

CITY OF SNYDER, OKLAHOMA

Fiscal Year 2017 / 2018 Annual Budget

May 15, 2017

The 2017 / 2018 Annual Budget for the City of Snyder is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act.

The budget includes the following highlights for the fiscal year:

- Recurring tax revenues are budgeted at 90%, as indicated. If collected at 100%, this would represent \$36,000 additional revenue.
- The budget includes a 2.2% (this year's CPI) rate increase for Sewer & Water services. This results in approximately \$14,000 in additional revenue. The 2.5% increase in Trash is a pass-through increase with no additional revenue generated.
- An amount equal to 2.5% in salaries is budgeted for pay increases to be divided amongst employees based on merit, as determined by management.
- This budget includes Christmas bonuses paid at the same rate as prior years for the General Fund and SPWA.
- The budget includes the City contributing to a retirement plan (which is a standard benefit at cities in Oklahoma) for all full-time employees. The estimated cost of the retirement plan is approximately \$15,000.
- As the swimming pool will remain closed this year, no swimming pool revenues are budgeted. However, management has applied for grant funds that are available with a 50% match for the swimming pool. We will not know if the grant will be awarded until July or August, so it would likely be 2019 before the pool could reopen. We have budgeted capital improvement funds for swimming pool improvements for the current fiscal year in hopes of receiving the grant.
- Additionally, management has applied for park grants which are available with a 20% match. We have budgeted capital improvements for the park in the current fiscal year.
- The budget also includes the addition of an Emergency Management Department.
- Capital requests are detailed in the budget and summarized below. The Sewer department includes \$900,000 in capital outlay to complete the wastewater project.

	<u>Capital Outlay</u>
General Government	\$ 10,000
Code Enforcement Department	16,000
Streets Department	15,000
Beautification Committee	-
Swimming Pool Department	173,789
Parks Department	51,588
Emergency Management	10,000
Police Department	4,100
Fire Department	11,850
SPWA Admin	-
Sewer project	900,000
Water Department	-
TOTAL	\$ 1,192,327

- With the financing of the sewer project, the budget proposes the continuation of the \$3.50 fee to be used for debt service.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2017/2018 budget was initially presented to Council on May 15, 2017 for consideration. The legal level of control for the City's 2017 / 2018 budget is established at the Department level. Additional detail is provided for analysis purposes only. If you have any questions, please contact Meredith Meacham Wilson, CPA.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed City of Snyder fiscal year 2017 / 2018 Annual Budget will be considered at a public hearing held Wednesday, June 7, 2017. Copies of the proposed budget are available for review in the City of Snyder City Hall.

Notice is hereby given that the City of Snyder 2018 Annual Budget will be adopted during a meeting of the City Council on June 7, 2017.

CITY OF SNYDER, OKLAHOMA
Fiscal Year 2017 / 2018 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 59,247	\$ 564,804	\$ (827,906)	\$ 225,000	\$ (38,102)	\$ 21,145
ENTERPRISE FUND Public Works Authority	\$ 846,100	\$ 1,583,213	\$ (1,713,655)	\$ (225,000)	\$ (355,442)	\$ 490,658
GRAND TOTAL ALL FUNDS	\$ 905,347	\$ 2,148,017	\$ (2,541,562)	\$ -	\$ (393,545)	\$ 511,803

