

# CITY OF WOODWARD

Alan Riffel, ICMA-CM | CITY MANAGER

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



WOODWARD  
OKLAHOMA

June 4, 2018

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

## Budget Message FY 2018-19

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 11 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.

For the first time in five years Woodward has experienced a moderate uptick in sales tax revenues. That is reflective of two factors: 1) the local economy is undergoing a marginal rebound with oil and gas activity slowly returning to the area; and, 2) the decline we endured over the past few years potentially reached its base after plummeting nearly a quarter of its previous annual value. Still, we are continuing to conservatively forecast revenues by projecting the coming year at a flat 0% rate.

This budget again requires that the mandated furlough of municipal employees continue for another year. We have not yet reached the point where the 10% annual cost reduction accomplished through the furlough is offset by new revenues. However, because the employees have suffered the loss of wages in consecutive years, we are including a cost of living wage adjustment of 3.5% for all general employees. Plus, we are absorbing health insurance premium increases that would further impact the pay of these dedicated public servants.

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.

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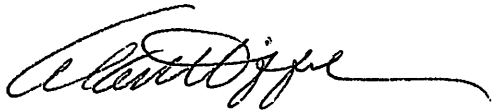
Similarly, utility rates have not been increased in three years, while costs continue to rise. Particularly impactful are those water wells that produce high volumes of water, but are located on School Land Commission properties where we pay by the amount produced. These specific costs have escalated 20% since our last rate hike, so we are taking steps to mitigate the utilization of those wells. However, this will not abate the need for increasing rates on all utilities, including water, wastewater, solid waste, and stormwater. By comparison, Woodward has enjoyed considerably lower rates than other communities in the state and region. Even with the proposed increase, local customers will still pay less for their services than the average of surrounding like-size cities.

We have seen several major capital projects completed over the past two years, but the reconstruction of 34<sup>th</sup> Street is going to be perhaps the most significant accomplishment slated to take place in the coming year. This job has been long in coming, as do many projects done in partnership with the Oklahoma Department of Transportation, such as this. The schedule calls for completion by the end of the fiscal year.

As I start my 16<sup>th</sup> year of administering this organization, I continue to find full confidence and flourishing gratification in those who perform the daily work of the City, in virtually all departments. No group as large as this is without detractors, but this community is well served by a committed band of workers determined to deliver high-quality service. Indeed, there are a number of high achievers included in that group which bodes well for the future of Woodward.

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

**RESOLUTION NO. 2018-13**

**A RESOLUTION APPROVING THE WOODWARD MUNICIPAL AUTHORITY OF WOODWARD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2018-2019 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, 2019 (FY 2018-2019) 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 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 2018-2019 WMA Budget on the 4th day of June, 2018, as presented in the attached budget document.

  
John Meinders, Chairman

ATTEST:

  
Catherine Coleman, Secretary



**RESOLUTION NO. 2018-12**

**A RESOLUTION APPROVING THE CITY OF WOODWARD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2018-2019 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, 2019 (FY 2018-2019) consistent with the Act; and

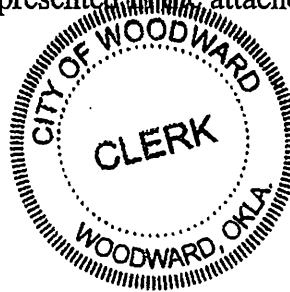
**WHEREAS,** the Act in Section 17-215 provides for the Chief Executive Officer of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

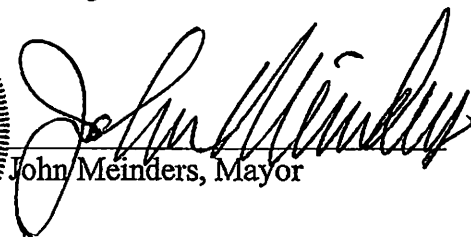
**WHEREAS,** The budget has been formally presented to the Woodward City Commission at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

**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

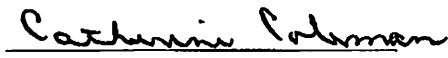
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WOODWARD, OKLAHOMA:**

**Section 1.** The City Commission does hereby adopt the FY 2018-2019 Budget on the 4<sup>th</sup> day of June, 2018, as presented in the attached budget document.



  
John Meinders, Mayor

ATTEST:

  
Catherine Coleman, City Clerk

# Affidavit of Publication

STATE OF OKLAHOMA }  
COUNTY OF WOODWARD } SS

Gina McClure, being duly sworn, says:

That she is an employee of the Woodward News, a daily newspaper of general circulation, printed and published in Woodward, Woodward County, Oklahoma; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

May 29, 2018

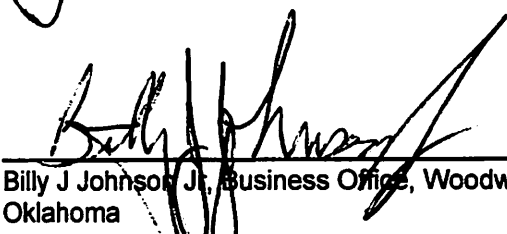
That said newspaper was regularly issued and circulated on those dates.

