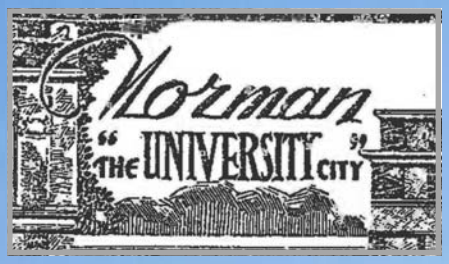
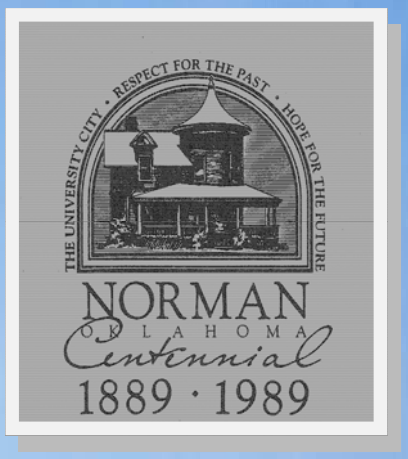
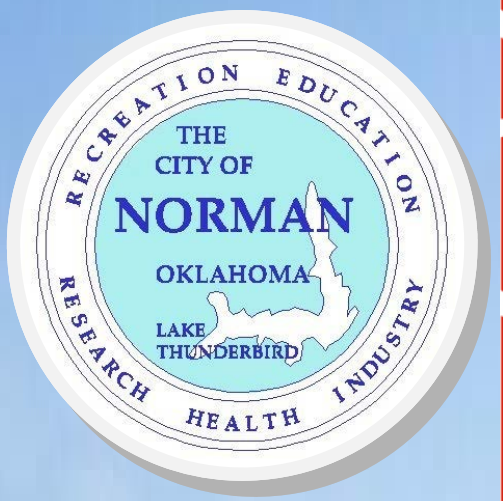
BUDGET

125th Anniversary of the City of Norman



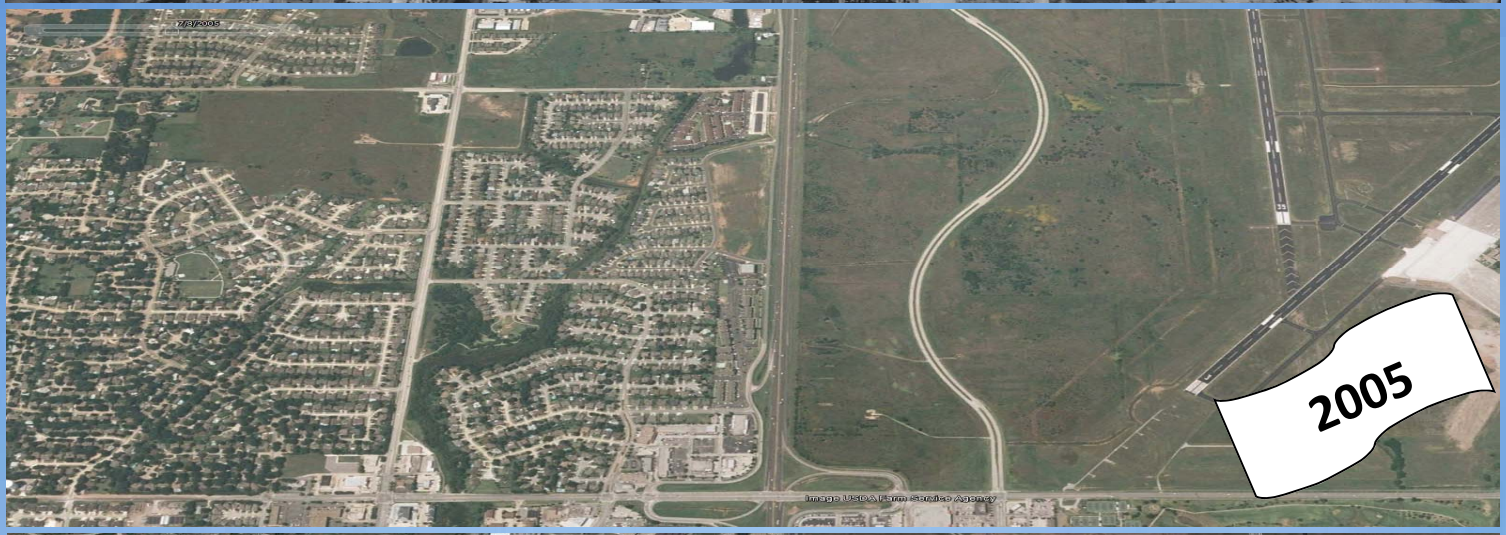


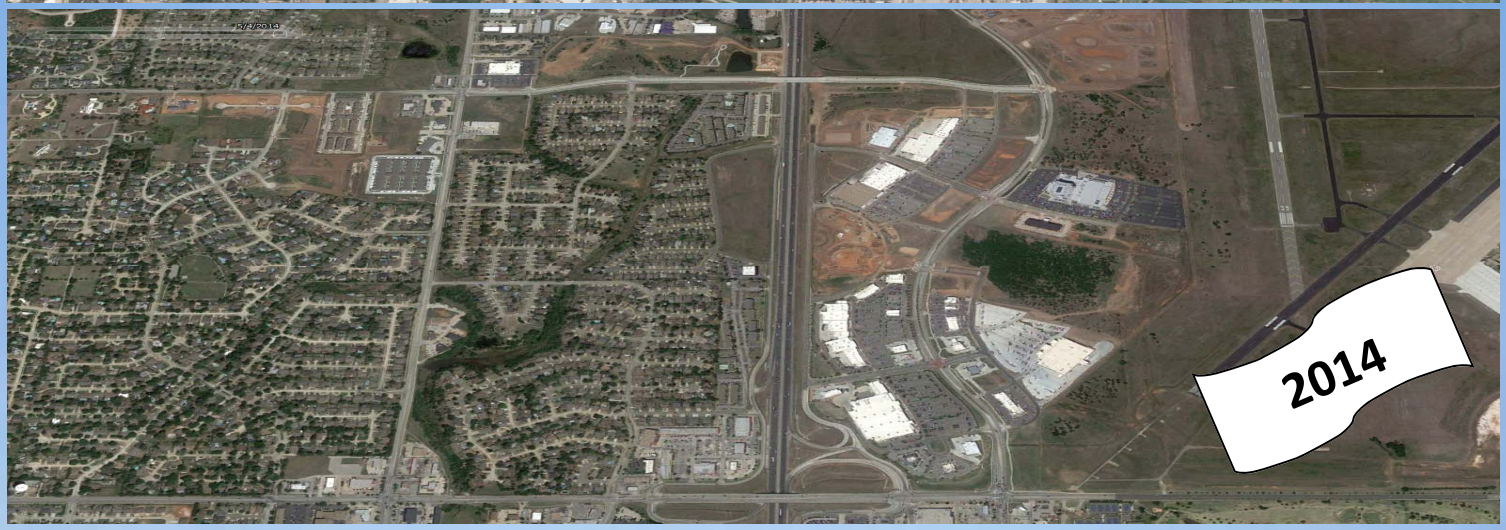


THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2016

FINANCIAL PLAN—FISCAL YEAR-END 2017-2020





Source Google Earth

ON THE COVER – The City of Norman will celebrate the 125th Anniversary of its incorporation as a municipal township in 2016. The City organization has prospered along with the city, and is well-positioned to continue to provide excellent public services to our citizens and utility customers in the future. The cover and divider page artwork was prepared by the City of Norman's Office Services Division staff, with sources as cited.

ABOVE – University North Park Town Center, a Tax Increment Finance District, in northwest Norman continues to be developed on what had been the site of a World War II naval aviation base.

CITY COUNCIL

MAYOR
Cindy Rosenthal

Ward 1	Greg Heiple	**Ward 5**	Lynne Miller
Ward 2	Clint Williams	**Ward 6**	Jerry Lang
Ward 3	Robert Castleberry	**Ward 7**	Stephen Tyler Holman
Ward 4	Greg Jungman	**Ward 8**	Kyle Allison

Presented by:

Steven D. Lewis, City Manager

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THE CITY OF NORMAN

OUR MISSION

"WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE"

To fulfill our mission, City of Norman employees pledge themselves to these values:

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

We value service to others in a caring manner. We listen with a willingness to understand the needs of others. We respond in a friendly, helpful way.

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

We are committed to providing exceptional service in a courteous, dependable and efficient manner.

RESPECT

We respect our differences and treat each other with understanding and dignity.

FAIRNESS

We seek to understand the needs of others. We strive for equity in the delivery of services and in the treatment of individuals.

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

We believe that these values are the foundation of all our endeavors to make our community a better place now and for future generations.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Norman, Oklahoma, for its annual budget for the fiscal year beginning July 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets the program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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City Manager's Letter

The City of
NORMAN
201 West Gray, Bldg. • P.O. Box 370
Norman, Oklahoma 73069 • 73070
CITY MANAGER'S OFFICE
Phone: 405-366-5402

April 9, 2015

The Honorable Mayor and City Council Members
Municipal Building
Norman, Oklahoma

Dear Mayor Rosenthal and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the proposed budget for the fiscal year July 1, 2015 – June 30, 2016 (FYE 2016). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before the start of the fiscal year (July 1) and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

The FYE 2016 budget recognizes the progress that the City of Norman has made in addressing the General Fund's long-term condition of spending more revenue than we have been taking in. It is also recognized, however, that this has come at the expense of service provision in some areas. Council has targeted some areas for improved service delivery, and those areas have been at least partially addressed in this budget proposal. As illustrated in the per capita benchmarking information in the Community Profile Section of the Budget document, Norman is already a very small governmental operation and our citizens will be asked to consider whether they choose to continue our current levels of service.

Major capital improvements are underway throughout the City, thanks to the willingness of the Norman voters to approve sales tax, general obligation bond and utility rate increase proposals in recent years to pay for these improvements. These improvements will be discussed in the Capital and Utility Enterprise Sections of this letter.

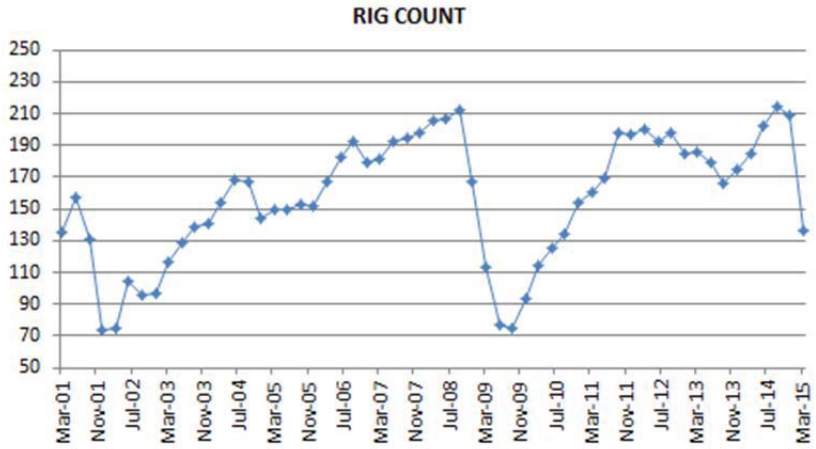
The total budget for all City of Norman funds for fiscal year ending 2015 was $179,681,396 and for FYE 2016, the total proposed budget is $183,512,075. The primary reason for this increase is a one-time Community Development Block Grant expenditure for disaster recovery capital projects of $10,992,600 is budgeted in FYE 2016.

NATIONAL AND REGIONAL ECONOMIC TRENDS

The overriding economic discussion point in Oklahoma's region is the status of the petrochemical industry. There are many tangible and intangible impacts of the positive and negative trends in the regional and national oil and gas industries, which compete in international markets. While Norman is less directly impacted by the volatile trends in the petrochemical industry than many cities and counties throughout the state, there is no question that Norman is impacted by the "booms" and "busts" in the oil and gas industry. ***The fiscal year 2015-2016 budget is being prepared in a period of great concern about the petrochemical industry*** at the State and Oklahoma City Metropolitan Area levels, as reflected below:

Oklahoma Oil Rig Count

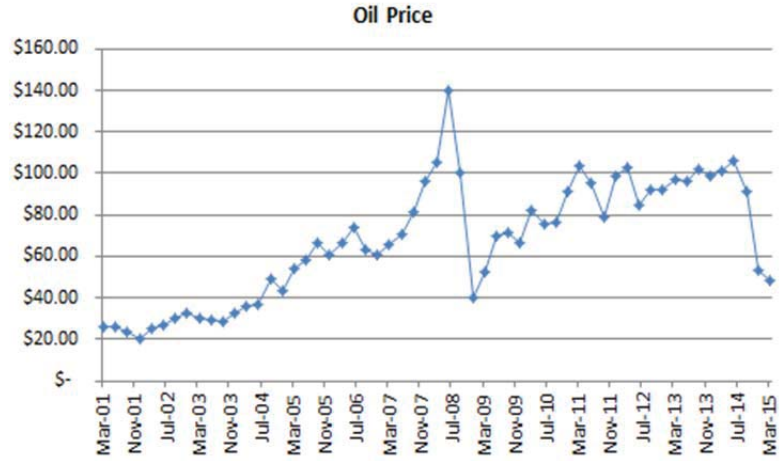
Source: Baker-Hughes Oilfield Knowledge Center



Oil "Spot" Price

Source: U.S. Dept. of Energy

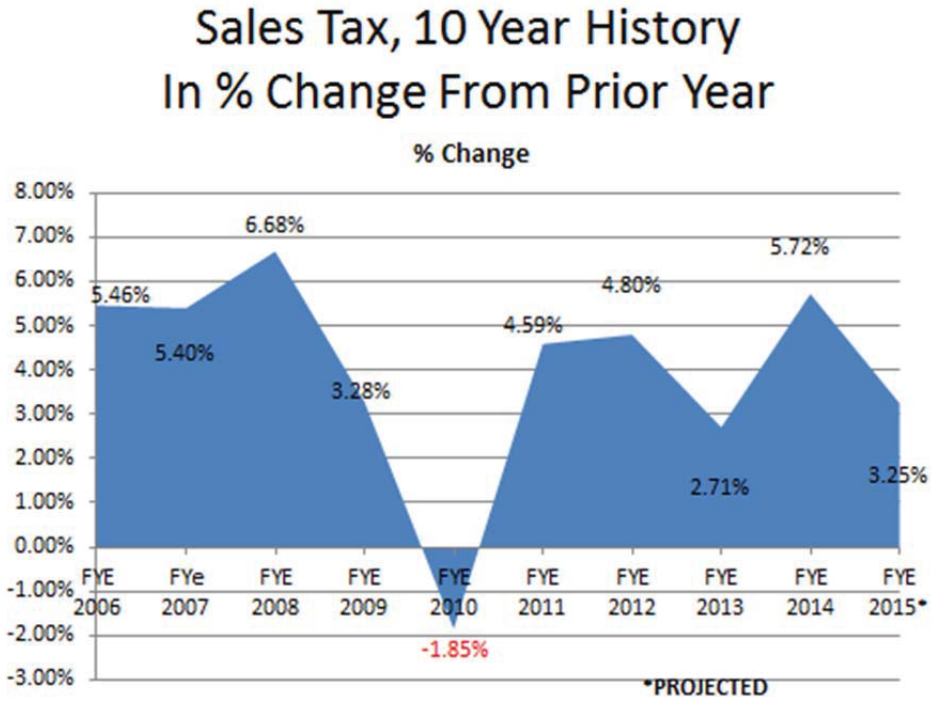
Cushing, OK West Texas Intermediate



The oil and gas industry has direct and indirect impact on Norman's economy. First, the State of Oklahoma's budget is directly impacted by oil and gas gross production tax revenue, and two of Norman's major employers are state agencies: The University of Oklahoma and Griffin Memorial Hospital. Many Norman residents work in the industry, and their income level and perceptions of their future income levels has immediate impact on their spending behavior, which in turn impacts Norman's sales tax prospects. The impact of the petrochemical industry on Norman's economy (positive or negative) tends to lag current trends by approximately six months to a year. These tangible and intangible impacts have been factored in to projected revenue and expenditures throughout the budget.

There are positive City of Norman budgetary impacts of reductions in the price of oil, however. With lower fuel prices, the City can expect reduced expenditures for fuel, tires and asphalt for paving operations. Savings from these areas has been built in to the projected FYE 2016 budget.

Sales tax growth patterns are a widely accepted indicator of the health of the local retail economy. The striking similarity between the oil and gas industry trend indicators above and the Norman sales tax growth patterns below are indicative of the ties between the health of the petrochemical industry and Norman's retail economy:



MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2014-2015

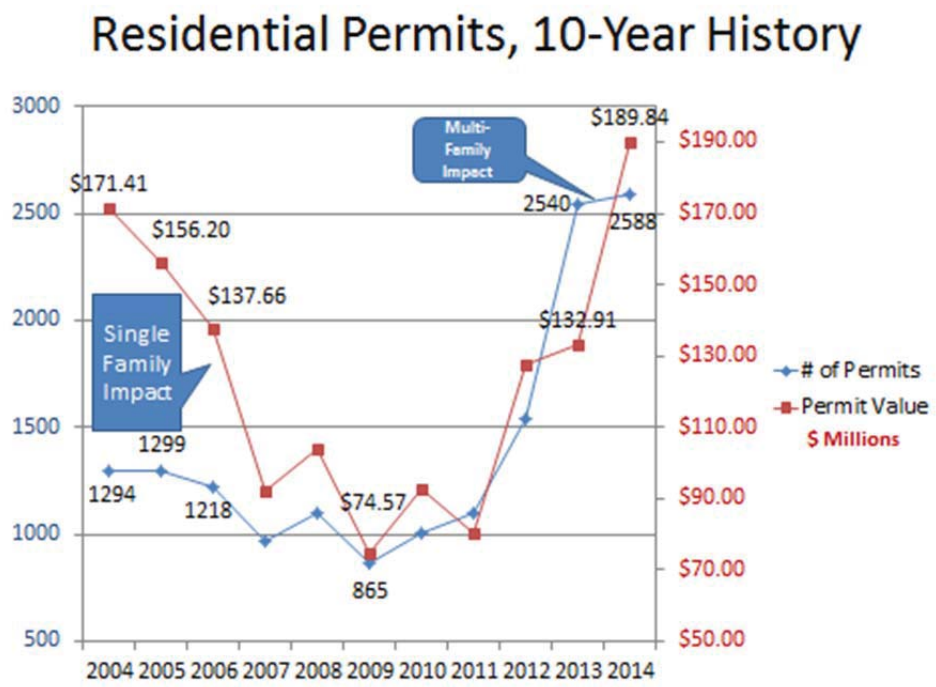
Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Sales tax collections for FYE 2015 are 3.5 percent above FYE 2014 levels, and below budgeted levels (budgeted increase of 4.25%). In FYE 2016, the growth rate in sales tax revenue is projected to moderate (+2.5%), reflecting the slowdown in the state and metropolitan area economies.

The Oklahoma State Legislature responded to requests from municipalities to more closely match the Oklahoma Tax Commission's cost to administer sales and use taxes by reducing the administrative charge taken against local sales and use tax collections. The City of Norman will have the administrative charge reduced from one percent to one-half percent, beginning in FYE 2016. This will increase City sales tax collections by an estimated $480,000 per year, benefitting the General Fund, Capital Fund, Public Safety Sales Tax Fund and University North Park Tax Increment Finance Fund (this increase was considered in sales tax revenue projections for FYE 2016).

Use Tax collections have grown steadily in FYE 2015 due to activity in the multi-family building industry and increased compliance with use tax laws by on-line retailers. Staff will emphasize the monitoring of use tax collections going forward, as out-of-state purchases of goods for use in Norman, such as internet purchases and purchases of construction materials for the local home building industry should be captured in use tax collections. The City of Norman will continue to partner with other cities and agencies to monitor use tax collection efforts and legislative trends for the payment of taxes for on-line purchases.

Franchise fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are directly tied to utility revenues, which are heavily influenced by seasonal weather patterns (similar to the direct impact of weather on Norman Water Utility revenues). Franchise Fee revenues are projected to be in line with overall budgeted projections for FYE 2015. Collections are projected to increase by three percent overall in FYE 2016, with an additional revenue increase tied to an increase in the ONG franchise rate from three percent to four percent.

Licenses and Permits – These are payments made for obtaining trade licenses to do business in Norman and for obtaining permits to build or alter structures in Norman. Permit volume and revenues are, therefore, an important proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates, and a direct and significant impact on revenues from the Sewer Excise Tax on New Development (Wastewater Utility revenues are separated from the General Fund). ***Permit volume and values have experienced very healthy growth in recent years, due primarily to large multi-family housing developments*** that have been constructed recently or that are currently under construction. This is reflected in the significant increase in the number of permits issued in the last 2-3 years, as illustrated below:



SOURCE: City of Norman Dept. of Planning and Community Development

The data depicted in this graph indicates several important things. The recent "boom" in residential building has been concentrated in the multi-family housing sector. This is indicated by the relatively large gap between the number of permits and permit values during the 2004-2006 period, and the very small gap between permit volume and permit values in more recent years. This indicates that the value of individual permits is much smaller, indicating the construction of smaller housing units (i.e., apartments). It can be expected that there will be a period of slower growth in the multi-family housing sector, but the impact on the overall residential homebuilding industry and on License and Permit revenues cannot be accurately predicted. Staff will continue to monitor these trends, as the homebuilding industry can act as an indicator of the health of the overall local economy and sales tax base.

Other Taxes – This revenue category primarily reflects the City of Norman's receipt of state shared Motor Vehicle and Tobacco Taxes.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic/parking fines, DUI, etc.). Fine and forfeiture revenue is above budget for FYE 2015.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the decline in fund balances available for investment and bond market conditions, investment income is not a major source of General Fund revenue, but investment portfolio practices will continue to be closely monitored due to their impact on other City funds.

GENERAL FUND RESERVE LEVELS

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker's compensation, medical or torts against the City. Fund balance can only be appropriated for expenditure by an act of the City Council, and the adoption of the budget appropriates projected funds for expenditure in the upcoming fiscal year, less funds that are held in fund balance. Norman has adopted fund balance policies in keeping with accepted accounting standards. By Ordinance O-1011-58 (adopted June 28, 2011), the City adopted formal reserve policies for the General Fund which require that a two percent (2%) Emergency Reserve account be appropriated within the General Fund budget; at least three percent (3%) of budgeted General Fund expenditures be held in General Fund balance (these are considered Operating, or "unrestricted" reserves by accounting standards) and at least an additional three percent of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or "Rainy Day") Fund. The Ordinance targets 4.5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures be held in the Net Revenue Stabilization Fund. The Ordinance requires that at least the minimum fund balances be restored to the Rainy Day Fund within three years of its establishment, or within three years of any appropriation of fund balance in the Fund. Funds held in Net Revenue Stabilization Fund balance can only be appropriated by the Council if at least one of three circumstances is met:

- The General Fund Operating Reserve falls below one percent (1%) of budgeted expenditures;

- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the two percent Emergency Reserve appropriation;

- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

Net Revenue Stabilization Fund balances are considered to be "Restricted" fund balances under accounting standards. The combination of these Fund balance reserve requirements results in a minimum of eight percent (8%) of General Fund expenditures to be held in reserve, a target of 9.5% and a maximum of 11 percent (11%).

During fiscal year 2014-2015, the Council allocated funds to be transferred to the Rainy Day Fund from the General Fund and the Public Safety Sales Tax Fund. ***With the completion of these transfers, as of June 30, 2015, the Net Revenue Stabilization Fund is projected to be at $3,188,735, and for the first time since it was established, the Rainy Day Fund will have reached its Targeted level.*** With the General Fund allocation to the 2% Emergency Reserve and adequate Operational Reserves in the General Fund balance, the City of Norman will have achieved its targeted reserve levels. The City Council has never made any appropriations to spend money from the Rainy Day Fund.

Because of the inherent volatility in Norman's primary sources of General Fund revenue (sales and use tax) and Norman's susceptibility to extreme weather conditions (necessitating unexpected emergency expenditures), it is very important for Norman to maintain adequate fund balances. Projected and actual reserve levels will continue to be proactively managed, and balanced with the ability to provide adequate levels of service to our citizens from within available revenues.

FISCAL YEAR 2015-2016 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

In response to Council direction, aggressive actions have been taken in recent years to manage General Fund expenses within available revenues. After several consecutive years of General Fund expenses outstripping annual revenue collections, the General Fund "bottom line" has been positive for the last two fiscal years. Some of these actions include the following:

- We have been able to manage without making extensive expenditures from the Emergency Reserve allocation (mandated 2% Reserve account) for outside contractual debris removal or other services;

- We have had some success in reducing the rate of growth in health insurance and other benefit expenditures;

- We have continued strategic management of filling vacancies, which has resulted in savings in personnel costs;

- The reduction in costs for oil and natural gas has resulted in savings in City fuel costs;

- We have added some new revenue sources, and major General Fund revenues have been slightly above budget overall for the last few years.

This strategic management of General Fund operations has not come without some negative consequences to the provision of services in some areas, however. The City of Norman is an extremely small operation, relative to comparable municipalities (see Inter-City Benchmark City Comparisons in the Community Profile Section) and several General Fund operations have been chronically under staffed over many years due to fund condition. This has resulted in increased overtime expenses, workload concerns, and below-expectation service delivery in some areas. The proposed FYE 16 General Fund budget attempts to address service delivery in some of these critical areas:

- Animal Welfare
- Development Services
- Utility Customer Services

This budget proposal includes additional staffing to improve services in these areas.

Animal Welfare – the new Animal Shelter facility that was funded by voter-approved General Obligation Bonds in 2012 is slated to open in the near future. Council directed that staff be added to enhance service delivery in the facility and the FYE 2016 budget proposes to add an Administrative Technician II position (authorized during FYE 2015 for in-house customer service and administrative service functions, freeing up an existing Kennel Attendant to provide direct animal welfare services) and a Veterinary Technician position.

Development Services – as illustrated in the License and Permit Revenue section above, City permit activity has remained at historically high levels for the last 2-3 years. A Plans Examiner position has been proposed for addition to the FYE 2016 budget in an effort to better streamline plan review operations and timelines in the Development Services Division. Concerns have been voiced by permit customers about increasing permit review timelines, particularly for commercial projects. In response to those concerns and previous staff reductions in this area, this position is being proposed.

Further, a reorganization of the management structure of the Planning and Community Development Department is proposed to provide better services to the development community, homeless and other social service programs. The proposed capital improvements project budget also includes funding for an update to the Norman Comprehensive Land Use Plan, which will be better administered by the reorganized Long-Range Planning Division.

Utility Customer Services – the significant increase in the number of multi-family housing units in Norman has also significantly increased the number of water meters that have to be read and serviced on a monthly basis. Current staffing levels had been insufficient to keep up with (highest priority) meter reading schedules along with (second priority) service initiation and (third priority) termination demands. In some cases, this resulted in undue delays in terminating the services of customers who were delinquent in their utility payments. The FYE 2016 budget proposes to add a Meter Service Representative position (primarily responsible for meter turn-ons and turn-offs) and a Meter Reader position. The meter services staffing level has not been increased in over 20 years. The General Fund will be reimbursed for the costs of these positions by the City's Water, Water Reclamation and Sanitation Utilities.

An Administrative Technician position is also proposed to be added to the Facility Management Division, to handle increased workload from additional City facilities.

Stormwater Management

The FYE 2016 budget proposes a reorganization of the Public Works Department's Stormwater Division into Stormwater Drainage and Stormwater Quality Divisions. No additional financial resources are dedicated to this reorganization, but in order to comply with the new federal and state regulations, the City will have to allocate more resources in the future. Norman has considered the implementation of a Stormwater Utility to provide the necessary financial resources to more adequately address concerns for control of street and property flooding, stream maintenance, stormwater runoff and detention, water quality and facility maintenance.

On March 31, 2015, the City of Norman was notified by the Oklahoma Department of Environmental Quality (ODEQ) that the City's General Storm Water Permit No. OKR04 will be issued by June 2015. This is the second issuance of Norman's Storm Water Phase II Permit, the first of which was issued in 2005. ODEQ is required to re-issue these permits to all cities or jurisdictions every five years, but the 2010 issuance has been delayed until now. This Storm Water Permit Program is part of the federal Clean Water Act administered by the U.S. Environmental Protection Agency (EPA). The goal of the program is to improve the water quality in rivers, streams, lakes and other water bodies of the United States.

The City of Norman is also required to submit a Compliance Plan for the Lake Thunderbird TMDL by November 2015. The TMDL requirements will be incorporated into the City's OKR04 Storm Water Phase II Permit. The Lake Thunderbird TMDL and other elements of Storm Water Permit No. OKR04 will result in a need for increased local funding in the City's Storm Water Management Program. Existing program elements will need to be reviewed, updated and expanded as needed to ensure compliance and to show continued progress toward full implementation of permit requirements. This will include enhanced efforts in public education and outreach, municipal operations like additional street sweeping and municipal storm sewer system inspection and maintenance and low impact development requirements. Additionally, best management practices specific to the TMDL will need to be developed and incorporated into the Program. Based upon preliminary information, staff estimates the budgetary impact of these storm water requirements in FYE 2016 to be approximately $300,000 which is already included in the proposed FYE 2016 Capital Budget. Over a 5 year period, staff anticipates the annual cost of this program to increase up to $1 million per year.

Personnel Cost Assumptions

Personnel costs are the major driver of expenditures in the General Fund and impact on expenditures in every City operation. A major component of personnel costs is the cost of benefits provided to City of Norman employees. The fiscal year 2015-2016 budget is based on the following assumptions for personnel costs:

- Budgeted positions are assumed to be filled for the full fiscal year;
- Employees are assumed to receive a merit step raise, if they would qualify;
- An Employer Contribution of $628 per month (single) and $1269 per month (family) for health insurance;
- An Employer Retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;

- An Employer Pension contribution of 13% of payroll for state-mandated Police Pension System members and 14% for Firefighter Pension System employees;

- Federally-mandated Social Security and Medicare contributions for all non-fire employees;

- An assumption of $800,000 in "Employee Turnover Savings" is built into the budget (approximately 1.6% of Salary and Benefit Category allocations), under the assumption that the net impact on the General Fund of the savings achieved by employees leaving during the course of the year and hiring replacement employees at a lower salary at a later time will outweigh the cost of one-time payouts (accrued leave payouts, etc.) to employees who leave; and,

- Other allowances and payments, as mandated by union contracts and City policies are anticipated and included in budgeted benefit costs (approximately 80% of the City of Norman's workforce is unionized, as illustrated in the Overview/Statistical Section).

Public Safety Sales Tax Fund Budget Preparation

In May, 2008, the citizens of Norman approved a temporary ½ percent Public Safety Sales Tax Ordinance (Ordinance O-0708-32), which will be in effect from October 1, 2008 through September 30, 2015. The Public Safety Sales Tax ("PSST I") will fund 41 additional Police Department personnel and 30 additional Fire Department personnel over the seven-year life of the tax. The original Public Safety Sales Tax has added a total of 71 additional public safety personnel to the City workforce: 41 police officer personnel and 30 firefighter personnel. The PSST I has also financed the construction of two additional fire stations, construction of an Investigations Center and briefing station, replacement of fire apparatus, replacement of the City's Computer Aided Dispatch and Records Management Systems and funding of the Police and Fire Department's pro rata share of the Rainy Day Fund's Targeted balance.

On April 1, 2014, the citizens of Norman approved a permanent extension of the Public Safety Sales Tax, effective at the end of the current authorization period (effective October 1, 2015). The newly-authorized ½ percent Public Safety Sales Tax ("PSST II") will be used to maintain the 71 personnel added during the PSST I period and the following additional personnel, to be added over a period of four fiscal years:

13 Police Officers to implement a School Resource Officer Program
4 Communications Officers (Dispatchers)
2 Mechanics to maintain emergency vehicles

In addition to these 19 added personnel (bringing the total personnel added by the PSST I and PSST II to 90), the PSST II Ordinance directs that the following, prioritized, Critical Public Safety Capital Facilities be purchased:

Emergency Communications System Replacement	$15,000,000
Emergency Operations/Dispatch Center Construction	$ 6,500,000
Fire Apparatus Replacement Program	$ 6,800,000
Reconstruction/Relocation of Fire Station #5	$ 3,500,000

In response to Council direction, the City is moving forward aggressively to fulfill the purposes of the voter-approved PSST II. The fiscal year 2015-2016 budget proposes to add the first six of the School Resource Officer personnel to the City workforce – a Police Lieutenant and five Police Officer positions are proposed to be added to the FYE 2016 budget. In order to adequately train the personnel and fill positions vacated by senior police officers transferring to SRO positions, the hiring processes will begin in the summer of 2015, so that the staff can be assigned to Norman public schools at the beginning of the 2016-2017 school year.

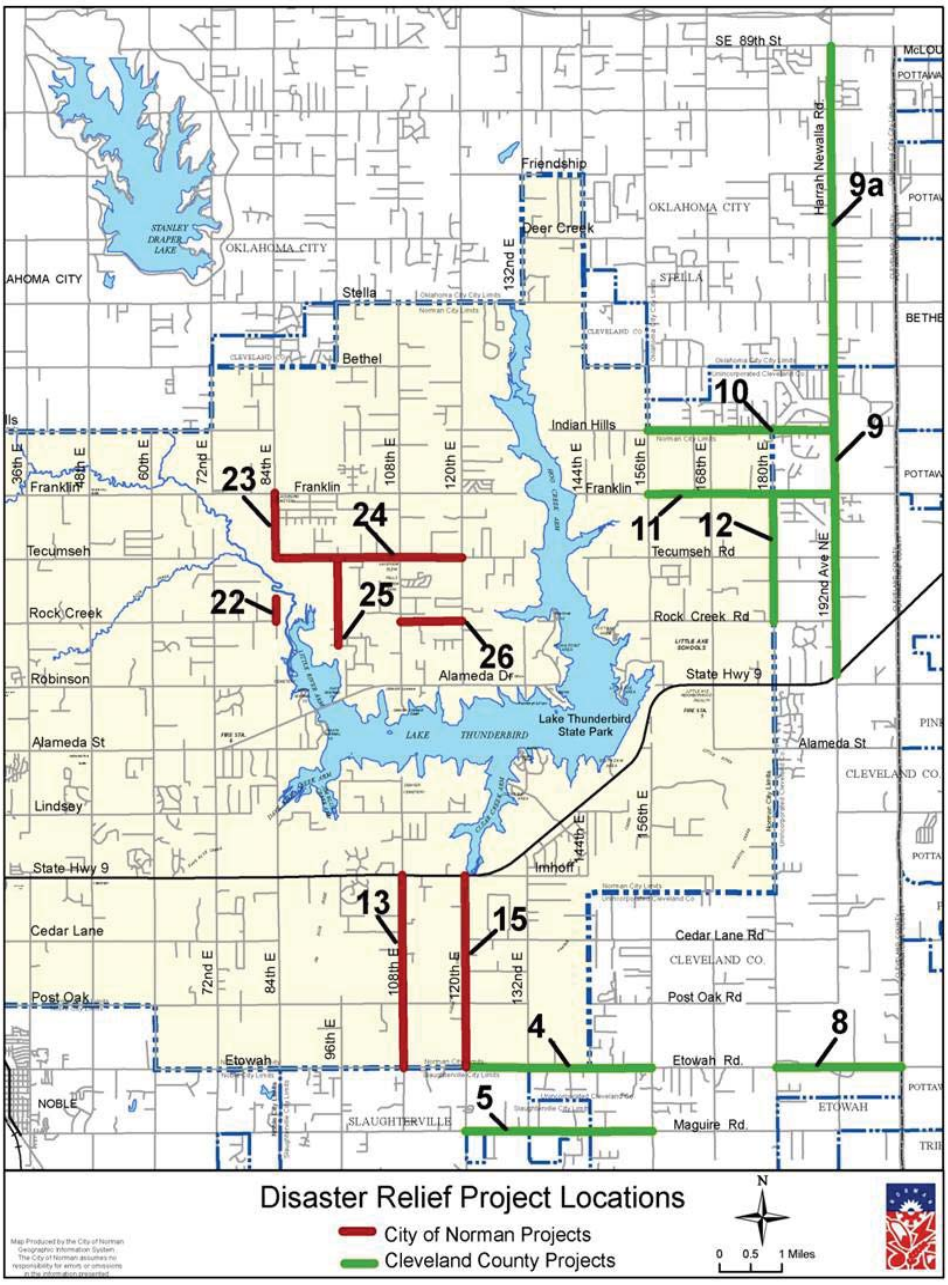
Planning has already begun for the acquisition of the Emergency Communications System equipment, and site selection and preliminary design processes have begun for the Emergency Operations/Dispatch facility. As discussed below, up-front financing for these multi-million dollar capital needs has also been secured, and includes funding for the replacement of the most critical of the fire apparatus, a platform truck with an estimated cost of $1,100,000.

Other Special Revenue Funds

The City of Norman operates several other special revenue funds to account for separately-funded operations in several areas. In some cases, the General Fund provides support to these areas, but some legally-earmarked revenues pay for the functions in whole or in part.

Among these special revenue operations, Norman's Community Development Block Grant (CDBG) Program will experience some administrative changes in fiscal year 2015-2016. Norman has been an "entitlement city", receiving allocations of federal CDBG and HOME program funding from the federal government for many years. The retirement of the long-serving Revitalization Manager and CDBG Coordinator, along with new program emphases, directed by the Citizen's CDBG Committee, have resulted in the FYE 2016 budget proposing to add a full-time Program Coordinator (increased from part-time) and a CDBG/Grants Manager position (change of title only).

The City of Norman, Cleveland County and surrounding municipalities were awarded a CDBG Disaster Recovery Grant of over $21,000,000 to repair infrastructure damaged in tornadoes, severe storms and wildfires over the last three years. This rare opportunity will result in the improvement of over 10 miles of rural roads and bridges in east Norman (see illustration). These grant programs will be jointly administered by the CDBG staff in the Planning Department and engineering staff in the Public Works Department.



Operational Budget Summary

The fiscal year 2015-2016 operational budget continues to provide financial resources for basic service levels, and adds resources in some areas targeted by the City Council. The City's Net Revenue Stabilization ("Rainy Day") Fund has reached its Targeted level, and efforts will be made to maintain this level in the future. The City has had some success in managing to bring General Fund costs in line with annual revenues, but the long-term sustainability of this trend is questionable. The proposed fiscal year 2015-2016 budget is submitted with an eye to the future,

as economic trends and expenditure drivers would indicate a continuing need to develop new long-term revenue sources in the General Fund.

Capital Expenditure Budget Preparation

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) capital sales tax, utility funds, bond issuances and other sources, and are discussed in detail in the separate Capital Improvement Projects Budget document. The Capital Sales Tax (CST) also funds capital equipment, fleet and computer replacement and other "capital outlay" items through transfers from the Capital Fund to the General Fund or related special revenue funds.

Like other full-service municipalities, the City of Norman depends on equipment to deliver vital City services. The City has millions of dollars invested in its fleet of rolling stock and in its automated computer, telephone and radio systems. The replacement of this equipment is an ongoing and high priority budget need. There is an ongoing concern, however that the costs for replacing the City's equipment is increasing faster than the CST revenues made available to replace it. The critical fleet of rolling stock is aged (average age of 8.9 years; approximately 60% older than recommended). Nearly 44% of the fleet assets exceed the targeted age for replacement. The aging of the City's fleet results in higher maintenance and fuel costs and reduces operational efficiency in all City operations. While the proposed budget allocates over $2,000,000 to the replacement of the City's rolling stock, over $10 million of critical replacement needs were identified by the Fleet Management Division. The consequence of underfunding fleet replacement needs will yield future spikes in, and further backlogs of, replacement spending needs. A major policy issue to be addressed is the identification of additional funds for fleet replacement, both on a short-term and long-term basis.

Capital Financing

Municipal bond market rates remain at very low levels, creating an opportunity for the City of Norman and its related trusts to obtain long-term financing for capital needs at relatively low costs. The Council and the Trustees of the Norman Utilities Authority and the Norman Municipal Authority recently authorized three debt issuances to finance major capital needs:

NUA Refunding – Acting as the Norman Utilities Authority, the Trustees approved the re-financing ("refunding") of the remaining outstanding principal (approximately $17,300,000) on the NUA's 2003, 2005 and 2006 Utility Revenue Bonds. The 2003 and 2005 bonds were for wastewater system improvements, and the 2006 bonds were for water system improvements. This refunding, placed with a Bank of Oklahoma subsidiary, will result in over $680,000 in interest cost savings (average interest rate reduction from 4.05% to 2.17%) over the remaining life of the bonds (primarily accruing to the Water Fund) and will eliminate problematic terms in the previous bond contracts. The bonds will have a final maturity in twelve years.

PSST Financing – The Council anticipated financing the "Critical Capital Needs" promised in the permanent Public Safety Sales Tax initiative ("PSST II") using a long-term debt issuance. Acting as the Norman Municipal Authority, the Trustees recently approved the issuance of $22,825,000 in Sales Tax Revenue Notes to pay for the construction costs of the Emergency

Operations Center, the purchase of the Emergency Communications System equipment, and the replacement of a fire platform truck. The NMA Notes will mature in twenty years, and were purchased by a subsidiary of JP Morgan Chase Bank at a competitive rate of 2.33%.

2015 General Obligation Bonds

In August 2012, the voters of Norman approved the issuance of $42,575,000 in general obligation bonds to pay for street widening, bridge replacement and storm drainage improvement projects throughout Norman. The largest of the approved projects was the widening of Lindsey Street from 24th Avenue S.W. to Berry Road. The sale of authorized bonds for this project was anticipated to be done over two issuances, with the first completed in 2012. On April 28, 2015, the Council will consider the award of bids for the purchase of the remaining $22,525,000 in authorized general obligation bonds, primarily for road widening and storm drainage improvements on Lindsey Street.

The proceeds of these debt issues will allow important capital projects to proceed on their anticipated schedules at relatively low interest costs.

University North Park Development

Significant growth is happening in the University North Park development ("UNP", the Planned Unit Development area bordered by I-35, Robinson Street, OU-Westheimer Airport and Tecumseh Road). This growth is facilitated by public improvements funded by the City of Norman's UNP Tax Increment Finance District (TIF). Infrastructure improvements (streets, storm drainage facilities, waterlines, sewerlines, etc.) have recently been completed to serve the University North Park Corporate Center (UNPCC) which lies to the north of the retail portion of the UNP development. UNPCC is a development of the Norman Economic Development Coalition, of which the City of Norman is a partner (along with The University of Oklahoma, Moore-Norman Technology Center, and the Norman Chamber of Commerce's "Sooner Centurions"). UNPCC consists of approximately 60 acres of land that is offered to businesses at below-market rates to encourage economic growth and job creation in Norman.

UNPCC has contracted with its first corporate tenant, Immuno-Mycologics Incorporated ("IMMY"). IMMY is a manufacturer of biomedical equipment, primarily testing equipment for the early screening of diseases. IMMY's major markets are in developing countries outside of the United States, and their markets are rapidly growing. Construction of IMMY's new offices and manufacturing facilities is slated to begin in the summer of 2015. It is hoped that with the infrastructure in place and the first commercial tenant obligated, the UNPCC will attract further employers to Norman, which was a major goal of the TIF incentive and apportionment of City sales and property taxes.

Legacy Park is nearing completion within University North Park, funded by tax apportionments to the UNP TIF Fund. Legacy Park is an 8-acre City park which features a scenic water feature, an amphitheater which has the potential to be attractive regional performance venue, and walking and jogging trails and promenades, which will enhance the lodging and residential development

in the area, and which will connect to Legacy Trail, connecting the University North Park development to the City's pedestrian/bicycle trails system.

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID will collect assessments from property owners in the UNP development, to be matched by City TIF funds, together totaling $200,000 per year for ten years, beginning in 2015. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The FYE 2016 budget includes $25,000 from BID assessments and $116,485 in City TIF funds for these maintenance expenses.

Future plans for the University North Park development include several additional restaurants and entertainment facilities, along with a potential multi-family housing development proposed to the west of the UNPCC.

NORMAN FORWARD Initiative

While no allocations are included in the proposed fiscal year 2015-2016 budget, the Council is considering the components of a citizen initiative for a package of public capital improvements to improve the quality of life in Norman. The initiative, called "NORMAN FORWARD", includes funding for potential improvements which were also proposed in the City's adopted Parks Master Plan, along with the construction of a new Norman Public Library main branch and eastside branch, and other facilities. A proposed revenue source under consideration is the imposition of a temporary, dedicated sales tax of ½ percent. As the budget process moves forward, Council may consider adding allocations for the design or planning of these facilities.

Griffin Hospital Campus

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) has discussed making portions of its land in central Norman available to the City of Norman for various public facilities or commercial development. A Steering Committee has been appointed to consider this proposal, and funding was included in the FYE 2015 budget for a study of potential developments or uses of the property.

Norman Comprehensive Land Use Plan Update

The City of Norman has not undergone an update to its Comprehensive Land Use Plan in over ten years. Funding is included in the FYE 2016 capital budget for this update, which will involve extensive citizen input, discussion and professional guidance from City staff and planning consultants. The updated Comprehensive Land Use Plan will incorporate direction from the ongoing Center City Initiative, the recently-completed Norman Comprehensive Transportation Plan, and other studies.

UTILITY ENTERPRISE FUNDS

Norman Water Enterprise Utility

The City of Norman operates three utility enterprises: Sanitation, Water, and Water Reclamation (also known as "Wastewater" or "Sewer"). Enterprise funds are established to account for the operations of the City that endeavor to operate like private businesses, in that their services are provided to a discrete base of customers, as opposed to the citizenry as a whole, and user fees are charged to those customers at a level that seeks to recover the full costs of providing the services. The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects.

On January 13, 2015, the voters of Norman approved a water rate increase for the first time in over nine years (the Norman City Charter requires a majority vote of the people to raise utility rates). The new rate structure will enable the Norman Water Utility to improve drinking water quality for its customers through improvements to the treatment processes at the Vernon Campbell Water Treatment Plant. These improvements were directed by the NUA Trustees/Council to produce higher quality water than mandated by federal and state standards, and to address taste and odor issues that have been experienced periodically. The rate structure is designed to encourage water conservation by charging higher incremental rates to larger water users. Revenues from the new rates will also enable the Water Utility to add additional water supplies through the construction of additional ground water wells and the purchase of additional water on a year-round basis from the Oklahoma City Water Trust.

The fiscal year 2015-2016 Water Fund budget anticipates preliminary and final design of the plant improvements and water well siting and land acquisition. Major capital expenditures for the treatment plant and water well construction are anticipated in FYE 2017.

Norman Water Reclamation (Wastewater) Utility

Major improvements are underway at the Norman Water Reclamation Facility. The improvements will include an expansion of the treatment capacity from 12 million gallons per day (MG/D) to 17 MG/D, to serve the Utility customer's treatment needs for an estimated 15 years.

When the programmed improvements to the WRF are completed (scheduled completion is early 2017), the WRF will be positioned to produce treated sewage of a sufficient quality to serve irrigation and industrial purposes (i.e., cooling towers, etc.) for major commercial customers in the vicinity of the WRF. Providing reclaimed water for these irrigation and industrial purposes will save substantial and valuable drinking water for the customers of Norman's Water Utility. The use of reclaimed wastewater is among the long-term water supply options being considered by the Norman Water Utility.