**CITY OF SNYDER
GENERAL FUND BUDGET
2017/2018 Operating and Capital Projects Budget**

	ACTUAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED BUDGET 2016/2017	PROPOSED BUDGET 2017/2018
OPERATING REVENUES				
Sales tax	234,809	216,536	236,806	213,125 *
Use Tax	26,520	29,495	35,175	31,657 *
Franchise Tax	28,721	25,106	28,437	25,594 *
Beverage Tax	21,043	20,141	23,128	20,816 *
Tobacco Tax	2,859	2,767	2,776	2,499 *
Police fines & fees	18,423	17,000	15,581	15,500
Police restricted fee	600	550	267	250
Fire revenues	27,932	24,000	28,395	26,000
Street & Alley	36,342	29,263	37,443	33,699 *
Park Revenue	6,284	5,000	5,801	5,000
Rental income	2,050	1,500	1,933	1,800
Cemetery fee	5,821	6,500	8,566	7,500
License and fees	430	400	653	500
Code Enforcement Fines	50	-	-	-
Grants:	24,238	3,800	2,545	-
Fire				3,800
Pool				86,895
Park				41,270
Interest	543	350	415	400
Other Revenue	11,398	8,275	10,553	8,500
Sr. Citizens	41,224	40,000	45,357	40,000
TOTAL OPERATING REVENUES	489,287	430,683	483,832	564,804
OPERATING EXPENSES				
General Government				
Personal Services	45,165	58,280	57,075	61,529
Materials and Supplies	8,873	12,000	10,938	12,000
Other Services and Charges	43,993	56,500	52,348	54,000
Capital Outlay	885	8,980	11,332	10,000
Total General Government	98,916	135,760	131,694	137,529
Code Enforcement Department				
Personal Services	10,686	12,677	12,465	15,071
Materials and Supplies	421	350	247	300
Other Services and Charges	5,077	4,000	3,202	4,000
Capital Outlay - <i>demolitions (A)</i>	-	13,250	13,250	16,000
Total Code Enforcement Department	16,184	30,277	29,164	35,371
Animal Control Department				
Other Services and Charges	1,362	1,913	1,319	1,500
Total Animal Control Department	1,362	1,913	1,319	1,500
Library Department				
Other Services and Charges	4,619	5,500	3,602	4,000
Total Library Department	4,619	5,500	3,602	4,000
Police Department				
Personal Services	146,957	196,864	142,247	168,377
Materials and Supplies	11,573	14,000	11,333	13,000
Other Services and Charges	19,278	23,300	16,689	20,000
Capital Outlay	2,134	2,100	2,580	4,100
Total Police Department	179,942	236,264	172,848	205,477

**CITY OF SNYDER
GENERAL FUND BUDGET
2017/2018 Operating and Capital Projects Budget**

	ACTUAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED BUDGET 2016/2017	PROPOSED BUDGET 2017/2018
Fire Department				
Personal Services	9,517	11,920	10,562	12,322
Materials and Supplies	10,355	13,000	6,869	10,000
Other Services and Charges	9,341	12,500	10,593	12,000
Capital Outlay	-	14,450	1,754	11,850
<u>Debt Service</u>				
Debt service on used pumper truck	4,944	5,366	8,366	-
Total Fire Department	34,157	57,236	38,143	46,172
Ambulance				
Kiowa payment - 25% sales tax	59,820	72,134	76,727	53,281
Total Ambulance	59,820	72,134	76,727	53,281
Cemetery				
Personal Services	2,847	5,269	5,120	7,535
Other Services and Charges	375	4,700	3,850	4,500
Total Cemetery	3,222	9,969	8,970	12,035
Street Department				
Materials and Supplies	4,396	10,000	3,027	10,000
Other Services and Charges	9,055	9,500	9,993	10,000
Capital Outlay	29,000	15,000	5,627	15,000
Total Street Department	42,451	34,500	18,646	35,000
Park Department				
Other Services and Charges	1,593	1,800	1,756	2,000
Capital Outlay	-	1,165	2,220	51,588
Total Park Department	1,593	2,965	3,976	53,588
Beautification Committee				
Materials and Supplies	-	1,007	1,343	1,500
Other Services and Charges	66	-	-	-
Capital Outlay - Beautification	-	4,243	-	-
Total Beautification Committee	66	5,250	1,343	1,500
Swimming Pool Department				
Other Services and Charges	1,545	1,000	1,423	1,500
Capital Outlay - ADA Compliance & Splash Pad	-	3,900	2,693	173,789
Total Swimming Pool Department	1,545	4,900	4,116	175,289
Sr. Citizens				
Personal Services	17,327	22,641	22,406	23,364
Materials and Supplies	23,467	25,000	22,825	25,000
Other Services and Charges	649	1,500	917	1,500
Total Sr. Citizens	41,443	49,141	46,148	49,864
Community Building				
Materials and Supplies	395	750	744	800
Other Services and Charges	4,521	5,000	4,995	5,500
Total Community Building	4,916	5,750	5,738	6,300

