

# CITY OF WOODWARD

Alan Riffel, ICMA-CM | CITY MANAGER

1219 8<sup>TH</sup> STREET | WOODWARD, OK 73801 | TEL: 580.254.8512



WOODWARD  
OKLAHOMA

June 6, 2016

To: Honorable Mayor and City Commissioners  
Chairman and Trustees of the Woodward Municipal Authority

## Budget Message FY 2016-17

The combined budgets for all municipal funds are presented in summary and detail for the coming fiscal year within the accompanying pages for your consideration. This message is required by law to provide a brief explanation of the budget and any major changes from the previous year.

The City of Woodward, the Woodward Municipal Authority, and all related component entities and departments are authorized to budget revenues and expenditures under the Municipal Budget Act, Title II O. S. 1979, Section 17-201 through 17-206, as may be revised. Accordingly, publishing the budget summary, proper notice, and the scheduled public hearing meet the statutory requirements. A copy of the Act is included for your reference.

Last year's budget message included the comment, "Woodward's economy is distinctly reflective of the recent major downturns experienced in the oil and gas industry sector." Never during my administration has that been proven truer! Our local economy has receded more than 17% over the past year. That factor necessitated timely management actions, such as a hiring freeze, to diminish the impact on municipal operations.

However, with continued declines in sales tax revenues we are compelled to implement deeper cuts to personnel costs. Within this budget is an overall 10% reduction in wage expenses that is accomplished through furlough mandates. Close watch will be given to revenue trends as we move through the coming year to determine if further actions are necessary.

We continually wrestle with major medical insurance costs for our employees. Our current provider has proven to offer an efficient plan, with sufficient coverage levels and adequate services. Yet, even with us participating in a large multi-user group, the costs to provide this benefit continue to grow. We have previously increased the amounts borne by employees when they opt for coverage above the individual only. Under our current financial circumstances, we are now requiring the employee to also incur 25% of the premium on their own health insurance fees.

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Capital improvement projects contained within this budget are limited to the completion of the 34<sup>th</sup> Street revision, the City Hall reconstruction, major floodplain mitigation projects, and the completion of the railroad quiet zone. The majority of those costs are captured through dedicated sales taxes, while the stormwater projects will be funded through the new utility fees. We have also allocated capital funds for street and water / wastewater improvements during this year, which are contingent on available revenues.

The City of Woodward is fortunate to have a dedicated team of employees who are working through these difficult economic times with determination and confidence. That allows the citizens to receive the services and protection expected of their local government. This cooperative spirit is the single greatest asset of this organization.

All department supervisors were tasked to minimize their operational and capital requests in the development of this budget. As always, a tremendous amount of work has gone into the preparation of this document. I greatly appreciate the efforts of the City's staff in the process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Alan Riffel', with a long horizontal flourish extending to the right.