Norman Sanitation Utility

The Norman Sanitation Utility provides automated municipal solid waste collection, transfer and disposal customers for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, bulky item pickup and participates in a household hazardous waste disposal program. Curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor. The Sanitation Utility, like the general City operation, has underfunded its fleet replacement needs. In order to adequately address these needs, increased sanitation rates will be needed.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2016 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund. By Council budget policy, these dedicated capital sales tax funds are set aside according to the following formula:

38% for pay-as-you-go capital projects
27% for capital outlay
25% for street maintenance
5% for maintenance of existing facilities
5% for contingency

As the budget progresses, Council may want to give consideration to changing this formula in this or in future years to allocate more funds for fleet replacement or other needs.

The FYE 2016 capital budget continues major themes of ongoing street maintenance and maintenance of existing City facilities. The Capital Budget document gives detailed information on all programmed capital projects.

SUMMARY

The proposed fiscal year 2015-2016 budget is submitted as a “starting point” in many ways. The General Fund has operated on a break-even basis recently, but future trends would indicate that changes will be needed to continue to provide adequate service levels. Major capital programs are underway or are about to start in the utility enterprises and in bond or grant-funded street, drainage and bridge projects. The City’s TIF fund investment in the University North Park development seems poised to result in many of the regional attractions that were originally envisioned. The comprehensive planning processes that we will undertake in 2015-2016 promise to guide Norman in any number of different ways in the future.

The Council has provided clear direction in the way that this budget should be managed. We will carry out your directions to meet the challenges before us and we look forward to working with you to meet those challenges. We look forward to the additional tasks of educating the

public about these challenges and our financial needs to continue to provide general services to our citizens and utility services to our enterprise customers.

CONCLUSION

I would like to express my personal appreciation for the outstanding work done by our professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction requests that have come from Council, the Council Finance Committee, and from the public. It is my privilege to present this budget to our citizens and utility ratepayers and to work to implement it in providing the services they justifiably demand.

Sincerely,

Steven Lewis
City Manager

Community Profile

History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 119,362 residents, Norman is the third largest city in the State of Oklahoma.

Norman was primarily developed around the Santa Fe Railroad. Home to a passenger depot as well as a freight station, Norman became the headquarters for the railway. As business grew, it was necessary to expand the depot three times in the first few years of its existence. The last expansion was announced by J.E. Hurley, General Manager of the Santa Fe Railway, in 1909. The Santa Fe Depot was deeded to the City in 1972 and has had major renovations over the past ten years.

The City of Norman has agreed to preserve and maintain the Santa Fe Depot as a historical landmark and use the building in a manner as to benefit the entire community. Performing Arts Studio, Inc. leases the building for rental of meetings, banquets and parties. Daily Amtrak passenger service is provided at the depot as well.

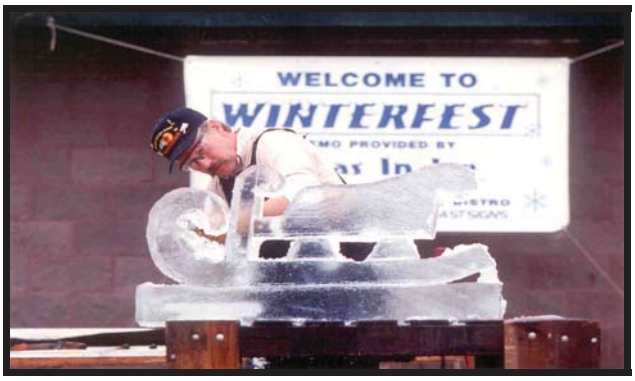
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman was chosen as the location for the University of Oklahoma (OU), contingent upon the county passing bonds to construct a building. Town and country residents were also required to donate 40 acres of land for a campus site. The residents of Norman were successful in all their plans to be OU's home and by 1895, the university enrolled 100 students. Today, the Norman campus has an enrollment of approximately 24,044.

Today, OU and the City of Norman are still making history. Norman is recognized as one of the most progressive cities in the state and the Norman Public School system is acknowledged as one of the top school systems in Oklahoma.

Norman's rich history plays an important role in citizen's lives and we continually make our history book more exciting with each passing year.

Norman—The City of Festivals

Widely recognized as the "City of Festivals", Norman is the host of several annual festivals that are free to the public. Spring and Summer festivals include the Medieval Fair, Norman Music Festival, May Fair, Jazz in June, and Midsummer Night's Fair in July. Fall and Winter festivals include Winterfest in December and the Chocolate Festival held in February.



Winterfest in December

Medieval Fair held in the Spring

Chocolate Festival in February

Jazz in June Festival

May Fair

Midsummer Night's Fair held in July

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Norman is Oklahoma's third largest city and is home to the University of Oklahoma Sooners. Family oriented activities are abundant in Norman. Places of interest include Lake Thunderbird, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History. The City of Norman also sponsors several events throughout the year including Norman Day, held on the 4th of July and Norman's annual "Best" Easter Egg Hunt.

Max Westheimer Airport

Owen Field and Oklahoma Memorial Football Stadium

Easter Egg Hunt at Andrew's Park

Lake Thunderbird

Sam Noble Oklahoma Museum of Natural History

Norman Day at Reave's Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation

Community & Special Use centers	10
Number of developed parks	62
Developed park acreage	982.85
Number of undeveloped parks	5
Undeveloped park acreage	169.75
18-hole golf courses	1
Disc golf courses	4
Swimming pools	5
Sprayground / Water Playground	2
Waterslides	2
Tennis courts	19
Skate park	1
Competition baseball / softball fields	32
Competition Soccer fields	17
Neighborhood practice baseball fields	27
Neighborhood soccer practice goals	25
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	7
Recreational / Fishing Ponds	8
Dog Parks	1
Miles of Walking Trails	13.8

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2006	109,323	23,089	30.0	12,736	3.9
2007	110,349	24,532	29.6	13,152	4.2
2008	111,543	28,159	28.2	13,546	3.1
2009	112,551	25,244	28.4	14,025	4.5
2010	110,925	24,586	30.4	14,366	5.0
2011	113,169	28,603	30.2	14,644	4.5
2012	114,451	28,193	29.4	15,022	4.1
2013	119,151	25,316	29.1	15,129	4.2
2014	117,528	n/a	n/a	15,601	3.5
2015	119,362	n/a	n/a	15,819	3.1

Sources:

(1) 2006-2009 and 2011-2014 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2015 Estimated – City of Norman Finance Department

(2) 2006-2013 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate

(3) 2006-2013 U.S. Census; 1-yr. American Community Survey Estimate

(4) Norman Public Schools Accreditation Report

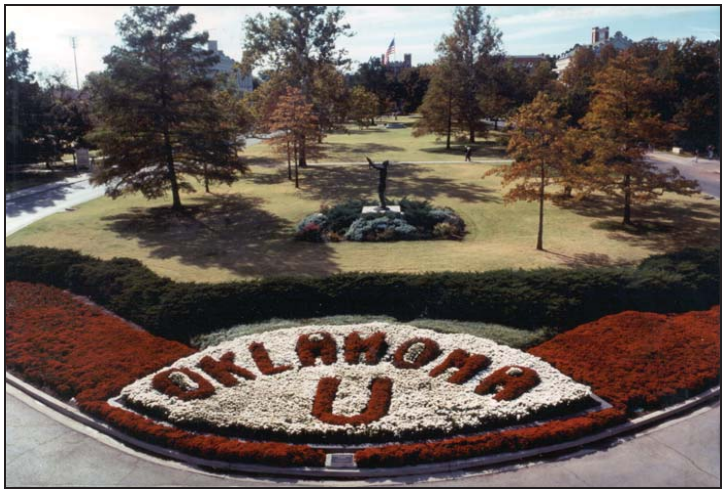
(5) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate, 2015 – First two months of calendar year 2015

N/A – Information not currently available

Community Profile

Facilities and services not included in the reporting entity:

Hospitals:	
Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	219
Number of licensed patient beds (Healthplex)	168
Education (2014-2015 School Year):	
Total school enrollment – Norman Public Schools	15,819
Number of elementary schools	17
Number of elementary students	7,776
Number of elementary school instructors	585
Number of secondary schools	6
Number of secondary school students	8,043
Number of secondary school instructors	483
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

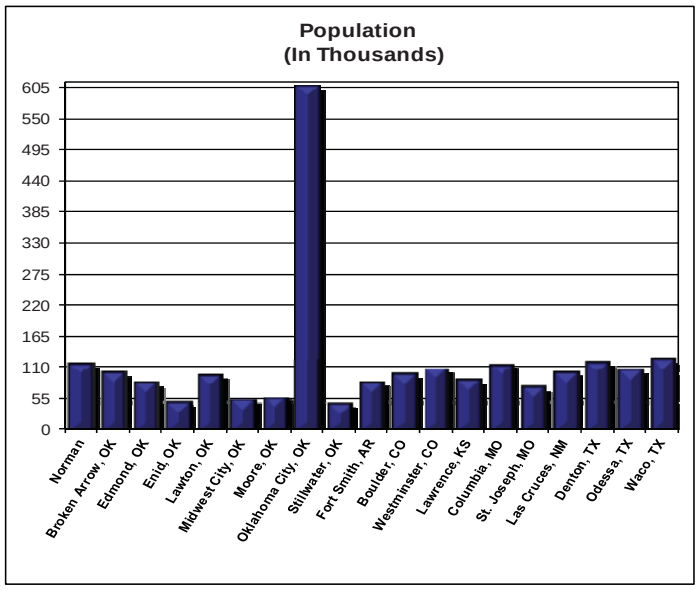
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	12,446
Norman Regional Hospital	Medical Services	2,962
Norman Public Schools	Education Services	1,880
York International / Johnson Controls	Heating / Air Conditioning	950
City of Norman	Government Services	848
Hitachi	Computer Products	526
USPS National Center for Employee Development	Government Services	407
Oklahoma Veterans' Center – Norman Division	Medical Services	400
Sysco	Food Service Distributor	320
Sitel	Business Process Outsourcing	279

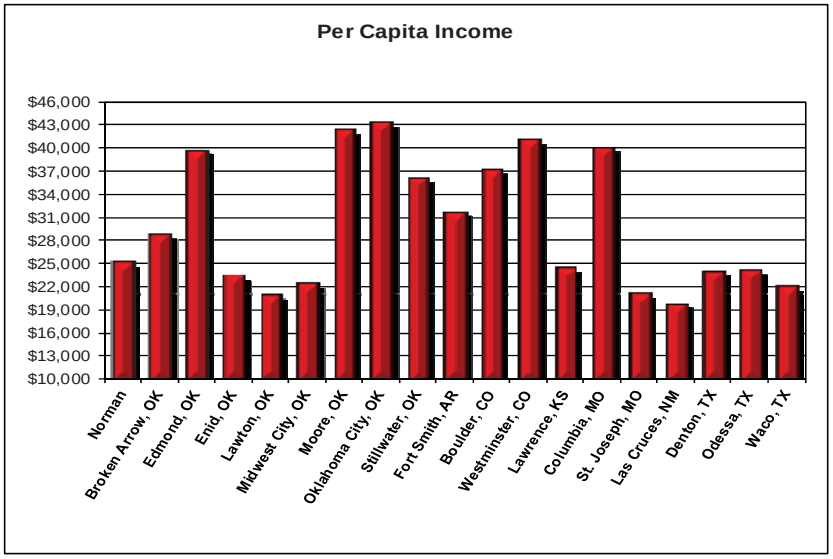
INTER-CITY BENCHMARK COMPARISONS

For purposes of comparative analysis, Norman compares ("benchmarks") itself to 18 other cities for a variety of criteria. These cities are generally selected based on the following factors.

1. Population within 20 percent (+ / - 20%) of Norman's
2. Located within a Metropolitan Statistical Area
3. Site of a major university
4. Located in the state of Oklahoma or a bordering state

City	Population	Median Age	Square Miles
Norman	**119,362**	**29.1**	**189.5**
Broken Arrow, OK	102,019	35.7	61.6
Edmond, OK	85,190	35.2	87.0
Enid, OK	49,379	36.5	73.9
Lawton, OK	98,177	29.7	57.6
Midwest City, OK	54,371	35.2	28.0
Moore, OK	59,407	32.0	21.6
Oklahoma City, OK	609,516	34.6	621.2
Stillwater, OK	47,186	23.7	28.0
Fort Smith, AR	86,209	35.0	92.4
Boulder, CO	99,716	28.6	25.7
Westminster, CO	108,807	35.8	35.0
Lawrence, KS	89,512	26.7	34.3
Columbia, MO	116,269	26.8	64.2
St. Joseph, MO	76,729	35.6	44.0
Las Cruces, NM	103,163	31.1	77.0
Denton, TX	120,945	29.5	97.4
Odessa, TX	107,158	31.2	45.9
Waco, TX	126,217	28.4	105.0

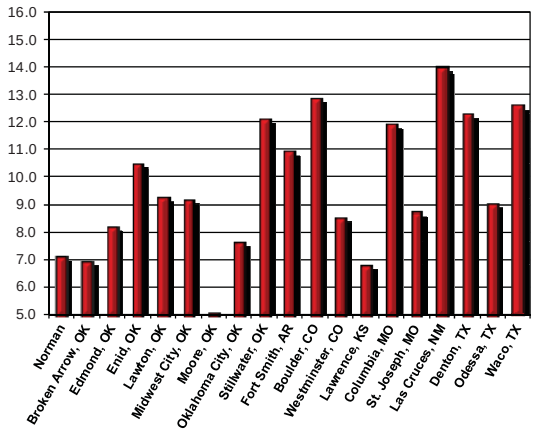




City	Per Capita Income
Norman	**$25,316**
Broken Arrow, OK	$28,977
Edmond, OK	$39,812
Enid, OK	$23,501
Lawton, OK	$21,097
Midwest City, OK	$22,451
Moore, OK	$42,451
Oklahoma City, OK	$43,343
Stillwater, OK	$36,186
Fort Smith, AR	$31,782
Boulder, CO	$37,349
Westminster, CO	$41,213
Lawrence, KS	$24,614
Columbia, MO	$40,118
St. Joseph, MO	$21,201
Las Cruces, NM	$19,923
Denton, TX	$24,089
Odessa, TX	$24,358
Waco, TX	$22,078

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**15,819**	**3.10%**	**Oklahoma Gas & Electric (OG&E), Wal-Mart/Sam's Club, Links at Norman**
Broken Arrow, OK	16,600	4.10%	Public Service Company, Wal-Mart Stores Inc., Windstream Communications
Edmond, OK	23,089	4.40%	Southwestern Bell, Oklahoma Natural Gas (ONG), SCI Bryant Square Fund
Enid, OK	7,858	2.70%	Advance Pierre Foods, ADM Grain & Milling, Oklahoma Gas & Electric (OG&E)
Lawton, OK	16,398	6.60%	Goodyear Tire & Rubber Co., AEP Public Service Co., Republic Paperboard
Midwest City, OK	13,542	4.30%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), GS Legacy Corner, LLC
Moore, OK	22,899	3.20%	Oklahoma Gas & Electric (OG&E), Inland Diversified Shops at Moore, Greens at Moore
Oklahoma City, OK	45,745	3.60%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores, Inc.
Stillwater, OK	6,212	4.80%	Breckenridge Group Stillwater OK, LLC, The Links at Stillwater, Lakeview Point
Fort Smith, AR	14,048	7.70%	Mortgage Clearing Corp., Lereta LLC, Corelogic Tax Services LLC
Boulder, CO	14,036	4.50%	IBM Corp., Macerich Twenty Ninth Street, LLC, Public Service Co. of Colorado
Westminster, CO	not available	6.00%	not available
Lawrence, KS	11,835	7.60%	University of Kansas, Lawrence Public Scheools, General Dynamics
Columbia, MO	17,709	3.70%	State Farm Mutual Auto Insurance Co.,TKG Biscayne LLC, Columbia Mall Limited Partnership
St. Joseph, MO	11,244	5.50%	Missouri American Water Co., Boehringer Ingelheim Animal Health, Belt Highway Investment
Las Cruces, NM	31,001	6.90%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	25,775	4.00%	Columbia Medical Center of Denton (Denton Regional Hospital), Paccr, Inc., Target Corp.
Odessa, TX	30,450	3.40%	Odessa Regional Medical Center, Midland Investors LLC, BJ Services Company USA
Waco, TX	15,254	6.70%	Mars Chocolate - North America, Coca Cola Company, L-3 Platform Integration

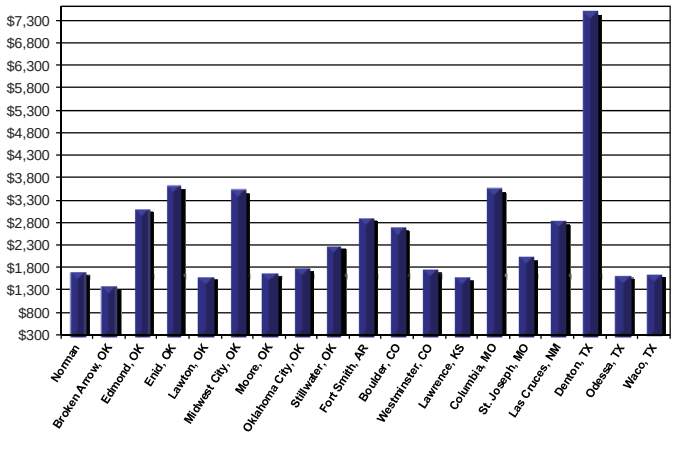
Employees Per 1,000 Citizens



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**848**	**7.1**
Broken Arrow, OK	709	6.9
Edmond, OK	699	8.2
Enid, OK	519	10.5
Lawton, OK	910	9.3
Midwest City, OK	500	9.2
Moore, OK	303	5.1
Oklahoma City, OK	4,672	7.7
Stillwater, OK	573	12.1
Fort Smith, AR	945	11.0
Boulder, CO	1,286	12.9
Westminster, CO	933	8.6
Lawrence, KS	791	6.8
Columbia, MO	1,387	11.9
St. Joseph, MO	670	8.7
Las Cruces, NM	1,445	14.0
Denton, TX	1,491	12.3
Odessa, TX	967	9.0
Waco, TX	1,593	12.6

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$195.58**	**$205.39**	**$1,721**
Broken Arrow, OK	$120.95	$143.23	$1,404
Edmond, OK	$208.92	$266.37	$3,127
Enid, OK	$167.55	$179.99	$3,645
Lawton, OK	$167.91	$159.35	$1,623
Midwest City, OK	$150.08	$192.62	$3,543
Moore, OK	$100.84	$100.84	$1,697
Oklahoma City, OK	$1,104.04	$1,104.04	$1,811
Stillwater, OK	$114.14	$109.13	$2,313
Fort Smith, AR	$314.50	$252.10	$2,924
Boulder, CO	$260.47	$269.50	$2,703
Westminster, CO	$246.07	$192.53	$1,770
Lawrence, KS	$193.29	$185.67	$1,597
Columbia, MO	$389.87	$417.35	$3,590
St. Joseph, MO	$158.32	$158.32	$2,063
Las Cruces, NM	$248.74	$293.67	$2,847
Denton, TX	$908.38	$907.88	$7,507
Odessa, TX	$174.40	$176.23	$1,645
Waco, TX	$209.19	$209.19	$1,657

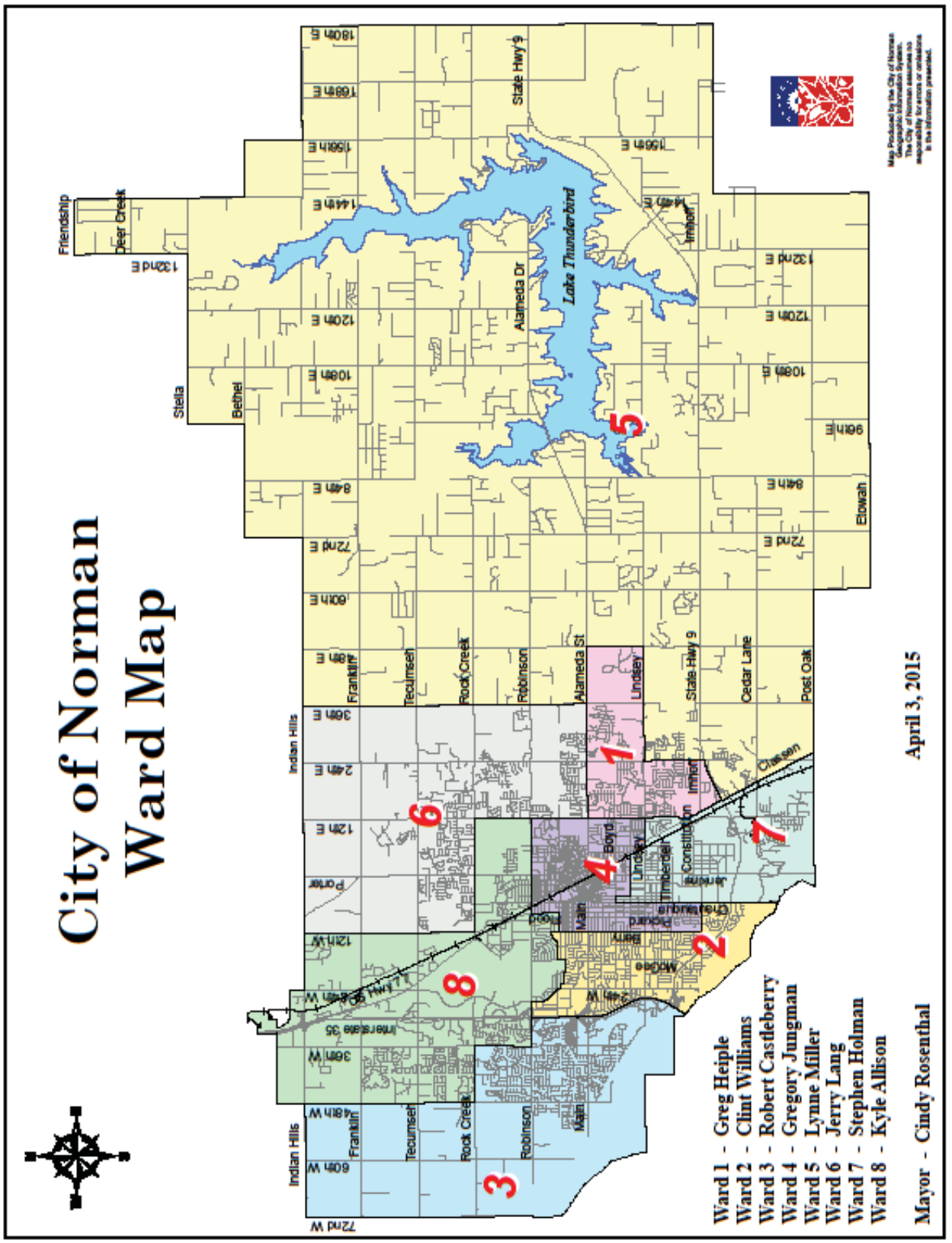
Expenditures Per Capita Income



Government Facilities and Service Statistics

Year of Incorporation: 1891
Form of Government: Council / Manager

Area in square miles	189.5
General Obligation Debt Rating (Moody's rating)	AA2
Number of Employees (excluding police and fire):	
Union	294
Non-Union	149
Fire Protection:	
Number of Stations	9
Number of fire personnel	163
Number of calls answered (for 2014)	12,370
Number of inspections conducted (for 2014)	2,956
Police Protection:	
Number of stations (includes Norman Investigations Center)	2
Number of police personnel (includes emergency communications staff)	242
Number of patrol units	117
Physical arrests (for 2014)	6,095
Traffic violations (for 2014) (citations issued)	18,568
Parking violations (for 2014)	12,422
Number of reported crimes (part one crime index for 2014)	4,405
Calls for service (for 2014)	64,476
Sewerage System:	
Miles of sanitary sewers maintained by the City	494
Miles of storm sewers maintained by the City	138
Number of treatment plants	1
Daily average treatment in gallons	9,000,000
Design capacity of treatment plant in gallons	12,000,000
Water System:	
Miles of water mains maintained by the City	590
Number of service connections (includes 841 sprinkler connections)	36,663
Number of fire hydrants	5,812
Daily average production in gallons (for 2014-excluding water purchased from OKC)	13,101,400
Maximum daily capacity of plant in gallons	16,000,000
Number of water wells in operation	30
Street Maintenance:	
Miles of urban streets maintained by the City	539.1
Miles of rural streets maintained by the City	227.9
Number of street lights	6,334
Number of signalized locations	244


City of Norman
Ward Map
April 3, 2015
Lake Thunderbird
State Hwy 9
Alameda St
Rock Creek
Robinson
Main
Lindsey
Boyd
Constitution
Cedar Lane
Post Oak
Elowah
Bethel
Stella
Friendship
Deer Creek
Indian Hills
Franklin
Tecumseh
Interstate 35
Chesapeake
Jenkins
Porter
Flood
Berry
Acres
Imhoff
Chatsen
Ward 1 - Greg Heiple
Ward 2 - Clint Williams
Ward 3 - Robert Castleberry
Ward 4 - Gregory Jungman
Ward 5 - Lynne Miller
Ward 6 - Jerry Lang
Ward 7 - Stephen Holman
Ward 8 - Kyle Allison
Mayor - Cindy Rosenthal

Overview/Statistical

INTRODUCTION

The purpose of the Overview/Statistical section of the Budget is to offer an overview of the approved budget along with historical information for comparison. The intent of this section is to give the reader a quick insight to the overall budget and provide a basis for better analysis and understanding of the detailed document.

CITIZENS OF NORMAN

CITY COUNCIL

BOARDS AND COMMISSIONS

CITY MANAGER

Community & Business Relations

MUNICIPAL COURT

LEGAL

INFORMATION TECHNOLOGY

FIRE

OFFICE OF THE CITY CLERK

Emergency Management
Prevention
Suppression
Training

Facility Maintenance
Custodial Services

POLICE

PUBLIC WORKS

Animal Welfare
Criminal Investigations
Patrol

Emergency Communications
Special Investigations
Staff Services

Engineering
Streets
Stormwater Drainage
Traffic Control
Fleet Management

PARKS AND RECREATION

FINANCE

Park Maintenance
Forestry
Recreation
Westwood Park

Accounting
Budget
Office Services
Treasury
Utility Services

PLANNING AND COMMUNITY DEVELOPMENT

HUMAN RESOURCES

Comprehensive Planning
Development Services
Revitalization
Geographic Information Systems
Current Planning
CDBG

UTILITIES

Compensation and Benefits
Safety
Selection and Development
Employee Assistance

Water
Water Reclamation
Sanitation

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16
GENERAL	530	559	568	599	558	601	602	596	599	610
PUBLIC SAFETY SALES TAX	0	0	0	0	45	65	67	69	71	77
RECREATION	18	19	20	20	20	0	0	0	0	0
CDBG	6	6	6	6	6	6	6	6	6	5
SPECIAL GRANTS	0	0	0	0	1	1	1	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	0	0	1	1	0
EMERGENCY COMMUNICATIONS	22	22	22	22	22	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8
WATER	50	50	52	52	52	52	52	51	51	50
WATER RECLAMATION	23	23	23	23	21	21	22	22	22	42
SANITATION	52	53	53	53	51	51	51	51	51	51
RISK MANAGEMENT	0	0	0	0	0	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	25	25	25	25	21	21	21	21	21	1
TOTAL	737	768	780	811	808	830	834	829	834	848

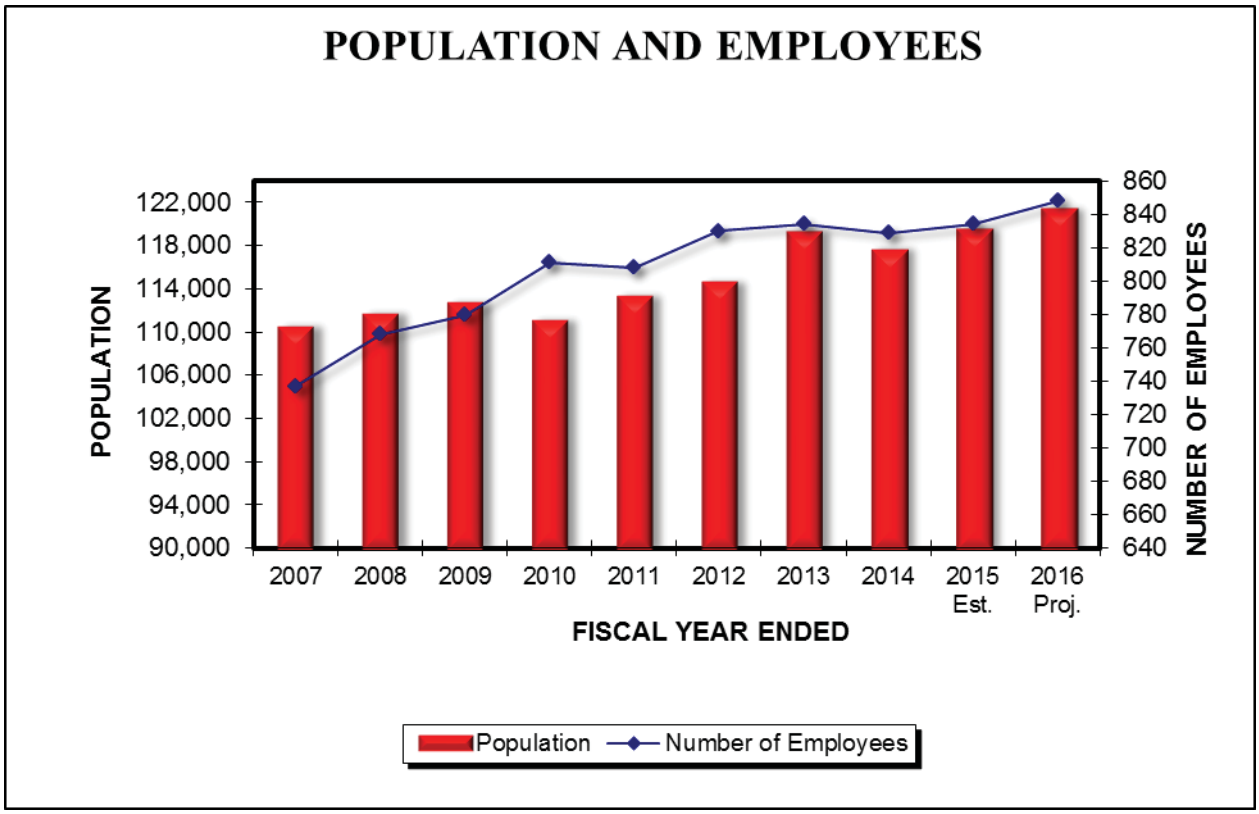
FYE 11 to FYE 12 - Eliminated PT Planning Intern in GIS, added 3 PT Call Takers in Emergency Communications, added 15 Fire Personnel and 5 Police Personnel in the Public Safety Fund. Moved Recreation and Emergency Communications personnel to General Fund per GASB 54 requirements. Started Risk Management Fund again and moved funding for one position from General Fund to this Fund.

FYE 12 to FYE 13 - Added a Development Coordinator position in the City Manager's Office during FYE 12 - General Fund, Added 2 Detectives in the Public Safety Sales Tax Fund and a Laboratory Technician in the Water Reclamation Fund.

FYE 13 to FYE 14 – Cut 12 Frozen Positions (11 in General Fund and 1 in Water Fund). Added a Retail Recruiter position, 3 part-time Recreation Leaders and re-classed a Juvenile Services Coordinator temporary position in Municipal Court to part-time, and reclassed a Crime Intelligence Analyst that will no longer be funded by a grant – all in the General Fund and added 2 Police Officers in the Public Safety Tax Fund.

FYE 14 to FYE 15 - Added PT Admin. Tech for I.T., added an Equipment Repair Supervisor for Fleet and a Mechanic II, reclassed PT Kennel Attendant to FT, reclassed a temporary Tennis Recreation Leader to PT, cut 1 CDBG full-time and added a part-time position and added 2 Police Officers in the Public Safety Fund. Sewer line maintenance operation personnel were transferred to the Water Reclamation Fund.

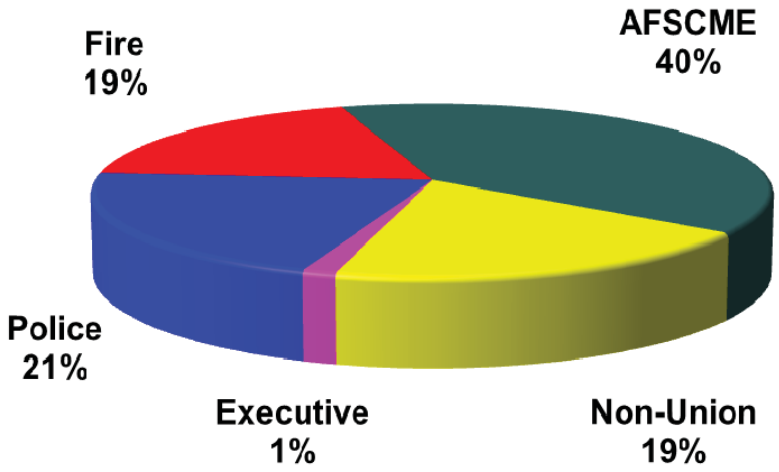
FYE 15 to FYE 16 – During FYE 15 added one full-time Custodian and four part-time custodians due to the termination of a custodial contract. Added an Admin. Tech. for Animal Welfare. Twenty of the Sewer Line Maintenance Fund employees were transferred to the Water Reclamation Fund in FYE 15. For FYE 16, added a Registered Vet. Tech. for Animal Welfare, added a Plans Examiner for Planning/Development Services, added a Meter Reader and a Meter Service Representative to Finance, added an Admin. Tech. for Facility Maintenance Administration. Added six officers for the Public Safety Sales Tax School Resource Officer Program. Cut a Revitalization Manager counted in CDBG. Cut a part-time Juvenile Services Coordinator in the Seizure Fund. Cut a Water Treatment Plant Operator.



Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2016, the City will employ 848 permanent employees, which is 14 more positions budgeted in FYE 2015. Seventy-seven positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 848 personnel, the City is budgeting 111 more positions than in FY 2007, or an increase of 15.1%. In 2016, the City of Norman's population is projected to be 121,224, an increase of approximately 9.8% from 2007.

Note: The population figures used for the graph are estimates provided by the City of Norman Planning and Finance Departments.



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2015-2016, 848 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (341) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 242 Police Department personnel, of which 177 are members of the Fraternal Order of Police (FOP) union and 46 are AFSCME members. There are a total of 163 Fire Department personnel, of which 157 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 13 department heads and the City Manager of the City of Norman. There are 173 employees that are non-union members including the executive employees.

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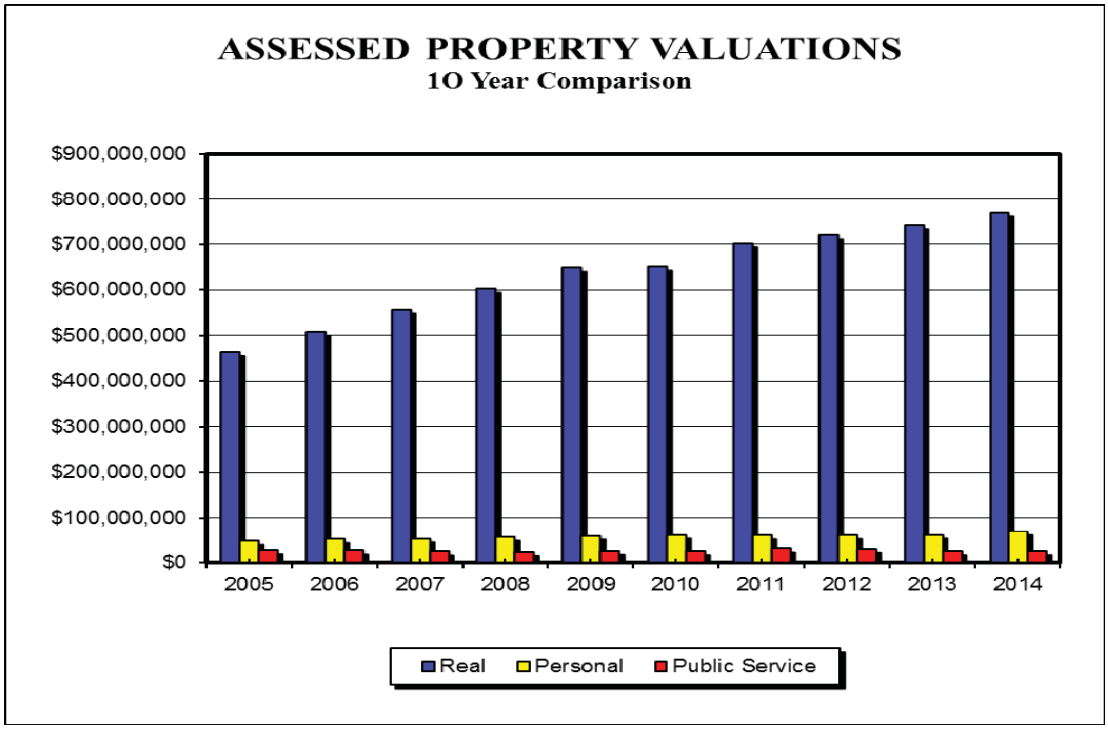
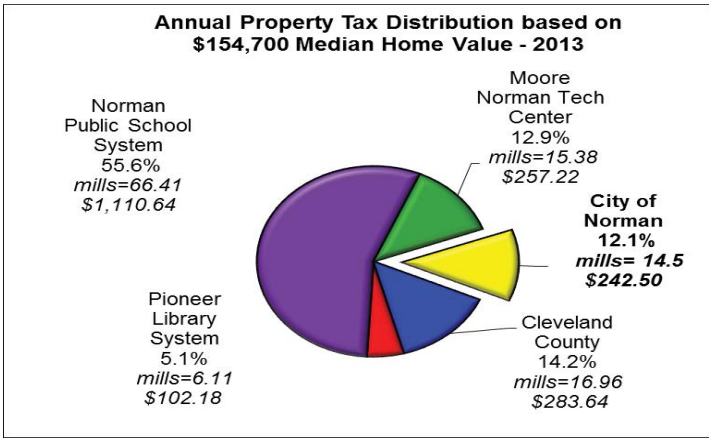
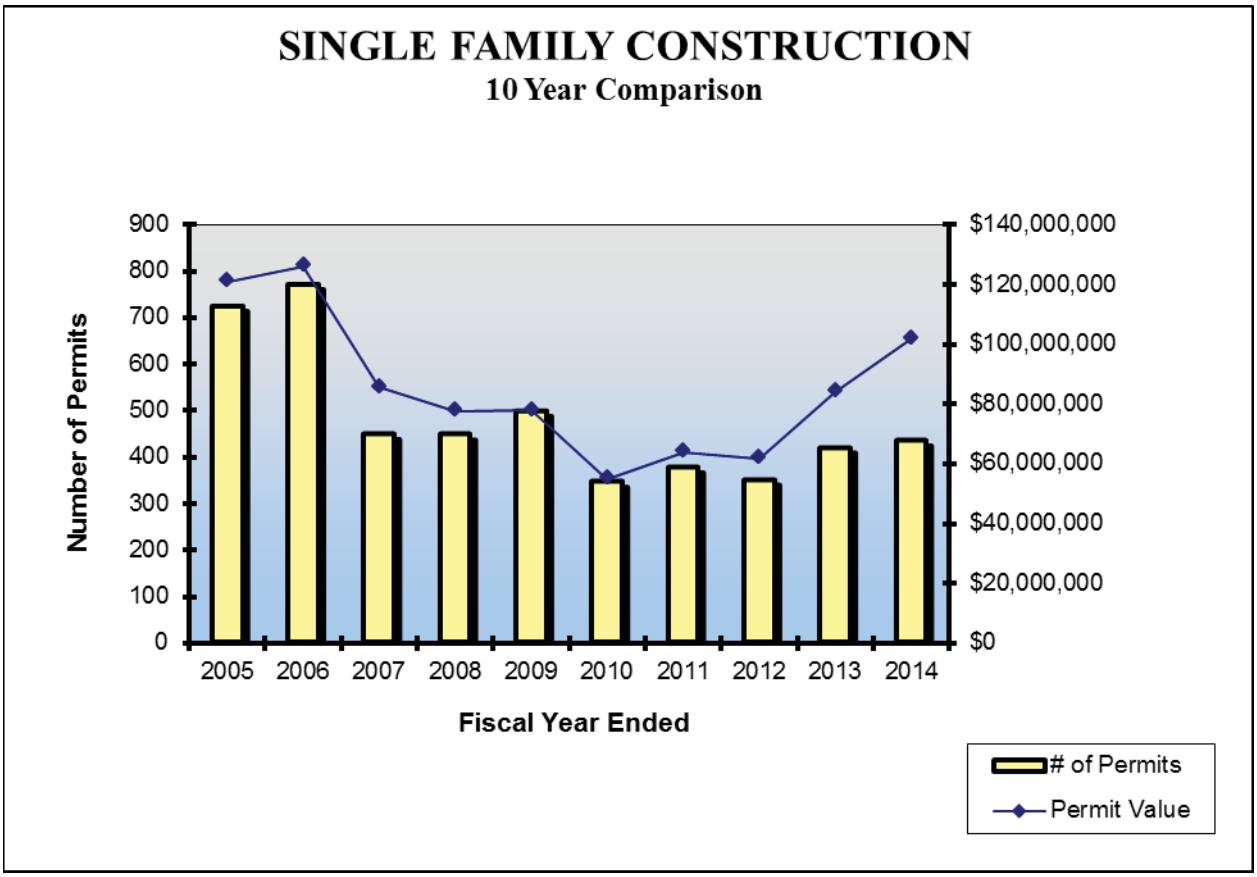


Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued. The City portion of actual property taxes levied in Norman in 2013 were 14.5 mills or $11,706,870 which is 1.45% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated $154,700.

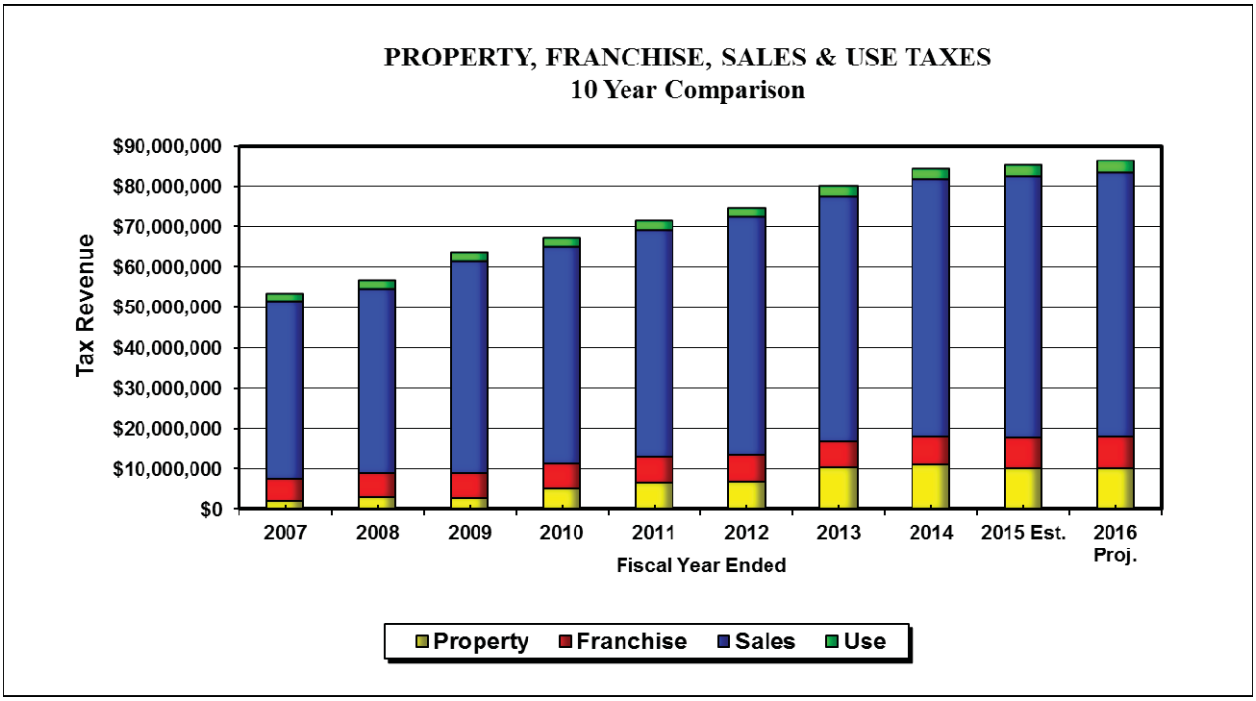
*Real Valuations do not include the homestead exemption





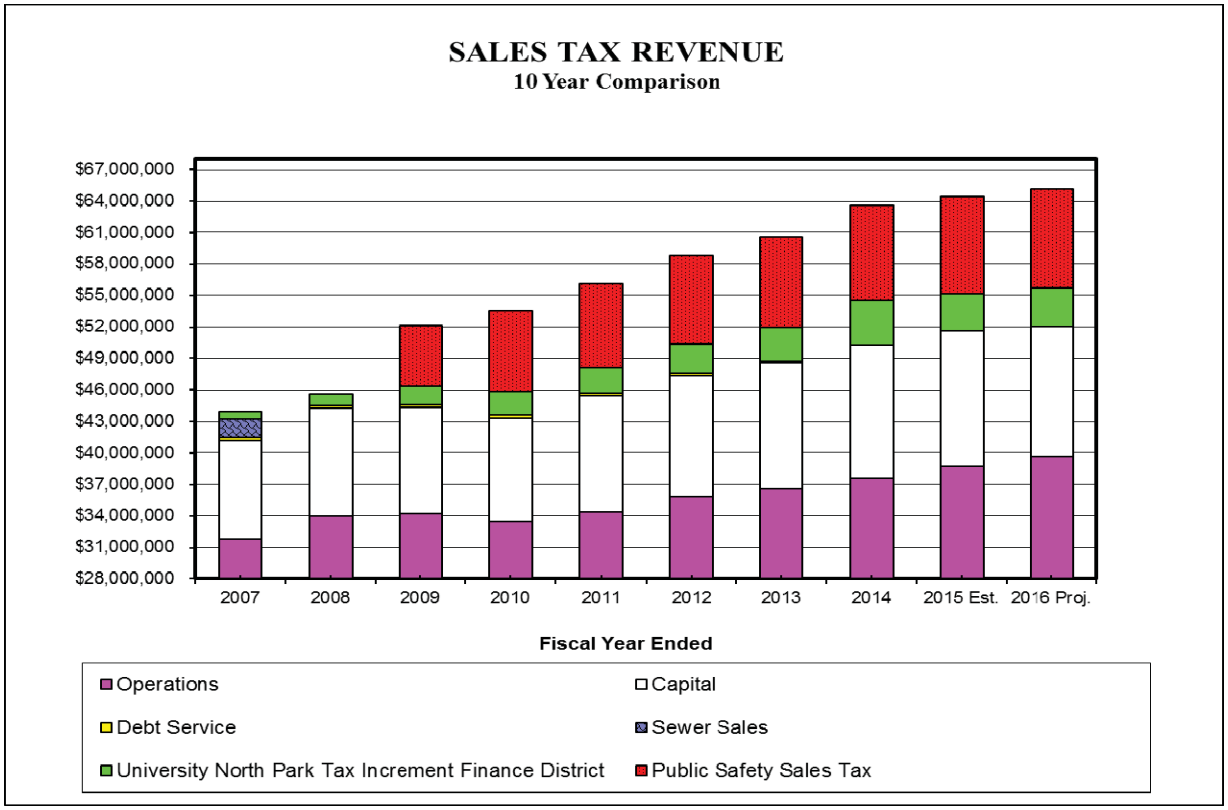
Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. The 2006 increase in the number of permits and permit value follows the national increase in the construction industry encouraged by record low interest rates. The 2007 and 2008 decrease in the number of permits and permit value follows the national decrease in the home construction industry. In 2010, the City of Norman economy followed the U.S. economy recession. In 2013 and 2014, the permit values increased significantly from 2010.