**CITY OF SNYDER
GENERAL FUND BUDGET
2017/2018 Operating and Capital Projects Budget**

	ACTUAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED BUDGET 2016/2017	PROPOSED BUDGET 2017/2018
Emergency Management				
Materials and Supplies	-	-	-	500
Other Services and Charges	-	-	-	500
Capital Outlay	-	-	-	10,000
Total Emergency Management	-	-	-	11,000
TOTAL EXPENDITURES	490,170	651,559	541,093	827,906
REVENUES OVER (UNDER) EXPENDITURES	(883)	(220,876)	(57,260)	(263,102)
OTHER FINANCING SOURCES (USES)				
Transfers-in	2,000	140,000	50,000	225,000
TOTAL OTHER FINANCING SOURCES (USES)	2,000	140,000		225,000
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ 1,117	\$ (80,876)	\$ (7,260)	\$ (38,102)
BEGINNING FUND BALANCE - estimated	52,436	53,553	53,553	59,247
ENDING FUND BALANCE	\$ 53,553	\$ (27,323)	\$ 46,293	\$ 21,145

* 90% of Projected YTD

**SNYDER PUBLIC WORKS AUTHORITY
2017/2018 Operating and Capital Projects Budget**

	ACTUAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED BUDGET 2016/2017	PROPOSED BUDGET 2017/2018
OPERATING REVENUES				
Sewer Revenues	131,254	129,000	128,224	129,000
Rate Increase Operations - 2.2%	-	1,548	-	2,838
Trash Revenues	240,295	235,000	235,776	235,000
Rate Increase Operations - 2.5% (pass-through)	-	2,820	-	5,875
Water Revenues	566,037	465,000	581,854	500,000
Rate Increase Operations - 2.2%	-	5,580	-	11,000
Utility Surcharge - Debt Service \$3.50	26,389	26,292	25,527	25,000
Other Revenues	46,928	20,000	19,231	20,000
OEPIC reimbursement	-	11,000	9,664	9,000
Grant Income	51,305			
REAP	-	31,095	31,095	-
CDBG	-	350,000	7,000	343,000
Loan Proceeds - Sewer Project	-	300,000	-	300,000
TOTAL OPERATING REVENUES	1,062,208	1,577,335	1,038,370	1,580,713
OPERATING EXPENSES				
<i>Administration Department</i>				
Personal Services	52,781	46,757	44,406	49,692
Materials and Supplies	6,404	6,750	6,491	6,750
Other Services and Charges	24,858	35,000	35,548	36,000
Capital Outlay	-	70,000	139	-
Total Administration Department	84,043	158,507	86,584	92,442
<i>Sewer Department</i>				
Materials and Supplies	1,867	5,000	3,557	5,000
Other Services and Charges	6,525	20,000	4,925	20,000
Debt Service - \$300k sewer project (\$2,800/month)	-	27,600	-	33,600
Capital Outlay	-	1,100,000	200,000	900,000
Total Sewer Department	8,392	1,152,600	208,482	958,600
<i>Trash Department</i>				
Other Services & Charges	142,740	150,000	139,841	143,337
Total Trash Department	142,740	150,000	139,841	143,337
<i>Water Department</i>				
Personal Services	200,825	214,638	194,444	203,356
Materials and Supplies	119,732	135,000	109,583	120,000
Other Services and Charges	83,419	135,000	113,296	120,000
Capital	4,100	25,065	25,065	-
Backhoe	-	22,000	29,333	-
Debt Service	93,502			
Mt Park Conservatory	-	20,000	17,529	20,000
BOK / Mtn Park - \$4,660	-	55,860	51,241	55,920
Total Water Department	501,578	607,563	540,491	519,276
	736,753	2,068,670	975,398	1,713,655