SIGNED:

  
\_\_\_\_\_

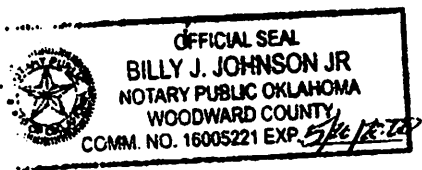
an employee

Subscribed to and sworn to me this 29th day of May 2018.

  
\_\_\_\_\_

Billy J Johnson Jr, Business Office, Woodward County, Oklahoma

My commission expires: May 26, 2020



01522354 00047871

Cathy Coleman  
City of Woodward - LEGALS  
722 Main Street  
Woodward, OK 73801

CITY OF WOODWARD  
BUDGET SUMMARY - ALL FUNDS  
FISCAL YEAR 2018-19

ALL BUDGETED FUNDS	GENERAL FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUND (WMA)	TOTALS
<b>ESTIMATED RESOURCES</b>				
Taxes	7,740,093	6,570,265	-	14,310,357
Licenses & Permits	38,165	-	-	38,165
Intergovernmental	337,766	79,436	-	417,202
Charges for Services	132,594	478,143	7,078,557	7,689,295
Fines Forfeitures	413,742	-	115,586	529,328
Interest	30,258	52,881	36,291	119,431
Non-Operating	-	-	860,700	860,700
Miscellaneous	198,290	150,280	49,584	398,153
Operating Transfers In	4,307,583	-	-	4,307,583
<b>Subtotal - Revenues</b>	<b>13,198,491</b>	<b>7,331,005</b>	<b>8,140,718</b>	<b>28,670,214</b>
<b>OTHER RESOURCES</b>				
Debt/Loan Proceeds	-	4,130,000	-	4,130,000
Restricted Prior Year Reserves	-	2,571,900	-	2,571,900
Unrestricted Prior Year Reserves	1,350,000	-	1,950,000	3,300,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>14,548,491</b>	<b>14,032,905</b>	<b>10,090,718</b>	<b>38,672,114</b>
<b>ESTIMATED USES</b>				
Non Departmental / Capital Projects / Grants	-	4,209,436	210,000	4,419,436
City Commission	37,319	2,000	-	39,319
Administration	590,545	-	-	590,545
City Attorney	82,062	-	-	82,062
Municipal Judge	44,635	-	-	44,635
City Treasurer	24,325	-	-	24,325
Code Enforcement	264,891	8,150	-	273,041
Information Technology	306,332	8,820	-	315,152
CVB	912,583	5,000	-	917,583
Human Resources	198,331	300	-	198,631
City Clerk	167,968	1,095	-	169,064
City Finance	288,244	1,646	-	289,890
City @ Large	1,147,300	50,000	-	1,197,300
City Court	109,021	1,250	-	110,271
Planning/Communications	95,262	-	-	95,262
BSGC	-	25,000	217,573	242,573
WMGC	-	-	50,000	50,000
Library	412,307	10,470	-	422,777
Airport	-	725,173	-	725,173
Public Works Adm.	-	7,943	169,705	177,648
Utility Billing	-	-	358,435	358,435
Electrical	154,264	31,847	-	186,111
Event Complex	106,487	15,000	-	121,487
Sports & Recreation	501,212	60,459	-	561,671
Construction	125,325	-	-	125,325
Solid Waste	-	176,096	1,025,863	1,201,959
Parks	456,413	58,571	-	514,984
Cemetery	132,742	9,650	-	142,392
Street	608,970	219,500	-	828,470
Water	-	154,645	1,386,416	1,541,062
Waste Water	-	136,065	630,541	766,606
Building Maintenance	361,100	101,406	-	462,506
Fleet Management	260,660	-	-	260,660
Warehouse	-	1,896	87,984	89,880
Stormwater	-	-	152,528	152,528
Police Adm.	266,097	2,372	-	268,469
Dispatch	234,627	1,696	-	236,323
Traffic Patrol	1,757,505	18,962	-	1,776,467
Detectives	322,248	1,301	-	323,549
Animal Control	194,945	38,000	-	232,945
County E911	381,036	-	-	381,036
Fire Adm.	294,787	4,780	-	299,567
Fire Operations	1,733,998	43,300	-	1,777,298
Emergency Management	197,640	21,644	-	219,284
Senior Citizen Center	126,827	289	-	127,116
Kid's Inc.	132,782	-	-	132,782
Museum	122,994	5,558	-	128,552
Hospital	-	250,000	-	250,000
Debt Service	-	4,506,501	645,221	5,151,723
Operating Transfers	-	1,107,583	3,200,000	4,307,583
<b>TOTAL ESTIMATED COST</b>	<b>13,153,783</b>	<b>12,023,405</b>	<b>8,134,266</b>	<b>33,311,455</b>
<b>OTHER USES</b>				
Reserve for Capital Improvements	-	-	-	-
Reserve for Other Improvements	-	-	-	-
Reserve for Other Restricted Purposes	-	2,009,500	-	2,009,500
Reserve for Specific Fund Purposes	-	-	1,956,452	3,351,160
Reserve for Emergencies and Shortfalls	1,394,708	-	-	1,394,708
<b>TOTAL ESTIMATED USES</b>	<b>14,548,491</b>	<b>14,032,905</b>	<b>10,090,718</b>	<b>38,672,114</b>