Discussion of the Graph

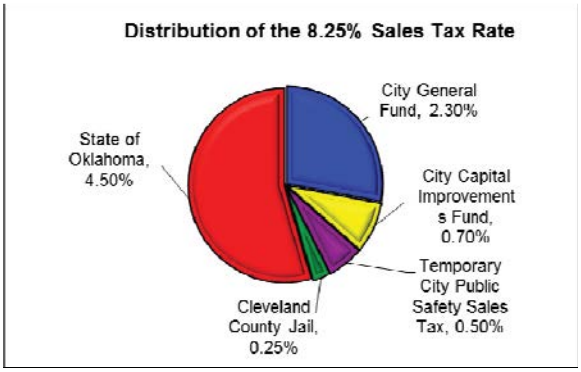
These are the primary tax sources available to the City of Norman. The property tax is used to service bonded debt and court judgments (see graph of Assessed Property Valuations), while the sales, use and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue and Distribution of Sales Tax). The sewer sales tax revenue and tax increment district revenue are included beginning in fiscal year 2002. Beginning in FYE 09, sales tax includes the Public Safety Sales Tax that was approved by voters on May 13th, 2008. On April 1, 2014 the citizens approved a permanent extension of the Public Safety Sales Tax. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.



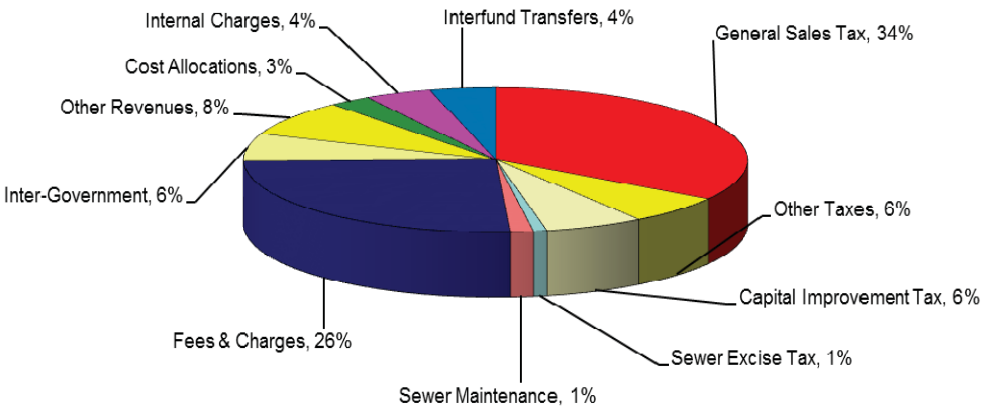
Discussion of the Graph

The City of Norman currently has a 3.5% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. On August 14, 2001 Norman citizens approved a 1/2 percent, 5-year, sewer sales tax dedicated to fund current capital needs in the City's wastewater system. This tax ended September 30, 2006. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2008 to 2013. On May 13, 2008 Norman citizens approved a new 1/2 percent (0.5%), 7-year, public safety sales tax dedicated to additional police and fire personnel and two new fire stations. On April 1, 2014 the citizens approved a permanent extension of that tax. Debt funded with sales tax revenues has remained low over the 10-year period. Beginning in FYE 2014, the portion of sales tax diverted to the General Obligation (G.O.) Combined Purpose Bonds Fund (Fund 64) to pay for 1992 G.O. Bonds will no longer be needed. The bond was completely paid off.

FYE 2016 Projected Figures:	
Operations	$39,667,500
Public Safety	$ 9,481,250
Capital	$12,385,500
Tax Increment Finance	$ 3,641,133
Total	$65,175,383

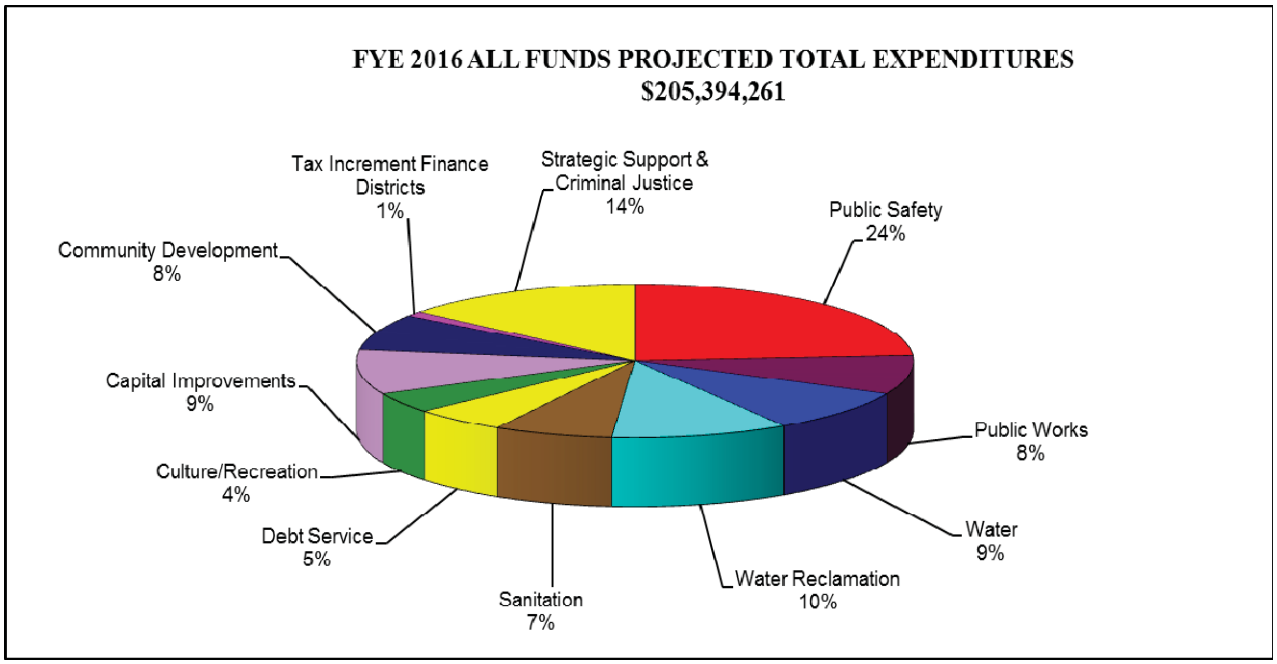


FYE 2016 ALL FUNDS PROJECTED TOTAL REVENUES
$195,584,515



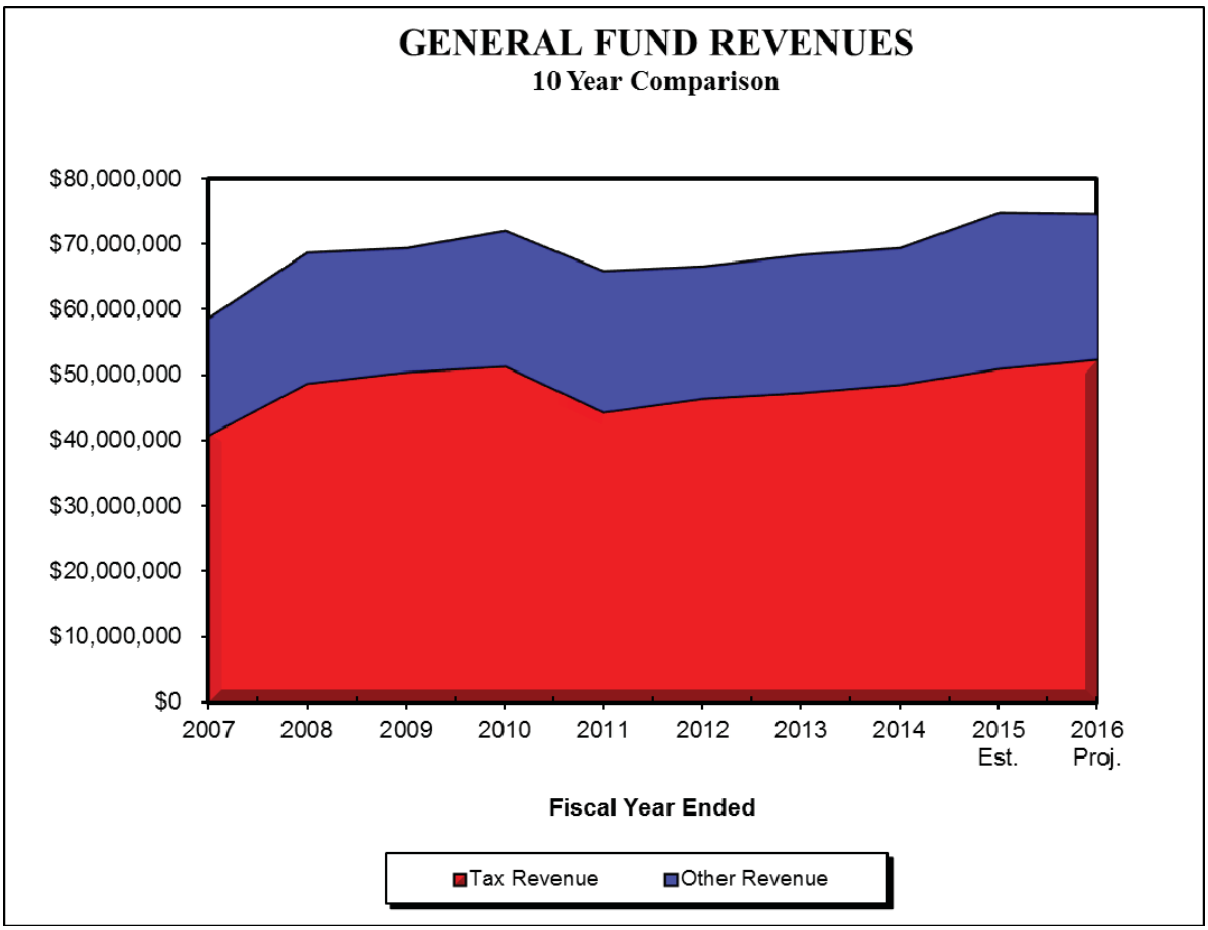
Discussion of the Graph

Budgeted revenues for FYE 2016 of $195,584,515 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. The City of Norman is very reliant on sales tax collections for its operations. The "Other Taxes" portion includes the small percentage of property tax the City gets.



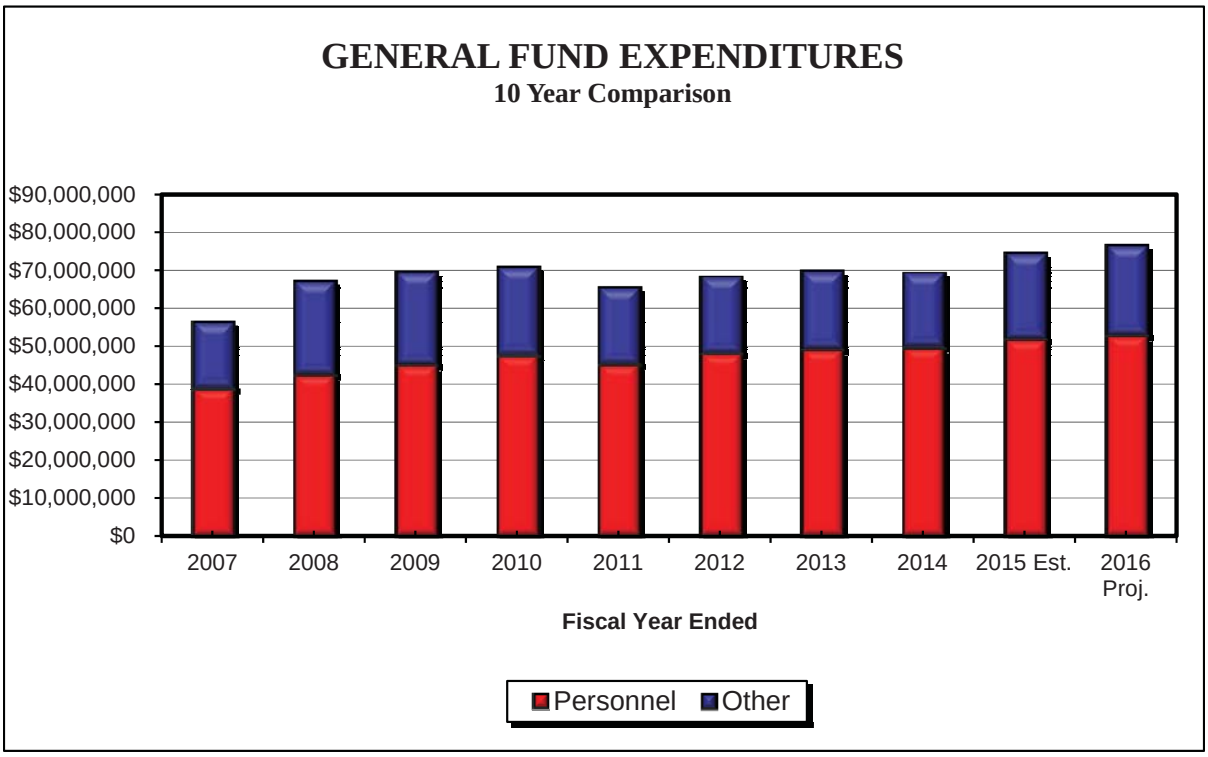
Discussion of the Graph

Budgeted expenditures for FYE 2016 of $205,394,261 are derived from several uses. The largest portion is Public Safety at 23% or $46,540,176. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Capital Improvements is the next largest portion at 17% or $33,735,826. Tax Increment Finance District and Community Development are the two smallest portions of expenditures at 1% or $1,507,716 and 2% or $4,576,130 respectively.



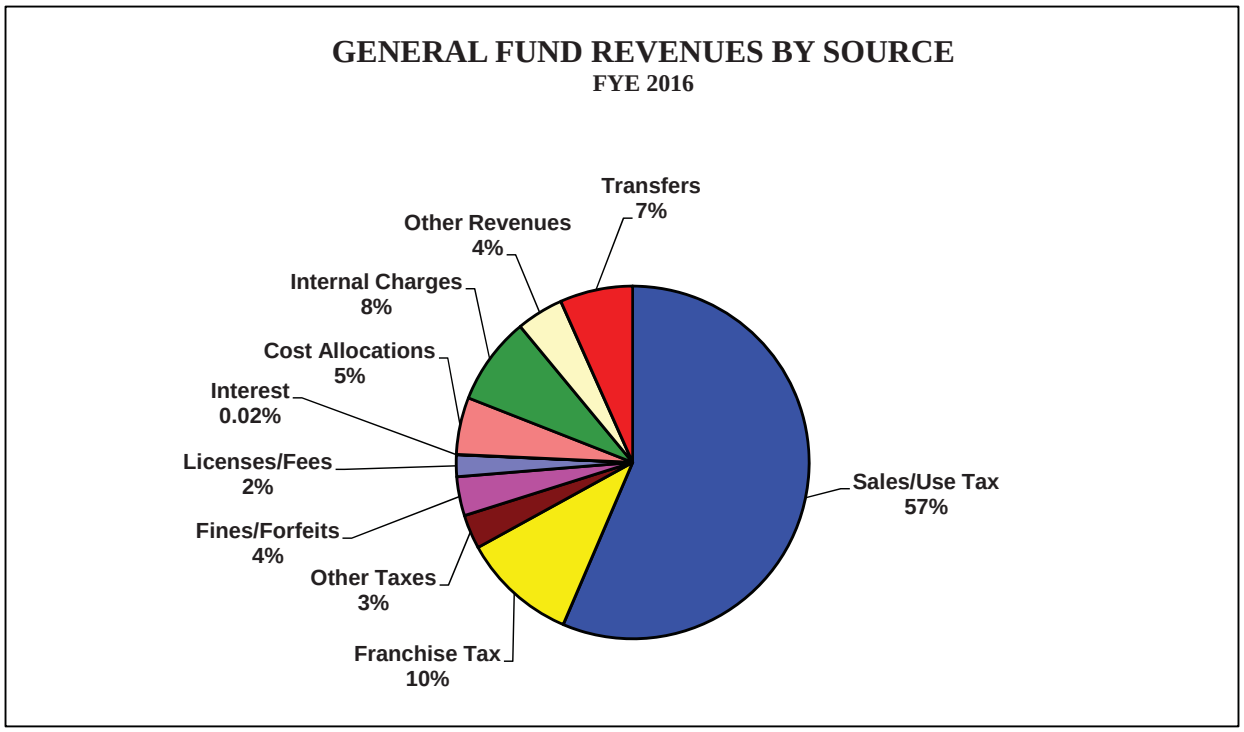
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2006 to an estimated 68% of total revenues in FYE 2015 and a projected 70% in FYE 2016. The increase in the percent of other revenues in FYE 08 is due to a FEMA reimbursement of over $5,000,000 for the December 2007 - January 2008 ice storm damage. The increase in the percent of tax revenue in FYE 09 is due to the 1/2% (0.5%), 7-year, Public Safety Sales Tax increase that citizens approved on May 13th, 2008. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. The decline of sales tax revenues and other revenues in FYE 10 to FYE 11 is due to the economic recession and the move of the Public Safety Sales Tax to its own fund.



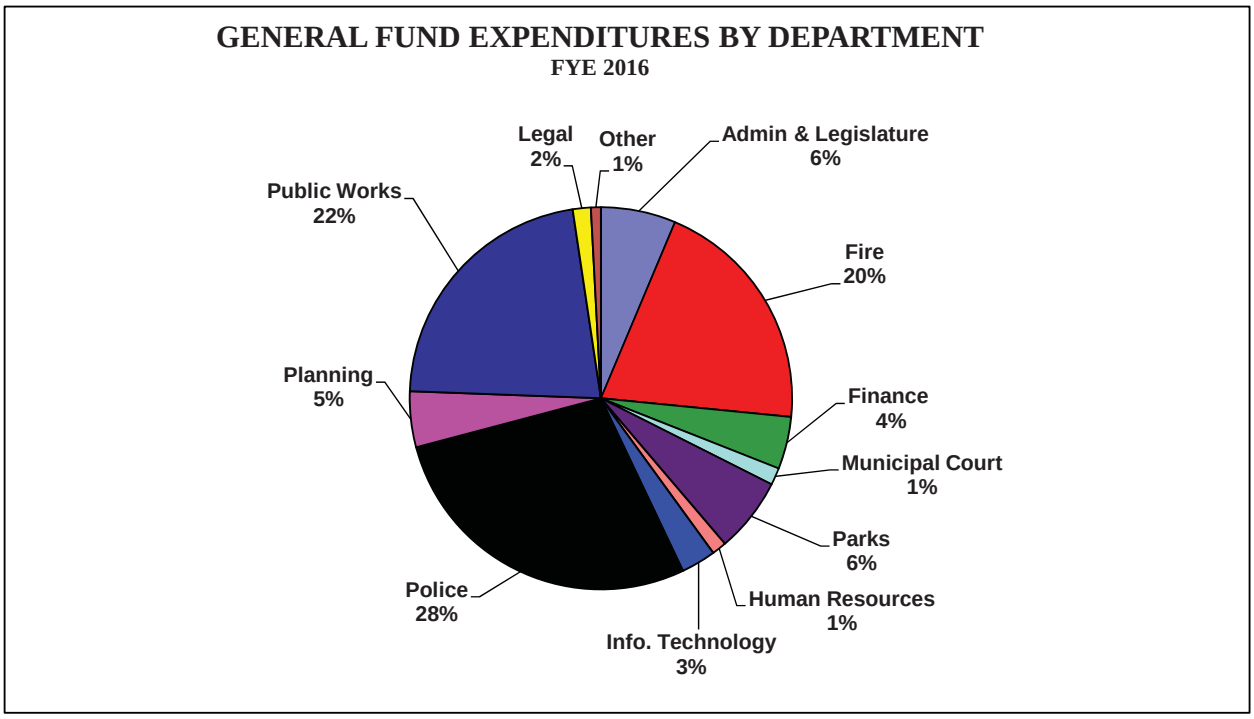
Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 69% of total General Fund expenditures in FYE 2007 and are projected to comprise about 70% of General Fund expenditures in FYE 2016. The significant increase in the other costs category in FYE 2008 is related to costs associated with a severe ice storm that caused damages in December of 2007 and January of 2008. The FYE 2011 decrease in overall expenditures is due to budget cutbacks that included furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



Discussion of the Graph

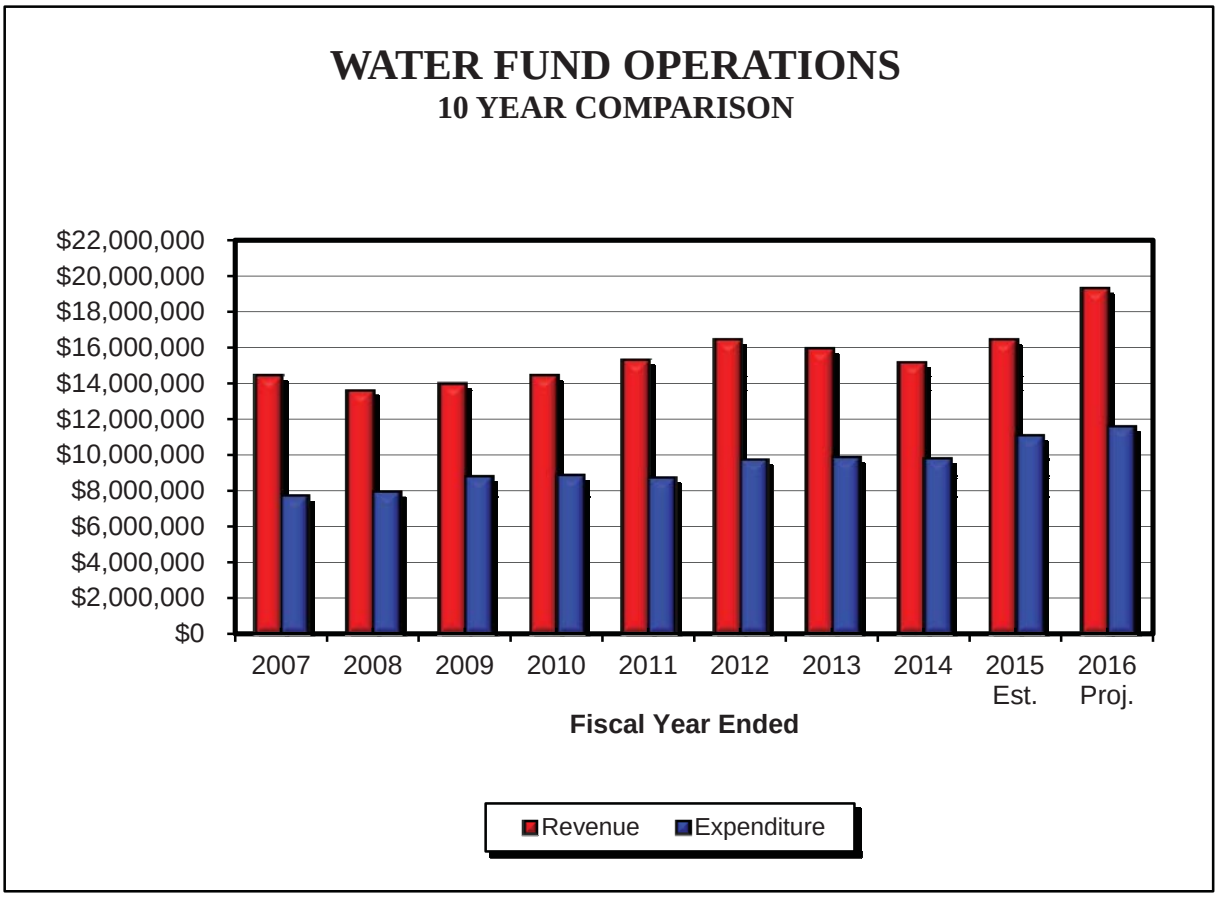
Taxes comprise 70.1% of the General Fund's revenue; sales and use tax represents 57% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other Funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.



Discussion of the Graph

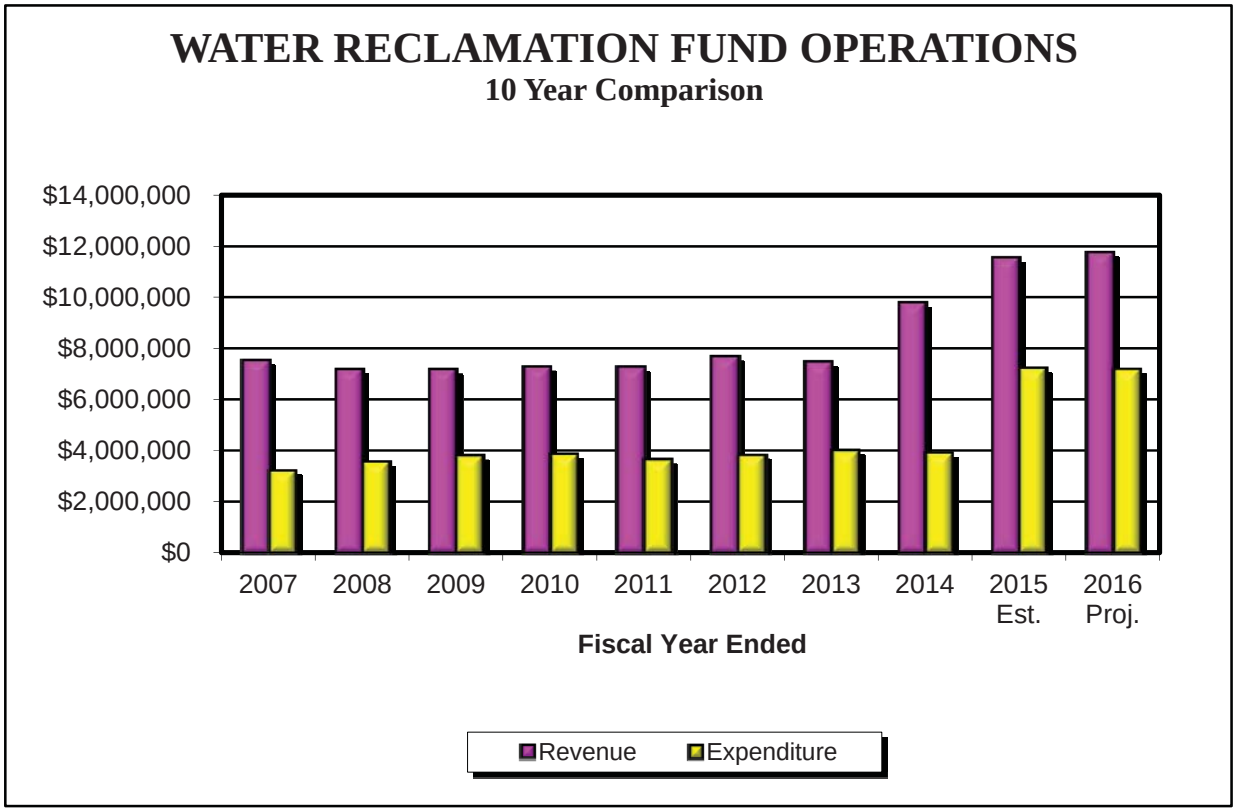
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $21,387,763 or 28% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling $16,881,233 or 22% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 710 of General Fund expenditures.

("Other" includes the Norman Public Library, Firehouse Art Center, Historical Museum, Sooner Theatre, Interfund Transfers, and Santa Fe Depot)



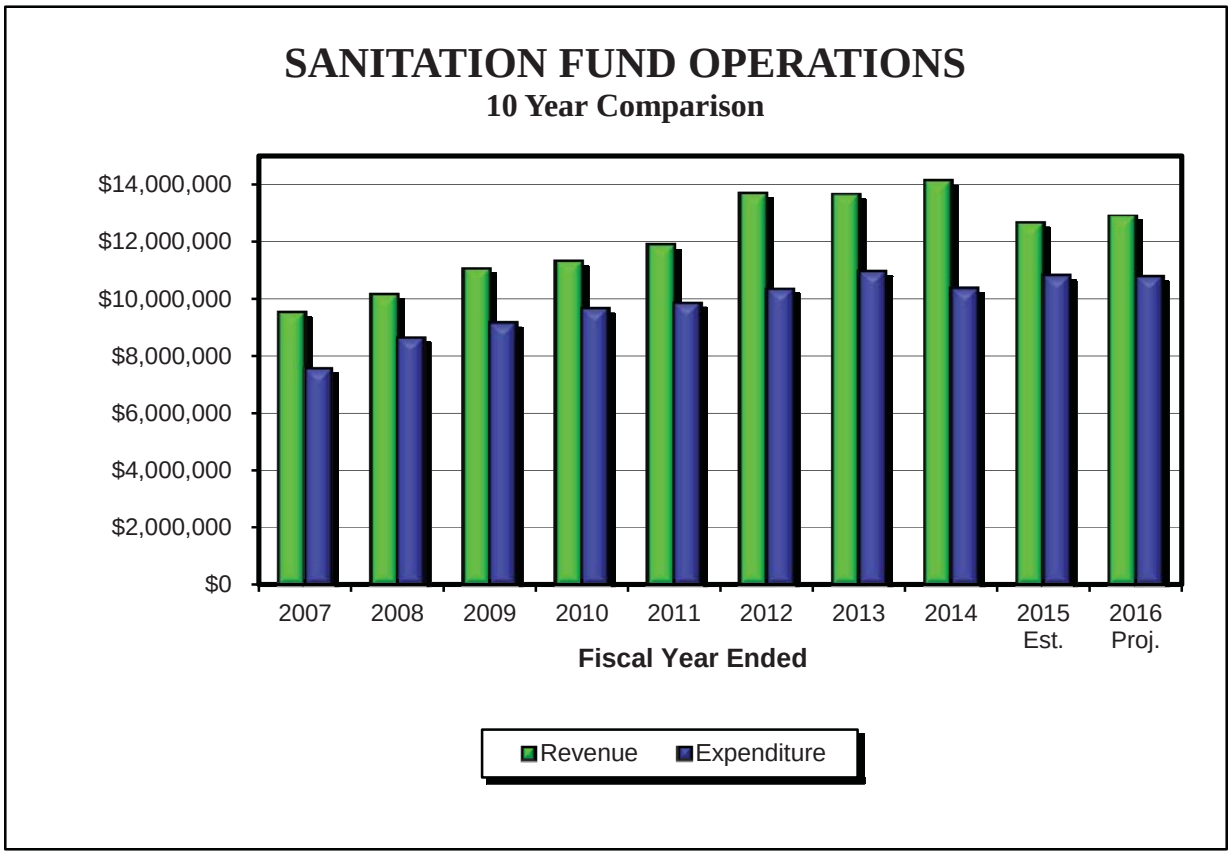
Discussion of the Graph

The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. The significant increase in projected revenue in 2016 is due to a water rate increase that was approved by the citizens on January 13, 2015.



Discussion of the Graph

The Water Reclamation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. In FYE 2015, the Sewer Line Maintenance operation was transferred from the Sewer Line Maintenance Fund to the Water Reclamation Fund. The increase in revenues beginning FYE 2014 are due to a water reclamation rate increase approved by the citizens on November, 12, 2013.



Discussion of the Graph

The Sanitation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues are used for capital outlay and capital project expenses as well as to repay outstanding debt. The increase in 2012 revenue is due to a voter approved service rate increase on March 1, 2011.

CONSOLIDATED FUND SUMMARY
CITY-WIDE REVENUES AND EXPENDITURES
ALL FUNDS COMBINED

	FYE 13 Actual		FYE 14 Actual		FYE 15 Budget		FYE 15 Est.		FYE 16 Proj.
Total Combined Fund Revenues									
Sales Tax	$ 62,986,827	7.8%	$ 66,084,459	1.6%	$ 67,910,213	-1.1%	$ 67,159,280	1.3%	$ 68,033,633
Property Tax	11,532,189	-2.4%	12,481,940	-9.8%	11,258,825	0.0%	11,258,825	0.7%	11,333,288
Other Taxes	11,415,110	15.8%	12,341,997	10.9%	13,215,141	3.6%	13,690,641	0.4%	13,741,361
Fees,User Charges & Fines	45,723,733	9.1%	48,282,807	2.0%	49,882,275	-1.2%	49,267,883	7.3%	52,849,786
Federal Funds	2,644,527	-58.2%	2,264,602	175.4%	1,105,036	464.5%	6,237,436	93.9%	12,097,104
State Funds	133,958	-100.0%	139,530	-54.1%	-	0.0%	63,982	-100.0%	-
Interest Income	608,426	11.7%	688,443	2.7%	679,500	4.0%	706,750	0.0%	707,000
Cost Allocations	14,610,135	-65.5%	7,307,232	-31.1%	5,037,743	0.0%	5,037,743	257.6%	18,016,061
Internal Services	7,672,555	14.2%	16,770,350	-47.7%	8,763,066	0.0%	8,763,066	-4.5%	8,370,682
Interfund Transfers	10,237,281	-26.7%	9,755,708	56.1%	7,500,855	103.1%	15,232,026	-45.8%	8,262,842
Bond/Loan Proceeds	30,522,937	-26.2%	14,235,000	571.9%	22,525,000	0.0%	95,650,000	0.0%	-
Other	5,467,708	179.0%	3,745,493	314.5%	15,255,857	1.8%	15,524,541	-86.0%	2,172,758
	$ 203,555,386	-0.2%	$ 194,097,561	48.7%	$ 203,133,511	42.1%	$ 288,592,173	-32.2%	$ 195,584,515
Total Combined Fund Expenditures									
Salary / Benefits	$ 67,432,223	4.9%	$ 68,793,252	4.0%	$ 70,707,375	1.2%	$ 71,552,022	2.1%	$ 73,033,462
Supplies / Materials	9,249,975	20.5%	9,397,188	15.2%	11,142,692	-2.8%	10,827,108	17.3%	12,703,033
Services / Maintenance	28,937,222	-29.2%	29,665,227	-32.8%	20,473,722	-2.7%	19,922,921	67.5%	33,367,125
Internal Services	4,906,489	7.1%	4,225,714	35.0%	5,254,057	8.6%	5,706,739	-9.1%	5,185,760
Capital Equipment	6,493,852	23.4%	11,085,793	17.2%	8,011,764	62.2%	12,991,355	-46.7%	6,930,045
Capital Projects	27,283,153	49.3%	33,122,891	388.8%	40,730,983	297.5%	161,897,680	-84.3%	25,444,906
Interfund Transfers	10,237,281	-26.7%	9,755,708	56.1%	7,500,855	103.1%	15,232,026	-45.8%	8,262,842
Cost Allocation Charges	4,955,125	1.7%	4,975,793	1.5%	5,037,743	0.3%	5,052,310	3.9%	5,248,662
Federal Grants	2,257,751	-51.1%	2,767,323	132.2%	1,103,628	482.1%	6,424,536	88.3%	12,097,104
Debt Service	12,467,828	41.8%	30,839,056	-43.2%	17,678,550	-1.0%	17,507,097	32.0%	23,105,322
Other	1,988,118	571.1%	2,642,251	410.2%	13,341,691	1.0%	13,480,841	-99.9%	16,000
	$ 176,209,017	14.1%	$ 207,270,196	64.3%	$ 200,983,060	69.5%	$ 340,594,635	-39.7%	$ 205,394,261
Net Difference	**$ 27,346,369**		**$ (13,172,635)**		**$ 2,150,451**		**$ (52,002,462)**		**$ (9,809,746)**

NET CITY BUDGET
FISCAL YEAR ENDING 2016

FUND	% TOTAL	FYE 16 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 16 BUDGET	NET FYE 15 BUDGET	% CHANGE
General	36.9%	$75,755,794	$0	$4,637,979	$0	$71,117,815	$69,552,241	2.3%
Public Safety Sales Tax	5.4%	11,061,442	0	370,981	0	10,690,461	8,394,854	27.3%
Community Development	5.9%	12,033,122	0	5,269	0	12,027,853	1,035,756	1061.3%
Special Grants	0.5%	1,083,957	0	0	1,019,975	63,982	64,982	-1.5%
Room Tax	0.9%	1,826,873	91,488	0	203,754	1,531,631	1,609,500	-4.8%
Seizures and Restitutions	0.1%	200,438	0	750	0	199,688	192,898	3.5%
Cleet	0.0%	30,705	0	0	0	30,705	30,505	0.7%
Art In Public Places	0.0%	16,000	0	0	0	16,000	14,000	14.3%
Westwood Park	0.7%	1,532,147	0	52,471	0	1,479,676	1,481,983	-0.2%
Water	9.0%	18,503,036	1,792,321	427,560	861,500	15,421,655	19,330,225	-20.2%
Water Reclamation	7.6%	15,679,351	1,777,809	477,483	524,948	12,899,111	8,379,345	53.9%
Sewer Maintenance	1.4%	2,863,103	0	2,041	0	2,861,062	2,828,812	1.1%
New Development Excise	1.3%	2,678,419	0	0	0	2,678,419	805,397	232.6%
Sanitation	6.9%	14,165,995	1,362,362	2,395,937	0	10,407,696	9,936,629	4.7%
Risk Management	7.5%	15,332,528	0	11	0	15,332,517	14,976,284	2.4%
Capital Improvement	9.4%	19,348,994	0	200	4,752,265	14,596,529	29,927,679	-51.2%
Park Land and Development	0.0%	77,500	0	0	0	77,500	137,500	-43.6%
University North Park TIF	1.0%	2,103,882	224,682	0	0	1,879,200	1,287,476	46.0%
General Debt Service	5.4%	11,100,975	0	0	900,400	10,200,575	9,695,330	5.2%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	0	0.0%
	100.0%	$205,394,261	$5,248,662	$8,370,682	$8,262,842	$183,512,075	$179,681,396	2.1%

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2016 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

		REVENUES			EXPENDITURES						
CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES	REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
GOVERNMENTAL FUNDS											
General	$3,983,935	$69,683,137	$4,981,738	$74,664,875	$76,555,794	$0	$76,555,794	($800,000)	$75,755,794	(1,090,919)	2,893,016
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	28,027,261	9,917,500	0	9,917,500	11,061,442	0	11,061,442	0	11,061,442	(1,143,942)	26,883,319
Room Tax	236,847	1,829,750	0	1,829,750	1,623,119	203,754	1,826,873	0	1,826,873	2,877	239,724
Seizures and Restitutions	519,361	92,500	0	92,500	200,438	0	200,438	0	200,438	(107,938)	411,423
Cleet	23,699	32,000	0	32,000	30,705	0	30,705	0	30,705	1,295	24,994
Art in Public Places	1,169	16,000	0	16,000	16,000	0	16,000	0	16,000	0	1,169
Park Land and Development	565,223	100,000	0	100,000	77,500	0	77,500	0	77,500	22,500	587,723
Westwood Park	29,768	1,282,949	340,754	1,623,703	1,532,147	0	1,532,147	0	1,532,147	91,556	121,324
Net Revenue Stabilization	3,188,735	15,000	0	15,000	0	0	0	0	0	15,000	3,203,735
GRANT FUNDS											
Community Development	897,796	12,033,122	0	12,033,122	12,033,122	0	12,033,122	0	12,033,122	0	897,796
Special Grants	1,214,913	63,982	1,019,975	1,083,957	63,982	1,019,975	1,083,957	0	1,083,957	0	1,214,913
ENTERPRISE FUNDS											
Water	2,007,279	19,427,390	0	19,427,390	17,699,990	861,500	18,561,490	(58,451)	18,503,039	924,351	2,931,630
Water Reclamation	6,186,250	12,380,479	0	12,380,479	15,201,391	524,948	15,726,339	(46,988)	15,679,351	(3,298,872)	2,887,378
Sewer Maintenance	540	2,884,843	0	2,884,843	2,863,103	0	2,863,103	0	2,863,103	21,740	22,280
New Development Excise	11,723,368	1,900,000	0	1,900,000	2,678,419	0	2,678,419	0	2,678,419	(778,419)	10,944,949
Sanitation	4,540,931	12,950,120	0	12,950,120	14,165,994	0	14,165,994	0	14,165,994	(1,215,873)	3,325,057
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	1,339,904	15,123,924	900,400	16,024,324	15,332,528	0	15,332,528	0	15,332,528	691,796	2,031,700
CAPITAL PROJECTS FUND											
Capital Improvements	11,459,562	12,547,056	1,019,975	13,567,031	14,596,728	4,752,265	19,348,993	0	19,348,993	(5,781,962)	5,677,600
University North Park TIF	12,779,922	4,518,633	0	4,518,633	2,103,881	0	2,103,881	0	2,103,881	2,414,752	15,194,674
Arterial Roads Recoupment	235,163	0	0	0	0	0	0	0	0	0	235,163
DEBT SERVICE FUNDS											
General Debt Service	8,951,391	10,523,288	0	10,523,288	10,200,575	900,400	11,100,975	0	11,100,975	(577,687)	8,373,704
G. O. Bonds	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL ALL FUNDS	$97,913,017	$187,321,673	$8,262,842	195,584,515	$198,036,858	$8,262,842	$206,299,700	($905,439)	$205,394,261	($9,809,745)	$88,103,271
Less: Interfund Transfers	0	0	(8,262,842)	(8,262,842)	0	(8,262,842)	(8,262,842)	0	(8,262,842)	0	0
Internal Service Charges	0	(8,370,682)		(8,370,682)	(8,370,682)	0	(8,370,682)	0	(8,370,682)	0	0
Cost Allocation Charges	0	(5,248,662)	0	(5,248,662)	(5,248,662)	0	(5,248,662)	0	(5,248,662)	0	0
Total Deductions	$0	($13,619,344)	($8,262,842)	(21,882,186)	($13,619,344)	($8,262,842)	($21,882,186)	$0	($21,882,186)	$0	$0
NET TOTAL ALL FUNDS	$97,913,017	$173,702,329	$0	173,702,329	$184,417,514	$0	$184,417,514	($905,439)	$183,512,075	($9,809,745)	$88,103,271

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2016

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$52,352,611	$5,562,559	$0	$25,000	$1,818,000	$3,910,810	$6,014,157	$4,981,738	$74,664,875	$1,090,919	$75,755,794
Net Revenue Stabilization	$0	$0	$0	$15,000	$0	$0	$0	0	15,000	$0	15,000
Public Safety Sales Tax	9,867,500	0	0	50,000	0	0	0	0	9,917,500	1,143,942	11,061,442
Community Development	0	0	12,033,122	0	0	0	0	0	12,033,122	0	12,033,122
Special Grants	0	0	63,982	0	0	0	0	1,019,975	1,083,957	0	1,083,957
Room Tax	1,828,250	0	0	1,500	0	0	0	0	1,829,750	0	1,829,750
Seizures and Restitutions	0	77,000	15,000	500	0	0	0	0	92,500	107,938	200,438
CLEET	0	0	32,000	0	0	0	0	0	32,000	0	32,000
Art in Public Places	0	0	0	0	16,000	0	0	0	16,000	0	16,000
Westwood Park	0	1,275,449	0	7,500	0	0	0	340,754	1,623,703	0	1,623,703
Water	0	18,543,000	0	120,000	0	764,390	0	0	19,427,390	0	19,427,390
Water Reclamation	0	11,757,017	0	50,000	0	573,462	0	0	12,380,479	3,298,873	15,679,352
Sewer Maintenance	0	2,884,843	0	0	0	0	0	0	2,884,843	0	2,884,843
New Development	1,700,000	0	0	200,000	0	0	0	0	1,900,000	778,419	2,678,419
Sanitation	0	12,709,918	0	30,000	210,202	0	0	0	12,950,120	1,215,875	14,165,995
Capital Improvement	12,385,500	0	0	150,000	11,556	0	0	1,019,975	13,567,031	5,781,963	19,348,994
Park Land and Development	0	85,000	0	15,000	0	0	0	0	100,000	0	100,000
Univesity North Park TIF	4,476,133	0	0	17,500	25,000	0	0	0	4,518,633	0	4,518,633
General Debt Service	10,498,288	0	0	25,000	0	0	0	0	10,523,288	577,687	11,100,975
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	12,767,399	0	2,356,525	900,400	16,024,324	0	16,024,324
	$93,108,282	$52,894,786	$12,144,104	$707,000	$14,848,157	$5,248,662	$8,370,682	$8,262,842	$195,584,515	$13,995,616	$209,580,131
PERCENT TO TOTAL	44.4%	25.2%	5.8%	0.3%	7.1%	2.5%	4.0%	3.9%	93.3%	6.7%	100.0%

CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2016

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	52,860,771	5,032,042	10,660,917	3,344,085	0	4,637,979	0	0	(780,000)	75,755,794
Public Safety Sales Tax	7,247,573	155,943	272,313	257,112	2,259,675	370,981	0	0	497,845	11,061,442
Community Development	358,346	3,550	673,357	0	10,992,600	5,269	0	0	0	12,033,122
Special Grants	59,482	1,000	3,500	0	0	0	0	1,019,975	0	1,083,957
Room Tax	0	0	1,319,131	0	212,500	0	91,488	203,754	0	1,826,873
Seizures & Restitutions	72,728	11,370	115,590	0	0	750	0	0	0	200,438
CLEET	0	0	30,705	0	0	0	0	0	0	30,705
Art In Public Places	0	0	16,000	0	0	0	0	0	0	16,000
Westwood Park	802,540	117,085	219,297	137,000	0	52,471	0	0	203,754	1,532,147
Water	3,896,750	2,395,778	3,106,996	438,311	3,096,000	427,560	1,792,321	861,500	2,487,820	18,503,036
Water Reclamation	3,132,520	408,167	1,445,847	1,026,932	1,914,000	477,483	1,777,809	524,948	4,971,645	15,679,351
Sewer Maintenance	74,682	475	2,025	0	2,785,000	2,041	0	0	(1,120)	2,863,103
New Development Excise	0	0	1,000	0	0	0	0	0	2,677,419	2,678,419
Sanitation	3,958,861	83,386	2,995,796	1,726,605	1,000,000	2,395,937	1,362,362	0	643,048	14,165,995
Capital Improvement	935,065	0	16,000	0	13,645,464	200	0	4,752,265	0	19,348,994
Park Land & Development	0	0	0	0	77,500	0	0	0	0	77,500
University North Park TIF	0	0	126,656	0	454,767	0	224,682	0	1,297,777	2,103,882
General Debt Service	0	0	0	0	0	0	0	900,400	10,200,575	11,100,975
Risk Management / Insurance	958,531	0	14,373,986	0	0	11	0	0	0	15,332,528
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
Total	74,357,849	8,208,796	35,379,116	6,930,045	36,437,506	8,370,682	5,248,662	8,262,842	22,198,763	205,394,261

Financial Policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 14) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The "Budget Highlights" section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

Balanced Budget

The City shall annually adopt a balanced budget in accordance with the Oklahoma Municipal Act (Title 11 Oklahoma Statutes 2006). As such, expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget (i.e., a fund balance cannot be negative).