Alan Riffel  
City Manager

CITY OF WOODWARD  
BUDGET SUMMARY - ALL FUNDS  
FISCAL YEAR 2016-17

ALL BUDGETED FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUND (WMA)	TOTALS
<b>ESTIMATED RESOURCES</b>				
Taxes	7,771,138	6,585,728	-	14,356,866
Licenses & Permits	41,261	-	-	41,261
Intergovernmental	318,631	2,102,678	-	2,421,309
Charges for Services	110,268	394,860	6,552,595	7,057,722
Fines Forfeitures	337,566	-	115,881	453,447
Interest	145,041	17,091	-	178,031
Non-Operating	-	-	827,712	827,712
Miscellaneous	229,967	150,548	67,922	448,437
Operating Transfers In	3,761,253	403,117	-	4,164,370
<b>Subtotal - Revenues</b>	12,715,127	9,654,021	7,580,008	29,949,156
<b>OTHER RESOURCES</b>				
Debt/Loan Proceeds	-	8,400,000	-	8,400,000
Restricted Prior Year Reserves	-	1,868,682	-	1,868,682
Unrestricted Prior Year Reserves	1,200,000	10,000	1,600,000	2,810,000
<b>TOTAL ESTIMATED RESOURCES</b>	13,915,127	19,932,703	9,180,008	43,027,838
<b>ESTIMATED USES</b>				
Non Departmental / Capital Projects / Grants	-	10,820,928	210,000	11,030,928
City Commission	41,555	-	-	41,555
Administration	573,486	-	-	573,486
City Attorney	75,240	-	-	75,240
Municipal Judge	39,050	-	-	39,050
City Treasurer	31,325	-	-	31,325
Code Enforcement	320,572	-	-	320,572
Information Technology	309,858	32,950	-	342,808
CVB	761,253	-	-	761,253
City Clerk	173,614	-	-	173,614
City Finance	316,874	-	-	316,874
City @ Large	1,312,505	-	50,000	1,362,505
City Court	86,799	-	-	86,799
Planning/Communications	29,241	-	-	29,241
BSGC	-	-	216,228	216,228
Library	398,235	-	-	398,235
Airport	-	667,005	-	667,005
Public Works Adm.	-	-	163,907	163,907
Utility Billing	-	-	366,175	366,175
Electrical	145,578	-	-	145,578
Event Complex	94,320	-	-	94,320
Sports & Recreation	513,439	20,500	-	533,939
Construction	117,664	-	-	117,664
Solid Waste	-	150,000	1,011,577	1,161,577
Parks	386,384	-	-	386,384
Cemetery	124,915	-	-	124,915
Street	605,943	340,000	-	945,943
Water	-	70,000	1,414,339	1,484,339
Waste Water	-	400,002	627,113	1,027,115
Building Maintenance	454,641	88,750	-	543,391
Fleet Management	244,306	-	-	244,306
Warehouse	-	1,400	101,619	103,019
Stormwater	-	-	404,896	404,896
Police Adm.	262,038	-	-	262,038
Dispatch	238,249	-	-	238,249
Traffic Patrol	1,696,873	-	-	1,696,873
Detectives	354,234	-	-	354,234
Animal Control	191,522	-	-	191,522
County E911	382,193	2,000	-	384,193
Fire Adm.	355,087	-	-	355,087
Fire Operations	1,685,147	18,000	-	1,703,147
Emergency Management	183,913	3,500	-	187,413
Senior Citizen Center	121,276	-	-	121,276
Kid's Inc.	127,189	5,000	-	132,189
Museum	110,177	-	-	110,177
Hospital	-	150,000	-	150,000
Debt Service	-	4,433,190	458,619	4,891,808
Operating Transfers	85,117	1,379,253	2,700,000	4,164,370
<b>TOTAL ESTIMATED COST</b>	12,949,812	18,582,478	7,724,473	39,256,763
<b>OTHER USES</b>				
Reserve for Capital Improvements	-	-	-	-
Reserve for Other Improvements	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-
Reserve for Specific Fund Purposes	-	1,238,077	-	1,238,077
Reserve for Emergencies and Shortfalls	965,315	112,148	1,455,536	2,532,998
<b>TOTAL ESTIMATED USES</b>	13,915,127	19,932,703	9,180,008	43,027,839



**RESOLUTION NO. 2016-12**

**A RESOLUTION APPROVING THE CITY OF WOODWARD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2016-2017 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY.**

**WHEREAS**, The City of Woodward has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

**WHEREAS**, The Chief Executive Officer has prepared a budget for the fiscal year ending June 30, 2017 (FY 2016-2017) consistent with the Act; and

**WHEREAS**, the Act in Section 17-215 provides for the Chief Executive Officer of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another with the same fund; and


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

**WHEREAS**, The Woodward City Commission 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


**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WOODWARD, OKLAHOMA:**

**Section 1.** The City Commission does hereby adopt the FY 2016-2017 Budget on the 20<sup>th</sup> day of June, 2016, as presented in the attached budget document.



  
Michelle Williamson, Mayor

ATTEST:

  
Catherine Coleman, City Clerk

RESOLUTION NO. 2016-13

**A RESOLUTION APPROVING THE WOODWARD MUNICIPAL AUTHORITY OF WOODWARD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2016-2017 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY**

**WHEREAS**, The City of Woodward has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

**WHEREAS**, The Chief Executive Officer has prepared a budget for the fiscal year ending June 30, 2017 (FY 2016-2017) consistent with the Act;

**WHEREAS**, The Act in Section 17-215 provides for the Chief Executive Officer of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

**WHEREAS**, The budget has been formally presented to the Woodward Municipal Authority at least 30 days prior to the start of the fiscal year, in compliance with Section 17-205; and

**WHEREAS**, The Woodward City Commission 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

**NOW, THEREFORE, BE IT RESOLVED BY THE WOODWARD MUNICIPAL AUTHORITY OF WOODWARD, OKLAHOMA:**

**Section 1.** The Woodward Municipal Authority does hereby adopt the FY 2016-2017 WMA Budget on the 20<sup>th</sup> day of June, 2016, as presented in the attached budget document.



ATTEST:

Catherine Coleman  
Catherine Coleman, Secretary

Michelle Williamson  
Michelle Williamson, Chairperson