**SNYDER PUBLIC WORKS AUTHORITY
2017/2018 Operating and Capital Projects Budget**

	ACTUAL 2015/2016	APPROVED BUDGET 2016/2017	PROJECTED BUDGET 2016/2017	PROPOSED BUDGET 2017/2018
OPERATING INCOME (LOSS)	325,455	(491,335)	62,973	(132,942)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	2,973	2,250	2,889	2,500
TOTAL OTHER FINANCING SOURCES (USES)	2,973	2,250	2,889	2,500
INCOME (LOSS) BEFORE OPERATING	328,428	(489,085)	65,862	(130,442)
OPERATING TRANSFERS OUT				
General Fund	(2,000)	(140,000)	(50,000)	(225,000)
Total transfers out	(2,000)	(140,000)	(50,000)	(225,000)
NET INCOME	326,428	(629,085)	15,862	(355,442)
BEGINNING FUND BALANCE-estimated	766,463	1,092,891	1,092,891	846,100
ENDING FUND BALANCE	1,092,891	463,806	1,108,753	490,658

Gross Profit By Department - excluding capital outlay

<u>Sewer</u>				
Revenue	131,254	130,548	128,224	131,838
Expenses	(8,392)	(52,600)	(8,482)	(58,600)
Gross Profit	122,862	77,948	119,742	73,238
GP%	93.61%	59.71%	93.39%	55.55%
<u>Garbage</u>				
Revenue	240,295	237,820	235,776	240,875
Expenses	(142,740)	(150,000)	(139,841)	(143,337)
Gross Profit	97,555	87,820	95,935	97,538
GP%	40.60%	36.93%	40.69%	40.49%
<u>Water</u>				
Revenue	566,037	470,580	581,854	511,000
Expenses	(403,976)	(560,498)	(486,093)	(519,276)
Gross Profit	162,061	(89,918)	95,761	(8,276)
GP%	28.63%	-19.11%	16.46%	-1.62%
Total Gross Profit	382,478	75,850	311,438	162,500

**GENERAL FUND CAPITAL OUTLAY DETAIL
2017/2018 Capital Projects Budget**

Note: Items are in addition to normal operating budgets, but may not qualify as Capital Expense.

	<u>Requested</u>	<u>Proposed</u>
General Government		
City Hall Exterior Maintenance	\$ 10,000	\$ 10,000
	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Code Enforcement Department		
Demolition of 4 houses	\$ 16,000	\$ 16,000
	<u>\$ 16,000</u>	<u>\$ 16,000</u>
Street Department		
	\$ 15,000	\$ 15,000
	<u>\$ 15,000</u>	<u>\$ 15,000</u>
Beautification Committee		
	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>
Swimming Pool Department		
Bath house renovation costs	\$ 84,529	\$ 84,529
Filter system renovation/main swimming pool	79,160	79,160
Wading pool renovations	10,100	10,100
	<u>\$ 173,789</u>	<u>\$ 173,789</u>
Parks Department		
Walking Trail Project	\$ 51,588	\$ 51,588
	<u>\$ 51,588</u>	<u>\$ 51,588</u>
Emergency Management		
Generator	\$ 10,000	\$ 10,000
	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Police Department		
Training	\$ 2,000	\$ 2,000
Taser, Cartridges, & Holster	1,500	1,500
Body Armor (1 set)	600	600
	<u>\$ 4,100</u>	<u>\$ 4,100</u>
Fire Department		
Training	\$ 2,000	\$ 2,000
Fire Gear & Tank Testing	2,500	2,500
Bunker Gear (3 sets)	4,500	4,500
Generator	2,000	2,000
Repeater	850	850
	<u>\$ 11,850</u>	<u>\$ 11,850</u>
TOTAL CAPITAL OUTLAY:	<u>\$ 302,327</u>	<u>\$ 302,327</u>

Total Project Cost = \$173,789. Our cost is 50% = \$86,894.50; other costs covered by grants

Total Project: \$51,588. Our cost is 20% = \$10,317.60; other costs covered by grants