Five Year Forecast

Five-year forecasts of resources and the utilization of those resources have been prepared for all Funds of the City for the purpose of projecting existing conditions into the future to determine future financial viability, to identify financial strengths and weaknesses and to provide a base for remedial or supportive financial policy actions. The City legally adopts a budget for a one-year period; five-year forecasts are prepared for financial planning purposes. Based on these actions and other factors, actual financial performance in future years will vary from that projected here.

Reasonable Cost of Service

For purposes of projecting existing costs into the future it has been assumed that existing costs are reasonable given existing service levels.

Reserve Policies

Operating Reserve

In fiscal year 2011, Council directed staff to prepare a formal policy in Ordinance form codifying the City's reserve policies and complying with Governmental Accounting Standards Board Statement # 54. Direction was given to establish a separate "Rainy Day Fund" which could not be used except in unusual circumstances. The Ordinance (effective July 28, 2011) establishes a Net Revenue Stabilization or "Rainy Day" Fund, which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and would require that the two percent (2%) Emergency Reserve allocation be included in future year budgets. Under the Ordinance, Net Revenue Stabilization Fund balance could only be appropriated for expenditure by the City Council if at least one of three circumstances is met:

1.) The General Fund Operating Reserve fund balance is projected to fall below one percent (1%) of budgeted expenditures.

2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund

3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

Capital Reserve

A portion of fund balance equal to the average of the forecasted capital expenditures during the five-year forecasted period has been reserved in each fiscal year budget to provide assurance that resources are available to provide for the normal replacement of depreciable assets.

Debt Reserve

A portion of fund balance equal to the average annual debt service requirement has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment. This policy may be superseded by requirements of bond covenants or the absence of outstanding debt.

Investment Policy

Policy:

It is the policy of the City of Norman to invest all public funds in a manner which will provide the maximum security of principal, while meeting the daily cash flow demands of the City, conforming to all state and local statutes governing the investment of public funds, and providing the highest practical investment return within these guidelines.

Diversification:

The City of Norman will diversify its investments by institution. With the exception of U.S. Treasury and agency securities and authorized pools, no more than 50% of the entity's total investment portfolio will be placed through a single financial institution.

Maximum Maturities:

To the extent possible, the City of Norman will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Norman will not directly invest in securities maturing more than ten years from the date of purchase.

Internal Control:

The City Finance Director shall establish an annual process of independent review by an external auditor. The review will provide internal control by assuring compliance with policies and procedures.

Performance Standards:

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City of Norman's investment risk constraints and cash flow needs.

Reporting:

The City Finance Director shall provide the City Council with a monthly investment activity report within fifteen days of the closing of financial transactions for the month for which the report is made. The report shall include a listing of the investment transactions made and the amounts therefor; interest earned on each investment within the month; current investment and maturity schedules; and overall performance compared to previous years and market benchmarks.

Debt Policy

The Debt Policy for the City of Norman is established to help ensure that all debt is issued both prudently and cost effectively. The Constitution of the State of Oklahoma, Article X, Sections 26-28 allow the indebtedness of a city for the purpose of financing the purchase, construction, or improvement of any public utility or combination of public utilities which shall be owned exclusively by such city.

The City of Norman, with differing levels of approval (majority voter approval for some, 60% voter approval for some, Council approval for some), may legally issue debt using any of the debt instruments below:

Unlimited Tax General Obligation Bonds
Limited Tax General Obligation Bonds
Revenue Bonds
Certificates of Participation (COPs)
Special Assessment District Bonds
Tax Increment Finance District Bonds
Revenue Anticipation Notes
Bond Anticipation Notes
Tax Anticipation Notes
Short Term Debt
Local Option Capital Asset Lending (LOCAL) Program Debt

The City of Norman's legal debt limit is approximately $192,712,000, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

The City of Norman's utility revenue bonds are rated AA2 by Moody's Investors Service.

Levelized Rates

Utility rates should be set at a level to meet the average net income requirement over a five-year period without the need for interim adjustments and to meet all reserve requirements at the end of the five-year period.

Utility Transfer to General Fund

The amount of transfer from the Water and Water Reclamation Funds in support of the General Fund is based on a policy that provides continuity in all three funds. A transfer equal to 5% of the operating revenue in each utility would return to the General Fund an amount consistent with what public utilities provide in franchise fees and property taxes. This transfer was increased in FYE 11 from a proposed 2%.

Municipal Budget Act

The City of Norman adopted the "Municipal Budget Act," a provision of State Statute, by Resolution R-7980-28 dated January 22, 1980. A copy of the Municipal Budget Act is found in this section of the document.

BUDGET CALENDAR

Fiscal Year Ending 2016

November	18	Council Work Session on Capital Budget to identify Council priorities
	20	Finance Committee meeting to discuss budget process for FYE 2016
December	11	I.T. critical computer replacement list due
	12	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	5	First Draft Capital Project forms due to Planning
	5-9	Budget Staff meets with individual departments
	8	Mid-Year Amendments/Adjustments meeting with Council Finance Committee
	12	All Computer/I.T. related request forms due to Budget for disbursement to I.T.
	14	Finance/City Manager begin review of reserve/budget policies Health Insurance recommendation
	26	Base Budget Adjustment Requests due
	30	Last day to make changes to Base Budgets
February	2	Personnel Adjustment & Fleet Request forms due to Budget New/Expanded Program Request forms due to Budget Revenue projections due to Accounting 2nd Draft Capital Project forms due to Planning
	12	Council Finance Committee meeting for outside agency funding requests
	16	Preliminary Fund Summaries due
	23	Fleet Capital Equipment/Vehicle recommendations due to Finance Personnel Adj. recommendations due to Budget from Human Resources Computer Equipment recommendations due to Budget from I.T.
	24	Council Retreat - Capital Budget (if necessary)
March	2	Updated Dept./Div. Summary forms & Performance Measurement forms due Final Capital Project forms due to Planning (last day to make changes)
	6	Department Head Retreat to prioritize and rank department requests
	9-12	City Manager review of all Funds City Manager meets with department heads to review budget
	16	Finance begins compilation of budget data
	27	City Manager wrap up and proposal of budget Last day to make changes / additions to operating budget Capital Project Schedules due to Finance from Planning
April	9	Preliminary Budget to Print Shop
	10	Council & Staff receive preliminary budget document
	14	Council Study Session - Overview, General Fund and Special Revenue Funds
	21	Council Study Session for Enterprise Funds
	28	Council Study Session for Capital Funds
May	19	Publish budget summary in newspaper announcing Public Hearing
	26	Public Hearing at Council meeting
June	2	Council Study Session (if necessary)
	9	Council considers budget for adoption
	19	Final Budget to Print Shop for printing/binding
	26	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2016

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

The City of Norman, Oklahoma is a municipal corporation incorporated under a Municipal Charter pursuant to Article XVIII, of the Constitution and laws of the State of Oklahoma. The City operates under a Council-Manager form of government and provides such services as are authorized by its Charter to advance the welfare, health, morals, comfort, safety and convenience of the City and its inhabitants.

The City's major activities or functions include police and fire protection, parks and libraries, public health and social services, planning and zoning and general administrative services. In addition, the City owns and operates four major enterprise activities - the Water, Water Reclamation and Sanitation utility system, and the Westwood Park complex. This budget includes the fund and account groups required to account for those activities, organizations and functions that are related to the City and controlled by or dependent upon the City's governing body, the City Council.

THE BUDGET PROCESS

The City prepares its annual operating budget on a basis (Budget basis) which differs from Generally Accepted Accounting Principles (GAAP basis). The major difference between GAAP and Budget basis is that encumbrances are recorded as reservations of fund balance on a GAAP basis as opposed to the equivalent of expenditures (Budget basis) in all governmental funds.

The City of Norman uses modified zero-based budgeting to develop the annual operating budget. This approach requires City Departments to present a basic budget and supplements to the basic budget, which represents program additions or enhancements. The City Council adheres to the following procedures in establishing the budget:

1. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. The City Manager, working with staff in all Departments, reviews and evaluates all basic budgets and supplemental requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, or increase productivity. The proposed budget, which the City Manager submits to the City Council, includes recommendations of the program of services, which the City should provide, and which can be financed by the City's projected revenue for the budget year. The Manager must submit a balanced budget for the next fiscal year not later than 30 days prior to the end of the current fiscal year.

2. The City Council considers the Manager's recommended budget in a series of work sessions and in public hearings at which citizen comment is invited. Citizens are encouraged to participate in the budget process. A copy of the proposed budget and the revised budget are filed in the City Clerk's office and the Norman Public Library. Additional or supplemental information is available upon request.

3. The budget for the next fiscal year is legally enacted by the City Council through passage of an ordinance not later than seven days before the beginning of the new budget year.

4. Expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget. The City Manager, without Council approval, may transfer appropriation balances from one expenditure account to another within a Fund/Department of the City. The City Council, however, must approve any transfer of unencumbered appropriation balance or portions thereof from one Fund to another.

5. Annual budgets are legally adopted for all governmental funds. Budgets for the Debt Service Funds are adopted on a basis consistent with Generally Accepted Accounting Principles.

   Formal budgetary integration is not employed for the proprietary funds. The City adopts an annual, informal budget as a financial plan for all proprietary funds.

   The expendable trust fund includes non-budgeted financial activities, which are not subject to an appropriated budget and the appropriation process nor to any legally authorized non-appropriated budget review and approval process.

6. At the close of each fiscal year, any unencumbered appropriation balance lapses or reverts to the undesignated fund balance.

THE ACCOUNTING PROCESS

The accounting and reporting policies of the City conform to Generally Accepted Accounting Principles ("GAAP") applicable to state and local governments. Generally Accepted Accounting Principles for local governments include those principles prescribed by the Governmental Accounting Standards Board ("GASB"), which includes all statements and interpretations of the National Council on Governmental Accounting unless modified by the GASB, and those principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units. The following is a summary of the more significant policies and practices used by the City.

BASIS OF PRESENTATION

The accounts of the City are organized and operated on the basis of funds or account groups, each of which is considered to be a separate fiscal and accounting entity. The operations of each fund are accounted for with a self-balancing set of accounts that comprise its assets, liabilities, fund balances or retained earnings, revenues and expenditures or expenses. The various funds are grouped by category and type. The City maintains the following fund classifications and account groups:

CITY OF NORMAN FUNDS

All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

GOVERNMENTAL FUNDS

Governmental funds are used to account for the relatively liquid portion of the City's assets that are not accounted for through proprietary or fiduciary funds, the short-term obligations pertaining thereto and the net balance of these financial resources available for subsequent appropriation and expenditure.

General Fund - The General Fund is the general operating fund of the City. This fund is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Debt Service Funds - Debt Service Funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest and related costs.

Capital Project Fund - The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). They are presented in a separate document.

PROPRIETARY FUNDS

Proprietary Funds are those used to account for the City's ongoing organizations and activities which are similar to those found in the private sector. The measurement focus is upon capital maintenance and upon determination of net income, financial position and changes in financial position.

Enterprise Funds - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises wherein the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Internal Service Funds – Internal Service Funds are used to allocate certain costs (e.g. Risk Management/Insurance) to other funds within the government.

FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by the City in a trustee capacity or as an agent for other governmental units and/or other funds. Trust and Agency Funds include expendable trust and payroll agency funds. (Not presented in this document).

FUNDING SOURCES FOR EACH DEPARTMENT

	Governmental Funds				Proprietary Funds	
Divisions	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Internal Service Fund
City Clerk	GF					
City Council	GF					
City Manager	GF					
Finance	GF					
Fire	GF					
Human Resources	GF					
Information Technology	GF					
Legal	GF					
Municipal Court	GF					
Parks & Recreation	GF					
Planning & Development	GF					
Police & Emergency Communications	GF					
Public Works	GF					
Non-Departmental	GF					
Net Revenue Stabilization (Rainy Day)	GF					
CLEET		SR				
Community Development		SR				
Park Land & Development		SR				
Fire - Public Safety Sales Tax		SR				
Police - Public Safety Sales Tax		SR				
Room Tax		SR				
Seizures & Restitution		SR				
Special Grants		SR				
Campus Corner TIF District		SR				
Art in Public Places		SR				
Westwood Park		SR				
Sanitation					EN	
Water Reclamation					EN	
Sewer Maintenance					EN	
New Development Excise					EN	
Sewer Sales Tax					EN	
Water					EN	
Risk Management						IS
Capital Projects				CA		
Hall Park Assessment District				CA		
University North Park TIF District				CA		
Arterial Roads Recoupment				CA		
General Debt Service			DS			
General Obligation Bond			DS			

BASIS OF ACCOUNTING

Basis of accounting refers to the time at which revenues and expenditures or expenses are recognized in the accounts and reported. Governmental funds, expendable trust funds, and agency funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available as net current assets. Available means collectible within the current period or expected to be collected within 60 days after year end and be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include unmatured principal and interest on general long-term obligations which are recognized when due. This exception is in conformity with Generally Accepted Accounting Principles.

Property tax revenues and sales tax receipts are considered measurable and available when collected and recognized as revenue at that time. Licenses and permits, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded on the accrual basis in all funds.

Intergovernmental revenues are recorded on a basis applicable to the legal and contractual requirements of the various individual grant programs.

All proprietary funds are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned and become measurable. Expenses are recorded in the accounting period incurred, if measurable.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be honored during the subsequent year. For budgetary purposes, encumbrances outstanding at year end and the related appropriation are carried forward to the new fiscal year. Encumbrances constitute the equivalent of expenditures for budgetary purposes.

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

This act may be cited as the "Municipal Budget Act."

SECTION 17-202. PURPOSE OF ACT.

The purpose of this act is to provide an alternate budget procedure for municipal governments, which will:

1. Establish standard and sound fiscal procedures for the adoption and administration of budgets;

2. Make available to the public and investors sufficient information as to the financial conditions, requirements and expectations of the municipal government; and

3. Assist municipal governments to improve and implement generally accepted standards of finance management.

SECTION 17-203. APPLICATION OF ACT

This act shall apply to any incorporated city or town which, by resolution of the governing body, opts to come under and comply with all its provisions and requirements. Once a municipality has selected the Municipal Budget Act to govern its budget procedures, the provisions of this act shall take precedence over any other state laws applicable to municipal budgets, except as may be provided otherwise in this act, and supersede any conflicting laws. Any action of a municipal governing body to implement, rescind or repeal the application of the Municipal Budget Act shall be effective as of the beginning or end of a budget year pursuant to this act.

SECTION 17-204. DEFINITIONS

As used in this act:

1. "Account" means an entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department;

2. "Appropriated fund balance" means any fund balance appropriated for a fund for the budget year;

3. "Appropriation" means an authorization to expend or encumber income and revenue provided for a purpose;

4. "Budget" means a plan of financial operations for a fiscal year, including an estimate of proposed expenditures for given purposes and the proposed means for financing them;

5. "Budget summary" means a tabular listing of revenues by source and expenditures by purpose for the budget year;

6. "Budget year" means the fiscal year for which a budget is prepared or being prepared;

7. "Chief executive officer" means the mayor of an aldermanic city or a strong-mayor-council city, the mayor of a town, or the city manager or chief administrative officer as it may be defined by applicable law, charter or ordinance;

8. "Current year" means the year in which the budget is prepared and adopted, or the fiscal year immediately preceding the budget year;

9. "Deficit" means the excess of a fund's current liabilities and encumbrances over its current financial assets as reflected by its books of account;

10. "Department" means a functional unit within a fund which carries on a specific activity, such as a fire department or a police department within a general fund;

11. "Estimated revenue" means the amount of revenues estimated to be received during the budget year;

12. "Fiscal year" means the annual period for reporting fiscal operations which begins and ends on dates as the Legislature provides or as provided by law;

13. "Fund" means an independent fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources, together with all liabilities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives;

14. "Fund balance" means the excess of a fund's current financial assets over its current liabilities and encumbrances, as reflected by its books of account;

15. "Governing body" means the city council of a city, the board of trustees of a town, or the legislative body of a municipality as it may be defined by applicable law or charter provision;

16. "Immediate prior fiscal year" means the year preceding the current year;

17. "Income and revenue provided" means the amount estimated or actual income and revenue appropriated by the governing body of the municipality;

18. "Levy" means to impose ad valorem taxes or the total amount of ad valorem taxes for a purpose or entity;

19. "Operating reserve" means that portion of the fund balance of the municipality which has not been appropriated in a budget year for another purpose;

20. "Municipality" means any incorporated city or town; and

21. "Purpose" means the specific budget item for a contract or claim.

SECTION 17-205. ANNUAL BUDGET - PREPARATION AND SUBMISSION - ASSISTANCE OF OFFICERS, EMPLOYEES AND DEPARTMENTS

At least thirty (30) days prior to the beginning of each fiscal year, a budget for the municipality shall be prepared by the chief executive officer and submitted to the governing body. The chief executive officer may require any other officer or employee who is charged with the management or control of any department or office of the municipality to furnish estimates for the fiscal year covering estimated revenues and expenditures of the department or office on or before a date set by the chief executive officer.

SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET

A. The municipal budget shall present a complete financial plan for the municipality and shall present information necessary and proper to disclose the financial position and condition of the municipality and the revenues and expenditures thereof.

B. Unless the budget is prepared in accordance with the subsection E of this section, the budget shall contain the following contents:

1. The budget shall contain a budget summary;

2. It shall also be accompanied by a budget message, which shall explain the budget and describe its important features;

3. The budget format shall be as provided by the governing body in consultation with the chief executive officer; and

4. It shall contain at least the following in tabular form for each fund, itemized by department and account within each fund:

   a. actual reserves and expenditures for the immediate prior fiscal year,

   b. revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended, and

   c. estimates of revenues and expenditures for the budget year.

C. The estimate of revenues for any budget year shall include probable income by source which the municipality is legally empowered to collect or receive at the time the budget is adopted. The estimate shall be based on a review and analysis of past and anticipated revenues of the municipality. Any portion of the budget of revenues to be derived from ad valorem property taxation shall not exceed the amount of tax which is available for appropriation, as finally determined by the county excise board, or which can or must be raised as required by law. The budget of expenditures for each fund shall not exceed the estimated revenues for each

fund. No more than ten percent (10%) of the total budget for any fund may be budgeted for miscellaneous purposes. Included in the budget of revenues or expenditures for any fund may be amounts transferred from or to another fund. Any such interfund transfer must be shown as a disbursement from the one fund and as a receipt to the other fund.

D. Encumbrances for funds whose sole purpose is to account for grants and capital projects and/or any unexpended appropriation balances may be considered nonfiscal and excluded from the budget by the governing body, but shall be re-appropriated to the same funds, accounts and for the same purposes for the successive fiscal year, unless the grant, project or purpose is designated or declared closed or completed by the governing body.

E. As an alternative to the budget format and content described in subsections B, C, and D of this section, the municipality may prepare its budget in a program or purpose format for the municipality as a whole without regard to fund accounting. Such budget shall be subject to all other requirements of the Municipal Budget Act, except those requirements specifically related to fund accounting.

SECTION 17-207. MONIES RECEIVED AND EXPENDED MUST BE ACCOUNTED FOR BY FUND OR ACCOUNT

Any monies received or expended by a municipality must be accounted for by fund and account, regardless of the format of the budget. Each municipality shall adopt an appropriation for the general fund and for all other funds established by the governing body pursuant to the provisions of Section 17-212 of this title, or as an alternative, for each purpose as established by the governing body. The municipal governing body shall determine the needs of the municipality for sinking fund purposes, pursuant to the provisions of Section 431 of Title 62 of the Oklahoma Statutes, Section 3017 of Title 68 of the Oklahoma Statutes, and Section 28 of Article 10 of the Oklahoma Constitution, and include these requirements in the debt service budget for the budget year.

SECTION 17-208. PUBLIC HEARING ON PROPOSED BUDGET - NOTICE - COPIES OF PROPOSED BUDGET

The municipal governing body shall hold a public hearing on the proposed budget no later than fifteen (15) days prior to the beginning of the budget year. Notice of the date, time and place of the hearing, together with the proposed budget summary, shall be published in a newspaper of general circulation in the municipality not less than five (5) days before the date of the hearing. The municipal clerk shall make available a sufficient number of copies of the proposed budget as the governing body shall determine and have them available for review or for distribution or sale at the office of the municipal clerk. Whenever the total operating budget, not including debt service, does not exceed Twelve Thousand Dollars ($12,000.00) per year, the proposed budget summary and notice may be posted at the governing body's principal headquarters in lieu of publication in a newspaper. At the public hearing on the budget any person may present to the governing body comments, recommendations or information on any part of the proposed budget.

SECTION 17-209. ADOPTION OF BUDGET - FILING - EFFECTIVE PERIOD - USE OF APPROPRIATED FUNDS - LEVYING TAX

A. After the hearing and at least seven (7) days prior to the beginning of the budget year, the governing body shall adopt the budget by resolution, or as any charter may require. The governing body may add or increase items or delete or decrease the items in the budget. In all cases the appropriations shall not exceed the income and revenue provided by the governing body from estimated revenues and appropriated fund balance.

B. The adopted budget shall be transmitted to the State Auditor and Inspector within thirty (30) days after the beginning of the fiscal year of the municipality and one copy shall be kept on file in the office of the municipal clerk. A copy of the municipality's sinking fund requirements shall be filed with the excise board of the county or counties in which the municipality is located.

C. The adopted budget shall be in effect on and after the first day of the fiscal year to which it applies. The budget as adopted and filed with the State Auditor and Inspector shall constitute an appropriation for each purpose as defined by the governing body, and the appropriation thus made shall not be used for any other purpose except as provided by law.

D. At the time required by law, the county excise board shall levy the taxes necessary for the municipality's sinking fund for the budget year pursuant to Section 431 of Title 62 of the Oklahoma Statutes.

SECTION 17-210. PROTESTS - FAILURE TO PROTEST - EXAMINATION OF FILED BUDGET

Within fifteen (15) days after the filing of any municipal budget with the State Auditor and Inspector, any taxpayer may file protests against any levy of ad valorem taxes for creating sinking funds in the manner provided by this section and Sections 24104 through 24111 of Title 68 of the Oklahoma Statutes. The fifteen-day protest period begins upon the date the budget is received in the Office of the State Auditor and Inspector. After receipt of a taxpayer protest, the State Auditor and Inspector shall transmit by certified mail one copy of each protest to the municipal clerk, and one copy of each protest to the county treasurer and the excise board of each county in which the municipality is located. The taxpayer shall specify the grounds upon which the protest is based. Any protest filed by any taxpayer shall inure to the benefit of all taxpayers. Provided, the provisions of this section shall not delay any budget expenditures of a municipality if the amount of revenue from the ad valorem tax levy which is deposited in the municipal general fund is less than five percent (5%) of the total revenue accruing to the municipal general fund during the prior year. If no protest is filed by any taxpayer within the fifteen-day period, the budget and any appropriations thereof shall be deemed legal and final until amended by the governing body or the county excise board as authorized by law. Taxpayers shall have the right at all reasonable times to examine the budget on file with the municipal clerk or the State Auditor and Inspector for the purpose of filing protests in accordance with this section and Sections 24104 through 24111 of Title 68.

SECTION 17-211. EXPENDITURE OR ENCUMBRANCE OF FUNDS - BALANCES TO BE CARRIED FORWARD - UNLAWFUL ACTS AND LIABILITY THEREFORE

A. No expenditure may be incurred or made by any officer or employee, which exceeds the fund balance for any fund. Any fund balance remaining in a fund at the end of the fiscal year shall be carried forward to the credit of the fund for the next fiscal year. No expenditure may be authorized or made by any officer or employee, which exceeds the appropriation of any fund.

B. It shall be unlawful for any officer or employee of the municipality in any budget year:

1. To create or authorize creation of a deficit in any fund; or

2. To authorize, make or incur expenditures in excess of ninety percent (90%) of the appropriation for any fund or the budget as adopted or amended until revenues received, including the prior fiscal year's fund balance carried forward, totals an amount equal to at least ninety percent (90%) of the appropriation for the fund. Expenditures may then be made and authorized so long as any expenditure does not exceed any fund balance.

C. Any obligation that is contracted or authorized by any officer or employee in violation of this act shall become the obligation of the officer or employee himself and shall not be valid or enforceable against the municipality. Any officer or employee who violates this act shall forfeit his office or position and shall be subject to such civil and criminal punishments as are provided by law. Any obligation, authorization for expenditure or expenditure made in violation of this act shall be illegal and void.

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

A municipality shall establish funds consistent with legal and operating requirements. Each municipality shall maintain according to its own needs some or all of the following funds or ledgers in its system of accounts:

1. A general fund, to account for all monies received and disbursed for general municipal government purposes, including all assets, liabilities, reserves, fund balances, revenues and expenditures which are not accounted for in any other fund or special ledger account. All monies received by the municipality under the motor fuel tax or under the motor vehicle license and registration tax and earmarked for the street and alley fund may be deposited in the general fund and accounted for as a "street and alley account" within the general fund. Expenditures from this account shall be made as earmarked and provided by law. All references to the street and alley fund or to the special fund earmarked for state-shared gasoline and motor vehicle taxes may mean the street and alley account provided in this section;

2. Special revenue funds, as required, to account for the proceeds of specific revenue sources that are restricted by law to expenditures for specified purposes;

3. Debt service fund, which shall include the municipal sinking fund, established to account for the retirement of general obligation bonds or other long term debt and payment of interest thereon and judgments as provided by law. Any monies pledged to service general obligation bonds or other long-term debt must be deposited in the debt service fund;

4. Capital project funds, to account for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds;

5. Enterprise funds, to account for each utility or enterprise or other service, other than those operated as a department of the general fund, where the costs are financed primarily through user charges or where there is a periodic need to determine revenues earned, expenses incurred or net income for a service or program.

6. Trust agency funds, to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes, such as a retirement fund or a cemetery perpetual care fund;

7. Special assessment funds, to account for the financing of public improvements or services deemed to benefit properties against which special assessments are levied; a separate fund for each special improvement district established by the governing body shall be established, each of which shall be known as a special assessment fund;

8. Internal service funds, to account for the financing of goods or services provided by one department or agency of the municipality to another department or agency, or to another government, on a cost reimbursement basis;

9. A ledger or group of accounts in which to record the details relating to the general fixed assets of the municipality;

10. A ledger or group of accounts in which to record the details relating to the general bonds or other long term debt of the municipality; or

11. Such other funds or ledgers as may be established by the governing body.

SECTION 17-213. FUNDS - CLASSIFICATION OF REVENUES AND EXPENDITURES

Each fund shall be made up of accounts for classifying revenues and expenditures. Revenues shall be classified separately by source. Expenditures shall be departmentalized within each fund and shall be classified into at least the following accounts:

1. Personal services, which may include expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits;

2. Materials and supplies, which may include articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering service in connection with repair, sale or trade of such articles or commodities;

3. Other services and charges, which may include all current expenses other than those listed in paragraphs 1, 2, 4, 5 or 6 in this section, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm or corporation rendering such services;

4. Capital outlays, which may include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of contract;

5. Debt service, which may include outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods; and

6. Fund transfers, which may include permanent transfers of resources from one fund to another.

SECTION 17-214. FUNDS - OPERATING RESERVE

A municipality may create an operating reserve for the purpose of providing a fund or reserve out of which to meet emergency expenditures.

SECTION 17-215. TRANSFER OF UNEXPENDED OR UNENCUMBERED APPROPRIATION - LIMITATIONS ON ENCUMBRANCES OR EXPENDITURES

A. The chief executive officer, or designee, as authorized by the governing body, may transfer any unexpended and unencumbered appropriation or any portion thereof from one purpose to another; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.

B. Any fund balance in an unrestricted fund of the municipality may be transferred to another fund of the municipality as authorized by the governing body. Other interfund transfers may be made only as adopted or amended according to Section 17-206 or 17-216 of this title.

C. Whenever the necessity for maintaining any fund of a municipality has ceased to exist and a balance remains in the fund, the governing body may authorize the transfer of the balance to the general fund or any other designated fund, unless otherwise provided by law.

D. No encumbrance or expenditure may be authorized or made by any officer or employee, which exceeds the available appropriation for each purpose as defined by the governing body.

SECTION 17-216. SUPPLEMENTAL APPROPRIATIONS TO FUNDS - AMENDMENT OF BUDGET

A. The governing body may amend the budget to make supplemental appropriations to any purpose up to the amount of additional income and revenues, which are available and provided for current expenditures due to:

1. Revenues received or to be received from sources not anticipated in the budget for that year;

2. Revenues received or to be received from anticipated sources but in excess of the budget estimates therefore; or

3. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year, which had not been anticipated or appropriated in the budget. Any appropriation authorizing the creating of indebtedness shall be governed by the applicable provisions of Section 26 of Article 10 of the Oklahoma Constitution.

B. If at any time during the budget year it appears probable that revenues available will be insufficient to meet the amount appropriated, or that due to unforeseen emergencies there is temporarily insufficient money to meet the requirements of appropriation, the governing body shall take action as it deems necessary. For that purpose, it may amend the budget to reduce one or more appropriations or it may amend the budget to transfer money from one purpose to another purpose, but no appropriation for debt service may be reduced and no appropriation may be reduced by more than the amount of the unencumbered and unexpended balance thereof. No transfer shall be made from the debt service fund to any other fund except as may be permitted by the terms of the bond issue or applicable law.

C. A budget amendment as provided in this section authorizing supplemental appropriations or a decrease in the total appropriation of funds shall be adopted at a meeting of the governing body and filed with the municipal clerk and the State Auditor and Inspector.

SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)

A. (Pertains to counties and school districts)

B. Each municipality that does not prepare an annual audit pursuant to Section 17-105 of Title 11 of the Oklahoma Statutes shall make a financial statement as required by this section. Such municipality shall adopt a budget, which shall contain estimates of expenditures and revenues, including probable income by source, for the budget year; provided, that all municipalities may use estimated fund balances if final certified fund balances are not available. The budget shall be in a format similar to the estimate of needs or, at the municipality's discretion, to Sections 17-207 and 17-212 through 17-214 of Title 11 of the Oklahoma Statutes. This section shall not apply to any municipality that has opted to prepare a budget pursuant to the Municipal Budget Act.

C. Each budget and each financial statement and estimate of needs for each county, city, incorporated town, or school district, as prepared in accordance with this section, shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.

D. The financial statements and estimates of all counties shall be filed with the county excise board on or before August 17 of each year; and the financial statements and budgets of all incorporated towns shall be filed with the county excise board on or before August 22 of each year; and the financial statements and budgets of all cities shall be filed with the county excise board on or before August 27 of each year; and the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year. Said financial statements and estimates shall have attached thereto an affidavit showing the publication thereof as required herein, or they may be filed and the said affidavit attached thereto at any time within five (5) days after the filing thereof.

NORMAN IMPLEMENTATION OF MUNICIPAL BUDGET STATUTES

The City of Norman and its related Trusts and Authorities have been in full compliance with Generally Accepted Accounting Principles and the Oklahoma Municipal Budget Act since 1988. Some of the defined terms in Section 17-204 and 17-213 of the Municipal Budget Act are further explained as follows:

"Municipality" is The City of Norman and **"Governing Body"** is the City Council;

"Budget Year" and **"Fiscal Year"** is July 1 through June 30;

"Chief Executive Officer" is the City Manager;

"Personal Services" category expenditures are **"Salaries and Benefit"** category expenditures. These expenditures are generally for payments directly to full and part-time employees of the City, including contributions to retirement and pensions, social security, health insurance, uniform allowances and related expenses.

"Materials and Supplies" category expenditures are generally for consumable goods that are used (or "materially altered" when used) by City employees to provide services to the public and/or our customers (e.g., purchases of pencils, oil filters, chlorine).

"Other Services and Charges" category expenditures are **"Services and Maintenance"** category expenses, generally for services provided to the City of Norman by outside vendors (e.g., hiring Xerox to fix a City copier; hiring a Spanish interpreter, etc.).

"Internal Service" category expenditures are similar to **"Services and Maintenance"** category expenditures, except that the "vendor" that is providing the services to the City of Norman is another City department. Internal Service "vendors" of the City include the Fleet Management Division (providing centralized fueling and vehicle repair), the Facilities Management Division (providing centralized building repair, custodial and maintenance), the Office Services Division (providing centralized printing and mailing services) and the Risk Management Division (providing worker's compensation, health insurance and property casualty services).

Financial Summaries

GENERAL FUND
BUDGET
HIGHLIGHTS

Background

The General Fund is used to account for resources that are utilized for general government activities such as:

- Park and Public Lands Maintenance
- Street Maintenance
- Neighborhood Revitalization and Code Enforcement
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation
- Storm Water Drainage and Flood Control

These services are distinct in that they promote the overall public good, are provided to everyone in the community equally, and cannot be denied to anyone.

The major sources of revenue are sales tax, franchise fees, and cost allocation charges. Sales tax revenues allocated to General Fund are equal to 77% of a three percent tax (3%). Franchise fees are generated by a fee on the gross receipts within Norman of public utilities as follows:

A T & T Cable	5%
A T & T Telephone	2%
Oklahoma Gas & Electric	3%
Oklahoma Natural Gas	4%
Cox Communications Cable	5%
Cox Communications Telephone	2%
Oklahoma Electric Cooperative	5%

The City's Water and Water Reclamation Utility Enterprises also make a five percent (5%) payment in-lieu of franchise fees to the General Fund.

Revenues derived from cost allocation charges are the result of the distribution of the cost of centrally-provided support services benefiting departments of the City such as:

- Management (Council and Manager)
- Accounting/Purchasing/Payroll/Risk Management
- Human Resources
- Information Systems
- Legal
- Investment/Debt Administration

A five-year financial forecast is found in this section. The purpose of a five-year forecast is to project existing conditions into the future, given certain assumptions, in order to determine future financial viability, to identify financial strengths and weaknesses, and to provide a base for remedial or supportive financial policy.

FYE 16 Budget

The Fiscal Year Ending June 30, 2016 (FYE 16) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 3,983,935
Current Revenues & Interfund Transfers	74,664,875
Total Available Resources	78,648,810
Current Expenditures & Interfund Transfers	(75,755,794)
Estimated Ending Fund Balance	$2,893,016

In the City's Comprehensive Annual Financial Report, (page 72) for Fiscal Year ending June 30, 2014, reconciliation is given between budget fund balance and the General Fund balance reported on the City Balance Sheet. This reconciliation is summarized as follows:

Fund balances – budgetary basis, June 30, 2014	$ 2,908,049
Encumbrances outstanding	2,152,744
Fund summary cash balance (see page 56)	5,060,793
Current year accruals	5,523,841
Rainy Day Fund Balance	2,554,595
Total fund balances – fund balance sheet, June 30, 2014	$ 13,139,229

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 16 sales tax is being projected at a 2.5% increase over estimated FYE 15 collections, and a slight increase of 0.04% from the FYE 15 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 15 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 15 estimated figures. Fines and forfeitures are estimated at a 3% increase and service fees and charges are estimated at a 1% increase from FYE 15 estimated figures.

FYE 16 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions have been adopted in the FYE 16 General Fund budget. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but do include merit increases.

A 2% increase in salaries and benefits, a -6.2 % decrease in supplies and materials and a 7.7% increase in services and maintenance cost from FYE 15 estimated figures are proposed for FYE 16. Internal service costs were decreased by -5.7% from the FYE 15 estimated figures. The increases in the services and maintenance category are related mostly to increased costs for computer system maintenance contracts, employee training and consultants.

For the FYE 16 General Fund Budget, several positions were changed as follows:

Department / Division	Added Positions
City Clerk / Facility Maintenance Admin.	Administrative Technician II
Finance / Utility Services	Meter Reader
Finance / Utility Services	Meter Service Representative
Planning / Development Services	Plans Examiner
Police / Animal Welfare	Registered Veterinarian Technician

Department / Division	Deleted Positions
Planning / Revitalization	Revitalization Manager

All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Five Year Outlook

- Sales tax revenues are projected at an increase of 2.5% from FYE 15 Estimate to FYE 16. Projections for FYE 16 through FYE 20 are projected on an average annual growth rate of 4.2%.
- State use tax, franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 15 Estimate to FYE 16 Projected, while other major revenues are projected to increase at various rates.
- Transfers from the Water and Water Reclamation Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the franchise fee payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- FYE 16 net expenditures represent an approximate 1.6% increase from FYE 15 Budget. Total expenditures are projected to increase an average of 4.1% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 16, except Internal Services, which is projected at a 2% increase after FYE 16. Salaries and Benefits are projected at a 2% increase from FYE 15 to FYE 16 and a 5% annual increase after FYE 16.

Summary

The FYE 16 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by $1,090,919. Estimated year-end reserves of $2,893,016 exceed the 3% required operating reserve levels. Future actions will need to be taken to bring ongoing revenues in line with expenditures.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	4,951,712	3,189,950	5,060,793	3,983,935	2,893,016	2,152,303	852,523	(1,071,476)
2									
3	Revenues:								
4	Sales Tax	37,561,813	39,653,245	38,700,000	39,667,500	41,333,535	43,069,543	44,878,464	46,763,360
5	State Use Tax	2,146,403	2,119,339	2,400,000	2,472,000	2,546,160	2,622,545	2,701,221	2,782,258
6	Franchise Fees	6,782,746	7,649,089	7,649,089	7,878,562	8,114,919	8,358,366	8,609,117	8,867,391
7	Other Tax	2,141,605	2,266,552	2,266,552	2,334,549	2,404,585	2,476,723	2,551,025	2,627,556
8	Fines/Forfeitures	2,484,104	2,276,457	2,600,000	2,678,000	2,758,340	2,841,090	2,926,323	3,014,113
9	Interest/Investment Income	19,552	12,500	25,000	25,000	25,000	25,000	25,000	25,000
10	Other Revenues	1,758,113	1,516,316	1,800,000	1,818,000	1,836,180	1,854,542	1,873,087	1,891,818
11	License/Permit Fees	1,425,550	1,468,500	1,468,500	1,483,185	1,498,017	1,512,997	1,528,127	1,543,408
12	Service Fees and Charges	1,345,128	1,387,500	1,387,500	1,401,375	1,415,389	1,429,543	1,443,838	1,458,276
13	Cost Allocation Chrgs.	3,710,065	3,665,839	3,665,839	3,910,810	3,949,918	3,989,417	4,029,311	4,069,605
14	Internal Chrgs.	5,684,979	6,101,539	6,101,539	6,014,157	6,134,440	6,257,129	6,382,272	6,509,917
15									
16	Subtotal	65,060,058	68,116,876	68,064,019	69,683,138	72,016,483	74,436,896	76,947,785	79,552,701
17									
18	I/F Transf - Water	651,879	768,529	717,799	861,500	882,363	903,740	925,645	948,090
19	I/F Transf - Wastewater	476,772	514,655	514,655	524,948	535,447	546,156	557,079	568,221
20	I/F Transf - CIP (St Maint)	184,259	239,243	239,243	251,205	263,765	276,953	305,341	0
22	I/F Transf - Capital Outlay	2,676,411	3,478,128	4,854,157	3,344,085	3,477,848	3,616,962	3,761,641	3,912,106
23	I/F Transf - PSST Fd	339,291	357,181	357,181	0	0	0	0	0
24	I/F Transf - Insurance	26,326	0	36,741	0	0	0	0	0
25	I/F Transf - Room Tax	12,000	0	0	0	0	0	0	0
26									
27	Subtotal	4,366,938	5,357,736	6,719,776	4,981,738	5,159,423	5,343,811	5,549,706	5,428,417
28									
29	Total Revenue	69,426,996	73,474,611	74,783,795	74,664,875	77,175,906	79,780,707	82,497,491	84,981,118
30									
31	Expenditures:								
32	Salary / Benefits	49,765,888	51,833,046	51,811,718	52,860,771	55,503,810	58,279,000	61,192,950	64,252,598
33	Supplies/Materials	6,009,001	6,813,058	6,603,988	6,195,149	6,257,100	6,319,671	6,382,868	6,446,697
34	Services/Maintenance	8,038,493	8,303,862	8,578,401	9,241,080	9,333,491	9,426,826	9,521,094	9,616,305
35	Internal Services	2,764,995	3,561,847	3,685,884	3,474,872	3,544,369	3,615,257	3,687,562	3,761,313
36	Capital Equipment	2,676,411	3,478,128	4,854,157	3,344,085	3,477,848	3,616,962	3,761,641	3,912,106
37									
38	Subtotal	69,254,788	73,989,941	75,534,148	75,115,957	78,116,619	81,257,716	84,546,115	87,989,019
39									
40	Audit Adjustments/Encumbrances	(146,268)	0	0	0	0	0	0	0
41	I/F Transf - Westwood	108,484	0	0	0	0	22,771	75,375	104,311
42	I/F Transf - Capital Fund	10,000	0	0	0	0	0	0	0
43	I/F Transf - Rainy Day Fund	0		326,505	0	0	0	0	0
44	Debt Service	90,911	0	0	20,000	0	0	0	0
45	Two Percent Reserve	0	1,394,236	0	1,419,837	0	0	0	0
46									
47	Subtotal	63,127	1,394,236	326,505	1,439,837	0	22,771	75,375	104,311
48									
49	Total Expenditures	69,317,915	75,384,177	75,860,653	76,555,794	78,116,619	81,280,487	84,621,490	88,093,330
50	Employee Turnover Savings	0	(800,000)	0	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
51	Supplies/Materials Savings	0	0	0	0	0	0	0	0
52	Services/Maintenance Savings	0	0	0	0	0	0	0	0
53									
54	Net Expenditures	69,317,915	74,584,177	75,860,653	75,755,794	77,916,619	81,080,487	84,421,490	87,893,330
55									
56	Net Difference	109,081	(1,109,566)	(1,076,859)	(1,090,919)	(740,713)	(1,299,780)	(1,923,999)	(2,912,212)
57									
58	Ending Fund Balance	5,060,793	2,080,384	3,983,935	2,893,016	2,152,303	852,523	(1,071,476)	(3,983,688)
59									
60	Reserved for encumbrances	2,153,774							
61	Reserved for Operations	2,907,019	2,080,384	3,983,935	2,893,016	2,152,303	852,523	(1,071,476)	(3,983,688)
62	Reserve (Deficit)	0	0	0	0	0	0	0	0
63									
64	Total Reserves	5,060,793	2,080,384	3,983,935	2,893,016	2,152,303	852,523	(1,071,476)	(3,983,688)
65									
NOTE: 3% Operating Reserve surplus (deficit)		907,774	(10,971)	1,853,740	763,260	(80,860)	(1,471,383)	(3,491,272)	(6,503,124)

NET REVENUE STABILIZATION FUND
BUDGET
HIGHLIGHTS

Background

In fiscal year 2011, Council directed staff to prepare a formal policy in Ordinance form codifying the City's reserve policies and complying with Governmental Accounting Standards Board Statement # 54. Direction was given to establish a separate "Rainy Day Fund" which could not be used except in unusual circumstances. The Ordinance (effective July 28, 2011) establishes a Net Revenue Stabilization of "Rainy Day Fund", which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and would require that the two percent (2%) Emergency Reserve allocation be included in future year budgets. Under the Ordinance, Net Revenue Stabilization Fund balance could only be appropriated for expenditure by the City Council if at least one of three circumstances is met:

1.) The General Fund Operating Reserve fund balance is projected to fall below one percent (1%) of budgeted expenditures.

2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund

3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

On June 28, 2011, City Council approved Ordinance O-1011-58 which amends Article VIII, Sections 8-103 and 8-104 of Chapter 8 of the Code of the City of Norman to create the Net Revenue Stabilization Fund and the requirements to maintain Net Revenue Stabilization Fund Balances.

FYE 16 Budget

Council agreed to transfer $1,500,000 into the Net Revenue Stabilization Fund in FYE 12. In FYE 14, Council also agreed to transfer $1,031,330 from the Public Safety Sales Tax Fund. In FYE 15, Council agreed to transfer $292,885 from the Public Safety Sales Tax Fund for the pro rata share of public safety expenditures, and $357,181 from the General Fund to bring the Rainy Day Fund balance to the Targeted (4.5%) level. FYE 16 ending fund balance is projected to be $3,203,735, which meets the targeted (4.5%) level as well.

NET REVENUE STABILIZATION FUND (11)
"Rainy Day Fund"
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	1,510,323	2,541,653	2,554,595	3,188,735	3,203,735	3,218,735	3,233,735	3,248,735
2									
3	Revenues:								
4	Interest Income	12,942	0	14,750	15,000	15,000	15,000	15,000	15,000
5									
6	Subtotal	12,942	0	14,750	15,000	15,000	15,000	15,000	15,000
7									
8	I/F Transf - General Fund	0	0	326,505	0	0	0	0	0
9	I/F Transf - PSST Fund	1,031,330	292,885	292,885	0	0	0	0	0
10									
11	Subtotal	1,031,330	292,885	619,390	0	0	0	0	0
12									
13	Total Revenue	1,044,272	292,885	634,140	15,000	15,000	15,000	15,000	15,000
14									
15	Expenditures:								
16	Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
17	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
18									
19	Total Expenditures	0	0	0	0	0	0	0	0
20									
21	Net Expenditures	0	0	0	0	0	0	0	0
22									
23	Net Difference	1,044,272	292,885	634,140	15,000	15,000	15,000	15,000	15,000
24									
25	Ending Fund Balance	2,554,595	2,834,538	3,188,735	3,203,735	3,218,735	3,233,735	3,248,735	3,263,735
	NOTE: Rainy Day Reserve of 4.5% (deficit)		(302,494)	(6,557)	9,101	(131,010)	(252,124)	(380,958)	(515,420)
	NOTE: Rainy Day Reserve of 3% (deficit)		743,184	1,058,540	1,073,979	985,572	909,829	828,940	744,298

PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS

Background

On May 13, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008 and terminating on September 30, 2015.

Previous to Fiscal Year ending June 30, 2011, the revenues and expenditures associated with the Public Safety Sales Tax (PSST) were accounted for in the General Fund. As of the FYE 11 budget, the PSST Fund is a Special Revenue Fund to account for the temporary PSST revenue and related expenditures. Reserved portions of General Fund balance, totaling $5,968,899, were transferred to establish the PSST Fund, effective on July 1, 2010.

On April 1, 2014, the citizens approved the permanent extension of the PSST. Over 10-15 years, this extension will enable the City to implement a School Resource Officer program, jointly funded by public school districts in Norman, to improve school safety and improve police-school relationships. The 2014 PSST Ordinance ("PSST II") also directs funding for several critical public safety needs (in priority order):

1. Replacement of City Emergency Communication Systems - $15,000,000*
2. Emergency Operations Center/Dispatch Facility - $6,500,000*
3. Fire Apparatus replacement - $6,800,000*
4. Reconstruct/relocate Fire Station #5 - $3,500,000*

*Estimated

FYE 16 Budget

Estimated FYE 16 PSST revenues of $9,917,500 are being projected at a 2.5% increase over estimated FYE 15 collections.

