

# CITY OF WOODWARD

Alan Riffel, ICMA-CM | CITY MANAGER

722 MAIN STREET | WOODWARD, OK 73801 | TEL: 580.254.8512



June 5, 2017

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

## Budget Message FY 2017-18

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.

In my Budget Message during the past two fiscal years I referenced the “major downturns” in the energy sector that translated to corresponding substantial revenue failures for the City. Although we are seeing indications that segments of the industry are resurging in regions near Woodward, it is predicted that our local economy will not rebound from the continuing negative trend for at least another year, likely longer.

While we planned for a negative rate of impact at 5% this year from the prior 17% of a year ago, the first quarter’s drastic decline pushed our annual rate to roughly 8% this year. The revenues of the most recent two quarters provide us greater confidence that the sales tax decline is subsiding. Therefore, we are forecasting revenues for the coming year at a flat 0% rate of increase/decrease.

This projection does require that the mandated furlough of municipal employees continue for another year. We reduced the overall number of full-time employees this year through incentivized early retirements and a hiring freeze, yet we still narrowly escaped a forced further staff reduction when revenues finally levelled a bit closer to projections. The furlough has had major effects on our staff levels as some workers sought other employment due to wage reductions. However, we have maintained adequate service levels to the community.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-30027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW., Washington, D.C. 20250-9410, by fax (202) 6907442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). For TTD or TTY options, please dial 711.

This institution is an equal opportunity provider and employer.

The City of Woodward has traditionally countered average wages with generous benefits that include good health insurance. While we, as the employer, have annually sought to keep this as part of the overall package for employees, it has been increasingly difficult to afford. Last year, we instituted steps that require the employees to share a portion of the premium burden. Because of that, the group rate increase of 7% this year is not proposed to be passed along to the workforce. This determination will cost the City an additional \$120,000 in FY 18, but to impose that on our employees would result in shattering a delicate morale, in light of continuing the furloughs.

The completion of the new City Hall highlights the current list of capital projects underway this year. Transitioning into the facility has had very positive outcomes for both staff and citizens, with significant pride stated by the public.

With substantial progress being made in the stormwater mitigation projects of Cedar Street and Oak Street retention ponds, the reclassification of a sizeable floodplain in the heart of the city will draw near in FY 18, along with the completion of another meaningful improvement in Woodward – the railroad quiet zone. The reconstruction of 34<sup>th</sup> Street remains a very tedious process, but that project, too, is moving further along. Road projects of that magnitude are simply massive in the number of performances required.

I continue to celebrate the people who serve Woodward as part of our City team because, now more than ever in my 14-year administration, they are tasked to do more work with less resources to perform whatever is necessary. This very diverse group puts the goal of quality service at the top of their priorities, crossing over departmental lines to help get jobs done.

All department supervisors were required 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,