(Published in the Woodward New on May 29, 2018)

**CITY OF WOODWARD**  
**ALL BUDGETED FUNDS**  
 FISCAL YEAR 2018-19

**ESTIMATED RESOURCES**

General	13,174,674
Hotel/Motel	795,984
Limited Purpose	4,454,218
Restricted Revenue	1,521,400
Grant	79,436
Airport	468,453
Enterprise	8,140,720
Cemetery Care	11,143
Perpetual Care	250
Capital Project	-
<b>Subtotal - Revenues</b>	<b>28,646,278</b>
<b>OTHER RESOURCES</b>	
Debt/Loan Proceeds	4,130,000
Restricted Prior Year Reserves	2,571,900
Unrestricted Prior Year Reserves	3,300,000
<b>TOTAL ESTIMATED RESOURCES</b>	<b>38,648,178</b>

**ESTIMATED USES**

<u>Fund</u>	<u>PERSONNEL SERVICES</u>	<u>MATERIALS &amp; SUPPLIES</u>	<u>OTHER SERVICES &amp; CHARGES</u>	<u>CAPITAL OUTLAY</u>	<u>OPERATING TRANSFERS</u>	<u>DEBT SERVICE</u>	<u>TOTALS</u>
General	9,292,952	691,694	3,146,734	6,307	-	-	13,137,687
Hotel/Motel	-	-	-	-	917,583	-	917,583
Limited Purpose	-	-	-	-	190,000	3,733,106	3,923,106
Restricted Revenue	-	-	-	1,511,384	-	773,395	2,284,780
Grant	-	-	-	79,436	-	-	79,436
Airport	242,817	377,850	70,990	75,000	-	-	766,657
Enterprise	2,168,970	262,200	1,857,875	-	3,200,000	645,221	8,134,266
Cemetery Care	-	-	-	-	-	-	-
Perpetual Care	-	-	-	-	-	-	-
Capital Project	-	-	-	4,130,000	-	-	4,130,000
<b>TOTAL ESTIMATED COST</b>	<b>11,704,739</b>	<b>1,331,744</b>	<b>5,075,599</b>	<b>5,802,127</b>	<b>4,307,583</b>	<b>5,151,723</b>	<b>33,373,515</b>

**OTHER USES**

Reserve for Capital Improvements	-
Reserve for Other Improvements	-
Reserve for Other Restricted Purposes	-
Reserve for Specific Fund Purposes	1,931,223
Reserve for Emergencies and Shortfalls	3,343,441
<b>TOTAL ESTIMATED USES</b>	<b>38,648,178</b>

**PUBLIC NOTICE OF PROPOSED BUDGET HEARING**

A public hearing on the FY 2018-2019 City of Woodward Budget will be held at 7:00 p.m. on June 4, 2018 at the Commission Chambers of City Hall for the purpose of discussing and developing the City budget for the fiscal year beginning July 1, 2018. The public hearing is open to the public; and citizens comments on the proposed budget will be welcome. A copy of the proposed budget is available in the Office of the City Clerk.

General	13,174,674		
Hotel/Motel	795,984		
Limited Purpose	4,454,218		
Restricted Revenue	1,521,400		
Grant	79,436		
Airport	468,453		
Enterprise	8,140,720		
Cemetery Care	11,143		
Perpetual Care	250		
Capital Project	-		
Debt/Loan Proceeds	4,130,000		
Restricted Prior Year Reserves	2,571,900		
Unrestricted Prior Year Reserves	3,300,000		
	38,648,178		
Personnel Services	11,704,739	11,704,739	-
Material & Supplies	1,331,744	1,331,744	-
Other Services & Charges	5,075,599	5,060,099	15,500
Capital Outlay	5,802,127	5,796,916	5,211
Operating Transfers	4,307,583	4,323,083	(15,500)
Debt Service	5,151,723	5,151,723	-
	33,373,515	33,368,304	5,211