Six positions will be added during FYE 16 in the Police Department for the school resource officer program, making a total of 77 positions in the PSST Fund that have been added for improved public safety. Thirty of these budgeted positions are in the Fire Department.

In the FYE 14 budget, the Council directed that funds be transferred from the PSST Fund to the General Fund to pay for a share of the costs of providing emergency communications (dispatch) functions, in proportion to the ratio of personnel to be added by the PSST to the total personnel in the Police and Fire Departments. Based on this share, the FYE 2015 budget included a $357,181 transfer from the PSST to the General Fund. This transfer is discontinued after FYE 2015.

During final considerations of the FYE 15 budget, the Council directed that a transfer of $292,885, representing the ratio of Police and Fire Department expenditures to total General Fund expenditures, be made from the PSST Fund to the City's Net Revenue Stabilization ("Rainy Day") Fund to bring the "Public Safety portion" of the Rainy Day Fund to its Targeted (4.5% of General Fund expenditures) level.

In FYE 15, bond proceeds of $22,825,000 were authorized by the Norman Municipal Authority (NMA) trustees and Council to finance the Emergency Communications (radio) system, Emergency Operations (EOC), and a platform fire truck.

PUBLIC SAFETY SALES TAX FUND (15)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	9,690,461	5,735,723	8,478,229	28,027,261	26,883,319	1,249,185	(649,471)	(2,373,033)
2									
3	Revenues:								
4	Sales Tax - Dedicated Public Safety	9,082,894	9,359,137	9,250,000	9,481,250	9,879,463	10,294,400	10,726,765	11,177,289
5	State Use Tax - Dedicated Public Sa	357,733	344,212	375,000	386,250	397,838	409,773	422,066	434,728
6	Interest Income	57,753	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7									
8	Subtotal	9,498,380	9,753,349	9,675,000	9,917,500	10,327,301	10,754,173	11,198,831	11,662,017
9									
10	Bond Proceeds			22,825,000					
11	I/F Transfer - General Fund	0							
12	I/F Transfer - Capital Fund	0							
13	SRO Reimbursement - NPS	0				480,734	504,771	530,009	556,510
14									
15	Subtotal	0	0	22,825,000	0	480,734	504,771	530,009	556,510
16									
17	Total Revenue	9,498,380	9,753,349	32,500,000	9,917,500	10,808,035	11,258,944	11,728,840	12,218,527
18									
19	Expenditures:								
20	Salary / Benefits	6,144,268	6,447,407	6,447,407	7,247,573	8,401,976	8,822,075	9,406,565	9,876,893
21	Supplies/Materials	211,185	247,055	231,657	381,144	400,201	420,211	441,222	463,283
22	Services/Maintenance	177,696	237,627	411,803	272,313	285,929	300,225	315,236	330,998
23	Internal Service	113,522	154,792	167,934	145,780	153,069	160,722	168,758	177,196
24	Capital Equipment	2,619,123	1,603,560	4,016,028	257,112	4,530,403	1,110,493	770,493	1,499,493
25	Bond Project - '16 Issue				2,259,675	20,339,253			
26	Bond Issue Costs			226,073					
27	Debt Service				497,845	2,331,338	2,343,874	2,350,128	2,355,217
28									
29	Subtotal	9,265,794	8,690,441	11,500,902	11,061,442	36,442,169	13,157,600	13,452,402	14,703,080
30									
31	Audit Adjustments/Encumbrances	(3,803)	0	0	0	0	0	0	0
32	I/F Transf - Capital Fund	78,000	800,000	800,000	0	0	0	0	0
33	I/F Transf - General Fund	339,291	357,181	357,181					
34	I/F Transf - Rainy Day Fund	1,031,330	292,885	292,885					
35									
36	Subtotal	1,444,818	1,450,066	1,450,066	0	0	0	0	0
37									
38	Total Expenditures	10,710,612	10,140,507	12,950,968	11,061,442	36,442,169	13,157,600	13,452,402	14,703,080
39									
40	Net Expenditures	10,710,612	10,140,507	12,950,968	11,061,442	36,442,169	13,157,600	13,452,402	14,703,080
41									
42	Net Difference	(1,212,232)	(387,158)	19,549,032	(1,143,942)	(25,634,134)	(1,898,656)	(1,723,562)	(2,484,553)
43									
44	Ending Fund Balance	8,478,229	5,348,565	28,027,261	26,883,319	1,249,185	(649,471)	(2,373,033)	(4,857,586)
45									

COMMUNITY DEVELOPMENT FUND
BUDGET
HIGHLIGHTS

Background

The Community Development Fund is a Special Revenue Fund established to account for the resources allocated to Community Development Block Grant (CDBG), the HOME Partnership Program, and other funds from the U.S. Department of Housing & Urban Development (HUD).

The Community Development Block Grant Program was established by Congress in the Community Development Act of 1974 to consolidate a number of Federal assistance programs into one "block grant" for the utilization of individual communities in solving community development problems. Funds are allocated annually on a formula basis to the City of Norman by the Department of Housing and Urban Development, the funding agency. As an entitlement city, Norman receives a funding allocation each year without having to compete against other cities. Once allocated, the funds remain available to the City until approved activities are completed. In 1995, Norman became an entitlement city for the HOME Program as well, and therefore does not have to compete against other cities for funding.

The projects funded by the CDBG Program must meet the criteria of activities, which either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight. The four major categories of eligible activities are: (1) neighborhood upgrading, conservation, and renewal; (2) housing assistance; (3) social and economic development for moderate and low income groups; and (4) activities in support of the other categories, including administration and planning. HOME projects are all housing with all beneficiaries in the low-to-moderate income range, as defined by federal regulations.

A total of $43,719,539 in CDBG-HOME Program Funds (CDBG - $33,530,694 and HOME - $10,188,845) has been allocated to the City of Norman since FYE 76 through FYE 15. The FYE 16 Budget includes a grant of $744,311 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $296,211.

FYE 16 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 14 and FYE 15 funds are expected to be expended in FYE 16. Total revenues are projected at $12,033,122 and total expenditures are projected at $12,033,122. The increase over last fiscal year is due to the acceptance of CDBG-DR (disaster relief) project funds that will be used in areas declared a disaster after severe storms and tornadoes. The CDBG-DR Grant totals over $21,000,000 and will be used by the City of Norman, Cleveland County, and surrounding municipalities to repair and replace roads and bridges damaged in wildfires and tornadoes in recent years.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED
1	Beginning Fund Balance	30,667	30,667	347,796	897,796
2					
3	Revenues				
4	Other Revenues	0	0	0	0
5	Grant Revenue	607,139	721,987	561,437	744,311
6	Home Grant Revenue	686,947	318,067	2,123,260	296,211
7	Emergency Shelter	277,440	0	0	0
8	CDBG-DR	0	0	1,287,012	10,992,600
9	COC Planning Grant	0	0	10,000	0
10	I/F Transf - Capital	0	0	731,712	0
11					
12	Total Revenue	1,571,526	1,040,054	4,713,421	12,033,122
13					
14	Expenditures				
15	Community Development 07	28,070		17,131	
16	Community Development 08	5,398		48,182	
17	Community Development 09	8,750		66,342	
18	Community Development 10	64,498		18,847	
19	Community Development 11	13,126		62,598	
20	Community Development 12	5,264		13,318	
21	CDBG Housing 12	99,917		5,878	
22	Community Development 13	14,379		58,673	
23	CDBG Housing 13	8,094		155,010	
24	Community Development 14	235,242		48,883	
25	CDBG Housing 14	127,769		356,411	
26	Community Development 15		219,392	219,392	
27	CDBG Housing 15		502,595	502,595	
28	Community Development 16				259,093
29	CDBG Housing 16				485,218
30	FY09 Home Grant	23,726			
31	FY10 Home Grant	50,000			
32	FY11 Home Grant	123,126			
33	FY12 Home Grant	253,576		138,780	
34	FY13 Home Grant	236,518		104,590	
35	FY14 Home Grant		318,067	318,067	
36	FY15 Home Grant				296,211
37	Emergency Shelter Grant	277,441			
38	Accruals/Adjustments	(320,497)			
39	COC Planning Grant			10,000	
40	CDBG-DR			1,287,012	10,992,600
41					
42	Subtotal	1,254,397	1,040,054	3,431,709	12,033,122
43	I/F Transf - Capital			731,712	0
44					
45	Total Expenditures	1,254,397	1,040,054	4,163,421	12,033,122
46					
47	Net Difference	317,129	0	550,000	0
48					
49	Ending Fund Balance	347,796	30,667	897,796	897,796
50					
51	Reserves:				
52	Reserve for Contingency	347,796	30,667	897,796	897,796
53	Reserve for Affordable Housing	0	0	0	0
54					
55	Total Reserves	347,796	30,667	897,796	897,796

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There are two approved grants (at the time of budgeting) in FYE 16 for which the City qualifies.

DUI Enforcement	$63,982
Safe Room Grant	$1,019,975

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 16 expenditures are anticipated to be $63,982.

Safe Room Grant

This program will fund a rebate program for citizens to have a safe room installed in their residence.

Other Grants

During the course of the fiscal year, the City will continue to pursue appropriate grant opportunities. While it is anticipated that some additional grant funds will become available, and any applicable grants would be accounted for in the Special Grants Fund, the uncertain nature and amounts of the grants do not allow for them to be budgeted.

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED
1	Beginning Fund Balance	1,746,357	0	1,370,031	1,214,913
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	76,037		71,000	
5	County Court DUI Fines	63,493	64,982	64,982	63,982
8	SHPO/CLG Grant	21,200		15,000	
12	Emergency Management Planning Grant	69,471		29,685	
14	Misc. Police Grants	2,628			
15	Homeland Security	85,579			
16	Legacy Trail Improvements	266,457		600,000	
17	Traffic & Alcohol Enforcement	49,654		86,500	
22	Jag Grant	15,703		15,315	
27	ACOG Traffic Data Grant	12,000		10,000	
28	ARRA Misc Grant			5,260	
32	Safe Routes to School	685			
35	Transportation			600,000	
36	OK Recreation Trail Fund	143,791			
37	Saferoom Grant			520,000	
38	School Zone Improvements Grant			190,000	
39	Saxon Park Improvements			79,967	
40	I/F Transf - Capital				1,019,975
41	Other Revenue/audit accruals	9,405			
42					
43	Subtotal	816,103	64,982	2,287,709	1,083,957
44					
45	Total Revenue	816,103	64,982	2,287,709	1,083,957
46					
47	Expenditures				
48	DUI Enforcement	28,696	64,982	63,982	63,982
49	Okla. Highway Grant-DRE Training	53,028		122,967	
52	SHPO/CLG Grant	15,000		19,000	
54	Bullet Proof Vest Grant			214	
55	Misc. Police Grants			14,946	
56	Homeland Security			5,416	
57	Traffic & Alcohol Enforcement	70,368		126,601	
59	Audit Adj/Encumbrances	488,424			
60	Legacy Trail Improvements	253,240		600,000	
61	Transportation	10,000		600,000	
67	Jag Grant	16,886		19,307	
70	Intelligence Analysis	69,274		31,267	
73	Traffic Control			19,475	
80	Emergency Management Grant	59,912		29,685	
82	Eastridge Park Grant	12,568			
83	Saxon Park Improvements	115,033		79,967	
85	Saferoom Grant			520,000	
86	School Zone Improvements Grant			190,000	
87					
88	Subtotal	1,192,429	64,982	2,442,827	63,982
89	I/F Transf - General	0	0	0	0
90	I/F Transf - General (Pet License)	0			
91	I/F Transf - Capital	0		0	1,019,975
92					
93	Total Expenditures	1,192,429	64,982	2,442,827	1,083,957
94					
95	Net Difference	(376,326)	0	(155,118)	0
96					
97	Ending Fund Balance	1,370,031	0	1,214,913	1,214,913
98					
99	Reserved for County DUI Program	320,643	286,846	321,643	286,846
100	Unreserved	1,049,388	(286,846)	893,270	928,067
101					
102	Total Reserves	1,370,031	0	1,214,913	1,214,913

ROOM TAX FUND
BUDGET
HIGHLIGHTS

Background

The Room Tax Fund is a Special Revenue Fund established to account for a tax on the gross revenues of hotel and motel establishments. According to Ordinance Number O-7980-58, which was passed in May 1980, the revenues are to be set aside and "used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development of the City of Norman. Uses in parks development and in promotion of arts and humanities are thus contemplated." On April 2, 2013, citizens approved a 1% increase to the room tax rate from 4% to a total of 5%.

A formula was devised for the distribution of the revenue as follows:

Administration Fee (City of Norman):	3%
Parks Development (City of Norman):	25% of Balance
Arts & Humanities (Norman Arts Council):	25% of Balance
Convention & Tourism (Norman Convention & Visitors Bureau):	50% of Balance

The City has authorized agreements between the Norman Arts Council, the Norman Convention and Visitors Bureau, and the City of Norman for the purpose of administering the proceeds of the distribution formula. Among the programs funded by the Room Tax are convention promotion activities, which have attracted major new hotels to the City; improvements to Norman's six community parks; public artwork; and annual festivals including: Jazz in June, Chocolate Festival, Medieval Fair, and the Norman Music Festival (live alternative rock, Latin, hip-hop, spoken word and other genre). Norman, the "City of Festivals", is widely recognized for its cultural activities, which are underwritten by the Room Tax.

Special Revenue Fund Financial Policies

Net income and reserve policies do not apply to Special Revenue Funds since revenues have been specifically identified and segregated to be used for special and specific purposes. The amount expended is directly dependent on the amount of revenue raised. Usually expenditures are made on a project basis rather than on a continuing operational basis, negating the need for operating reserves.

FYE 16 Budget

Revenues from the 5% tax are projected to be $1,828,250, a 3% increase from estimated collections for FYE 15 and a 7.6% increase from FYE 15 budgeted collections. In FYE 15, Council directed the administrative cost increase from 3% to 5%.

Expenditures in FYE 16 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2016
	Revenue
	$1,829,750
Administrative Fee - 5%	$ 91,488
Arts & Humanities - 25%	450,000
Parks Development - 25%	416,254
Convention & Tourism - 50%	869,131
	$1,826,873

$212,500 in Parks projects are scheduled in FYE 16, spending funds accumulated in previous years.

Five Year Outlook

Over the next five years, projected operating revenue of $9,713,927 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	418,084	501,943	505,305	236,847	239,724	226,392	335,031	333,677
2									
3	Revenues								
4	Taxes	1,648,451	1,699,500	1,775,000	1,828,250	1,883,098	1,939,590	1,997,778	2,057,711
5	Interest/Investment Income	2,316	1,500	1,500	1,500	1,500	1,500	1,500	1,500
6									
7	Total Operating Revenues	1,650,767	1,701,000	1,776,500	1,829,750	1,884,598	1,941,090	1,999,278	2,059,211
8									
9	Expenditures								
10	Administration	49,632	85,050	85,050	91,488	94,230	97,055	99,964	102,961
11	Arts & Humanities	401,239	425,000	427,000	450,000	447,592	461,009	474,829	489,063
12	Parks Capital Projects	147,741	334,500	378,244	212,500	255,000	150,000	273,000	
13	Conventions/Visitor Bureau	752,478	850,000	948,500	869,131	895,184	922,018	949,657	978,125
14	I/F Transf - Westwood	204,134	206,164	206,164	203,754	205,924	202,369	203,182	203,182
15	I/F Transf - General Fund	12,000	0	0	0	0	0	0	0
16	Carryover Encumbrances/Audit Adj.	(3,678)	0	0	0	0	0	0	0
17									
18	Total Expenditures	1,563,546	1,900,714	2,044,958	1,826,873	1,897,930	1,832,451	2,000,632	1,773,331
19									
20									
21	Net Difference	87,221	(199,714)	(268,458)	2,877	(13,333)	108,639	(1,354)	285,880
22									
23	Ending Fund Balance	505,305	302,229	236,847	239,724	226,392	335,031	333,677	619,558
24									
25	Reserves:								
26	Reserved for Administration	(8,353)	3,647	0	0	0	0	0	0
27	Reserved for Arts & Humanities	83,453	88,396	79,316	63,881	63,881	63,881	63,880	63,880
28	Reserved for Parks & Rec.	221,195	41,292	51,297	69,608	56,276	164,916	163,562	449,443
29	Reserved for Conv. & Tourism	209,010	168,895	106,235	106,235	106,235	106,234	106,235	106,235
30									
31	Total Reserves	505,305	302,229	236,847	239,724	226,392	335,031	333,677	619,558

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2016 BUDGET

INCOME:	
Norman Arts Council Share of City Room Tax Funds	$440,000
TOTAL INCOME	**$440,000**
EXPENSES:	
Organizational Grants:	
Accademia Filarmonica, Concert Series 2015-2016	5,000
Assistance League of Norman – Mayfair Adventures in Art	1,500
Medieval Fair 2016	18,000
Namron Players Theatre, 3 Show Season	440
Norman Ballet Company	9,100
Norman Children's Chorus, Winter and Spring Concerts	9,000
Norman Children's Chorus, Spring Sing	3,000
Norman Music Alliance, Norman Music Festival 2016	18,000
Norman Philharmonic, 2015-2016 Concert Series	18,000
OU Film and Media Studies, Native Crossroads Film Festival	5,000
OU Musical Theatre/Opera Guild, Developing Young Audiences	5,000
OU Neaustadt Festival	5,500
OU Sam Noble Museum of Natural History, Indigenous Arts of the Americas	5,000
Pioneer Library System, Big Read 2016 Fahrenheit 451	13,500
Pioneer Library System, Jazz at Norman West Library	1,500
Pioneer Library, Crowns Tea	3,000
Preservation Project, Wheel of Life Sand Painting	4,500
Preservation Project, African Drumming and Dance Workshop	1,000
Subtotal	**$126,040**
Operational Support:	
Cimarron Opera	20,000
Cleveland County Historical Society	3,500
Dreamer Concepts	17,000
Firehouse Art Center	20,000
Jazz in June	20,000
Performing Arts Center (The Depot)	19,252
Sooner Theatre	20,000
Subtotal	**$119,752**
Norman Arts Council Hotel/Motel Administration:	70,408
Norman Arts Council Programs:	66,000
Norman Arts Council Marketing	$57,800
TOTAL EXPENSES	**$440,000**

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2016 BUDGET

INCOME:	
Convention & Visitors Bureau Share of City Room Tax Fund	$ 869,131
Advertising Income	46,000
Interest Income	1,500
Special Events	7,000
TOTAL INCOME:	**$ 923,631**
EXPENSES:	
Advertising / Marketing	$ 424,420
Research	1,250
Operations	126,255
Personnel	350,370
Special Events	9,500
Membership/Affiliations	15,855
Legislative/Governmental Affairs	1,850
TOTAL EXPENSES	**$ 929,500**

SEIZURES AND RESTITUTION FUND
BUDGET
HIGHLIGHTS

Background

The Seizures and Restitution Fund is a Special Revenue Fund used to account for the revenue available through property seizures resulting from criminal investigations.

There are three basic sources of revenue available, two of which are controlled by the Cleveland County District Attorney and one controlled by the U.S. Federal Government.

Property that is seized by local enforcement officers is ultimately disposed of by court rulings. The property, including cash, is remanded to the District Attorney if the case does not involve federal laws. The District Attorney disposes of the non-cash property through an auction and deposits the proceeds into a revolving account. Periodically, distributions are made from the revolving account to municipalities.

The Courts also require restitution by defendants to law enforcement agencies for costs associated with an investigation. The restitution is made directly to the City and placed into this Fund.

The Courts remand property and cash seized through Federal cases to the Federal Government. If local law enforcement officers were involved in the case, they may make application to the Federal Government to recover property to offset the cost of their investigation.

State and Federal statutes provide that monies derived from these sources will be used to support drug enforcement activities and other criminal investigations.

FYE 16 Budget

Expenditures for operations and equipment are proposed at $200,438 on revenues of $92,500. This fund accounts for a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services.

Available revenues from fund balance are proposed to be drawn-down for capital needs to be used in enforcement activities. No capital equipment needs are projected for FYE 16 – FYE 20.

SEIZURES AND RESTITUTION FUND (25)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Restatement								
2	Beginning Fund Balance	875,364	603,243	832,068	519,361	411,423	426,620	441,814	457,005
3									
4	Revenues								
5	Federal Seizures & Restitutions	76,908	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6	State Seizures & Restitutions	126,272	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7	Court Fines - Juvenile	65,901	77,000	77,000	77,000	77,000	77,000	77,000	77,000
8	I/F Transfer - General Fund	0	0	0	0	0	0	0	0
9	Interest/Investment Income	3,368	500	500	500	500	500	500	500
10									
11	Total Revenues	272,449	92,500	92,500	92,500	92,500	92,500	92,500	92,500
12									
13	Expenditures								
14	Audit Adjustments	941	0	0	0	0	0	0	0
15	Services/Maintenance- Federal	151	0	0	300	303	306	309	312
16	Services/Maintenance- State	184,168	95,251	305,998	115,060	0	0	0	0
17	I/F Transfer - General Fund	0	0	0	0	0	0	0	0
18	Capital Equipment- State	55,031	0	0	0	0	0	0	0
19	Capital Equipment- Federal	0	0	0	0	0	0	0	0
20	Juvenile Program	75,454	98,471	99,209	85,078	77,000	77,000	77,000	77,000
21									
22	Total Expenditures	315,745	193,722	405,207	200,438	77,303	77,306	77,309	77,312
23									
24	Net Difference	(43,296)	(101,222)	(312,707)	(107,938)	15,197	15,194	15,191	15,188
25									
26	Ending Fund Balance	832,068	502,021	519,361	411,423	426,620	441,814	457,005	472,193
27									
28	Reserves								
29	Reserve for Federal Seizures	242,910	178,033	248,910	254,610	260,307	266,001	271,692	277,380
30	Reserve for State Seizures	574,023	339,312	277,525	171,965	181,465	190,965	200,465	209,965
31	Reserve forJuvenile Funds	15,135	(15,324)	(7,074)	(15,152)	(15,152)	(15,152)	(15,152)	(15,152)
32									
33	Total Reserves	832,068	502,021	519,361	411,423	426,620	441,814	457,005	472,193

CLEET FUND
BUDGET
HIGHLIGHTS

Background

The CLEET (Council on Law Enforcement Education and Training) Fund is a Special Revenue Fund established to account for revenue derived by provision of State law, to be utilized for law enforcement education and training. (Title 20 § 1313.2-1313.4)

State law provides that any person convicted of an offense punishable by a fine of $10 or more, or by incarceration, excluding parking and standing violations, or any person forfeiting bond when charged with such an offense, shall be ordered by the court to pay $9, as a separate penalty assessment.

As an "academy city", the City of Norman has the authority to retain $2 of the $9 penalty assessment collected for police, court and prosecution training. All remaining funds collected are forwarded to CLEET. The City is authorized to keep a 2% administrative fee on the amount collected, which is deducted from the $2 portion retained by the City.

State law also requires that municipalities collect a Fingerprinting Fee in the amount of $5, which is to be collected and reported to the Oklahoma State Bureau of Investigation (OSBI). The moneys collected from the fingerprinting fee pays for the Automated Fingerprint Identification System (AFIS) managed by the OSBI. An administrative fee of $.08 on each $5.00 assessment is retained by the City.

State law also provides for the collection of the Forensic Science Improvement Assessment in the amount of $5, which is to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from this fee are for the OSBI and will be used to upgrade laboratory facilities, equipment and personnel. Municipal courts are authorized to retain 5% of the amount collected as an administrative fee.

In May 2008, a state law became effective which provides for a fee assessment of $5 on marijuana convictions followed in July 2009 by a state law providing for the same assessment on paraphernalia convictions, to be collected and reported to the Bureau of Narcotics Drug Education Revolving Fund. These fees are to be collected at the same time and in the same manner as set forth in paragraph two above. Monies from these fees are to be used for purposes relating to drug education and information in the State of Oklahoma. No administrative fee is provided.

In summary, a total of $19 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana or paraphernalia which are $24), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for any and all fines and penalties otherwise provided for by law. The money retained by the City, as a result of being an academy city, is divided between administrative fees, police training, and court/prosecution training. The City is authorized to retain all interest accrued prior to the due date for deposits. The remainder of money collected is forwarded monthly by the Court Clerk to CLEET, OSBI, and the Bureau of Narcotics.

FYE 16 Budget

FYE 16 projected revenues are $32,000 with projected expenditures at $30,705. This leaves a projected ending fund balance of $24,994.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	26,498	27,243	29,515	23,699	24,994	26,289	27,584	28,879
2									
3	Revenues								
4	CLEET for Police Training	24,098	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5	CLEET for Court Training	1,810	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6	Misc revenue	153	0	0	0	0	0	0	0
7	Transfer from GF	0	0	0	0	0	0	0	0
8									
9	Total Revenues	26,061	32,000	32,000	32,000	32,000	32,000	32,000	32,000
10									
11	Expenditures								
12	Police Training	22,029	29,005	36,316	29,205	29,205	29,205	29,205	29,205
13	Court Training	979	1,500	1,500	1,500	1,500	1,500	1,500	1,500
14	Audit adjustments	36	0	0	0	0	0	0	0
15									
16	Total Expenditures	23,044	30,505	37,816	30,705	30,705	30,705	30,705	30,705
17									
18	Net Difference	3,017	1,495	(5,816)	1,295	1,295	1,295	1,295	1,295
19									
20	Ending Fund Balance	29,515	28,738	23,699	24,994	26,289	27,584	28,879	30,174
21									
22	Reserves								
23	Reserve for Police Training	25,130	24,384	18,814	19,609	20,404	21,199	21,994	22,789
24	Reserve for Court Training	4,385	4,354	4,885	5,385	5,885	6,385	6,885	7,385
25									
26	Total Reserves	29,515	28,738	23,699	24,994	26,289	27,584	28,879	30,174

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

The Campus Corner Tax Increment Finance District Fund is a Special Revenue Fund established to account for the increment of sales and property taxes generated from Tax Increment District One, City of Norman. A Campus Corner Revitalization Project Review Committee was convened, consisting of various property taxing jurisdictions (Norman Public Schools, Cleveland County Health Department, Cleveland County, and Moore/Norman Technology District) that would be impacted by the formation of the Tax Increment District. This Committee authorized the City Council to proceed with the formation of the District.

On December 18, 2001, the Norman City Council adopted Ordinance No. O-0102-28, approving the Campus Corner Revitalization Project Plan ("Project Plan") and establishing Increment District Number One, City of Norman ("Increment District") pursuant to the Oklahoma Local Development Act, 62 O.S. 850, et. seq. The Project Plan provided for the apportionment of both ad valorem and sales tax increments to leverage private investment by current property owners, as well as present and future businesses, in order to revitalize the Campus Corner commercial district.

FYE 16 Budget

Sales taxes collected from this TIF were complete in FYE 07, reaching the goal of $1.25 million. Remaining funds will be spent in FYE 15, and the fund will be closed beginning in FYE 16.

CAMPUS CORNER TAX INCREMENT DISTRICT FUND (27)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	134,056	0	4,287	0	0	0	0	0
2									
3	Revenues								
4	Sales Tax	0	0	0	0	0	0	0	0
5	Property Tax	0	0	0	0	0	0	0	0
6	I/F Transfer- General	0	0	0	0	0	0	0	0
7	I/F Transfer- Capital	0	0	0	0	0	0	0	0
8	Interest income	80	0	0	0	0	0	0	0
9									
10	Total Revenues	80	0	0	0	0	0	0	0
11									
12	Expenditures								
13	Audit adjustments/encumb	9	0	0	0	0	0	0	0
14	Capital Projects	129,840	0	4,287	0	0	0	0	0
15									
16	Total Expenditures	129,849	0	4,287	0	0	0	0	0
17									
18	Net Difference	(129,769)	0	(4,287)	0	0	0	0	0
19									
20	Ending Fund Balance	4,287	0	0	0	0	0	0	0

ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS

Background

The Art in Public Places Fund is a Special Revenue Fund established to account for revenue derived from citizen donations as a means to fund the acquisition of works of art by the City of Norman and to provide for the maintenance and repair of the works of art in the collection.

On August 28, 2007, City Council passed Ordinance O-0708-5 that established the Public Arts Board and the Art in Public Places Fund. The ordinance also set up the mechanism by which City of Norman utility service customers can opt to donate money to the Art in Public Places Fund by including an additional amount of money in their payment.

The Public Arts Board will report to the Norman Arts Council, who will be charged with expending monies in the Art in Public Places Fund.

FYE 16 Budget

FYE 16 projected revenues are $16,000. The Artist Designed Bicycle Racks project, to encourage the use of bicycles for transportation in the downtown area, is a recent project supported by donations to the Art in Public Places Fund (see pictures below). The fund has collected $74,961 in contributions since the beginning of FYE 08.

ART IN PUBLIC PLACES FUND (28)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	2,537	2,537	1,169	1,169	1,169	1,169	1,169	1,169
2									
3	Revenues								
4	Citizen Donations	10,632	14,000	14,000	16,000	16,000	16,000	16,000	16,000
5	Interest income	0							
6									
7	Total Revenues	10,632	14,000	14,000	16,000	16,000	16,000	16,000	16,000
8									
9	Expenditures								
10	Audit adjustments/encumb	0							
11	Payment to Arts Board	12,000	14,000	14,000	16,000	16,000	16,000	16,000	16,000
12									
13	Total Expenditures	12,000	14,000	14,000	16,000	16,000	16,000	16,000	16,000
14									
15	Net Difference	(1,368)	0	0	0	0	0	0	0
16									
17	Ending Fund Balance	1,169	2,537	1,169	1,169	1,169	1,169	1,169	1,169

WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS

Background

Prior to FYE 10, Westwood Park Fund was an Enterprise Fund established to account for the resources used to operate an 18-hole municipal golf course and swimming pool. Beginning in FYE 10, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood golf and pool operations.

The Norman Municipal Authority (NMA) was created in 1965 for the purpose of issuing revenue bonds for the construction of the 18-hole municipal golf course and swimming pool. The original bonds were retired as of July 1, 1993. A bond issue of $2,315,000 was issued in May 2002 to fund renovations to the golf course approved by Council NMA in the Westwood Master Plan. Revenue from the Park Capital Improvement portion of the Room Tax was pledged to secure the bonded debt, and these revenues are transferred to the Westwood Fund to pay annual debt service.

A five-year financial forecast is found in this section. The purpose of a five-year forecast is to project existing conditions into the future, given certain assumptions, in order to determine future financial viability, to identify financial strengths and weaknesses, and to provide a base for remedial or supportive financial policy.

FYE 16 Budget

Statement of Revenues and Expenditures

Projected FYE 16 fee revenues have been increased 2% from the FYE 15 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 15. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 16 operating expenditures have been decreased -3.5% from the FYE 15 budget. Projections for the swimming pool are based upon line-item analysis. Cost allocation charges for centrally provided services have previously been calculated at 5% of revenues; however, these charges (approximately $62,000 per year) will not be assessed. Debt service expenditures continue on the revenue bonds sold in FYE 02. Revenues from the park and recreation portion of the Transient Guest Room Tax ($203,754 in FYE 16) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. Beginning in FYE 08 the Golf Cart fleet will be replaced on a revolving basis. Council approved the use of Capital Funds to replace the Golf Cart fleet and one piece of equipment for the next five years. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

Special Revenue Funds have no reserve requirements due to their dependence on General Fund support.

Five Year Outlook

Fees and charges, and service levels will continue to be monitored for adequacy and competitiveness to make needed capital improvements and meet all reserve requirements.

Summary

Significant effort will continue to be made to address the financial viability of this fund, to adequately structure rates to recover cost of service, and to explore other options for funding the ongoing concerns of the Fund. The Council has re-affirmed the priority of maintenance of Westwood Golf Course as an operating amenity for the citizens.

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	10,195	0	27,313	29,768	121,324	193,951	268,872	374,281
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	1,102,085	1,250,213	1,200,000	1,275,217	1,300,721	1,326,735	1,353,270	1,380,335
5	Service Fees/Chgs	21,132	225	225	232	239	246	253	261
6									
7	Total Operating Revenues	1,123,217	1,250,438	1,200,225	1,275,449	1,300,960	1,326,981	1,353,523	1,380,596
8									
9	Operating Expenditures:								
10	Salaries and Benefits	837,325	848,070	848,070	802,540	842,667	884,800	929,040	975,492
11	Supplies and Materials	121,168	129,931	129,049	127,102	128,373	129,657	130,954	132,264
12	Services/Maintenance	228,497	219,097	180,359	219,297	221,490	223,705	225,942	228,201
13	Internal Service Fund Chgs	34,863	38,026	47,792	42,454	43,303	44,169	45,052	45,953
14	Cost Allocation Charges	0	0	0	0	0	0	0	0
15	Employee Turnover Savings	0	0	0	0	0	0	0	0
16									
17	Total Operating Expenditures	1,221,853	1,235,124	1,205,270	1,191,393	1,235,833	1,282,331	1,330,988	1,381,910
18									
19	Net Operating Revenue	(98,636)	15,314	(5,045)	84,056	65,127	44,650	22,535	(1,314)
20									
21	Other Revenues:								
22	I/F Transf - Capital Fund - Golf	92,278	90,575	90,575	137,000	61,500	61,500	61,500	61,500
23	I/F Transf - Capital Fund - Pool	0		0					
24	I/F Transf - Room Tax	204,134	206,164	206,164	203,754	205,924	202,369	203,182	203,182
25	I/F Transf - General Fund	108,484	0	0	0	0	22,771	75,375	104,311
26	I/F Transf - Westwood Enterprise Fd			0					
27	Interest Income	(19,774)	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28	Misc. revenue	768							
29									
30	Total Other Revenues	385,890	304,239	304,239	348,254	274,924	294,140	347,557	376,493
31									
32									
33	Other Expenditures:								
34	Audit Accruals/Adj/encumbrances	(26,276)							
35	Debt Service	204,134	206,164	206,164	203,754	205,924	202,369	203,182	203,182
36	Capital Projects-GOLF	0							
37	Capital Equipment-GOLF	92,278	40,575	40,575	87,000	19,500	19,500	19,500	19,500
38	Capital Projects-POOL			0					
39	Capital Equipment-POOL			0					
40	Capital Equipment - Golf Carts	0	50,000	50,000	50,000	42,000	42,000	42,000	42,000
41	Capital Equipment - Pool	0		0					
42	I/F Transf - Parkland								
43									
44	Total Other Expenditures	270,136	296,739	296,739	340,754	267,424	263,869	264,682	264,682
45									
46	Net Revenues (Expenditures)	17,118	22,814	2,455	91,556	72,627	74,921	105,410	110,497
47									
48	Ending Fund Balance	27,313	22,814	29,768	121,324	193,951	268,872	374,281	484,778
49									
50	Reserves								
51	Reserve for Operations	97,748	98,810	96,422	95,311	98,867	102,587	106,479	110,553
52	Reserve for Debt	0	0	0	0	0	0	0	0
53	Reserve for Capital Project	76,600	80,375	76,600	61,500	61,500	61,500	61,500	61,500
54	Reserve (Deficit)	(147,035)	(156,371)	(143,254)	(35,487)	33,584	104,785	206,302	312,725
55									
56	Total Reserves	27,313	22,814	29,768	121,324	193,951	268,872	374,281	484,778

WATER FUND
BUDGET
HIGHLIGHTS

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 590 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 16 million gallons per day / peak day and as of March 2015 serves an average of 36,000 customers.

FYE 16 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of March 2015) monthly residential water rates are as follows:

$6.00 Base Fee
$3.35 per thousand for 0 – 5,000 gallons
$4.10 per thousand gallons for 5,001 to 15,000 gallons
$5.20 per thousand gallons for 15,001 to 20,000 gallons
$6.80 per thousand gallons in excess of 20,001 gallons

On January 13, 2015, Norman residents voted on an increase in the water rates for both residential and commercial customers. Revenue projections are based on historic collection patterns and a simple regression model using average rainfall as a predictor variable. Because of the extremely progressive nature of the Norman "inverted" water rate structure, Water Utility revenues are highly dependent on weather patterns, and can therefore fluctuate significantly.

In FYE 16, one Water Treatment Plant Operator was cut from the budget.

The Water Utility has undertaken an aggressive capital improvement program to enhance the City's water supply and treatment systems. Based on the projected revenue from the newly-approved rate structure, the Water Utility will move forward with $31 million in Treatment Plant improvements to improve drinking water quality; $11 million in expansion projects to the City's groundwater well supplies; and $5 million in improvements to waterlines to provide additional water supply (by constructing pipe connections to "blend" water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

This aggressive water capital project program will be financed through the Statewide Revolving Loan Fund of the Oklahoma Water Resources Board.

This water capital improvement program is the first of several steps to meet Norman's future water supply needs, suggested by the adopted Strategic Water Supply Plan. Future steps will include reuse of wastewater through advanced treatment methods to be employed by the Norman Water Reclamation Utility, to supplement water supplied by Lake Thunderbird.

An emergency water supply is available to Norman through a contract with the Oklahoma City Water Utilities Trust (OCWUT). Under this contract, available treated water is transported to Norman along a waterline located in northern Norman during periods of peak summer water demand. In future years, the Water Utility plans to buy supplemental water from OCWUT year-round.

FYE 2016 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occasions by Department staff, Finance Department staff and by the City Manager.

Levelized Rate Policy

Utility rates should be set at a level to meet the average net income requirements over a five-year period without the need for interim adjustments, and to meet all reserve requirements at the end of the five-year period.

Reserve Policy

Enterprise funds by policy, reserve portions of fund balance as follows:

- Operating Reserve equal to 8% of the annual operating cost
- Capital Reserve equal to the annual average of the next 5 year capital expenditure plan

FYE 16 ending fund balance is projected to be $2,931,630 with a reserve deficit of $9,237,807, due primarily to the aggressive capital campaign.

Transfer Policy

The amount of transfer from the Water Fund in support of the General Fund is based on a policy that provides for continuity in both funds. A transfer equal to 5% of Water Fund operating revenues returns to the General Fund an amount consistent with what non-governmental utilities provide in franchise fees.

Five Year Outlook

There are various factors, such as weather, population growth, average individual growth in usage, and changes in the mix of residential and commercial revenues that affect total water utility revenues from year to year. Therefore, a conservative approach was taken in projecting revenues due to the uncertainty of the net effect of these factors. The voters of Norman will be asked to consider increased rate structures to fund the near-term and strategic needs of the Water Utility Enterprise.

Summary

The Norman Utilities Authority and City Council have directed a policy through which Norman's water will be treated to levels which meet not only current environmental standards but which provide for future treatment requirements and that address customer's taste and odor requirements year-round. The Norman Water Utility has begun many strategic actions in this direction based on the newly-approved rate structure.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	24,366,825	6,978,404	22,305,950	2,007,279	2,931,630	5,282,953	(3,758,534)	(7,318,390)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	12,539,029	14,758,527	13,605,975	16,330,000	16,738,250	17,156,706	17,585,624	18,025,265
5	Connection Fee	663,545	612,060	750,000	900,000	909,000	918,090	927,271	936,544
6	Capital Improvement Charge	1,231,060	1,156,111	1,300,000	1,313,000	1,326,130	1,339,391	1,352,785	1,366,313
7	Cost Allocation	736,733	765,626	765,626	764,390	772,034	779,754	787,552	795,428
8									
9	Total Operating Revenues	15,170,367	17,292,324	16,421,601	19,307,390	19,745,414	20,193,941	20,653,232	21,123,550
10									
11	Operating Expenditures:								
12	Salaries / Benefits	3,780,224	3,979,243	3,979,243	3,896,750	4,091,588	4,296,167	4,510,975	4,736,524
13	Supplies / Materials	1,246,753	1,738,495	1,911,221	2,533,633	2,558,969	2,584,559	2,610,405	2,636,509
14	Services / Maintenance	2,792,129	3,057,196	3,143,597	3,106,996	3,138,066	3,169,447	3,201,141	3,233,152
15	Internal Services	258,367	365,931	386,756	289,708	295,502	301,412	307,440	313,589
16	Cost Allocations	1,698,182	1,646,039	1,680,691	1,792,321	1,810,244	1,828,347	1,846,630	1,865,096
17	Employee Turnover Savings	0	(59,689)	(59,689)	(58,451)	(61,374)	(64,443)	(67,665)	(71,048)
18									
19	Total Operating Expenditures	9,775,655	10,727,215	11,041,819	11,560,957	11,832,995	12,115,489	12,408,927	12,713,823
20									
21	Net Operating Revenue	5,394,712	6,565,108	5,379,782	7,746,433	7,912,419	8,078,452	8,244,305	8,409,727
22									
23	Other Revenues:								
24	Interest Income	114,582	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25	Other Misc. Revenue	422,094	1,086,538	1,086,538	0	0	0	0	0
26	I/F Tranfer - General Fund	0	0	0	0	0	0	0	0
27	I/F Tranfer - Insurance Fund	20,000	0	0	0	0	0	0	0
28	Revenue Bond Proceeds	0	0	0	0	40,000,000	0	0	0
29	Bond/lease proceeds	0	0	0	0	0	0	0	0
30	Grant Revenue	0	0	0	0	0	0	0	0
31									
32	Total Other Revenues	556,676	1,206,538	1,206,538	120,000	40,120,000	120,000	120,000	120,000
33									
34	Other Expenditures:								
35	Audit Accruals/Adj/Encumbrances	588,880	0	0	0	0	0	0	0
36	Master Conservancy Debt	447,510	268,333	268,333	268,126	266,669	72,854	72,511	72,178
37	Debt Service - 06 Issue	1,520,083	1,516,831	1,219,966	0	0	0	0	0
38	Debt Service - 10 Issue	666,247	357,519	804,396	804,396	804,396	804,396	804,396	804,396
39	Debt Service - 15 Issue	0	0	45,293	1,473,749	1,493,668	1,477,949	1,476,909	1,475,391
40	Debt Service - 16 Issue	0	0	0	0	2,025,000	2,025,000	2,025,000	2,025,000
41	Capital Projects	3,618,859	8,158,900	18,832,337	3,096,000	7,777,000	5,466,000	6,389,700	25,345,540
42	Capital Projects - 06 Issue	0	0	4,346,264	0	0	0	0	0
43	Capital Projects - 10 Issue	0	0	0	0	0	0	0	0
44	Capital Projects - 16 Issue	0	0	0	0	31,002,000	6,260,000	0	0
45	Bond issue costs	0	0	0	0	1,200,000	0	0	0
46	Capital Equipment	518,805	471,186	650,603	438,311	230,000	230,000	230,000	230,000
47	I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
48	I/F Transf - General Fund	651,879	768,529	717,799	861,500	882,363	903,740	925,645	948,090
49	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
50									
51	Total Other Expenditures	8,012,263	11,541,298	26,884,991	6,942,082	45,681,096	17,239,939	11,924,161	30,900,595
52									
53	Net Revenues (Expenditures)	(2,060,875)	(3,769,652)	(20,298,671)	924,351	2,351,323	(9,041,487)	(3,559,856)	(22,370,868)
54									
55	Ending Fund Balance	22,305,950	3,208,752	2,007,279	2,931,630	5,282,953	(3,758,534)	(7,318,390)	(29,689,258)
56									
57	Reserves								
58	Reserve for Operations	782,052	858,177	883,346	924,877	946,640	969,239	992,714	1,017,106
59	Reserve for Encumbrances	3,461,533	0	0	0	0	0	0	0
60	Reserve for Bond Projects - 06 Issue	4,210,656	0	(135,608)	0	0	0	0	0
61	Reserve for Bond Projects - 10 Issue	0	0	0	0	0	0	0	0
62	Reserve for Bond Projects - 16 Issue		0		0	7,798,000	1,538,000	1,538,000	1,538,000
63	Reserve for Capital	9,614,848	5,682,175	9,614,848	11,244,560	0 12,400,413	15,867,620	25,345,540	25,345,540
64	Reserve (Deficit) Surplus	4,236,861	(3,331,600)	(8,355,307)	(9,237,807)	(15,862,101)	(22,133,393)	(35,194,644)	(57,589,904)
65									
66	Total Reserves	22,305,950	3,208,752	2,007,279	2,931,630	5,282,953	(3,758,534)	(7,318,390)	(29,689,258)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2016 BUDGET

INCOME:

Operation & Maintenance Assessments	$ 1,882,679
Special Assessments	525,000
Annual Repayment Installment	522,836
TOTAL INCOME	**$ 2,930,515**
(Less energy project interest)	

EXPENSES:

Personnel	$ 701,479
Maintenance	132,500
Utilities	547,500
Insurance & Bonds	32,250
Administrative Supplies	12,000
Professional Services	303,200
State & Federal Services	151,600
Major Equipment Replacement	527,150
Debt Repayment	522,836
TOTAL EXPENSES	**$2,930,515**

WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS

Background

The Water Reclamation Fund is an enterprise fund established to account for the resources utilized to provide wastewater collection, conveyance and treatment to the customers of the City of Norman.

The City operates a Water Reclamation Facility "WRF" (formerly known as sewage or wastewater treatment) with a design capacity of 12 million gallons per day (MG/D). On November 3, 2001, the Norman Utilities Authority (NUA) adopted an updated Wastewater Master Plan, which proposes to expand system-wide treatment capacity to 21.5 MG/D by the year 2040.

Also in 2001, the voters of Norman approved three revenue sources to partially pay for the improvements recommended by the Wastewater Master Plan:

- A temporary, 5-year, ½ percent sales tax dedicated to sewer system improvements;
- A $5 per month sewer maintenance rate, dedicated to neighborhood sewer line repairs;
- An excise tax on new development.

Currently, there are approximately 494 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman.

A five-year financial forecast is found in this section. The purpose of a five-year forecast is to project existing conditions into the future, given certain assumptions, in order to determine future financial viability, to identify financial strengths and weaknesses and to provide a base for remedial or supportive financial policy action.

Beginning in FYE 15, the sewer line maintenance capital improvements charge revenues and operational expenditures are reported in the Water Reclamation Fund. During FYE 2015 Budget considerations, the Council Finance Committee discussed transferring the sewer line maintenance operations out of the Sewer Line Maintenance Fund into the Water Reclamation Fund in order to better track the collection and distribution of the $5 per month Sewer Maintenance Rate. This will more accurately reflect the cost of the capital work that is being done with the Sewer Maintenance Rate and will eliminate a transfer of funds between the two funds for the work done by the Sewer Line Maintenance Division during the year. Over time, this change in accounting will better reflect the declining amounts of sewer rehabilitation projects that can be completed, due to inflation of material and labor costs. Additional sewer system capital improvement projects are reported in the Sewer Maintenance Fund, Sewer Excise Tax Fund and Sewer Sales Tax Fund.

A major expansion (from 12 MGD TO 17 MGD) and improvement project is underway at the WRF. The project is scheduled to be completed in early 2017 and will provide treatment capacity for an estimated 12-15 years.

FYE 16 Budget

Statement of Revenues and Expenditures

FYE 16 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 15. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

Single Family/ Duplex $5.00 base plus $2.70 per 1,000 gallons of treated waste water

FYE 16 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Levelized Rate Policy

Utility rates are set at a level to meet the average net income requirements over a five-year period without the need for interim adjustments and to meet all reserve requirements at the end of the five-year period.

Reserve Policy

Enterprise funds have reserve policies to reserve portions of fund balance as follows:

- Operating Reserve equal to 8% of the annual operating cost
- Capital Reserve equal to the annual average of the next 5 year capital expenditure plan

The FYE 16 ending fund balance is projected to be $2,887,378. This fund balance is used for meeting the Fund's reserve requirements.