Alan Riffel  
City Manager

CITY OF WOODWARD  
BUDGET SUMMARY - ALL FUNDS  
FISCAL YEAR 2017-18

ALL BUDGETED FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUND (WMA)	TOTALS
<b>ESTIMATED RESOURCES</b>				
Taxes	7,094,846	5,964,965	-	13,059,812
Licenses & Permits	27,651	-	-	27,651
Intergovernmental	322,928	2,497,784	-	2,820,712
Charges for Services	144,075	373,845	6,793,683	7,311,603
Fines Forfeitures	303,337	-	111,668	415,005
Interest	43,441	26,953	20,748	91,142
Non-Operating	-	-	852,696	852,696
Miscellaneous	168,316	150,000	49,563	367,879
Operating Transfers In	4,088,846	100,000	-	4,188,846
<b>Subtotal - Revenues</b>	<b>12,193,439</b>	<b>9,113,547</b>	<b>7,828,358</b>	<b>29,135,345</b>
<b>OTHER RESOURCES</b>				
Debt/Loan Proceeds	-	4,900,000	-	4,900,000
Restricted Prior Year Reserves	-	1,897,222	-	1,897,222
Unrestricted Prior Year Reserves	850,000	-	1,400,000	2,250,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>13,043,439</b>	<b>15,910,769</b>	<b>9,228,358</b>	<b>38,182,567</b>
<b>ESTIMATED USES</b>				
Non Departmental / Capital Projects / Grants	-	7,497,784	210,000	7,707,784
City Commission	38,160	-	-	38,160
Administration	576,406	-	-	576,406
City Attorney	75,240	-	-	75,240
Municipal Judge	39,050	-	-	39,050
City Treasurer	24,325	-	-	24,325
Code Enforcement	268,652	5,000	-	273,652
Information Technology	313,409	30,550	-	343,959
CVB	748,846	-	-	748,846
Human Resources	109,776	-	-	109,776
City Clerk	165,495	-	-	165,495
City Finance	252,243	-	-	252,243
City @ Large	1,167,560	-	50,000	1,217,560
City Court	149,949	-	-	149,949
Planning/Communications	71,919	-	-	71,919
BSGC	-	-	212,402	212,402
Library	396,178	5,750	-	401,928
Airport	-	625,998	-	625,998
Public Works Adm.	-	-	163,133	163,133
Utility Billing	-	-	288,910	288,910
Electrical	147,421	33,196	-	180,617
Event Complex	105,363	-	-	105,363
Sports & Recreation	486,987	72,500	-	559,487
Construction	113,626	-	-	113,626
Solid Waste	-	-	973,834	973,834
Parks	399,450	37,165	-	436,615
Cemetery	124,542	12,000	-	136,542
Street	527,387	325,000	-	852,387
Water	-	30,000	1,392,352	1,422,352
Waste Water	-	250,000	610,924	860,924
Building Maintenance	351,180	423,200	-	774,380
Fleet Management	243,457	-	-	243,457
Warehouse	-	1,500	86,538	88,038
Stormwater	-	-	139,702	139,702
Police Adm.	267,352	-	-	267,352
Dispatch	234,484	-	-	234,484
Traffic Patrol	1,683,412	63,000	-	1,746,412
Detectives	301,895	-	-	301,895
Animal Control	182,731	-	-	182,731
County E911	344,941	-	-	344,941
Fire Adm.	358,823	8,000	-	366,823
Fire Operations	1,661,496	88,500	-	1,749,996
Emergency Management	187,671	4,000	-	191,671
Senior Citizen Center	118,679	-	-	118,679
Kid's Inc.	126,459	-	-	126,459
Museum	120,094	-	-	120,094
Hospital	-	150,000	-	150,000
Debt Service	-	4,371,910	527,262	4,899,172
Operating Transfers	-	1,038,846	3,150,000	4,188,846
<b>TOTAL ESTIMATED COST</b>	<b>12,484,660</b>	<b>15,073,899</b>	<b>7,805,059</b>	<b>35,363,619</b>
<b>OTHER USES</b>				
Reserve for Capital Improvements	-	-	-	-
Reserve for Other Improvements	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-
Reserve for Specific Fund Purposes	-	836,870	-	836,870
Reserve for Emergencies and Shortfalls	558,779	-	1,423,299	1,982,079
<b>TOTAL ESTIMATED USES</b>	<b>13,043,439</b>	<b>15,910,769</b>	<b>9,228,358</b>	<b>38,182,567</b>

RESOLUTION NO. 2017-10

**A RESOLUTION APPROVING THE CITY OF WOODWARD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2017-2018 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, 2018 (FY 2017-2018) consistent with the Act; and

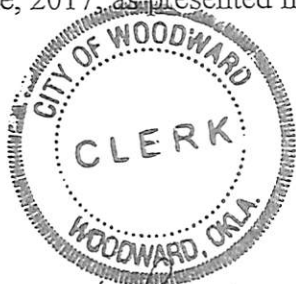
**WHEREAS**, the Act in Section 17-215 provides for the Chief Executive Officer of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

**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 2017-2018 Budget on the 5<sup>th</sup> day of June, 2017, as presented in the attached budget document.



  
John Meinders, Mayor

ATTEST:  
  
Tanessa Lowden, Deputy City Clerk

**RESOLUTION NO. 2017-11**

**A RESOLUTION APPROVING THE WOODWARD MUNICIPAL AUTHORITY OF WOODWARD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2017-2018 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, 2018 (FY 2017-2018) 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

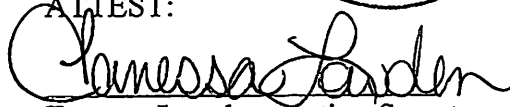
**WHEREAS**, The Woodward City Commission has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act; and

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

**Section 1.** The Woodward Municipal Authority does hereby adopt the FY 2017-2018 WMA Budget on the 5<sup>th</sup> day of June, 2017, as presented in the attached budget document.



  
John Meinders, Chairman

ATTEST:  
  
Tanessa Lowden, Acting Secretary