinking Fund	0.00	0.00	58,790.00	58,790.00	0.0%
4100 Building Permits/Inspection Fe	1,808.00	1,808.00	15,000.00	13,192.00	12.1%
4105 Business License and Permits	0.00	0.00	200.00	200.00	0.0%
9002 Transfer IN from TIF	0.00	86,282.25	105,364.55	19,082.30	81.9%
<b>Non-Departmental Revenues Totals</b>	<b>\$13,439.48</b>	<b>\$110,179.40</b>	<b>\$357,472.02</b>	<b>\$247,292.62</b>	
<b>Revenue</b>	<b>\$13,439.48</b>	<b>\$110,179.40</b>	<b>\$357,472.02</b>	<b>\$247,292.62</b>	
<b>Gross Profit</b>	<b>\$13,439.48</b>	<b>\$110,179.40</b>	<b>\$357,472.02</b>	<b>\$0.00</b>	
<b>Expenses</b>					
<b>Administration</b>					
5000 Salaries	6,630.76	13,261.52	87,924.00	74,662.48	15.1%
5001 Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010 Social Security	532.09	1,121.56	6,726.19	5,604.63	16.7%
5015 Unemployment Tax	0.00	0.00	1,758.48	1,758.48	0.0%
5020 Employer Paid Insurance	1,424.12	2,848.24	17,205.00	14,356.76	16.6%
5025 Employer Retirement Contributi	695.56	1,391.12	8,792.40	7,401.28	15.8%
5030 Vehicle/Cell Allowance	324.85	649.70	3,600.00	2,950.30	18.0%
5500 Office Supplies	14.99	14.99	600.00	585.01	2.5%
5530 Miscellaneous	77.01	77.01	0.00	(77.01)	0.0%
6000 Utilities	688.76	688.76	7,825.00	7,136.24	8.8%
6005 Rent	0.00	2,480.62	9,000.00	6,519.38	27.6%
6035 Dues & Memberships	814.00	913.00	1,180.00	267.00	77.4%
6040 School, Training, Travel	199.00	199.00	4,000.00	3,801.00	5.0%
<b>Administration Totals</b>	<b>\$11,401.14</b>	<b>\$24,395.52</b>	<b>\$148,611.07</b>	<b>\$124,215.55</b>	
<b>General Government</b>					
5500 Office Supplies	0.00	139.95	1,500.00	1,360.05	9.3%
5520 Software Programs/ Services	531.05	1,062.10	6,372.70	5,310.60	16.7%
5530 Miscellaneous	14.99	80.98	600.00	519.02	13.5%
6010 Publication & Notice Expense	224.55	239.40	2,500.00	2,260.60	9.6%
6015 Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020 Professional Services	5,210.00	5,862.00	40,000.00	34,138.00	14.7%
6030 Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035 Dues & Memberships	50.00	50.00	1,079.00	1,029.00	4.6%
6040 School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045 Road Maintenance	4,125.00	4,125.00	9,800.00	5,675.00	42.1%
6050 Website Expense	0.00	0.00	2,500.00	2,500.00	0.0%
7010 Projects	0.00	0.00	77,917.47	77,917.47	0.0%
8000 GO Bond Payments	0.00	0.00	58,790.00	58,790.00	0.0%
<b>General Government Totals</b>	<b>\$10,155.59</b>	<b>\$11,647.51</b>	<b>\$210,859.17</b>	<b>\$199,211.66</b>	
<b>Expenses</b>	<b>\$21,556.73</b>	<b>\$36,043.03</b>	<b>\$359,470.24</b>	<b>\$323,427.21</b>	
<b>Revenue Less Expenditures</b>	<b>(\$8,117.25)</b>	<b>\$74,136.37</b>	<b>(\$1,998.22)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>	<b>(\$8,117.25)</b>	<b>\$74,136.37</b>	<b>(\$1,998.22)</b>	<b>\$0.00</b>	

Town Administrator's Report – September 19, 2020

- ☐ Alley Improvement – The Contractor has started work on Phase 1A. At this time, he has not run into any problems or issues and is on target. The project is planned to be completed in two weeks.
- ☐ Pavilion—Request for Qualifications/Proposal has been sent out. Deadline for submission is October 2. I sent out Notice to about eight companies.
- ☐ Engineering Services – Request for Qualifications has been sent out. Deadline for submission is October 6. I directly sent out Notice to about twelve engineering firms.
- ☐ Mailboxes – The concrete pad has been poured. The Eufaula Post Office has received the large parcel units and will be installing those in the next week or so. The three Post Office units will add twelve large parcel units, in addition to the package units as part of the mailbox units. The Mailbox units have been ordered and should be delivered by the end of September. Once we get the units, we'll get those installed.
- ☐ Virtual Public Meetings – Unless there is an extension, SB 661, the Bill that provided the ability for Public Meetings to be held by tele and or video conferencing expires November 15.

Thank you.