Transfer Policy

The amount of transfer from the Water Reclamation Fund in support of the General Fund is based on a policy that provides for continuity in both funds. A transfer equal to 5% of the Water Reclamation Fund's operating revenues returns to the General Fund an amount consistent with what non-governmental utilities provide in franchise fees.

Five Year Outlook

Over the next five years operating revenues are projected to increase. FYE 16 projected revenues are 1.9% higher than FYE 15 budget revenues.

Summary

An aggressive program of capital improvements has been undertaken. This capital improvement program is reflected in the budgets of the Water Reclamation Fund, Sewer Maintenance Fund, Wastewater Excise Tax Fund, and Sewer Sales Tax Fund. This program has included major repairs and improvements to the sewer interceptors and neighborhood lateral lines throughout the City; the construction of additional sewer mains in northern and southeastern Norman; the construction of major sewerage collection and conveyance systems and lift stations; and major improvements to the handling processes for sewer treatment by-products ("sludge handling"). The Sewer Utility has successfully sought and obtained matching federal funding for the construction of many of these improvements, and will continue to pursue matching funds when feasible.

The final component of these planned capital improvements, financed through the sewer rates approved in 2013, is the expansion of the Sewer Utility's treatment capacity, to an ultimate capacity of 21.5 million gallons per day. The South Canadian Water Reclamation Facility (WRF) is being expanded from 12 MG/D to a capacity of 17 MG/D over the next 18 months. The improvements to the WRF, estimated to total over $68 million, are the largest capital project ever undertaken in Norman.

Water reclaimed by the Norman Water Reclamation Facility

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	8,007,840	4,688,286	7,427,085	6,186,250	2,887,378	3,205,933	3,493,875	(427,579)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	9,538,975	10,293,101	10,293,101	10,498,963	10,708,942	10,923,121	11,141,584	11,364,415
5	Sewer Replacement Charge	237,196	564,007	564,007	569,647	575,343	581,096	586,907	592,776
6	Capital Improvement Charge	0	681,591	681,591	688,407	695,291	702,244	709,266	716,359
7									
8	Total Operating Revenues	9,776,171	11,538,699	11,538,699	11,757,017	11,979,576	12,206,461	12,437,757	12,673,550
9									
10	Operating Expenditures:								
11	Salaries and Benefits	1,728,476	3,158,200	3,164,200	3,132,520	3,289,146	3,453,603	3,626,283	3,807,598
12	Supplies and Materials	350,704	542,797	529,852	502,673	507,700	512,777	517,904	523,084
13	Services and Maintenance	677,996	1,225,292	1,380,303	1,445,847	1,460,305	1,474,909	1,489,658	1,504,554
14	Internal Services	71,357	352,399	371,910	382,977	390,637	398,449	406,418	414,547
15	Cost Allocations	1,070,825	1,788,898	1,819,710	1,777,809	1,795,587	1,813,543	1,831,678	1,849,995
16	Employee Turnover Savings	0	(47,373)	(47,373)	(46,988)	(49,337)	(51,804)	(54,394)	(57,114)
17									
18	Total Operating Expenditures	3,899,358	7,020,213	7,218,602	7,194,838	7,394,038	7,601,477	7,817,548	8,042,663
19									
20	Net Operating Revenue	5,876,813	4,518,486	4,320,097	4,562,179	4,585,539	4,604,984	4,620,209	4,630,887
21									
22	Other Revenues:								
23	Interest Income	91,076	50,000	50,000	50,000	50,000	50,000	50,000	50,000
24	Bond Proceeds/Grant Reimb.	0	0	29,827,900	0	0	0	0	13,900,000
25	Misc. Revenue/Cost Allocation	699,952	606,278	606,278	573,462	579,197	584,989	590,838	596,747
26	I/F Transf - Hallpark (capacity)	0	0	0	0	0	0	0	0
27	I/F Transf - Sanitation	0	0	0	0	0	0	0	0
28	I/F Transf - General Fund	0	0	0	0	0	0	0	0
29	I/F Transf - Sewer Sales Tax Fund 323	0	0	0	0	0	0	0	0
30									
31	Total Other Revenues	791,028	656,278	30,484,178	623,462	629,197	634,989	640,838	14,546,747
32									
33									
34	Other Expenditures:								
35	Audit Accruals/Adjustments	611,009	0		0	0	0	0	0
36	Debt Service-05 Rev. Bonds	476,278	457,548	432,374	0	0	0	0	0
37	Debt Service-96 SRF Note	140,553	139,200	139,200	69,336	0	0	0	0
38	Debt Service- Ref. 03 (96 issue)	760,838	756,135	724,528	0	0	0	0	0
39	Debt Service-99 SRF Note	257,779	255,340	255,340	254,093	252,819	251,557	250,296	124,677
40	Debt Service-14 SRF Note	0	1,300,000	847,619	3,380,100	3,421,610	3,463,120	3,504,630	3,549,105
41	Debt Service - 15 Rev. Bonds	0	0	7,529	1,315,104	650,555	241,449	246,497	126,332
42	Capital Projects	1,327,567	140,000	27,885,716	1,914,000	0	414,000	4,624,000	13,900,000
43	Capital Equipment	327,136	590,110	660,807	1,026,932	35,749	35,749	0	0
44	I/F Transf - Sewer Maint Fund 321	2,870,664	0	4,577,342	0	0	0	0	0
45	I/F Transf - Sewer Sales Tax Fund 323	0	0	0	0	0	0	0	0
46	I/F Transf - Hallpark	0	0	0	0	0	0	0	0
47	I/F Transf - General Fund	476,772	514,655	514,655	524,948	535,447	546,156	557,079	568,221
48									
49	Total Other Expenditures	7,248,596	4,152,988	36,045,110	8,484,513	4,896,180	4,952,031	9,182,502	18,268,335
50									
51	Net Revenues (Expenditures)	(580,755)	1,021,776	(1,240,835)	(3,298,872)	318,555	287,942	(3,921,455)	909,299
52									
53	Ending Fund Balance	7,427,085	5,710,062	6,186,250	2,887,378	3,205,933	3,493,875	(427,579)	481,719
54									
55	Reserves								
56	Reserve for Encumbrances	25,748,539							
57	Reserve for Operations	311,949	561,617	577,488	575,587	591,523	608,118	625,404	643,413
58	Reserve for Capital	4,170,400	1,738,000	4,170,400	4,734,500	6,312,667	9,262,000	13,900,000	13,900,000
59	Reserve (Deficit) Surplus	(22,803,803)	3,410,445	1,438,362	(2,422,709)	(3,698,256)	(6,376,243)	(14,952,983)	(14,061,694)
60									
61	Total Reserves	7,427,085	5,710,062	6,186,250	2,887,378	3,205,933	3,493,875	(427,579)	481,719

SEWER MAINTENANCE FUND
BUDGET
HIGHLIGHTS

Background

The Sewer Maintenance Fund is an enterprise fund established October 1, 2001, to account for revenues from the $5 per month Sewer System Maintenance Rate (SMR). It is used to account for all expenditures related to major maintenance of the water reclamation system (capital improvement projects accomplished through contracts with private construction vendors), primarily for rehabilitation of neighborhood sewer lateral lines.

The SMR is intended to provide a higher level of maintenance, keeping the sewer system in good repair over the long term.

Beginning in FYE 15, Norman Sewer Line Maintenance Division personnel and related budget allocations, along with capital improvements charge revenue, was transferred to the Water Reclamation Fund.

During FYE 2015 Budget considerations, the Council Finance Committee discussed transferring the sewer line maintenance operations out of the Sewer Line Maintenance Fund into the Water Reclamation Fund in order to better track the collection and distribution of the $5 per month Sewer Maintenance Rate. This will more accurately reflect the capital work that is being done with the Sewer Maintenance Rate and will eliminate a transfer of funds between the two funds for the work done by Sewer Line Maintenance Division personnel during the year. Over time, this change in accounting will better reflect the declining amounts of sewer rehabilitation projects that can be paid for by the flat $5 rate due to inflation of material and labor costs. The maintenance program for neighborhood sewer collector lines ("laterals") will continue in FYE 16 and beyond, generally, the oldest lines in the system are scheduled for replacement first ("worst things first").

FYE 16 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 15 extrapolated for a full year.

FYE 16 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 16 total budgeted expenditures are $2,863,103.

All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

Enterprise funds by policy, reserve portion of Fund Balance as follows:

- Operating Reserve equal to 8% of the annual operating cost
- Capital Reserve equal to the annual average of the next 5-year capital expenditure plan.

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	386,483	(0)	(64,661)	540	22,280	54,145	111,239	193,659
2									
3	Operating Revenues:								
4	Capital Improvement Charge	762,137	0	0	0	0	0	0	0
5	Sewer Maintenance Rate	2,859,112	2,856,280	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979
7									
8	Total Operating Revenues	3,621,249	2,856,280	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979
9									
10	Operating Expenditures:								
11	Salaries and Benefits	1,335,562	74,713	74,713	74,682	78,416	82,337	86,454	90,776
12	Supplies and Materials	143,788	2,074	1,396	2,516	2,541	2,567	2,592	2,618
13	Services and Maintenance	316,030	2,025	991	2,025	2,045	2,066	2,086	2,107
14	Internal Services	156,444	0	0	0	0	0	0	0
15	Cost Allocations	708,445	0	0	0	0	0	0	0
16	Employee Turnover Savings		0	0	(1,120)	(1,176)	(1,235)	(1,297)	(1,362)
17									
18	Total Operating Expenditures	2,660,269	78,812	77,100	78,103	81,826	85,734	89,836	94,140
19									
20	Net Operating Revenue	960,980	2,777,468	2,779,180	2,806,740	2,831,865	2,857,094	2,882,420	2,907,839
21									
22	Other Revenues:								
23	Interest Income	0	0	0	0	0	0	0	0
24	Misc. Revenue	20,473							
25	I/F Transf -Capital	0							
26	I/F Transf - Wastewater Fund 32	2,870,664	0	4,577,342	0	0	0	0	0
27									
28	Total Other Revenues	2,891,137	0	4,577,342	0	0	0	0	0
29									
30									
31	Other Expenditures:								
32	Capital Projects	3,251,011	2,750,000	7,285,576	2,785,000	2,800,000	2,800,000	2,800,000	2,800,000
33	Capital Equipment	1,052,250	0	5,745	0	0	0	0	0
34	Audit Accruals/Adjustments	0							
35									
36	Total Other Expenditures	4,303,261	2,750,000	7,291,321	2,785,000	2,800,000	2,800,000	2,800,000	2,800,000
37									
38	Total Revenues	6,512,386	2,856,280	7,433,622	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979
39									
40	Total Expenditures	6,963,530	2,828,812	7,368,421	2,863,103	2,881,826	2,885,734	2,889,836	2,894,140
41									
42	Net Revenues (Expenditures)	(451,144)	27,468	65,201	21,740	31,865	57,094	82,420	107,839
43									
44	Ending Fund Balance	(64,661)	27,468	540	22,280	54,145	111,239	193,659	301,498
45									

NEW DEVELOPMENT EXCISE TAX FUND
BUDGET
HIGHLIGHTS

Background

The New Development Excise Tax Fund is an enterprise fund established October 1, 2001, as a result of Ordinance 0001-58, adopted by City Council on June 12, 2001, and approved by voters on August 14, 2001. The fund was established to account for revenues and capital project expenditures from excise tax levied and collected on new development (including developments of tax-exempt property owners) to be served by the City's water reclamation system. The tax imposed is collected at the time a building permit is issued for all construction and based upon the square footage as set forth in the permit as follows:

- New Residential Construction - $850 for homes up to 1,200 square feet and $2 per square foot for each square foot in excess of 1,200 square feet.
- Non-Residential Construction - $115 per employee plus $4 per gallon per day of additional flow, if estimated flow is greater than 30 gallons per day per employee.
- Residential expansions which include the installation of plumbing fixtures – $1 per square foot for each additional square foot added to the current structure.

As agreed to between the permit applicant and the City Engineer and Utilities Department, water records for existing facilities will be used to estimate future wastewater flow for non-residential construction and projected employees will be agreed to in advance of the permit issuance.

The funds collected from the Excise Tax shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system. Since its inception in 2001, the Wastewater Excise Tax has generated over $24,150,000 for system expansion and improvement.

FYE 16 Budget

Statement of Revenues and Expenditures

Revenues have been estimated on historic building permit records applied to excise tax regulations (i.e., projections are based on revenues that would accrue if past building patterns in an "average" year are continued), and are projected at $1,700,000 for FYE 16.

Five Year Outlook

Based on extraordinary multi-family residential housing construction in FYE 14 and FYE 15, excise tax revenues have been higher than usual. Excise tax revenues are projected at a 15% decrease from FYE 15 Estimated to FYE 16, and are projected to be the same in years FYE 16 through FYE 20. It is anticipated that construction will return to historic patterns beginning in FYE 15-16.

NEW DEVELOPMENT EXCISE FUND (322)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	15,409,981	765,206	14,729,228	11,723,368	10,944,949	10,138,040	9,302,641	8,438,752
2									
3	Operating Revenues:								
4	Excise Tax - Residential	1,594,518	1,200,000	1,850,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
5	Excise Tax - Commercial	174,677	400,000	150,000	400,000	400,000	400,000	400,000	400,000
6									
7	Total Operating Revenues	1,769,195	1,600,000	2,000,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
8									
9	Total Operating Expenditures	0	0	0	0	0	0	0	0
10									
11	Net Operating Revenue	1,769,195	1,600,000	2,000,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
12									
13	Other Revenues:								
14	Interest Income	66,912	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15	Bond Proceeds/Grant Reimb.	0	0	20,472,100	0	0	0	0	0
16	SRF Loan Proceeds	0	0	0	0	0	0	0	0
17	I/F Transf - General Fund	0	0	0	0	0	0	0	0
18	Transfer From Sewer Sales Tax	0	0	0	0	0	0	0	0
19									
20	Total Other Revenues	66,912	200,000	20,672,100	200,000	200,000	200,000	200,000	200,000
21									
22	Other Expenditures:								
23	Debt Service - 09 SRF	504,878	804,397	357,519	357,519	357,519	357,519	357,519	357,519
24	Debt Service - 14 SRF	0	0	581,754	2,319,900	2,348,390	2,376,880	2,405,370	2,435,895
25	Services & maintenance	0	1,000	0	1,000	1,000	1,000	1,000	1,000
26	Capital Projects	2,011,982	0	24,738,687	0	0	0	0	3,100,000
27									
28	Total Other Expenditures	2,516,860	805,397	25,677,960	2,678,419	2,706,909	2,735,399	2,763,889	5,894,414
29									
30	Net Revenues (Expenditures)	(680,753)	994,603	(3,005,860)	(778,419)	(806,909)	(835,399)	(863,889)	(3,994,414)
31									
32	Ending Fund Balance	14,729,228	1,759,809	11,723,368	10,944,949	10,138,040	9,302,641	8,438,752	4,444,338
33									

SEWER SALES TAX FUND
BUDGET
HIGHLIGHTS

The Sewer Sales Tax Fund was established October 1, 2001, to account for revenues from the five-year wastewater system sales and use tax, and expenditures for capital improvement projects.

Ordinance 0001-57 was adopted by City Council on June 12, 2001, and approved by voters on August 14, 2001, as a means of financing current capital needs in the City's wastewater system. An additional ½ percent, dedicated sales and use tax imposed by Ordinances 0001-57 and 0102-12 was in effect from October 1, 2001, until September 30, 2006. Funds are dedicated to the reconstruction and replacement of major sewer mains (interceptors) and treatment systems serving current sewer customers. For these purposes, "current" customers are those whose property was attached to the system, or whose properties were in approved platted areas, or areas contracted for City sewer service, as of August 22, 2000.

Resolution R-0102-55 approved a Citizens Oversight Committee consisting of nine (9) members for the purpose of ensuring voter-approved sales tax, excise tax, and maintenance fees are spent in accordance with the Ordinances and report to the City Council on an annual basis. Resolution R-0102-98 approved a Wastewater Master Plan Implementation Committee consisting of Council Members and citizens, for the purpose of ensuring that implementation policies follow the intent of the Citizen's Wastewater Coalition and the Master Plan.

Ordinance 0203-42 was adopted by the City Council/Norman Utilities Authority on April 8, 2003, and approved by the voters of Norman on June 10, 2003. This ordinance clarified the approved uses of the Sewer Sales Tax proceeds of at least $3.5 million for sludge processing improvements, and at least $3.2 million towards construction of expanded treatment capacity, and the remainder for sewer main improvements. Remaining proceeds of the 2001-2006 Sewer Sales Tax Fund will be used toward the improvements to and expansion of the Norman Water Reclamation Facility.

FYE 16 Budget

Statement of Revenues and Expenditures

Sewer Sales Tax revenue collections ended September 30, 2006.

Five Year Outlook

The ½ percent sewer sales and use tax generated $32,099,157 in revenue from October 1, 2001 through September 30, 2006 and interest continued to accrue to the Fund after that time.

All of the sewer sales tax collections are expected to be spent by FYE 15. The fund will be closed for future years.

SEWER SALES TAX FUND (323)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	7,015,016	0	5,899,765	0	0	0	0	0
2									
3	Operating Revenues:								
4	Sales Tax	0	0	0	0	0	0	0	0
5	Use Tax	0	0	0	0	0	0	0	0
6									
7	Total Operating Revenues	0	0	0	0	0	0	0	0
8									
9	Total Operating Expenditures	0	0	0	0	0	0	0	0
10									
11	Net Operating Revenue	0	0	0	0	0	0	0	0
12									
13	Other Revenues:								
14	Interest Income	31,501	0	0	0	0	0	0	0
15	Misc. Revenue/Grant Reimbursements	0							
16	I/F Transfer - Wastewater Fd	0							
17									
18	Total Other Revenues	31,501	0	0	0	0	0	0	0
19									
20	Other Expenditures:								
21	Audit Accruals/Adj/Encumbrances								
22	Capital Projects	1,146,752		5,899,765	0	0	0	0	0
23	I/F Transfer - Develop Excise Fd	0		0					
24	I/F Transfer - Water Reclamation Fd	0							
25									
26	Total Other Expenditures	1,146,752	0	5,899,765	0	0	0	0	0
27									
28	Net Revenues (Expenditures)	(1,115,251)	0	(5,899,765)	0	0	0	0	0
29									
30	Ending Fund Balance - Reserved for use	5,899,765	0	0	0	0	0	0	0
31	to meet current needs in accordance with								
32	the tax imposing Ordinance								

SANITATION FUND
BUDGET
HIGHLIGHTS

Background

The Sanitation Fund is an enterprise fund used to account for the operations associated with solid waste collection and disposal in the City of Norman. Residential collection services are provided weekly, with separate services for yard waste and household garbage. Commercial service is provided on an as-needed basis, and composting and recycling services are also available.

Sanitation rates, approved by the voters in 2011, are as follows:

Residential Customers: $14.00/unit/month + $3/month for curbside recycling

	Container Size	Base Rate	After	Rate cu. yd.
Commercial Customers	2 cu. yds.	52.12	8 cu. yds.	7.04
	3 cu. yds.	66.34	12 cu. yds.	5.95
	4 cu. yds.	78.17	16 cu. yds.	5.15
	6 cu. yds.	97.12	24 cu. yds.	4.48
	8 cu. yds.	113.71	32 cu. yds.	4.07

FYE 16 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 2% per year with a projected increase of $1.00/per month for users who desire additional rollout carts.

FYE 16 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

One capital project is scheduled in FYE 16 for a Material Recovery Facility.

Reserve Policy

Enterprise funds have reserve polices to reserve portions of fund balance as follows:

- Operating Reserve equal to 8% of the annual operating cost
- Capital Reserve equal to the annual average of the next 5 year capital expenditure plan

The FYE 16 ending fund balance is projected to be $3,325,057, which meets the operations and Capital Reserve requirements discussed above.

Levelized Rate Policy

Utility rates should be set at a level to meet the average net income requirements over a five year period without the need for interim adjustments and to meet all reserve requirements at the end of the five-year period.

Five Year Outlook

All reserve requirements will be met and a surplus of funds will be held in reserves.

Summary

The Sanitation Utility will continue to deliver its level of customer service under the approved rate structure. Improvements to the Refuse Transfer Station are complete and fleet replacement schedules will be caught up over time.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	7,756,838	3,640,200	7,034,287	4,540,931	3,325,057	3,213,937	3,075,553	3,074,115
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	13,895,337	12,460,704	12,460,704	12,709,918	12,964,117	13,223,399	13,487,867	13,757,624
5	Other Revenue	249,614	208,121	208,121	210,202	212,304	214,427	216,571	218,737
6									
7	Total Operating Revenues	14,144,951	12,668,825	12,668,825	12,920,120	13,176,421	13,437,826	13,704,438	13,976,361
8									
9	Operating Expenditures:								
10	Salaries / Benefits	4,063,005	4,017,741	4,019,604	3,958,861	4,156,804	4,364,644	4,582,876	4,812,020
11	Supplies / Materials	1,314,589	1,669,116	1,334,365	1,630,315	1,646,618	1,663,084	1,679,715	1,696,512
12	Services / Maintenance	2,823,948	3,104,806	3,094,178	2,995,796	3,025,754	3,056,012	3,086,572	3,117,438
13	Internal Services	826,166	778,630	1,045,976	849,008	865,988	883,308	900,974	918,993
14	Cost Allocations	1,345,875	1,297,515	1,324,068	1,362,362	1,375,986	1,389,746	1,403,643	1,417,679
15									
16	Total Operating Expenditures	10,373,583	10,867,808	10,818,191	10,796,342	11,071,150	11,356,794	11,653,780	11,962,642
17									
18	Net Operating Revenue	3,771,368	1,801,017	1,850,634	2,123,778	2,105,271	2,081,032	2,050,658	2,013,719
19									
20	Other Revenue:								
21	Interest Income	39,936	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22	Bond/Grant Proceeds	20,000	0	0	0	0	0	0	0
23									
24	Total Other Revenue	59,936	30,000	30,000	30,000	30,000	30,000	30,000	30,000
25									
26	Other Expenditures:								
27	Audit Accruals/Adjustments	243,515							
28	Capital Equipment	3,744,759	1,778,205	2,655,987	1,726,605	1,600,000	1,600,000	1,600,000	1,600,000
29	Debt Service - 2010 Notes	317,490	318,840	318,840	315,991	317,970	314,690	316,151	316,151
30	Debt Service - 2013 Notes	195,871	325,608	325,608	327,057	328,420	334,726	165,945	0
31	Capital Projects	52,220	310,000	1,073,555	1,000,000	0	0	0	0
32	Bond Issue Costs	0		0					
33	I/F Transfer - Wastewater	0							
34	I/F Transfer - Fleet Maint.	0	0	0	0	0	0	0	0
35									
36	Total Other Expenditures	4,553,855	2,732,653	4,373,990	3,369,653	2,246,390	2,249,416	2,082,096	1,916,151
37									
38	Net Revenues (Expenditures)	(722,551)	(901,636)	(2,493,356)	(1,215,875)	(111,119)	(138,384)	(1,438)	127,568
39									
40	Ending Fund Balance	7,034,287	2,738,564	4,540,931	3,325,057	3,213,937	3,075,553	3,074,115	3,201,683
41									

RISK MANAGEMENT FUND
BUDGET
HIGHLIGHTS

Background

The Risk Management Fund is an Internal Service Fund established to account for the resources utilized to provide for the self-insurance of Worker's Compensation and Unemployment Insurance and to pay "stop loss" premiums on insurance for high-dollar employee health and property casualty claims.

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 16 is $1,927,432.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 16 estimated cost of unemployment claims is approximately $22,000. Health insurance claims are accounted for in this fund. The City self-insures for these benefits and utilizes a third party administrator to administer the benefits. Consultants are also utilized to set premiums and structure plan benefits. FYE 16 health claim costs are projected to be $12,329,313, a 4% increase over FYE 15 budget figures.

Judgments and claims against the City are accounted for in the Risk Management Fund. Judgments are placed on ad valorem tax rolls and revenues are transferred from the Debt Service Fund to cover claims expenditures.

A five-year financial forecast is found in this section. The purpose of a five-year forecast is to project existing conditions into the future, given certain assumptions, in order to determine future financial viability, to identify financial strengths and weaknesses and to provide a base for remedial or supportive financial policy.

Reserve Policy

Operating Reserves are based on a three-month claim history excluding judgments and claims as they are repaid from ad valorem tax revenues.

FYE 16 Budget

Revenues are being projected to reflect conservative estimates while recognizing some extraordinary losses in the prior year. Claims are customarily paid when reduced to judgments, which depletes fund balance. Collections from the tax rolls in subsequent years rebuild fund balance.

Five Year Outlook

The financial position of this Fund is dependent upon the participating funds.

Changes to employees' current health plan are needed to reduce the rate of growth in claim costs. Close scrutiny of the plan's operations and benefits will ensure minimal increases necessary to maintain existing coverage levels.

RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	1,045,135	184,803	1,037,123	1,339,904	2,031,700	1,897,460	2,083,434	2,415,582
2									
3	Revenues								
4	Int Svs Ch - W/C	990,535	2,350,903	2,350,903	1,927,432	1,430,092	1,759,912	2,006,506	2,106,969
5	Int Svs Ch - Risk	394,228	310,395	310,395	419,866	208,144	221,091	420,080	434,215
6	Int Svs Ch - Unemployment	0	229	229	9,227	22,220	22,442	22,667	22,893
7	Int Svs Ch - Health Ins Prem - City	9,700,608	9,796,122	9,796,122	10,506,341	10,979,126	11,473,187	11,760,017	12,054,017
8	Health Ins Premiums - Employee	2,160,482	2,108,213	2,108,213	2,261,058	2,362,806	2,469,132	2,530,861	2,594,132
9	Other Revenues	523,889	0	0	0	0	0	0	0
10	I/F Transfer - Debt Service	973,880	753,495	753,495	900,400	825,000	825,000	825,000	825,000
11									
12	Total Revenues	14,743,622	15,319,357	15,319,357	16,024,324	15,827,389	16,770,764	17,565,130	18,037,226
13									
14	Expenditures								
15	Salary / Benefits - Risk	239,571	244,358	244,358	214,530	225,257	236,519	248,345	260,763
16	Salary / Benefits - Health Ins	94,231	90,005	90,005	91,501	96,076	100,880	105,924	111,220
17	Services / Maintenance	307,460	160,673	161,673	166,684	168,351	170,034	171,735	173,452
18	Judgments / Claims	329,793	270,000	270,000	290,000	320,000	320,000	320,000	320,000
19	Workers' Comp Pymts	2,107,935	2,323,980	2,326,531	2,218,500	2,307,240	2,399,530	2,495,511	2,595,331
20	Unemployment Claims	9,227	22,000	22,000	22,000	22,220	22,442	22,667	22,893
21	Health Insurance Claims	10,025,786	9,980,089	9,980,089	10,229,591	10,638,775	11,064,326	11,506,899	11,967,175
22	Health Insurance Fees	1,613,452	1,885,179	1,885,179	2,099,722	2,183,711	2,271,059	2,361,902	2,456,378
23	I/F Transfer - General Fd	26,326	0	36,741	0	0	0	0	0
	I/F Transfer - Water Fd	20,000	0	0	0	0	0	0	0
24	Audit Accruals / Adjustments	(22,147)	0	0	0	0	0	0	0
25									
26	Total Expenditures	14,751,634	14,976,284	15,016,576	15,332,528	15,961,629	16,584,790	17,232,982	17,907,211
27									
28	Net Difference	(8,012)	343,073	302,781	691,796	(134,240)	185,974	332,148	130,015
29									
30	Ending Fund Balance	1,037,123	527,876	1,339,904	2,031,700	1,897,460	2,083,434	2,415,582	2,545,597
31									
32	Reserves:								
33	Reserved for Health Insurance	458,439	273,093	407,501	754,086	1,177,457	1,683,511	1,999,664	2,113,041
34	Reserved for Unemployment	34,544	0	12,773	0	0	0	0	0
35	Reserved for W/C/Claims/Judgments	79,489	437,330	587,356	906,688	534,540	399,922	415,918	0
36	Reserved for Risk Mgmt	464,651	(182,547)	332,274	370,926	185,463	0	0	0
37									
38	Total Reserves	1,037,123	527,876	1,339,904	2,031,700	1,897,460	2,083,434	2,415,582	2,113,041
39									
40	Targeted Reserves:								
41	Reserve for Health Insurance	1,670,964	1,663,348	1,663,348	1,704,932	1,773,129	1,844,054	1,917,816	1,994,529
42	Reserve for Workers Comp	351,323	387,330	387,755	369,750	384,540	399,922	415,918	432,555
43									
44	Total Targeted Reserves	3,059,410	2,050,678	3,391,007	2,074,682	2,157,669	2,243,976	2,333,735	2,427,084
	Reserve Deficit								
NOTE:	Reserve surplus (deficit)	(2,022,287)	(1,522,802)	(2,051,103)	(42,982)	(260,209)	(160,542)	81,847	(314,043)

CAPITAL IMPROVEMENTS FUND
BUDGET
HIGHLIGHTS

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2016-2020. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2016-2020 document.

All capital projects and their funding are approved by City Council. The City Manager has authority to transfer any unexpended appropriation from one project to another upon completion of the approved project. Transfers made under the City Manager's authorization may be provided to the City Council for information.

Seventy percent (70%) of one percent (0.7%) of sales tax is set aside for capital improvements. Those projects approved for construction with this funding are accounted for in the Capital Improvements Fund. By Council policy, funds are allocated to priority capital categories as follows:

General Maintenance of Existing Facilities:	5%
Contingency:	7%
Capital Outlay:	27%
Street Maintenance:	25%
Capital Projects:	Balance or 36%

Beginning in FYE 10, council approved an increase in the allocation of funds for maintenance of existing facilities from 3% to 5%. An emphasis will be placed on maintaining and improving existing facility structures over the next several years.

The Capital Fund also includes funding for the following positions that provide support to capital projects: a Capital Projects Manager, Capital Projects Engineer, a Bond Project Manager, Traffic Staff Engineer, 25% of an Engineering Assistant's position, 70% of the Park Planner I, 40% of the Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of the Utility Coordinator, and 75% of the Facility Maintenance Superintendent.

Capital Projects generally cost more than $10,000, are relatively fixed or permanent in nature and have an expected life of more than five years. Such projects consist of the construction of a new, expanded or improved tangible asset, which is physically fixed. Major projects normally require more than one fiscal year to complete. Contracted services for design, land acquisition, utility relocations and construction may be required. Examples include land purchase, new buildings, building additions, street improvements, utility line improvements, parks and playgrounds, and major drainage channel improvements.

Capital Outlay on the other hand, is an expenditure directed towards maintaining or purchasing new or replacing tangible assets which themselves have expected life spans of one to five years. Expenses are generally one-time and occur within a single budget year. Examples include the purchase of vehicles and equipment.

On March 2, 2010, a general obligation bond issue was approved by voters; $19 million for the resurfacing and reconstruction of urban and rural roads and $2,250,000 to upgrade and expand the outdoor emergency warning system. Some of the road projects will be ongoing during FYE 2016.

On November 8, 2011, a General Obligation Bond issue was approved by voters; $3,035,000 for the purpose of constructing, equipping, furnishing, remodeling and expanding the City's current Animal Shelter facilities. This project will be completed in FYE 2015.

On August 28, 2012, a General Obligation Bond issue was approved by voters; $42,575,000 for several transportation projects. These projects will be ongoing during FYE 2016.

FYE 16 Budget

The FYE 16 Budget shows total projected resources available of $25,026,593, including beginning fund balance, of $11,459,562 and total expenditures projected at $19,348,994 with an ending fund balance of $5,677,600. Sales tax is projected at a -3.8% decrease from FYE 15 estimate after apportionment of taxes to the University North Park Tax Increment Finance Fund, and at an average 4% growth rate in years FYE 16 through FYE 20. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2016 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2016 capital projects. Some of these projects will be streets built at a much higher standard, reducing maintenance expenses and congestion, as well as increasing safety. Other impacts include additional traffic control and parks facilities that will cumulatively add to the City's maintenance burden in future years. Additional public safety personnel and facilities will also burden future capital budgets.

Each project in the Capital Improvements Plan, FYE 2016-2020 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about $10,000 per year, "slight" is defined as operating expenses will increase between about $10,001 and $50,000 per year, "moderate" is operating expenses will increase between about $50,001 and $100,000 per year, and "high" is operating expenses will increase more than $100,001 per year.

The addition of new buildings (Fire Station #9 and Smalley Center) will have a moderate operating budget impact for utilities and ongoing maintenance expenses.

Other operating impacts of capital investments include $5,000 per year for electricity and preventive maintenance for each new traffic signal location. In FYE 15, 7 new traffic signal locations will have a total $35,000 effect on the operating budget. Other modified traffic signals and intersections will have am operating cost of $10,000 to $15,000 per year per location for electricity and preventive maintenance. The total operating effect in FYE 15 for these projects is estimated at $25,000. A Traffic Circulation project in FYE 15 is estimated to have an operating budget impact of $3,000 per year for sign and pavement marking maintenance. Two bridge replacement projects (Franklin bridge and Main Street bridge) in FYE 15 will have a $5,000 per year per bridge in maintenance costs, with an FYE 15 total operating impact of $10,000.

On a positive note, the City phone system replacement project completed in FYE 15 is estimated to save $36,000 in annual maintenance agreement costs. Starting in FYE 17 the annual maintenance cost for this system is estimated at $114,000 per year.

Water Fund capital projects in FYE 16 are expected to have an impact on the operating budget. As deteriorated water lines get replaced, maintenance costs are reduced. Overtime costs of approximately $52,000 in FYE 14 have been reduced in FYE 15 by $15,000 to-date repairing deteriorated lines.

Sewer line capital projects in FYE 16 are expected to have an impact on the operating budget as well. The replacement of old lines will reduce the frequency of maintenance calls which leads to overtime expenses.

Other improvement projects such as storm water drainage, parks and recreation, street maintenance and maintenance of existing facility projects will have the operating costs of personnel and material, but will have maintenance cost savings that are difficult to quantify.

Summary

Norman is a vibrant, growing city. This growth puts tremendous demands on capital improvement resources for street construction, park development, storm-drainage and capital equipment. Alternative financing methods are being evaluated in order to maximize the accomplishment of needed projects.

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	51,862,509	7,221,442	43,654,800	11,459,562	5,677,600	6,281,551	5,218,975	2,289,304
2									
3	Revenues:								
4	Sales Tax	12,716,064	12,881,955	12,881,955	12,385,500	12,880,920	13,396,157	13,932,003	14,489,283
5	Allocated to Debt Service	0	0	0	0	0	0	0	0
6	Interest/Investment Income	111,320	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7	GO Bond Interest Income	23,690	0	0	0	0	0	0	0
8	Donations/Other	490,676	434,547	434,547	11,556	240,336	0	0	0
9									
10	Subtotal	13,341,750	13,466,502	13,466,502	12,547,056	13,271,256	13,546,157	14,082,003	14,639,283
11	I/F Transf - General	10,000	0	0	0	0	0	0	0
12	I/F Transf - PSST Fund	78,000	800,000	800,000					
13	I/F Transf - Special Grant Fund	0		0	1,019,975				
14	I/F Transf - CDBG Fund			731,712					
15	Bond Proceeds	0	22,525,000	22,525,000					
16									
17	Total Revenue	13,429,750	36,791,502	37,523,214	13,567,031	13,271,256	13,546,157	14,082,003	14,639,283
18									
19	Expenditures:								
20	Salary and Benefits	898,933	921,654	893,719	935,065	981,818	1,030,909	1,082,455	1,136,577
21	Services and Maintenance	1,289	16,366	16,366	16,200	16,362	16,526	16,691	16,858
22	Capital Outlay (Transfer)	2,676,411	3,478,128	4,854,157	3,344,085	3,477,848	3,616,962	3,761,641	3,912,106
23	Street Maintenance	1,399,669	2,165,377	5,695,898	2,218,286	2,440,377	2,440,377	2,440,377	2,440,377
24	Capital Projects (See Detail)	6,194,048	7,144,078	15,524,290	7,578,483	4,776,534	5,077,106	5,531,200	1,785,000
25	Maintenance of Facilities	466,438	636,000	1,171,906	208,000	170,000	170,000	170,000	170,000
26	Paygo (Bond Projects)	47,512	600,000	1,094,578		0			
27	New Bond Projects - 05 Election	353,832		873,376					
28	New Bond Projects - 10 Election	2,592,365	4,060,506	10,008,335	0		0	0	0
29	New Bond Projects - 99 Election	278,732		0					
30	New Bond Projects - 11 Election	1,096,089		1,640,374					
31	New Bond Projects - 12 Election	5,317,033	14,294,122	26,792,287	3,640,695	479,100	1,918,400	3,657,010	
32	Bond Issue Cost	0	89,776	89,776					
33	Debt Service	0		0					
34	Audit Accruals/Adj/Encumbrance	38,571	0	0	0	0	0	0	0
35									
36	Subtotal	21,360,922	33,406,007	68,655,062	17,940,814	12,342,040	14,270,280	16,659,373	9,460,919
37	I/F Transf - GF (St. Maint. Drainag	184,259	239,243	239,243	251,205	263,765	276,953	290,801	305,341
38	I/F Tranf - Parkland Fd	0		1,860					
39	I/F Transf - Special Grant Fund	0			1,019,975				
40	I/F Transf - CDBG Fund			731,712					
41	I/F Transf - Westwood - Golf	92,278	90,575	90,575	137,000	61,500	61,500	61,500	61,500
42									
43	Total Expenditures	21,637,459	33,735,825	69,718,452	19,348,994	12,667,305	14,608,733	17,011,674	9,827,759
44									
45	Net Difference	(8,207,709)	3,055,677	(32,195,238)	(5,781,963)	603,951	(1,062,576)	(2,929,671)	4,811,524
46									
47	Ending Fund Balance	43,654,800	10,277,120	11,459,562	5,677,600	6,281,551	5,218,975	2,289,304	7,100,827
48									
49	Reserves:								
50	General Contingency	890,124	901,737	901,737	866,985	901,664	937,731	975,240	1,014,250
51	Reserve for New Bond Proceeds -	966,596	92,332	93,220	93,220	93,220	93,220	93,220	93,220
52	Reserve for New Bond Proceeds -	10,985,605	411,349	977,270	977,270	977,270	977,270	977,270	977,270
53	Reserve for New Bond Proceeds -	212	0	212	0	0	0	0	0
54	Reserve for New Bond Proceeds -	1,642,738	0	2,364	0	0	0	0	0
55	Reserve for New Bond Proceeds -	11,539,922	7,209,361	7,182,859	3,542,164	3,063,064	1,144,664	(2,512,346)	(2,512,346)
56	Reserve for Encumbrances	7,396,189	0	0	0	0	0	0	0
57	Available for New Projects	10,233,414	1,662,341	2,301,900	197,961	1,246,333	2,066,090	2,755,920	7,528,433
58									
59	Total Reserves	43,654,800	10,277,120	11,459,562	5,677,600	6,281,551	5,218,975	2,289,304	7,100,827

PARK LAND AND DEVELOPMENT FUND
BUDGET
HIGHLIGHTS

Background

The Park Land and Development Fund is a Special Revenue Fund established for the purpose of accounting for Park Land fees as identified in Ordinance Number O-7576-21 dated January 1976. The Ordinance was amended in September 1994 and provides in Section 19-702, "All persons, firms or corporations subdividing land under provisions of the Code of the City of Norman for residential purposes within the boundaries of said City shall, prior to the recording of their respective final plats, and subject to the other provisions hereinafter following: (1) dedicate land to be used solely and exclusively for public park and recreation purposes or, (2) make an equivalent monetary contribution based upon a value of the land required to be dedicated, in lieu of the actual transfer of land or, (3) dedicate land to a mandatory Property Owner Association (P.O.A.) for private recreation purposes."

An additional park development fee approved in September 1994 is being accounted for in the Park Land and Development Fund. This fee is used 50% for development for community parks and 50% for neighborhood parks.

On March 1, 2011, voters approved a Charter Amendment to allow the use of park land fees in the nearest community and/or neighborhood park in the absence of suitable park land sites in the subdivision that generated the fees.

Community parks include Andrews, Reaves, Griffin, Sutton, Saxon and Ruby Grant. There are in addition 56 neighborhood parks.

FYE 16 Budget

There are revenues of $100,000 estimated in FYE 16, which include fees of $85,000.

There is a fund balance of $587,723 projected at the end of FYE 16 that may be utilized for the purposes discussed in the Park Land Ordinance.

$77,500 is estimated in FYE 16 for park capital projects.

PARK LAND AND DEVELOPMENT FUND (52)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	1,175,828	791,851	1,216,774	565,223	587,723	547,723	467,723	527,723
2									
3	Revenues								
4	Interest/Investment Income	7,214	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5	Community Park Fees	79,950	45,000	45,000	45,000	45,000	45,000	45,000	45,000
6	Neighborhood Park Fees	67,875	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7	In-Lieu of/Other	30,592	0	0	0	0	0	0	0
8	I/F Transfer - Capital	0	0	1,860	0	0	0	0	0
9									
10	Total Revenue	185,631	100,000	101,860	100,000	100,000	100,000	100,000	100,000
11									
12	Expenditures								
13	Community Park Projects	32,240	102,500	228,588	37,500	50,000	50,000	0	0
14	Neighborhood Park Projects	110,614	35,000	524,823	40,000	90,000	130,000	40,000	40,000
15	Parkland acquisition	0	0	0	0	0	0	0	0
16	I/F Transf - Room Tax	0	0	0	0	0	0	0	0
17	I/F Transf - Capital	0	0	0	0	0	0	0	0
18	I/F Transf - GF	0	0	0	0	0	0	0	0
19	Services & maintenance	0	0	0	0	0	0	0	0
20	Audit Accruals/Adjustments	1,831	0	0	0	0	0	0	0
21									
22	Total Expenditures	144,685	137,500	753,411	77,500	140,000	180,000	40,000	40,000
23									
24	Net Difference	40,946	(37,500)	(651,551)	22,500	(40,000)	(80,000)	60,000	60,000
25									
26	Ending Fund Balance	1,216,774	754,351	565,223	587,723	547,723	467,723	527,723	587,723
27									
28	Reserves								
29	Reserve for Community Parks	177,089	3,121	(6,499)	1,001	(3,999)	(8,999)	36,001	81,001
30	Reserve for Neighborhood Parks	812,976	441,938	541,687	541,687	491,687	401,687	401,687	401,687
31	Reserve for Park Land	226,709	309,292	30,035	45,035	60,035	75,035	90,035	105,035
32									
33	Total Reserves	1,216,774	754,351	565,223	587,723	547,723	467,723	527,723	587,723

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

The University North Park Tax Increment Finance District (UNP TIF) Fund is a Capital Fund established to account for the incremental revenue from sales and property taxes generated from Tax Increment District Two, City of Norman and public improvement project costs within the district.

On May 23, 2006, the City Council adopted Ordinance O-0506-66, establishing the University North Park Tax Increment Finance District (City of Norman TIF #2). TIF #2 is located on a 580-acre tract of land along I-35 in north central Norman. Plans for the TIF include the construction of public infrastructure including road and traffic improvements; a conference center, a new community park ("Legacy Park") and extension of the City's Legacy Trail; and economic development incentives designed to attract quality jobs to the TIF area.

FYE 16 Budget

In Fiscal Year 2016, incremental apportionment revenues of an estimated $3,641,133 in sales tax and $835,000 in property tax are projected. Several transportation improvement projects and Legacy Park, funded by the University North Park TIF, will be under construction or completed in FYE 16. The first major employer to be housed in the University North Park Corporate Center is expected to begin construction on their facility in 2015 (Immuno-Mycologics, Inc.) and a major housing development for UNP is in advanced planning stages. The timing and status of other approved TIF projects will be reviewed in relation to the development of the UNP area.

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). THE BID will collect assessments from property owners in the UNP development, to be matched by City TIF funds, together totaling $200,000 per year for ten years, beginning in 2015. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. THE FYE 2016 budget includes $25,000 from BID assessments and $116,485 in City TIF funds for these maintenance expenses.

Beginning in FYE 14 a 3% (of TIF revenue) charge for administrative costs was expensed as an Inter-Fund transfer to the General Fund. In FYE 15 this charge was increased to 5%.

Architect's Rendering of Legacy Park

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 PROJECTED	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	16,645,250	10,235,051	17,515,062	12,779,922	15,194,674	17,556,494	20,994,361	24,412,385
2									
3	Revenues								
4	Sales Tax	3,516,293	3,552,325	3,552,325	3,641,133	3,794,061	3,945,823	4,103,656	4,267,802
5	Sales Tax - Economic Dev	703,259							
6	Interest Income	56,181	17,500	17,500	17,500	17,500	17,500	17,500	17,500
7	Property Tax	1,031,431	835,000	835,000	835,000	835,000	835,000	835,000	835,000
8	Bond Proceeds	0							
9	Loan Proceeds	14,215,000							
10	Misc Income						369,516	385,680	385,680
11	BID Assessment Receipts			0	25,000	50,000	75,000	100,000	125,000
12	Donations/Other								
13									
14	Subtotal	19,522,164	4,404,825	4,404,825	4,518,633	4,696,561	5,242,839	5,441,836	5,630,982
15									
16	I/F Transf - Capital	0							
17									
18	Total Revenue	19,522,164	4,404,825	4,404,825	4,518,633	4,696,561	5,242,839	5,441,836	5,630,982
19									
20	Expenditures								
21	Services /Maintenance	8,169	10,171	10,171	10,171	10,273	10,375	10,479	10,584
22	Administration	152,466	220,241	142,791	224,682	232,328	239,916	247,808	256,015
23	BID Expenses			113,092	116,485	119,980	123,579	127,286	131,105
24	Transfer to GF	0							
25	Transfer to Capital Fund	0							
26	Capital Projects	3,696,088		7,596,607	454,767	655,816			
27	Debt Service	14,570,701	1,277,304	1,277,304	1,297,777	1,316,344	1,431,102	1,638,239	1,638,239
28	Audit adjustments	224,928							
29									
30	Total Expenditures	18,652,352	1,507,717	9,139,965	2,103,882	2,334,741	1,804,973	2,023,812	2,035,943
31									
32	Net Difference	869,812	2,897,108	(4,735,140)	2,414,752	2,361,820	3,437,867	3,418,024	3,595,039
33									
34	Ending Fund Balance	17,515,062	13,132,160	12,779,922	15,194,674	17,556,494	20,994,361	24,412,385	28,007,424
35									
36	Reserves								
37	Reserved for BID			86,908	170,423	250,443	326,864	399,578	468,473
38	Available for Debt Repayment			12,693,014	12,665,000	11,815,000	10,815,000	9,565,000	8,065,000
39	Unreserved			0	2,359,251	5,491,051	9,852,497	14,447,807	19,473,951
40									
41	Total Reserves	0	0	12,779,922	15,194,674	17,556,494	20,994,361	24,412,385	28,007,424
42									
43	Outstanding Debt			13,465,000	12,665,000	11,815,000	10,815,000	9,565,000	8,065,000

GENERAL DEBT SERVICE FUND
BUDGET
HIGHLIGHTS

Background

Debt financing allows improvements to be made as the need arises rather than delaying the project until sufficient revenue is accumulated. By using debt financing, the cost of capital improvements can be more equitably distributed to the users of the facility over its expected useful life.