**SPWA CAPITAL OUTLAY DETAIL
2017/2018 Capital Projects Budget**

	<u>Requested</u>	<u>Proposed</u>
Administration Department		
	\$ -	\$ -
	\$ -	\$ -
Sewer Department		
Sewer project - estimated amount remaining for FY18	\$ 900,000	\$ 900,000
<i>(Original budget in FY17 = \$1,100,000)</i>	\$ 900,000	\$ 900,000
Water Department		
	\$ -	\$ -
	\$ -	\$ -

RESOLUTION 2017-01

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF SNYDER ADOPTING THE FISCAL YEAR 2017-2018 ANNUAL BUDGET FOR THE CITY OF SNYDER IN ACCORDANCE WITH THE PROVISIONS OF THE "MUNICIPAL BUDGET ACT".

WHEREAS, The Municipal Budget Act (Sections 17-201 through 17-216 of Title 11 of the Oklahoma Statutes) have been adopted by resolution by the City of Snyder; and

WHEREAS, The budget has been formally presented to the City of Snyder governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The City of Snyder governing body has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act; and

WHEREAS, Section 17-209 A requires the annual budget to be adopted by the governing body of the City of Snyder by resolution no later than seven days prior to the beginning of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Snyder that;

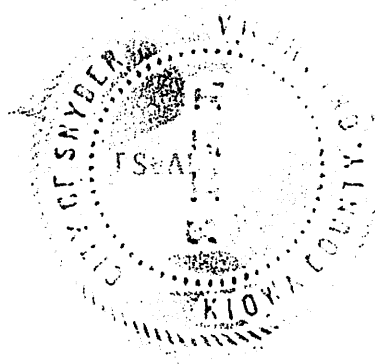
1. The accompanying annual budget document sets forth the estimated revenue and appropriations for each fund of the City of Snyder as approved by the governing body.
2. The accompanying budget document complies with the requirement of the Act by including:
 - a. BUDGET MESSAGE
 - b. BUDGET SUMMARY – ALL FUNDS
 - c. FUND BUDGET SUMMARIES
 - d. DEPARTMENTAL APPROPRIATIONS BY ACCOUNT CATEGORY
3. In accordance with Section 17-215 B, the governing body has determined that expenditures and encumbrances may not be authorized in an amount that exceeds the legal level of control (as defined in Section 17-213) of any department of any fund.
4. The City Council does hereby authorize the City Clerk/Treasurer to transfer any unexpected and unencumbered appropriations, at any time throughout FY2017-2018, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the City Council.
5. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the City Council and filed with the State Auditor and Inspector.

Approved and adopted by the City Council of the City of Snyder this 7th day of June,
2017.

Dale L. Saul
Dale L. Saul, Mayor

ATTEST:

Penny Ray
Penny Ray, City Clerk




PROOF OF PUBLICATION KIOWA COUNTY DEMOCRAT

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Snyder, Oklahoma 73566
580-569-2684
mail@kiowacountydemocrat.com

I, Dee Richardson, of lawful age, being duly sworn upon oath, deposes and says that I am the Editor & Publisher of The Kiowa County Democrat, a weekly publication that is a "legal newspaper" as that phrase is defined in 25 O.S. Section 106 for the City of Snyder, for the County of Kiowa, in the State of Oklahoma, and that the attachment hereto contains a true and correct copy of what was actually published in said legal newspaper in consecutive issues on the following dates:

INSERTION DATE(S): June 1, 2017

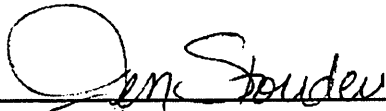
PUBLICATION FEE:\$ 25.55



Publisher

State of Oklahoma
County of Kiowa

Signed and sworn to before me this 22 day of June, 2017
By Dee Richardson



Notary Public

My Commission expires: March 2020
Commission # 16002923



[Published in the Kiowa County Democrat June 1, 2017]

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Notice is hereby given that the City of Snyder 2018 Annual Budget will be adopted during a meeting of the City Council on June 5, 2017.

CITY OF SNYDER, OKLAHOMA
Fiscal Year 2017 / 2018 Annual Budget

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