The goal of the City of Norman's debt policy is to maintain the ability to provide essential City services in a cost-effective manner. This goal is balanced with maintaining the ability to borrow at the lowest possible rates. For a project to be soundly financed through the issuance of long-term debt, the City uses the following guidelines:

- Revenue sources that will be used to pay off the debt are conservatively projected
- The financing of the improvement will not exceed its useful life
- The benefits of the improvement must out-weigh its cost, including the interest cost of financing
- Through the application of these policies, the Council rigorously tests the demand for debt financing

Debt financing supports necessary capital projects. These capital projects are integrated into the City's capital improvement plan, which also includes significant pay-as-you-go projects. All capital projects are linked to the services that the City provides to its residents, enterprise customers and visitors.

Outstanding Debt

The following table summarizes the City's outstanding debt as of the year ended June 30, 2015, including debt to be paid by City-operated enterprises.

General Government Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
Combined Purpose Bonds of 2005A	June 1, 2025	4,850,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	5,020,000	3.8% - 4.25%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	2,910,000	3.375% - 4.25 %
Combined Purpose Bonds of 2010	Sept. 1, 2015	3,130,000	1% - 1.5
Combined Purpose Bonds of 2012B	Mar.1, 2017	11,250,000	.5% - 2%
Combined Purpose Bonds of 2012C	Mar.1, 2017	2,285,000	1% - 2%
Combined Purpose Bonds of 2012D	Dec. 1, 2032	20,050,000	2.5% - 3%
Total		$ 49,495,000	

Tax Increment Authority Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
TIF Revenue Note of 2013	Sept. 1, 2023	$14,215,000	3.81%

Enterprise Fund Debt	Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	$ 552,117	2.74%
Water Reclamation OWRB SRF Note	Aug. 15, 2015	207,489	.5%
Water Reclamation OWRB SRF Note	Sept. 15, 2019	1,367,949	.5%
NMA Sanitation Notes	Oct. 1, 2024	2,775,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,265,000	3.5% - 6.125%
NMA Loan (Gray Street Property)	July 15, 2014	6,838	2.89%
Clean Water OWRB SRF Note	*	4,751,429	2.91%
Drinking Water OWRB SRF Note	*	10,149,248	3.28%
Sanitation System Note	Oct. 1, 2018	1,440,000	1.1455%
NMA Loan (Republic Bank)	Nov. 1, 2022	134,239	0%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	50,300,000	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	17,505,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	22,825,000	2.33%
Total		$113,279,309	
Grand Total			**$113,343,019**

*20 years after construction completed
**15 years after construction completed

Enterprise fund debt is retired with revenues from the enterprise, and the City's ability to service the debt is measured by the amount of revenue from operations available to pay the amounts due. The following table illustrates historical debt coverage ratios for Water/Wastewater Enterprise revenue debt.

THE CITY OF NORMAN

PLEDGED REVENUE COVERAGE
NORMAN UTILITIES AUTHORITY
LAST TEN FISCAL YEARS
(DOLLARS IN THOUSANDS)

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE	DEBT SERVICE REQUIREMENT PRINCIPAL	INTEREST	TOTAL	(3) COVERAGE RATIO
2005	24,282	10,130	14,152	1,595	690	2,285	6.19
2006	28,405	9,828	18,577	1,300	365	1,665	11.16
2007	33,524	5,663	27,861	1,454	1,063	2,517	11.07
2008	31,428	7,888	23,540	2,153	1,401	3,554	6.62
2009	27,662	13,513	14,149	2,193	1,358	3,551	3.98
2010	33,559	10,873	22,686	2,242	1,251	3,493	6.49
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98

(1) Total revenues (including interest) exclusive of sewer sales and use taxes and capital improvement charges.
(2) Total operating expenses exclusive of depreciation and amortization, Sewer Maintenance Fund expenses, Sewer Sales Tax and Use Tax Fund expenses.

Source: City of Norman, 2014 Comprehensive Annual Financial Report, p. 110

General Government debt is retired with revenues from annual property tax levies unless specific revenue from other sources is dedicated, to the extent available, for debt service. The City's ability to repay this debt is judged on the basis of a combination of factors, including legal debt margin, economic characteristics, governmental organizations, and financial performance. The City's debt capacity is established by Section 26 and 27, Article X of the Oklahoma Constitution. Section 26 limits bonds issued for road or bridge improvements to ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. Section 27 authorizes cities and towns to issue bonds for utilities, broadly defined as anything other than roads and bridges, used by the public. Although the amount of bonds issued under this provision is not specifically limited, debt exceeding 30% of the net assessed valuation would generally affect marketability of the bonds.

Legal Debt Margin - June 30, 2014

Assessed Valuation:		
Net Assessed Value		$843,440,000
Section 26 limitation:		
10% of net assessed value	$ 84,344,000	
Section 27 limitation:		
30% of net assessed value		$253,032,000
Debt applicable to limitation:		
Total general bonded debt	$ 49,495,000	
Less amount available for payment	(8,967,000)	
Total debt applicable to limitation	$ 40,528,000	
Legal debt margin		$212,504,000

Source: City of Norman, 2014 Comprehensive Annual Financial Report, p. 109

FYE 16 Budget

The Combined Purpose Bonds of 1992 in the amount of $4,340,000 were issued in FYE 93, and $3,600,000 in FYE 95, but will be paid from sales tax revenue dedicated to capital improvements. The Norman Utilities Authority Water and Wastewater Division's revenues service the five revenue issues, while the Norman Municipal Authority revenues service the Sanitation Equipment Notes and the Recreational Facilities Revenue Bonds. Proposed Revenue Bonds for improvements to the University North Park Tax Increment Finance District will be issued by the Norman Tax Increment Finance Authority. The following table illustrates the ratio of General Government debt service to total General Government expenditures. On March 29, 2005, the voters approved 4 out of 5 General Obligation Bond propositions totaling $31,830,000. The moneys are being used for major street construction projects, citywide pavement reconstruction, Fire Station #3 relocation, and a railroad crossing underpass on Robinson Street.

GENERAL DEBT SERVICE FUND (60)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	9,120,061	9,572,285	8,951,391	8,951,391	8,373,704	8,373,704	8,373,704	8,373,704
2									
3	Revenues:								
4	Property Tax	11,450,509	10,423,825	10,423,825	10,498,288	10,477,309	5,732,128	5,653,616	4,961,873
5	Interest/Investment Income	57,140	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6	Assessment District-HP	0	0	0	0	0	0	0	0
7									
8	Subtotal	11,507,649	10,448,825	10,448,825	10,523,288	10,502,309	5,757,128	5,678,616	4,986,873
9	I/F Transf - 92 & 95 Bonds	0	0	0	0	0	0	0	0
10	I/F Transf - GF	0	0	0	0	0	0	0	0
11									
12	Total Revenue	11,507,649	10,448,825	10,448,825	10,523,288	10,502,309	5,757,128	5,678,616	4,986,873
13									
14	Expenditures								
15	Principal Payments	9,125,000	8,510,000	8,510,000	8,520,000	8,170,000	3,635,000	3,670,000	3,060,000
16	Interest Payments	1,560,783	1,183,785	1,183,785	1,679,030	1,505,764	1,295,583	1,182,071	1,100,328
17	Agents Fees	1,925	1,545	1,545	1,545	1,545	1,545	1,545	1,545
18	Assessment District-HP	0	0	0	0	0	0	0	0
19	Audit Accruals/Adjustments	14,731	0	0	0	0	0	0	0
20									
21	Subtotal	10,702,439	9,695,330	9,695,330	10,200,575	9,677,309	4,932,128	4,853,616	4,161,873
22	I/F Transf - Insurance	973,880	753,495	753,495	900,400	825,000	825,000	825,000	825,000
23	I/F Transf - GF	0							
24									
25	Total Expenditures	11,676,319	10,448,825	10,448,825	11,100,975	10,502,309	5,757,128	5,678,616	4,986,873
26									
27	Net Difference	(168,670)	0	0	(577,687)	0	0	0	0
28									
29	Ending Fund Balance	8,951,391	9,572,285	8,951,391	8,373,704	8,373,704	8,373,704	8,373,704	8,373,704
30									

ARTERIAL ROADS RECOUPMENT FUND
BUDGET
HIGHLIGHTS

Background

Ordinance Number O-9697-31 was passed February 11, 1997, for the purpose of providing for recoupment of costs associated with improvements to arterial roads. Prior to this time, City of Norman policies did not require arterial streets be improved until such time as the abutting property is developed, resulting at times in piecemeal roadways which reduced capacity and safety.

This Ordinance provides that arterial street improvements be made prior to development of abutting properties and that such improvements provide for recoupment of all associated costs from the benefited abutting property at the time the abutting property is improved or developed.

Periodic transfers from the Capital Fund are required since recoupment of costs of a particular arterial street may take place over a period as long as 30 years.

FYE 16 Budget

The FYE 16 Budget shows a beginning fund balance of $235,163. No expenditures are projected to be made for FYE 16 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2016 – 2020 discusses planned recoupment projects in detail.

ARTERIAL ROADS RECOUPMENT FUND (78)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1	Beginning Fund Balance	430,325	231,914	433,574	235,163	235,163	235,163	235,163	235,163
2									
3	Revenues								
4	Reimbursements/Interest	3,249	0	0	0	0	0	0	0
5	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
6									
7	Total Revenues	3,249	0	0	0	0	0	0	0
8									
9	Expenditures								
10	Capital Projects	0	0	198,411	0	0	0	0	0
11	Audit Adjustments	0	0	0	0	0	0	0	0
12									
13	Total Expenditures	0	0	198,411	0	0	0	0	0
14									
15	Net Difference	3,249	0	(198,411)	0	0	0	0	0
16									
17	Ending Fund Balance	433,574	231,914	235,163	235,163	235,163	235,163	235,163	235,163

RETIREMENT SYSTEMS
BUDGET
HIGHLIGHTS

The City of Norman contributes to three separate retirement systems on behalf of City employees.

- Norman Employees Retirement System;
- Oklahoma Firefighters Pension and Retirement System;
- Oklahoma Police Pension and Retirement System.

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the FYE 16 Budget as separate funds of the City. It should be noted that the costs of contributions to the systems appear as a part of salaries and benefit category of expenditure in every operating fund of the City.

Employee Retirement System

The Employee Retirement System (the "Plan") of the City of Norman is a single-employer public retirement system, which was established on November 1, 1967, by a City ordinance and amended on January 29, 1985 and July 1, 1991. The Plan was a defined benefit pension plan to which the City and employees contributed. The July 1, 1991, amendment converted that portion of the Plan which relates to non-retired participants to a money purchase defined contribution plan under section 414 (h) of the Internal Revenue Code (the "New Plan"). For active employees as of July 1, 1991, an amount equal to the greater of the participants' vested benefits under the Plan or their account balance in the Plan was transferred to a participant account in the New Plan.

A Board of Trustees, composed of six members, meeting at least quarterly, manages the New Plan. Members by position include the City Manager or a designee, Finance Director, and Human Resources Director. The City Council elects one additional member, and the American Federation of State, County, and Municipal Employees (AFSCME) union membership elects the final two members. All active employees who participate in the New Plan contribute 6.5 percent of their base pay and the City contributes 8.5 percent of member's payroll to the New Plan.

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of April 6, 2015, the Plan included 11 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

The Oklahoma Firefighters Pension and Retirement System (OFPRS) cover uniformed members of the City's Fire Department, which is a cost sharing multiple-employer public employee retirement system. All full-time firefighters, who are hired before age 45, are eligible to participate in the system. The pension plan provides pension benefits as well as death and disability benefits.

Members of the firefighter's retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 14% of member's payroll to the OFPRS.

Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System (OPPRS) cover uniformed members of the City's Police Department, which is a cost sharing multiple-employer, public-employee retirement system. Police officers employed in participating municipalities are required to participate in the system, provided they meet certain requirements. Police officers are required to pass physical and medical examinations and must be not less than 21 or more than 35 years of age when accepted for initial membership. Members of the police retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 13% of member's payroll to the OPPRS.

General Fund

GENERAL OPERATING FUND

The General Fund is the general operating fund of the City. This Fund is used to account for all financial resources except those required to be accounted for in another fund.

FUND SUMMARY

TOTAL GENERAL FUND (10)

MISSION:

The General Fund is the general operating fund of the City. This Fund is used to account for all financial resources except those required to be accounted for in another fund.

DESCRIPTION:

The General Fund accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

PERSONNEL:

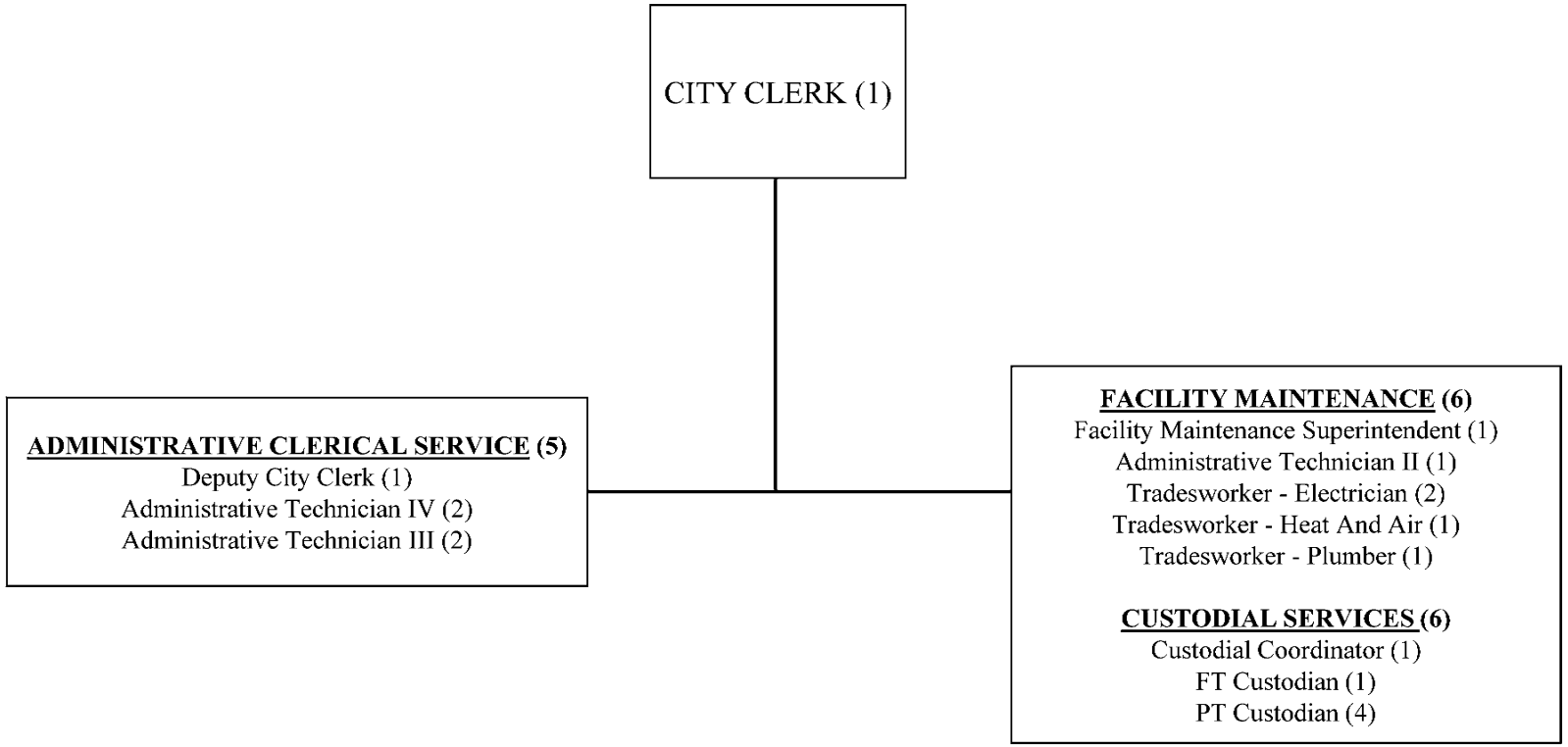
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	577	579	581	581	587
Part-time Positions	22	22	25	25	24
Total Budgeted Positions	599	601	606	606	611

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	49,765,888	51,833,046	51,811,718	51,811,718	52,860,771
Supplies & Materials	6,009,001	6,813,058	6,907,684	6,603,988	6,195,149
Services & Maintenance	8,038,492	9,698,098	10,468,177	8,578,401	10,660,917
Internal Services	2,764,995	3,561,847	3,563,805	3,685,884	3,474,872
Capital Equipment	2,676,412	3,478,128	4,854,157	4,854,157	3,344,085
Subtotal	69,254,788	75,384,177	77,605,541	75,534,148	76,535,794
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	90,911	0	0	0	20,000
Interfund Transfers	118,484	0	326,505	326,505	0
Audit Adjust/Encumbrances	(146,268)	0	0	0	0
Subtotal	63,127	0	326,505	326,505	20,000
Fund Total	69,317,915	75,384,177	77,932,046	75,860,653	76,555,794

OFFICE OF THE CITY CLERK

18 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

To serve the citizens and employees of Norman effectively and efficiently providing informed and courteous written, verbal, and electronic communication in response to requests for records, licenses, information or assistance. Provides a safe, productive, and comfortable environment for the employees and citizens of Norman.

DESCRIPTION:

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign contribution and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channel
- Maintains quality maintenance for all City buildings, ball fields, tennis courts, water wells, lift stations, and storm sirens
- Administers repair and renovation projects for City facilities

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	12	12	13	13	14
Part-time Positions	0	0	4	4	4
Total Budgeted Positions	12	12	17	17	18

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	851,070	866,379	883,215	883,215	1,050,575
Supplies & Materials	113,221	114,080	103,114	98,759	112,836
Services & Maintenance	265,534	318,462	304,415	294,620	265,081
Internal Services	25,463	25,744	25,744	28,125	27,741
Capital Equipment	53,012	80,200	86,755	86,755	14,145
Subtotal	1,308,300	1,404,865	1,403,243	1,391,474	1,470,378
Department Total	1,308,300	1,404,865	1,403,243	1,391,474	1,470,378

DIVISION SUMMARY

010-2020 CITY CLERK

MISSION:

To serve the citizens and employees of Norman effectively and efficiently providing informed and courteous written, verbal, and electronic communication in response to requests for records, licenses, information or assistance.

DESCRIPTION:

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channel

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	442,832	454,248	454,248	454,248	458,916
Supplies & Materials	4,053	6,378	5,226	5,226	6,378
Services & Maintenance	74,931	74,293	76,853	74,528	98,540
Internal Services	13,293	12,952	12,952	13,399	15,114
Capital Equipment	8,977	0	0	0	4,900
Subtotal	544,087	547,871	549,279	547,401	583,848
Division Total	544,087	547,871	549,279	547,401	583,848

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY CLERK

GOALS:

To enhance customer service by:

- providing error free City Council agendas and minutes in a timely manner
- increase the number of documents provided electronically
- program City meetings for rebroadcast, special announcements, and meeting notices on the cable access channel
- responding to citizens requests through the Action Center

OBJECTIVES:

- Maintain records of the City so they are easily accessible to internal and external customers.
- Maintain records of licenses and permits so businesses are inspected and properly licensed.
- Coordinate and process requests for special events and festivals within the City.
- Prepare City Council minutes and agendas to keep Council and the public informed of the City's business.
- Provide clerical support to the City Council and assist them in resolving citizen complaints.
- Provide efficient and effective assistance to citizens by telephone, written communication, and personal contact.
- Provide responses to citizens through the Action Center with cooperation from all City departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	99%	90%	95%	95%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	100%	100%	100%	99%
Percentage of Council items indexed and distributed within 3 days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	95%	95%	93%	95%	95%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98%	98%
Number of special events and festival permits issued	15	15	17	15	15

DIVISION SUMMARY

010-2030 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

- Provide administrative and technical support to the Facilities Maintenance Division.
- Assist and provide technical support to all departments and divisions.

DESCRIPTION:

- Provide quality maintenance and repair services for all City facilities, insure quality custodial and warehouse supplies service.
- Supervise Division operations, write specifications and contracts for outside services and act as Project Manager representing the City of Norman.
- Provide technical and administrative support to this Department and assist all departments and divisions throughout the City.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	26,935	31,751	31,751	31,751	84,104
Supplies & Materials	984	2,346	2,496	2,328	2,757
Services & Maintenance	15,179	34,312	35,993	28,523	44,702
Internal Services	1,856	1,901	1,901	2,424	2,502
Capital Equipment	11,502	1,800	1,800	1,800	3,375
Subtotal	56,455	72,110	73,941	66,826	137,440
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	56,455	72,110	73,941	66,826	137,440

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

- Implement a facility maintenance software program for work orders, preventive maintenance, capital improvements, and utility tracking costs.
- Create a comprehensive assessment of the present condition of City facilities for immediate and future repair and replacement of equipment and maintenance.
- Reduce repeat calls for the same repair work by instituting a program that emphasizes long term solution versus temporary repairs.
- Incorporate sustainable energy and equipment practices.
- Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
- Provide enough resource to the division to accomplish the mission.

OBJECTIVES:

- Plan and accomplish work, anticipate problems, become proactive instead of reactive.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	95%	95%	95%	98%	95%
Percentage of repeat calls for same problem	10%	10%	10%	7%	10%

Notes to Results Report:

Implementation of new software program in FYE 14 will allow for more accurate measurements for Division.

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

- Provide a safe, clean environment for the employees and citizens of Norman.

DESCRIPTION:

- Monitor outside custodial services, operate, stock, and dispense cleaning supplies from warehouse to all City facilities, perform custodial, setup work, and general repair duties as required.
- Provide custodial supplies for departments and divisions through the City of Norman.
- Perform custodial setup work as needed.
- Conduct general repairs.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	2	2	2
Part-time Positions	0	0	4	4	4
Total Budgeted Positions	1	1	6	6	6

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	57,667	50,489	67,325	67,325	166,456
Supplies & Materials	53,330	36,389	26,840	26,320	41,041
Services & Maintenance	93,791	122,898	106,062	106,062	400
Internal Services	1,901	2,041	2,041	1,863	1,739
Capital Equipment	0	0	600	600	3,000
Subtotal	206,689	211,817	202,868	202,170	212,636
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	206,689	211,817	202,868	202,170	212,636

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

- Plan and coordinate custodial functions with minimal disruption during working hours.
- Implement an inventory control system for custodial supplies.

OBJECTIVES:

- Monitor custodial work in Municipal Complex and the library to make sure a high degree of building cleanliness is provided.
- Monitor supplies dispensed to make sure waste is at a minimum.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	100%	99%	95%	95%	98%
Percentage of time inventory is adequate	100%	95%	100%	100%	100%
Percentage of time the above-referenced City facilities' janitorial needs are well maintained	85%	85%	100%	90%	100%

DIVISION SUMMARY

010-2032 FACILITY MAINTENANCE

MISSION:

- Safely accomplish tasks in a neat and workmanship like manner at a high level of competence and productivity while performing maintenance repair to City facilities.

DESCRIPTION:

- Responsible for maintenance and repair of City facilities.
- Maintain a high level of quality repair and maintenance for 67 City buildings, 10 accessory buildings, 36 restrooms, 41 ball fields, 17 tennis courts, 38 water wells, 37 storm sirens, 17 lift stations, 6 trash compactors, water and wastewater plants, etc.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	323,636	329,891	329,891	329,891	341,099
Supplies & Materials	54,853	68,967	68,552	64,885	62,660
Services & Maintenance	13,084	28,844	27,392	27,392	29,324
Internal Services	8,413	8,850	8,850	10,439	8,386
Capital Equipment	32,533	78,400	84,355	84,355	2,870
Subtotal	432,520	514,952	519,040	516,962	444,339
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	432,520	514,952	519,040	516,962	444,339

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE

GOALS:

- Provide quality maintenance and repair service to City facilities.
- Assist all City departments and divisions in new and remodel projects.
- Accomplish work in a timely manner.
- Provide technical assistance to management to make informed decisions.
- Work in a safe and Code compliant manner.

OBJECTIVES:

- Plan and accomplish work, anticipate problems, become proactive instead of reactive.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of completed assessment of City facilities	40%	40%	40%	45%	50%
Percentage of call backs for same problem	25%	25%	15%	10%	10%
Percentage of sustainable energy and equipment projects implemented through City facilities	30%	40%	45%	50%	60%

DIVISION SUMMARY

010-2095 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. City Council Primary elections are held on the third Tuesday of March and General Elections are held on the second Tuesday of April, and Special Elections are held on an as-needed basis.

DESCRIPTION:

The City Clerk's office maintains the Municipal Election funds, which pay for City Council elections and any special elections; makes certain that all required notification is given to the Election Board in a timely manner; and makes certain that all legal notices are served in a timely manner.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	68,549	58,115	58,115	58,115	92,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	68,549	58,115	58,115	58,115	92,115
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	68,549	58,115	58,115	58,115	92,115

DEPARTMENT SUMMARY

TOTAL CITY COUNCIL

MISSION:

The mission of the City Council of Norman is to promote a community of excellence with effective, efficient, and responsive services which promote the health, safety, and general well-being of the citizens. The City Council encourages group and individual initiatives that create social and physical environments of high quality.

DESCRIPTION:

The City Council is the legislative and governing body of City government. All legislative powers, except the initiative and referendum, are vested in the City Council. The City Council consists of a Mayor elected at large and eight Council members elected from and by the registered voters of the respective wards of the City. The Mayor shall preside at all meetings of the Council and shall perform in addition to his/her legislative duties such ceremonial duties as are necessary in the conduct of the City's business.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	51,589	51,627	51,627	51,627	51,627
Supplies & Materials	7,916	18,425	16,196	14,623	18,475
Services & Maintenance	951,817	2,478,203	2,507,219	1,112,580	2,551,104
Internal Services	22,424	29,210	30,168	31,170	44,064
Capital Equipment	3,109	0	17,814	17,814	5,400
Subtotal	1,036,855	2,577,465	2,623,024	1,227,814	2,670,670
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	1,036,855	2,577,465	2,623,024	1,227,814	2,670,670

DIVISION SUMMARY

010-1001 CITY COUNCIL

GOALS:

The mission of the City Council of Norman is to promote a community of excellence with effective, efficient, and responsive services which promote the health, safety, and general well-being of the citizens. The City Council encourages group and individual initiatives that create social and physical environments of high quality.

OBJECTIVES:

The City Council is the legislative and governing body of City government. All legislative powers, except the initiative and referendum, are vested in the City Council. The City Council consists of a Mayor elected at large and eight Council members elected from and by the registered voters of the respective wards of the City. The Mayor shall preside at all meetings of the Council and shall perform in addition to his/her legislative duties such ceremonial duties as are necessary in the conduct of the City's business.

The FYE 16 General Fund allocation to the City Council includes funding in the amount of $909,900 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Campus Area Rapid Transit (CART) - $535,500
Norman Economic Development Coalition (NEDC) - $125,000
Center for Children & Families, Inc. (CCFI) - $100,000
Association of Central Oklahoma Governments (ACOG) – Membership – $61,000
Oklahoma Municipal League (OML) – Membership - $65,000
Kiwanis Kruiser - $14,500
Great American West/89er Day Parade - $5,000
Performing Arts Studio - $3,500
Veterans Day Parade - $400

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	51,589	51,627	51,627	51,627	51,627
Supplies & Materials	7,916	17,425	15,876	14,303	17,475
Services & Maintenance	800,937	2,323,203	2,352,219	957,580	2,376,104
Internal Services	22,424	29,210	30,168	31,170	44,064
Capital Equipment	3,109	0	17,814	17,814	5,400
Subtotal	885,976	2,421,465	2,467,704	1,072,494	2,494,670
Division Total	885,976	2,421,465	2,467,704	1,072,494	2,494,670

*FYE 16 includes a 2% Emergency Reserve of $1,419,837 and FYE 15 included a 2% Emergency Reserve of $1,394,236.

DIVISION SUMMARY

010-1098 SISTER CITIES PROGRAM

MISSION:

To establish, maintain and coordinate international relationships of economic, cultural and educational activities.

DESCRIPTION:

The Sister Cities Program is composed of citizen volunteers who establish goals and objectives for the program. The program also encourages and facilitates sister city relationships for Norman with cities outside the United States. Norman has four Sister Cities: Clermont-Ferrand, France; Colima, Mexico; Sieka Town, Japan; and Arezzo, Italy.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	1,000	0	0	1,000
Services & Maintenance	880	0	320	320	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	880	1,000	320	320	1,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	880	1,000	320	320	1,000

DIVISION SUMMARY

010-1087 SOCIAL AND VOLUNTARY SERVICES

MISSION:

The mission of Social and Voluntary Services is to provide quality social and voluntary services to the citizens of Norman. Also, to coordinate those services designed to prevent, alleviate or contribute to the solution of recognized social problems, and to improve the well-being of individuals, groups and the community.

DESCRIPTION:

The Social and Voluntary Services Commission acts in an advisory capacity to the City Council with specific attention to the evaluation and coordination of social and voluntary services in, but not limited to, the following areas: Arts and Humanities, community goals analysis and evaluation, health and mental health, income security, information referral, senior citizens and youth.

PERSONNEL:

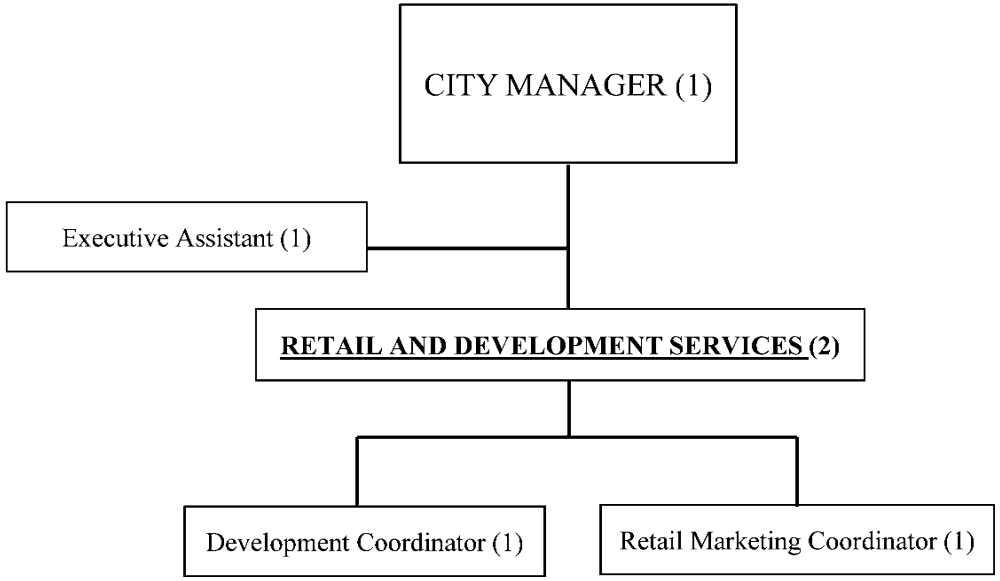
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	150,000	155,000	155,000	155,000	175,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	150,000	155,000	155,000	155,000	175,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	150,000	155,000	155,000	155,000	175,000

OFFICE OF THE CITY MANAGER

4 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

The mission of the City Manager's office is to provide professional leadership, guidance and coordination to implement City policies as established by the City Council. The City Manager's office encourages employee development by providing a challenging and rewarding work environment. The City of Norman promotes the general well-being and understanding of the citizens of Norman.

DESCRIPTION:

The City Manager is appointed by and serves at the discretion of the City Council. The City Manager is responsible for the overall management and administration of day-to-day City operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	484,092	482,159	482,159	482,159	504,651
Supplies & Materials	13,575	11,040	13,743	13,743	12,590
Services & Maintenance	234,702	61,531	100,293	98,733	90,015
Internal Services	16,952	38,909	38,909	26,786	39,799
Capital Equipment	1,462	101,118	140,886	140,886	63,320
Subtotal	750,783	694,757	775,990	762,307	710,375
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	750,783	694,757	775,990	762,307	710,375

DIVISION SUMMARY

010-1010 CITY MANAGER

MISSION:

The mission of the City Manager's office is to provide professional leadership, guidance and coordination to implement City policies as established by the City Council. The City Manager's office encourages employee development by providing a challenging and rewarding work environment. The City of Norman promotes the general well-being and understanding of the citizens of Norman.

DESCRIPTION:

The City Manager is appointed by and serves at the discretion of the City Council. The City Manager is responsible for the overall management and administration of day-to-day City operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	383,513	292,722	292,722	292,722	306,933
Supplies & Materials	3,221	8,318	10,941	10,941	8,293
Services & Maintenance	12,628	17,338	15,938	14,378	17,461
Internal Services	16,878	38,823	38,823	26,680	39,553
Capital Equipment	0	10110,118	135,218	135,218	63,320
Subtotal	416,240	458,319	493,642	479,939	435,560
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	416,240	458,319	493,642	479,939	435,560

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY MANAGER

GOALS:

- Provide professional leadership for the City
- Execute policies and procedures.
- Develop and recommend alternative solutions to community problems for consideration by the Mayor and City Council
- Develop new programs and measures to meet emerging and future needs of the City
- Manage City's operating and capital improvements budgets
- Promote confidence in city government through citizen involvement and excellent customer service

WORK PLAN FOR 2015

- Administration of the 2012 General Obligation Street Bond Package including eight (8) major capital projects valued at nearly $90M. The program is a hybrid package of storm water and transportation projects.
- Continue implementation of the Storm Water Master Plan Action Plan including creation of a storm water utility rate system.
- Renovation of the Animal Welfare Center.
- Computer Aided Dispatch (CAD) implementation and Records Management System (RMS) integration.
- Continue to work with intergovernmental stakeholders at the local and state level and the business community to prepare proposed rules, options and regulations for water re-use.
- Complete the retail market analysis to assist in retail expansion and development efforts.
- Consult with and develop a Central Oklahoma Master Conservancy District (COMCD) and participating cities' vision of securing additional supply to "firm up" Lake Thunderbird's safe yield through water reuse or augmentation from Oklahoma City.
- Provide analysis and financial projections in support of a citizen based Quality of Life Initiative (e.g. Norman Forward) as directed by City Council.
- Finalize a joint City/NPS School Resource Officer Program and finalize the assessment and purchase of a new City-wide emergency communication system.
- Finalize siting of new Emergency Communication Center and issue Request for Proposal (RFP) to qualified voter to construct new City-wide emergency radio communication system.
- Complete the Lake Thunderbird Total Maximum Daily Load (TMDL) Compliance Plan with submittal to the Department of Environmental Quality (DEQ) by November 2015.
- Support Planning collaboration between the City and the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) for the Urban Land Institute (ULI) panel scheduled for the Spring of 2015.

PERFORMANCE MEASUREMENTS – RESULTS REPORT

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of press releases	197	211	200	225	250
Number of visits on the City of Norman website	1,393,511	841,040	1,500,000	900,000	1,000,000
Norman News members	1,090	945	1,150	1,000	1,150
Facebook followers	0	2,625	1,900	0	1,900
Twitter followers	0	1,193	875	1,200	1,300

DIVISION SUMMARY

010-1011 RETAIL AND DEVELOPMENT SERVICES

MISSION:

To develop and maintain communication from internal and external constituents on matters pertaining to the City.

DESCRIPTION:

The Development Coordinator performs professional work in the development coordination and implementation of business and land development plans, procedures or programs of the City's Planning and Public Works Departments. The Retail Marketing Coordinator is focused on increasing and improving retail development.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	100,579	189,437	189,437	189,437	197,718
Supplies & Materials	2,752	2,522	2,602	2,602	4,097
Services & Maintenance	47,185	30,767	42,555	42,555	59,128
Internal Services	74	86	86	106	246
Capital Equipment	1,462	0	5,668	5,668	0
Subtotal	152,052	222,812	240,348	240,368	261,189
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	152,052	222,812	240,348	240,368	261,189

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RETAIL AND DEVELOPMENT SERVICES

GOALS:

- Improve City development processes to enhance local business climate.
- Develop opportunities for feedback and suggestions from the development community to better understand and address issues.
- Work closely with local business organizations, staff, citizens and elected officials to address business-related concerns and foster a cooperative environment for issues to be resolved.
- Clearly communicate requirements for City development and opportunities to new and existing businesses (residential and non-residential).

OBJECTIVES:

- Develop a list of common building/fire code concerns and work with staff to create a series of Code Clarifications for non-residential projects.
- Completion of Fee Study and Analysis of the City of Norman Wastewater Excise Tax on New Development and Connection Fees.
- Revise Building Permit section of Development Services webpage to clarify building permit requirements for users.
- Develop and distribute a Customer Service Survey for the Development Services Division to residential trade contractors, builders and other project representatives to receive their input on plan review and inspection services.
- Develop a process and criteria for priority plan review for priority non-residential projects.

WORK PLAN FOR 2015:

- **Develop a system for updating businesses/developers of large City construction projects:** Public Works Administration, the Retail Marketing Coordinator and the Development Coordinator are developing enhanced informational efforts to keep business owners apprised of updates during the Lindsey Street Construction project. In addition to the traditional elements of information utilized during City projects (i.e. press releases, webpage), staff in on-site face-to-face meetings with impacted business owners and residents in advance of construction impacting their property, use of social media sites (i.e. Twitter, Facebook), development of a construction guide for businesses (currently in draft form) and notification through the Blackboard Connect system. The City and Norman Convention and Visitors Bureau have partnered to develop, implement and install (when the project begins) temporary directional construction signage to help motorists utilizing detour routes for Lindsey Street locate retail, restaurant and lodging destinations in the construction area.
- **Develop a list of common building/fire concerns and work with staff to create a series of Code Clarifications:** Staff has continued research into cities with similar lists and/or webpages to establish "common" items that are clarified on the pages. Residential code clarifications were posted on the Development Services webpage as part of the discussion from the City/Builders of South Central Oklahoma (BASCO) "Brown Bag Lunch" meetings. Work will continue on non-residential code clarifications to post on the Development Services website. Once established, the webpage(s) will need to be added or if revisions to any determinations need to be made. Once the initial page is complete, notification to the business community will be made through the Norman Developer's Council, Chamber of Commerce and BASCO.

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RETAIL AND DEVELOPMENT SERVICES

GOALS:

- Increase retail sales tax revenue and attract new retailers to Norman, without compromising existing retail.
- Recognize and capitalize on existing consumer opportunities and identify retail gaps.
- Retention and strengthening of existing businesses.
- Promote retail as an important amenity in the broader context of quality of life and place-making, specifically for mixed use and historic districts.

OBJECTIVES:

- Continue recruitment of targeted retailers from Retail Coach Match List (study conducted in May 2014) and leads from outside sources.
- Represent Norman at industry events, specifically the International Council of Shopping Centers (ICSC), both regionally and nationally.
- Launch a Commercial District Revitalization Program (CDRP), similar to that of Oklahoma City.
- Provide requested data to potential leads in a timely fashion (48 hours or less).
- Maintain and publish up-to-date information on Norman's retail market, including inventory and classification of retail space, land use inventory, new commercial developments, databases and maps of existing businesses, demographics, etc.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of leads generated from recruitment efforts	n/a	n/a	n/a	50	50
Number of businesses opened or leases signed after contact with Retail Marking Coordinator	n/a	n/a	n/a	2	4
DestinationNorman.com website traffic	n/a	n/a	n/a	2,000 visits	5,000 visits
Number of CDRP participant organizations	n/a	n/a	n/a	1	3
Attendance at CDRP events	n/a	n/a	n/a	25	50

Notes to Results Report: These numbers are very difficult to estimate for the newly created position.

DIVISION SUMMARY

010-1091 EMPLOYEE TRAINING / DEVELOPMENT

MISSION:

To provide educational and training programs for all employees to enhance job skills and increase their opportunities for advancement.

DESCRIPTION:

The Employee Training and Development Program is used to provide various training programs for all City employees. This includes supervisory training as well as skills training for clerical employees.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	7,602	200	200	200	200
Services & Maintenance	5,750	8,526	7,818	7,818	8,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	13,352	8,726	8,018	8,018	8,726
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	13,352	8,726	8,018	8,018	8,726

DIVISION SUMMARY

010-1093 SPECIAL STUDIES / CONTRIBUTIONS

MISSION:

The mission of Special Studies/Contributions is to help the City of Norman move forward in funding special studies that are needed throughout the year.

DESCRIPTION:

Special Studies and Contributions is an account set up to help implement the funding to resolve various issues which arise during the fiscal year and are not anticipated in advance.

PERSONNEL:

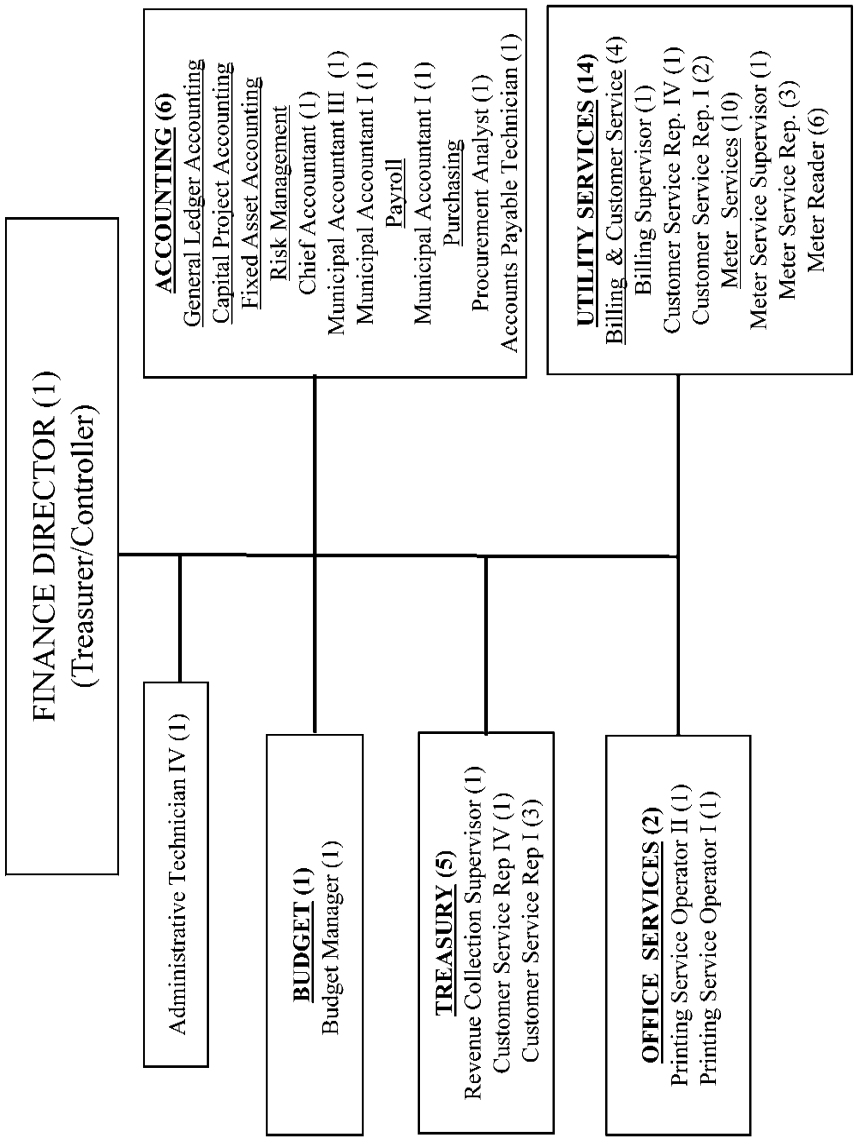
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	169,139	4,900	33,982	33,982	4,900
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	169,139	4,900	33,982	33,982	4,900
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	169,139	4,900	33,982	33,982	4,900

FINANCE DEPARTMENT

30 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FINANCE DEPARTMENT

MISSION:

The mission of the Department of Finance is to plan, receive, monitor, safeguard, invest, account for and expend the financial resources of the City of Norman in the highest legal, ethical and professional standard practical, and to respond to the service needs of our customers in a timely, courteous and accurate manner.

DESCRIPTION:

The Department of Finance (DOF) is the central manager of the City's assets and is responsible for controlling and recording the organization's financial activity. Specifically, the DOF reviews and monitors financial activity against the City's financial plan (budget); initiates and records all investment activity; and prepares financial statements and schedules for audit and public information. The Department also provides purchasing, payroll, printing and mail processing services to user departments; and provides utility services connections, disconnections, billing, collections, and meter reading services to customers in the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	28	28	28	28	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	28	28	28	30

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	2,931,339	2,034,925	2,033,902	2,033,902	2,148,696
Supplies & Materials	76,327	57,536	63,536	60,438	55,118
Services & Maintenance	1,251,369	803,014	810,908	799,728	805,074
Internal Services	194,544	200,279	200,279	203,230	197,570
Capital Equipment	45,498	106,328	136,230	136,230	166,387
Subtotal	4,499,078	3,202,082	3,244,855	3,233,528	3,372,845
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	20,000
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	20,000
Department Total	4,499,078	3,202,082	3,244,855	3,233,528	3,392,845

DIVISION SUMMARY

010-3020 ACCOUNTING

MISSION:

The mission of the Accounting Division is to provide, monitor and operate an accounting system which records all the financial transactions of the City on an accurate and timely basis for reporting and dissemination in appropriate format to user departments, management, oversight agencies, and citizens.

DESCRIPTION:

The Accounting Division maintains and operates the financial and budgetary accounting system, which captures and records all financial transactions of the City. In addition to the general ledger system, the Division maintains, processes, monitors and reconciles various sub-systems which capture detailed transactions in the areas of payroll administration and reporting, procurement of goods and services, accounts payable, accounts receivable, Risk Management, and fixed assets. The Division is responsible for special, monthly, and annual financial reporting in various formats, including the Comprehensive Annual Financial Report.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	497,195	477,131	477,131	477,131	510,075
Supplies & Materials	2,865	3,072	2,572	2,572	3,672
Services & Maintenance	168,621	134,598	146,437	146,437	134,598
Internal Services	10,337	14,781	14,781	14,935	17,049
Capital Equipment	5,739	1,800	1,800	1,800	0
Subtotal	684,757	631,382	642,721	642,875	665,394
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	684,757	631,382	642,721	642,875	665,394

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ACCOUNTING

GOALS:

- To provide accurate financial information in an appropriate and timely manner to all users.
- To capture and record all financial transactions of the City in accordance with generally accepted accounting principles.
- To implement and observe all applicable Government Accounting Standards Board (GASB) pronouncements.
- To observe and meet all schedules and deadlines for financial reporting, tax deposits, payroll, purchasing, Risk Management, and accounts payable.

OBJECTIVES:

- Produce a Comprehensive Annual Financial Report each year, which conforms to the highest standards of financial reporting.
- Financial statements to be prepared in accordance with all GASB requirements.
- Ensure monthly departmental revenue and expenditure activity and reports are produced within 10 working days after the end of each month.
- Ensure receipt and verification of all personnel changes and time data to produce accurate biweekly payroll.
- Ensure distribution and deposit of all payroll withholdings.
- Monitor all requests for bids and requests for proposals to ensure compliance with statutory and policy requirements.
- Process all receiving and invoice documents when received to meet weekly accounts payable schedule.
- Maintain an organized and up-to-date filing system for all required documentation.
- Maintain project accounting system, which includes all capital projects of the City.
- 100% of fixed assets will be tagged and tracked using the fixed asset tracking system. An annual inventory will be performed to verify the status of the fixed assets and infrastructure activity will be tracked accordingly.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Accounting and Financial Reporting:					
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	22	23	24	24	25

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	7 days	7 days	7 days	7 days	7 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
Payroll:					
Receive hours information from all departments on time, 95% of the time	96%	96%	96%	96%	96%
Checks processed on Wednesday prior to pay day, 100% of the time	100%	100%	100%	100%	100%
Taxes deposited timely, 100% of the time	100%	100%	100%	100%	100%
Increase in number of employees participating in direct deposit	91%	92%	95%	100%	100%
Purchasing:					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	100%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	62%	65%	68%	68%	68%

DIVISION SUMMARY

010-3001 ADMINISTRATION

MISSION:

The mission of the Administration Division is to facilitate the success of the operating divisions of the department through the provision of oversight, staff support and internal and public advocacy. The Division also provides financial advice and support to the City Council, the various departments of the City and to the public.

DESCRIPTION:

The Administration Division consists of the Director and the administrative support staff for the department. In addition to departmental oversight and support functions, the debt administration investment activities of the City is conducted within the Administration Division.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	229,188	228,915	228,915	228,915	232,658
Supplies & Materials	504	880	730	730	880
Services & Maintenance	19,631	33,440	32,322	21,773	31,030
Internal Services	42,059	42,380	42,380	44,676	45,903
Capital Equipment	0	0	0	0	0
Subtotal	291,383	305,615	304,347	296,094	310,471
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	291,383	305,615	304,347	296,094	310,471

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

To facilitate the success of the operating divisions of the Department of Finance in achieving their mission in support of the goals of the City of Norman.

OBJECTIVES:

Monitor the success of the operating divisions in achieving their stated performance measures and to increase returns on City investments within stated Investment Policy guidelines.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	(21/26) 80%	80%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	60%	65%	100%	50%	100%

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

The Budget Division is committed to enhancing communications, improving budget practices, providing guidance through budget policy, providing financial and operational information and serving the City departments, citizens and outside agencies in a timely and professional manner.

DESCRIPTION:

The Budget Division is responsible for preparing, coordinating, monitoring and administering the annual operating budget, assisting in special project research, preparing fiscal policy reports and conducting financial analyses for the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	108,280	110,233	110,233	110,233	115,391
Supplies & Materials	375	398	344	344	398
Services & Maintenance	3,756	5,012	5,066	5,066	5,012
Internal Services	12,616	12,617	12,617	12,661	13,565
Capital Equipment	0	0	0	0	0
Subtotal	125,027	128,260	128,260	128,304	134,366
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	125,027	128,260	128,260	128,304	134,366

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

BUDGET

GOALS:

- Produce a balanced operating budget as required by City Charter, Article III, Section 4 (I) and Article II, Section 17-205 of the Oklahoma Municipal Budget Act.
- Help decision-makers make informed choices about the use of services and capital assets by assisting in research efforts and analysis.
- Stay informed, up-to-date and educated on various technical and policy issues affecting government finance in order to provide professional support and training to others on finance, budget and accounting issues.
- Provide departments with clearly defined financial policies and procedures as they relate to finance and budget transactions to ensure compliance with City Manager, City ordinances and other regulatory governmental agency requirements.
- Monitor operational activities, and proactively strive to improve processes.

OBJECTIVES:

- Ensure the annual operating budget is timely, accurate, and meets the criteria set forth in the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program.
- Assist City departments, Council members and citizens in research efforts and developing approaches to achieve goals by providing accurate information to requestors in a timely manner or directing them to the appropriate resource.
- Increase awareness/knowledge related to various finance and budget issues through workshops and correspondence.
- Monitor daily financial activities for appropriateness/compliance and provide monthly reports to ensure that expenditures are within budgetary guidelines.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	23	24	25	25	26
City Manager's Proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	77 days	80 days	70 days	79 days	80 days
Respond to requests for information within required time limit, 95% of the time	98%	98%	95%	98%	98%
Number of Training Workshops conducted/ attended	1/5	1/5	2/3	1/2	2/3
Number of budget transfer requests annually	1,902	1,948	1,100	1,110	1,100
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	-2.98%	-10.93%	95%	42.07%	95%
Actual revenues received vs. budget	+12%	-2.98%	n/a	+1.94%	n/a
Actual expenditures vs. budget	-14.03%	-7.9%	n/a	+69.46%	n/a

DIVISION SUMMARY

010-3021 INFORMATION TECHNOLOGY

MISSION:

The mission of the Information Technology Division is to manage the City of Norman's information system and telecommunication system resources on behalf of the citizens, elected officials, and staff members of the City of Norman to ensure that they receive the maximum possible return on their investment in those resources and that those resources are properly utilized, safeguarded, and available when needed.

DESCRIPTION:

During FYE 14, the Information Technology Division of the Finance Department became its own Department. See page184 for more information.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	878,340	0	0	0	0
Supplies & Materials	22,694	0	0	0	0
Services & Maintenance	361,897	0	0	0	0
Internal Services	12,850	0	0	0	0
Capital Equipment	17,678	0	0	0	0
Subtotal	1,293,459	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,293,459	0	0	0	0

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

See new Information Technology Department (pages 184-186)

OBJECTIVES:

DIVISION SUMMARY

010–3023 OFFICE SERVICES

MISSION:

Office Services Division provides document solutions, printing, copying, scanning, and mailing services within the City of Norman. It is our commitment to consistently provide exceptional customer satisfaction, with priorities focused on meeting deadlines, quality standards, and professionalism. It is our promise to identify cost saving measures, minimize waste, and utilize technological advances to meet and exceed the needs of the City regularly.

DESCRIPTION:

Office Services Division:

- produce high volume production printing / copying, scanning, and duplicating services to divisions and departments within the City of Norman
- assist in the use of multifunction printers / copiers and scanners
- provide technical advice of various capacities within the organization, as well as vendors and outside source investigation of price, specifications, and logistics
- contacting vendors including suppliers, maintenance, and installation involved in the purchase of equipment, to guarantee the best price, when possible
- process all internal and external mail daily for City of Norman

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	111,930	114,950	114,950	114,950	101,174
Supplies & Materials	23,676	24,726	24,852	24,852	24,426
Services & Maintenance	121,942	111,455	111,479	110,848	111,570
Internal Services	1,181	1,149	1,149	1,149	1,264
Capital Equipment	20,504	0	102	102	0
Subtotal	279,233	252,280	252,532	251,901	238,434
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	279,233	252,280	252,532	251,901	238,434

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

- Reduce the number of unneeded copies
- Strive for efficient excellence, flawless execution for quality and quantity while delivering a superior product in-house rather than outsourcing
- Review, examine, and evaluate needs of divisions citywide in effort to assist in time saving measures

OBJECTIVES:

- Improve customer satisfaction, reduce turn-a-round time for jobs by 5%
- Utilize technology by imposition prior to printing
- Ensure we are getting best possible price on supplies
- Increase waste awareness by sampling

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	5%	5%	>5%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	100%	100%	100%	98%	100%
Reduce follow up time	n/a	n/a	10%	8%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	n/a	n/a	100%	95%	100%
Reduce outside printing costs by specified percentage	10%	10%	10%	8%	10%

DIVISION SUMMARY

010-3025 TREASURY

MISSION:

The primary mission of the Treasury Division is to act as the City's receipting and disbursing agent of public financial assets in order to maximize the utilization and safekeeping of City funds while maintaining a customer oriented and professional attitude.

DESCRIPTION:

Processing all City revenues, which include utility deposits and payments, processes and generates accounts receivables billing and maintains accounts receivable records for invoice billing and receiving revenues generated by all departments throughout the City. Making bank deposits daily. Maintaining the City's operating fund for all the departments by reimbursement of petty cash tickets, trip requests and writing checks. Responsibilities include processing and balancing Site Development, Inspection deposits, Oil and Gas Cash Bonds, Bulk Water deposits, and all the liability funds. Maintaining Utility Bank Drafting records and processing for bank debits and credits. Maintains and processes all returned checks. Processes utility and other types of credit card payments including the Interactive Voice Response (IVR) utility payments made by customers on the phone, and the Click to Gov (online utility payments made by customers), and maintains all credit card records for Municipal Court, Parks and Recreation, Westwood Golf, Planning/Development Service the Transfer Station, NPD Records and Animal Welfare. Maintains and processes all purchase orders made from use of more than 17 departmental corporate credit cards.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	362,747	364,870	363,847	363,847	366,623
Supplies & Materials	2,526	2,100	3,040	3,040	2,125
Services & Maintenance	310,418	277,063	277,539	277,539	277,063
Internal Services	6,749	7,088	7,088	6,542	8,250
Capital Equipment	577	3,250	3,258	3,258	8,675
Subtotal	683,017	654,371	654,772	654,226	662,736
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	683,017	654,371	654,772	654,226	662,736

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

- Timely and accurate receiving of customer payments and revenues.
- Cross training of all clerks in Treasury Division.
- Provide better means of storing records.
- Continue to track payment errors.

OBJECTIVES:

- Deposit all funds in financial institutions in a timely manner.
- Improve and increase cross training of employees, and customer service skills.
- Reduce storage by using spoolview, scanning and reorganizing storage areas.
- Reduce payment errors.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	20	80	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	40 hours	24 hours	24 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

- To provide accurate and efficient billing services for the City of Norman utility customers.
- To be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customer and their needs.
- To educate customers regarding operating procedures to maintain an informed citizenry.
- To research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

The Utility Division consists of Utility Billing, Customer Service and Meter Reading/Field Service sections. The Division opens accounts, closes accounts, notifies customers of delinquency, reads meters, verifies unusual water consumption, investigates unauthorized water usage, connects and disconnects water service, provides customer service for City utility accounts, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	12	12	12	12	14
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	14

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	743,658	738,826	738,826	738,826	822,775
Supplies & Materials	23,687	26,360	31,998	28,900	23,617
Services & Maintenance	265,104	241,446	238,065	238,065	245,801
Internal Services	108,752	122,264	122,264	123,267	111,539
Capital Equipment	1,000	101,278	131,070	131,070	157,712
Subtotal	1,142,202	1,230,174	1,262,223	1,260,128	1,361,444
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,142,202	1,230,174	1,262,223	1,260,128	1,361,444

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

- To further trust in City government by providing accurate and timely billing for utility customers (within two days of target date).
- Accommodate customers by providing payment options.
- To increase the quality of life in Norman by instituting the "Good Neighbor Policy" which benefits both the customer and the City.
- To ensure that each employee provides informative, courteous, customer service and all customers are treated with respect and fairness. To be knowledgeable about all utility related issues important to the City and citizens.
- To better direct customers to the proper area.
- To work with each employee on a personal goal and objective platform in order to increase job satisfaction.
- To read water meters in a timely and accurate manner.
- To maintain meter boxes in order to get accurate readings.

OBJECTIVES:

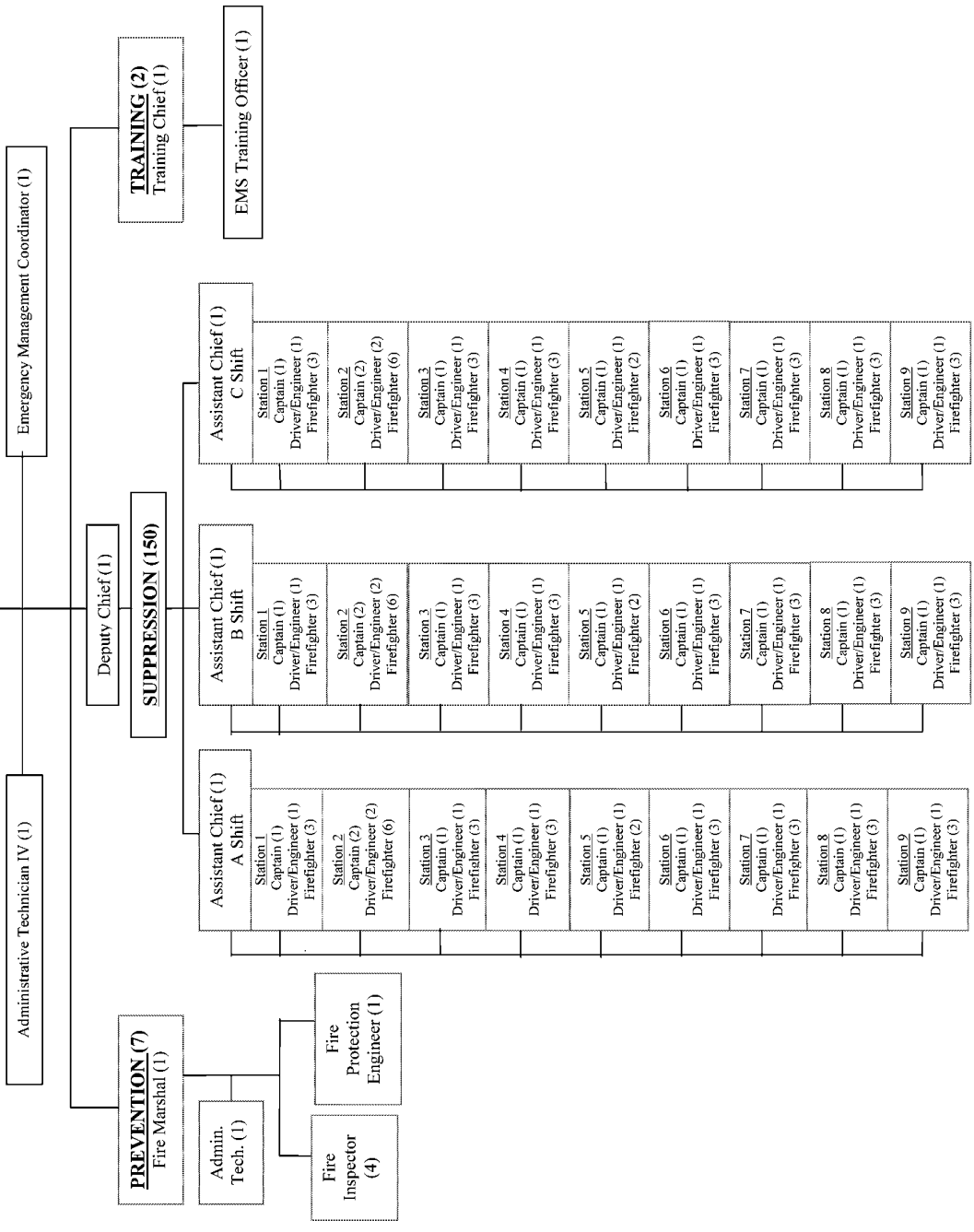
- Maintain accurate water meter reading schedules with a variance of less than 1%.
- Clean 183 meter boxes every month.
- Decrease billing errors by <1% of total billing.
- Decrease amount of delinquency accounts by 1% of total delinquency.
- Provide at least one training session per year for employees. Instill pride and confidence in employees, which will be reflected in better performance.
- Provide more direct access to customers by recorded voice commands.
- Implement a complaint/request tracking system.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Meter Reading Services:					
Percentage of routes read on time (every 28 to 31 days)	56%	60%	65%	68%	68%
Training seminars provided per employee	0	0	0	0	3
Keep meter reading error rate under 1%	0.5%	0.5%	0.5%	0.5%	0.5%
Average number of meters read per month	37,363	37,363	37,680	37,576	38,290
Utility Customer Service:					
New residential accounts processed	n/a	n/a	n/a	n/a	n/a
New business accounts processed	n/a	n/a	n/a	n/a	n/a
Delinquency notices issued	n/a	n/a	n/a	n/a	n/a
Number of accounts billed through ACH	n/a	n/a	n/a	n/a	n/a
Accounts turned over to external collection agency	n/a	n/a	2,500	1,600	2,500
Number of customer requested service orders	n/a	n/a	n/a	n/a	n/a
Number of customer supplied leak adjustment requests	n/a	n/a	n/a	n/a	n/a

FIRE DEPARTMENT

163 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

The Norman Fire Department is committed to the efficient delivery of quality safety and protective services to the citizens of Norman.

DESCRIPTION:

The Norman Fire Department protects the citizens of Norman from emergencies and disasters through hazard suppression, prevention, mitigation, and educational programs.

*Beginning in FYE 11, personnel employed with the Public Safety Sales Tax Fund and their expenditures are accounted for in Fund 15 – Public Safety Sales Tax Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	133	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	133	133	133

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	12,734,295	13,298,369	13,271,869	13,271,869	13,448,929
Supplies & Materials	460,204	340,905	362,721	373,454	280,522
Services & Maintenance	228,570	370,259	452,918	429,718	544,424
Internal Services	624,812	1,070,783	1,070,783	1,100,419	987,854
Capital Equipment	283,626	156,885	345,239	345,239	218,424
Subtotal	14,331,506	15,237,201	15,503,530	15,520,699	15,480,153
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	14,331,506	15,237,201	15,503,530	15,520,699	15,480,153

DIVISION SUMMARY

010-6440 ADMINISTRATION

MISSION:

The Fire Department Administration Division facilitates the effective integration and application of all available resources.

DESCRIPTION:

The Fire Department Administration Division provides for the general supervision of all activities in the Fire Department and is responsible for short and long-range department planning, budget formulation and administration, personnel administration, and the assembling and effective distribution of all Fire Department resources.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	412,866	406,228	406,228	406,228	415,415
Supplies & Materials	14,523	16,090	18,087	16,408	13,618
Services & Maintenance	107,451	127,963	128,541	105,341	143,728
Internal Services	12,076	11,284	11,284	12,824	12,171
Capital Equipment	3,501	0	0	0	0
Subtotal	550,416	561,565	564,140	540,801	584,932
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	550,416	561,565	564,140	540,801	584,932

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Supervise and oversee all Fire Department activities in order to assure effective service to the public.
- Coordinate and implement departmental planning; budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Review and update policy, procedures, rules and regulations for the Fire Department.

OBJECTIVES:

- Pursue individual protocol policy for EMT-P.
- Planning and preparation for improving ISO rating for rural Norman.
- Oversee implementation of CAD/RMS for Fire Department use.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
CAD/RMS training	n/a	25%	100%	100%	100%
Equipment installation	n/a	0%	100%	100%	100%
ISO rating improvement	n/a	0%	25%	25%	100%

Notes to Results Report:

EMT-P – Emergency Medical Technician-Paramedic
CAD/RMS – Computer Aided Dispatch/Records Management System
ISO – International Organization for Standardization

DIVISION SUMMARY

010-6444 EMERGENCY MANAGEMENT

MISSION:

To safeguard the community from the effects of disaster through a comprehensive disaster preparedness program.

DESCRIPTION:

The Emergency Management Division provides for warning to the community in case of natural, man-made, or technological disaster, and for coordinating mitigation, preparedness, response, and recovery operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	99,682	102,796	102,796	102,796	106,833
Supplies & Materials	9,238	8,559	10,376	7,901	15,836
Services & Maintenance	4,976	5,991	5,449	5,449	5,091
Internal Services	3,874	4,591	4,591	2,759	3,550
Capital Equipment	51,349	0	8,227	8,227	26,700
Subtotal	169,119	121,937	131,439	127,132	158,010
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	169,119	121,937	131,439	127,132	158,010

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY MANAGEMENT

GOALS:

- Plan for and coordinate mitigation; preparedness; response and recovery operations throughout the City
- Give warning to the community in case of impending natural, man-made, or technological emergency
- Continue integration of the National Incident Management System (NIMS) into the City Emergency Operations Plan
- Maintain a Community Emergency Response Volunteer Program

OBJECTIVES:

- Increase public awareness of severe weather safety
- Coordinate staff activities in review and update of the Emergency Operations Plan
- Coordinate and present applicable NIMS training
- Provide community outreach concerning severe weather warning and expected actions

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	1	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	2	2	2	2	2
Audible tone warning system tested	48	48	48	48	48
Training attended	8	6	8	8	8
Public awareness activities	6	8	6	6	6
Staff exercises	0	0	1	1	1

DIVISION SUMMARY

010-6442 PREVENTION

MISSION:

Develop and maintain effective partnerships between the Fire Department and all segments of the community for the cause of public safety of the community to decrease the incidence of uncontrolled fire.

DESCRIPTION:

The Fire Prevention Division provides for the public safety and reduces the incidence and effects of fires by developing and enforcing fire safety codes and ordinances; by educating and informing the public in effective safety practices; and by investigating and analyzing fire cause and behavior, determining the nature and scope of the local fire problem.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	757,800	762,062	762,062	762,062	788,313
Supplies & Materials	24,658	19,546	30,852	30,024	19,009
Services & Maintenance	12,616	10,865	10,290	10,290	10,865
Internal Services	26,864	33,054	33,054	33,991	23,188
Capital Equipment	31,546	0	10,139	10,139	37,016
Subtotal	853,484	825,527	846,397	846,506	878,391
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	853,484	825,527	846,397	846,506	878,391

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

- Provide for the public's safety by creating awareness of fire as a personal, family, business and community concern and by securing the cooperation of individuals and property owners in fire-safe practices for the safety of themselves and others.
- Maintain Fire Inspector and Fire Protection Engineer skills to current state law and national standards.
- Provide for a fire-safe community through the development of fire safety codes and ordinances, and inspection and enforcement by discovering and correcting deficiencies that pose a threat to life and property from fire.
- Provide for the public safety through engineering and plan review to ensure compliance with the fire protection and life safety provisions of the fire prevention code.
- Determine the nature and scope of the local fire problem by identifying areas that may require corrective educational efforts, inspection emphasis, and legislation or criminal prosecution.

OBJECTIVES:

- Conduct 100% of all educational programs requested by the public. Host the annual Fire Prevention Week, Arson Awareness Week, Norman Regional Hospital Kids are Special Program, participate in Safety Town and other activities related to public education.
- Maintain Fire Inspector and Fire Protection Engineer skills through certifications to current state law and national standards by attending CLEET courses, seminars and the National Fire Academy. Have qualified Fire Inspectors complete the state CLEET requirement. Send rookie Fire Inspectors to Inspection and Investigation schools for certification.
- Inspect 100% of all new construction and existing "Target Hazard" properties subject to the Fire Prevention Code annually.
- Inspect 100% of all existing small unit properties subject to the Fire Prevention Code biannually.
- Examine 100% of all plans submitted for deficiencies of built-in safeguards designed to prevent fire from starting, protect the occupants and limit the spread of the fire, should it occur.
- Determine the cause for 90% of all fires that occur. Maintain a 60% clearance rate and 95% conviction rate for fires determined to be arson.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of public education events conducted	125	140	140	150	140
Number of personnel fully certified	4	4	4	4	4
Code Enforcement inspections	3,576	2,982	3,700	4,000	3,500
Number of plans reviewed	632	648	500	675	630
Fire cause determined	93%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%

DIVISION SUMMARY

010-6443 SUPPRESSION

MISSION:

Fire Suppression Division forces are in a constant state of readiness to respond effectively to any emergency need.

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	120	120	120	120	120

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	11,254,603	11,801,206	11,774,706	11,774,706	11,903,198
Supplies & Materials	404,084	286,012	292,908	308,985	221,850
Services & Maintenance	100,892	213,620	296,602	296,602	211,420
Internal Services	578,982	1,018,518	1,018,518	1,047,372	945,111
Capital Equipment	194,214	153,685	323,673	323,673	77,420
Subtotal	12,532,775	13,473,041	13,706,407	13,751,338	13,358,999
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	12,532,775	13,473,041	13,706,407	13,751,338	13,358,999

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	734	450	964	500	550
Emergency medical calls answered	8,237	8,396	8,908	8,500	8,700
Average response time (urban area)	No information	No information	5.2 minutes	5.0 minutes	5.0 Minutes
Fire loss per capita	$44.04	$89.76	$35.00	$35.00	$35.00
Ratio to national per capita loss	114%	200.13%	80%	85%	90%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-6441 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

The Training Division provides for the development and maintenance of essential job skills for all Fire Department members through modern and comprehensive training programs. Training also provides staff support in all areas of human resource management and development.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	209,344	226,077	226,077	226,077	235,170
Supplies & Materials	7,700	10,698	10,498	10,136	10,209
Services & Maintenance	2,635	11,820	12,036	12,036	173,320
Internal Services	3,017	3,336	3,336	3,473	3,834
Capital Equipment	3,016	3,200	3,200	3,200	77,288
Subtotal	225,712	255,131	255,147	254,922	499,821
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	225,712	255,131	255,147	254,922	499,821

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency.
- Expand local training opportunities.
- Maintain a certified Firefighter I facility.

OBJECTIVES:

- Provide courses needed to bring necessary staff members to the "Train the Trainer" level for Firefighter I certification training.
- Maintain required proficiency certifications through internal training programs for all members.
- Increase participation in outside training programs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

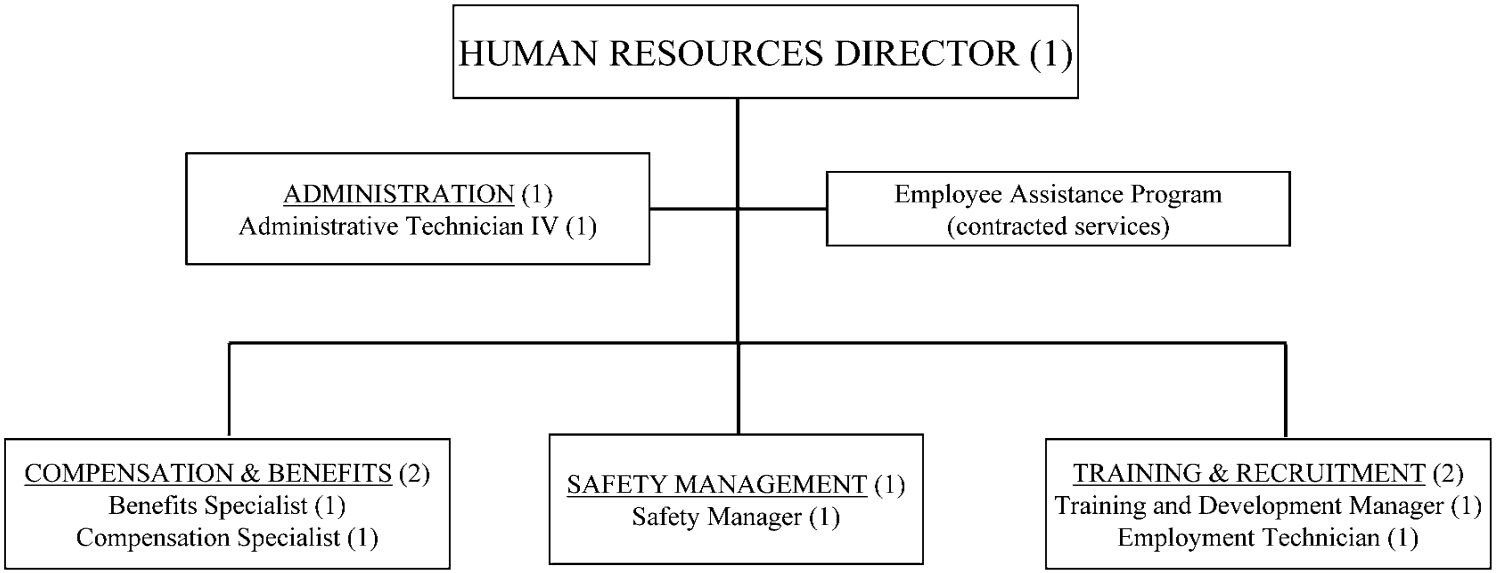
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	29,653	29,231	30,000	30,000	35,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	93	102	120	110	120
Total EMT-Basic members	117	125	135	129	135

Notes to Results Report:

EMT-B – Emergency Medical Technician-Basic

HUMAN RESOURCES DEPARTMENT

7 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL HUMAN RESOURCES DEPARTMENT

MISSION:

The Human Resources Department is committed to hiring, developing, and retaining a diverse, knowledgeable and effective workforce focused on providing high quality and cost-effective services to Norman citizens. Through leadership, direction, and support, the Human Resources staff partners with managers and employees to provide strategies that support a fair and equitable Human Resources system that values employees. Our programs are designed to optimize contributions to City Council goals and promote open communication between and representation of management and labor aimed at assisting the City government to operate in a financially responsible manner.

DESCRIPTION:

The Human Resources Department fulfills this mission through:

- Administration of all human resource programs, policies, employee relations and benefits through service guided by integrity and professionalism.
- Recruitment and selection in compliance with federal, state, and local laws.
- Training and development to further strengthen our premier workforce and maximize individual and organizational performance.
- Safety management and employee assistance dedicated to the well-being of employees and citizens and aimed at minimizing the adverse effects of risk to the organization.
- Maintenance of an equitable classification and compensation system for municipal employees.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	546,382	546,822	546,822	546,822	554,769
Supplies & Materials	23,325	26,197	31,138	31,138	26,372
Services & Maintenance	229,309	255,344	261,392	258,320	312,794
Internal Services	38,952	38,074	38,074	39,536	42,385
Capital Equipment	7,706	53,494	53,494	53,494	6,600
Subtotal	845,673	919,931	930,920	929,310	942,920
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	845,673	919,931	930,920	929,310	942,920

DIVISION SUMMARY

010-3130 HUMAN RESOURCES

MISSION:

The Human Resources Department is committed to hiring, developing, and retaining a diverse, knowledgeable and effective workforce focused on providing high quality and cost-effective services to Norman citizens. Through leadership, direction, and support, the Human Resources staff partners with managers and employees to provide strategies that support a fair and equitable Human Resources system that values employees. Our programs are designed to optimize contributions to City Council goals and promote open communication between and representation of management and labor aimed at assisting the City government to operate in a financially responsible manner.

DESCRIPTION:

The Human Resources Department fulfills this mission through:

- Administration of all human resource programs, policies, employee relations and benefits through service guided by integrity and professionalism.
- Recruitment and selection in compliance with federal, state, and local laws.
- Training and development to further strengthen our premier workforce and maximize individual and organizational performance.
- Employee assistance dedicated to the well-being of employees and citizens and aimed at minimizing the adverse effects of risk to the organization.
- Maintenance of an equitable classification and compensation system for municipal employees.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	477,781	490,439	490,439	490,439	495,190
Supplies & Materials	15,627	16,900	20,000	20,000	17,075
Services & Maintenance	134,563	142,377	147,437	144,365	222,379
Internal Services	38,952	38,074	38,074	39,536	42,385
Capital Equipment	7,706	51,694	51,694	51,694	6,600
Subtotal	674,629	739,484	747,644	746,034	783,629
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	674,629	739,484	747,644	746,034	783,629

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

- Provide and interpret policies, procedures, programs and collective bargaining agreements that uphold the welfare, safety, and rights of employees and management.
- Facilitate productive management/employee workplace partnerships, conflict resolution and negotiation.
- Utilize recruitment and selection methods that contribute to our highly qualified workforce.
- Administer a quality benefit program and employee classification and compensation system that is cost effective and assists in attracting and retaining employees.
- Educate employees to be more knowledgeable about their benefits and to deal effectively with health care providers.
- Provide appropriate evaluation criteria for assessing and improving job performance.
- Support City organizational goals by managing training and development systems to bring about changes in people and processes that improve employee performance and so contribute to the City's business results.
- Contribute as a strategic partner in new technology implementation and E-Government services.
- Lead quality management initiatives to ensure continuous process improvement and compliance to quality standards.
- Contribute to a high level of employee engagement that supports individual, group, and organizational performance.

OBJECTIVES:

- Reduce non-conformances related to human resource policies, practices and procedures and employment law through management/supervisory training and counseling.
- Reduce grievances through union and management consultation.
- Recruit, hire and promote highly qualified individuals for entry level and key positions.
- Conduct an active benefits communication program.
- Improve job performance utilizing an evaluation system that provides for year-round action planning and coaching opportunities.
- Conduct programs in leadership and supervisory development.
- Provide Computer Training Lab services for software training, development, testing, and project support.
- Design interactive Human Resources Website to meet needs of internal and external customers.
- Manage quality initiative through the American Public Works Association and Environmental Management Systems project team.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	95%	71%	90%	60%	70%
# of grievances / % total employees	19 / 2.3%	7 / .84%	6 / .72%	5 / .60%	6 / .72%
Percent of new hires successfully completing six-month probation	96%	82%	94%	91%	90%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name*	n/a	76.41%	n/a	76.50%	76.60%
Total prescription plan cost*	n/a	$2,354,225	n/a	$2,000,000	$1,900,000
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	96%	98%	95%	97%	97%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$57,330	$49,920	$52,500	$60,000	$45,000
Number of training hours provided in the Computer Training Lab	4,088	3,328	3,500	4,000	3,000
Website utilization/average number of visits per month					
to Human Resources site:	3,553	4,955	5,500	5,000	5,000
to Job Posting Site/% of HR site visits	3,129/80%	4,422/89%	4,950/90%	4,500/90%	4,500/90%
APWA Re-Accreditation Internal Audits	81/465	160/484	354/465	484/484	242/484
34, chapters, 484 management practices	17.42%	33.06%	76.13%	100%	50%
% internal audits completed					
Percent of Environmental Management Plans implemented (16 plans/8 divisions)	37.5%	63%	75%	75%	100%
Percent of employees participating in special events and programs	15%	16%	15%	15%	15%

*Change in Health Plan Administrator, data not available at this time.

DIVISION SUMMARY

010-3192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

Provide cost-effective, responsive service that intervenes and helps resolve existing problems that can interfere with an employee's ability to function on the job effectively, efficiently, and safely. Provide a pro-active service that helps prevent problems for the City and employees.

DESCRIPTION:

A comprehensive and confidential program which provides prevention of employee problems through education, assessment and counseling. Coordinates and monitors the alcohol testing and drug test scheduling.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	44	44	44	44
Services & Maintenance	24,948	24,949	24,949	24,949	24,949
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	24,948	24,993	24,993	24,993	24,993
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	24,948	24,993	24,993	24,993	24,993

DIVISION SUMMARY

010-3132 SAFETY

MISSION:

It is the primary mission of the Safety Division to coach and train all City employees to provide municipal services in a manner that minimizes worksite hazards, prevent injuries to people and damage to property and equipment. It is also the mission of this division to ensure that the citizens are protected from potential hazards that may be caused by the City employees engaged in service operations.

DESCRIPTION:

The Safety Division provides City employees with the oversight, coaching and training to assure that safe operations will be the first priority in all City activities. All practical steps shall be taken to maintain a safe and healthy workplace, reasonably complying with all applicable regulations. These assurances are managed through regular worksite inspection, hazard assessment, activity hazard analysis, training needs assessment – gap analysis, and providing the appropriate training / coaching / guidance to the employees.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	68,601	56,383	56,383	56,383	59,579
Supplies & Materials	7,698	9,253	11,094	11,094	9,253
Services & Maintenance	69,798	88,018	89,006	89,006	65,466
Internal Services	0	0	0	0	0
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	146,097	155,454	158,283	158,283	134,298
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	146,097	155,454	158,283	158,283	134,298

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

- Continue to develop effective safety practices for each department.
- Continue to inspect facilities to ensure all employees are safe and free from workplace hazards.
- Continue to provide training opportunities for employees that will improve their personal safety efforts.
- Inspire employees to have a more involved workforce in safety procedures and policies.

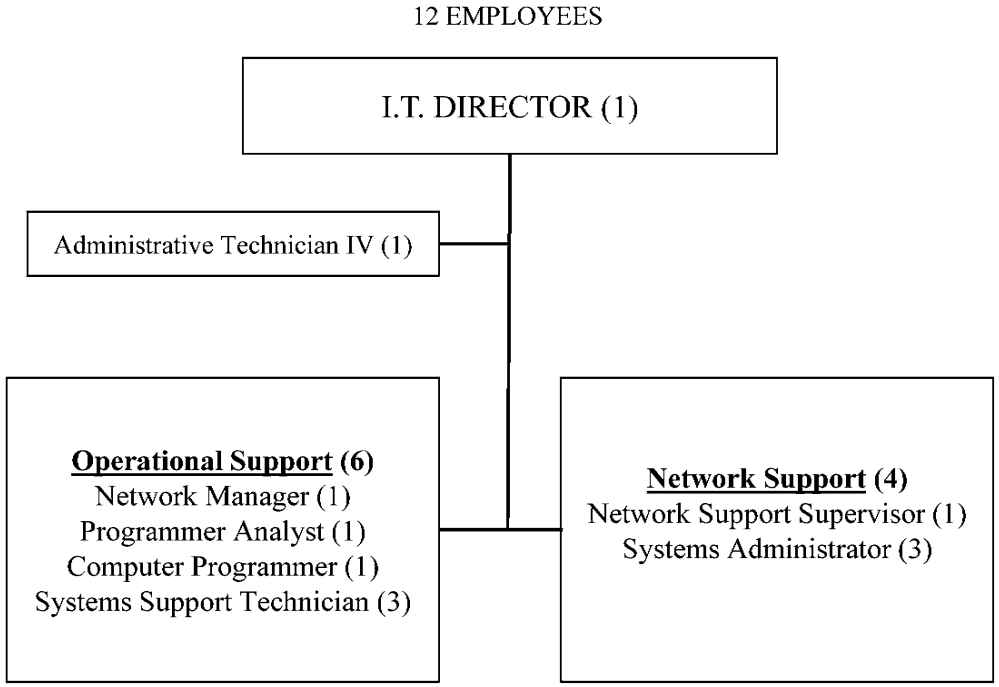
OBJECTIVES:

- Conduct monthly safety meetings at each CON facility and train to OSHA standards.
- Mentor departmental safety committees for all departments.
- Provide formal instruction to operations employees to ensure that they are trained in correct trenching and shoring operations, confined space operations, traffic safety, operational risk assessment, vehicle operation, and regulatory compliance.
- Conduct quarterly inspections of all CON facilities to ensure hazard free facilities.
- Conduct First Aid/CPR.AED Training to have a better chance of having more suitable first responders readily available for emergency situations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Training of employees in First Aid/CPR/AED	n/a	n/a	45	40	80
Cost savings of certifying employees in First Aid/CPR/AED Training	n/a	n/a	$2,520	$2,520	$5,040
Conduct safety meetings at CON facilities to OSHA standards to help minimize accidents/incidents in all work environments	n/a	n/a	60 meetings	60 meetings	120 meetings
Conduct job hazard analysis at work sites and correct hazards, if applicable	n/a	n/a	20 JHAs	20 JHAs	40 JHAs
Implementation of CON Safety Committee to work together collectively to discuss hazards and make recommendation, as needed	n/a	n/a	3 meetings	3 meetings	12 meetings
Inspect all CON facilities and provide feedback to each department	n/a	n/a	10	10	30

INFORMATION TECHNOLOGY DEPARTMENT



DEPARTMENT SUMMARY

TOTAL INFORMATION TECHNOLOGY (010-2321)

MISSION:

The mission of the Information Technology (IT) Department is to provide the highest quality technology-based services, in the most cost-effective manner, with optimal delivery, to the citizens, elected officials, and staff members of the City of Norman ensuring the maximization of the citizens' financial investments and the proper utilization, security, performance and availability of those technology-based services.

DESCRIPTION:

The Information Technology Department provides information systems management services to all departments in the City of Norman. This support includes approximately 1,900 personal computers, laptops, and network infrastructure devices. These devices are required for server connectivity to a 5-building main campus and 27 remote sites. The local area and wide area networks (LAN/WAN) provides workstations connectivity to each wireless and wired workstation used by employees in the City of Norman. Services provided by the IT Department include email storage and support, internet access support, desktop support, document administration, departmental systems application support and implementation, enterprise application support in the form of IBM iSeries, quality control for implementation, network servers and virtualization administration and support, web page design, security, telecommunications including VOIP and wireless phones, server and PC configuration management, data storage management, project management, and infrastructure design and support.

*For previous year information see page 157

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	10	10	10	10	12
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	11	11	11	11	12

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	1,019,227	1,019,227	1,019,227	1,211,776
Supplies & Materials	0	62,197	80,710	74,982	79,363
Services & Maintenance	0	519,123	642,982	637,646	803,509
Internal Services	0	13,814	13,814	13,465	41,259
Capital Equipment	0	153,825	407,020	407,020	111,276
Subtotal	0	1,768,186	2,163,753	2,152,340	2,247,183
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	0	1,768,186	2,163,753	2,152,340	2,247,183

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

Information systems and infrastructure are utilized in every department within the City of Norman and therefore the services rendered by the City of Norman staff to the citizens of Norman are directly impacted by Information Technology. Our goal is to provide effective information technology solutions and support in the form of helpdesk operations, applications support, network and server support, and process development to all departments of the City of Norman in order to:

- Ensure the security, integrity, and proper utilization of the City's information and communication systems hardware, software, and data resources.
- Protect the citizens', elected officials', and staff members' investment in the City's information and communication systems resources.
- Ensure that the City's information and communication systems resources are available to City staff members and the public for IT support.
- Ensure that the City's employees have complete support and training for any and all IT systems utilized.

OBJECTIVES:

- Implement security tracking filter for email, network traffic, web filtering, and infrastructure protection to reduce and monitor system attacks and intrusions and to help create a solid sustainment strategy.
- Implement Trackit ticketing software enhancements, define, communicate, and follow a solid Service Level Agreement (SLA) for the user base, develop project RAILs, create reports in the Trackit system to measure on time delivery.
- IT staff to attend training for budgeted items, develop onboarding manual, organize meetings with HR for the proper systems removal and equipment collection of employees who terminate and implement these strategies. All items in this category must be 100% complete by the end of Fiscal Year 16.
- Report generation and monitoring for relevant critical systems, enhancements to the data backup strategy, creation and demonstration of disaster recover strategy.
- Monitoring software implementation and reporting, enhancement of data wiring of network cabinets, enhancement of electrical wiring, improvement of fire suppression and cooling systems, and improvement of battery backups at various city locations, fiber mapping and enhanced virtualization efforts.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

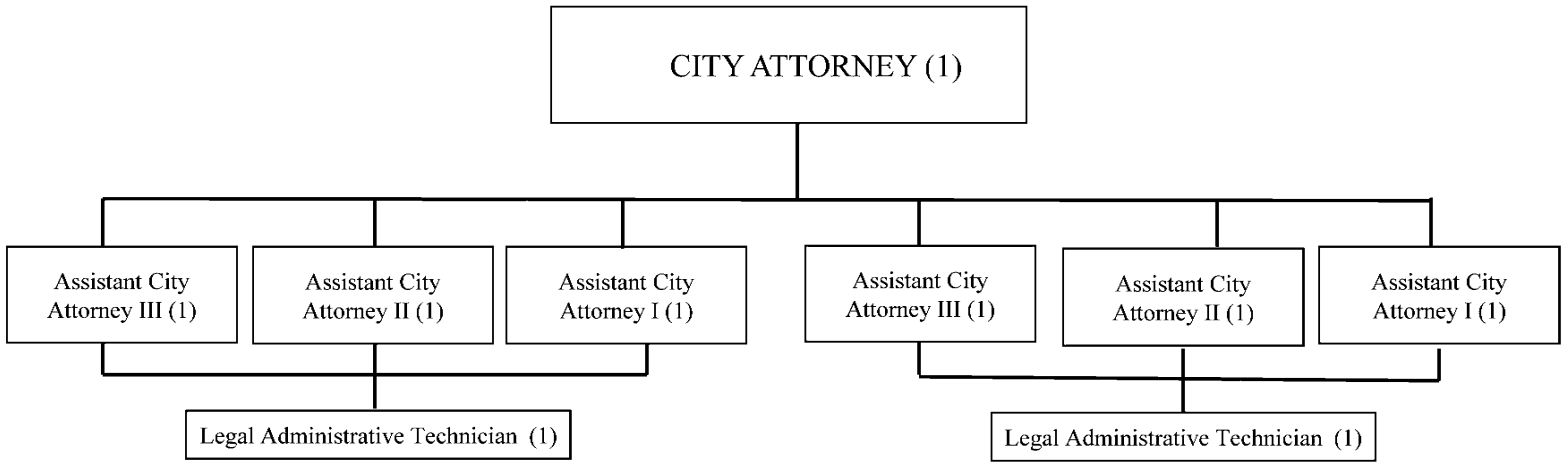
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
Performance Indicators:					
Number of IT work requests completed	6,433	4,379	4,005	4,500	5,000
Number of public safety users supported	307	307	310	323	340
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	n/a	400	440	440	713
Number of public safety vehicles outfitted with IT supported equipment	124	125	143	137	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	158	181	193	193	219
Number of public safety work requests resolved	2,012	1,356	1,522	1,550	1,800
Number of department system users supported (excluding public safety)	n/a	350	375	375	376
Number of department devices supported (excluding public safety)	n/a	1,500	1,505	1,505	1,550
Number of business applications supported	356	358	360	360	365
Number and type of major projects launched	14	13	13	13	16
Percent of servers virtualized	60%	64%	72%	68%	77%
Data growth in Terabytes**	118 TB	165 TB	180 TB	180 TB	300 TB

Notes to Results Report:

**1Terabyte = 1,024 Gigabytes and 1 Gigabyte is equivalent to a 65,000 page MS Word document file

LEGAL DEPARTMENT

9 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT (010-2220)

MISSION:

It is the mission of the Legal Department of the City of Norman to provide effective, efficient, professional, informed, progressive and preventive legal advice and services to the City Council, City Manager, City staff, Boards and Commissions; thereby, protecting the rights and interests of the citizens of the City of Norman and the City as a municipal corporation.

DESCRIPTION:

The Legal Department provides legal services through prosecution of cases initiated by the City, defends actions brought against the City, and provides legal opinions and legal advice on pertinent issues. The Legal Department provides legal research for the City Council, City Manager, City staff, Boards and Commissions. Department representatives attend all City Council meetings and attend Study Sessions and Board and Commission meetings, as requested. A Department Representative serves as Police Legal Advisor and attends Police staff meetings. The Department provides legal representation for Municipal Court prosecutions and appeals. The Department also provides leadership in community juvenile crime offender programs and in the operation of the Dispute Mediation Program.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	791,993	920,811	920,811	920,811	943,452
Supplies & Materials	6,729	12,698	14,077	14,077	12,973
Services & Maintenance	254,244	180,938	180,977	177,620	181,739
Internal Services	18,418	17,632	17,632	18,016	21,178
Capital Equipment	1,548	0	0	0	7,400
Subtotal	1,072,932	1,132,079	1,133,497	1,130,524	1,166,742
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	1,072,932	1,132,079	1,133,497	1,130,524	1,166,742

DIVISION SUMMARY

010-2220 LEGAL

MISSION:

It is the mission of the Legal Department of the City of Norman to provide effective, efficient, professional, informed, progressive and preventive legal advice and services to the City Council, City Manager, City staff, Boards and Commissions; thereby, protecting the rights and interests of the citizens of the City of Norman and the City as a municipal corporation.

DESCRIPTION:

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PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	791,992	920,811	920,811	920,811	943,452
Supplies & Materials	6,729	12,698	13,999	13,999	12,973
Services & Maintenance	252,047	180,938	180,649	177,292	181,333
Internal Services	18,418	17,632	17,632	18,016	21,178
Capital Equipment	1,548	0	0	0	7,400
Subtotal	1,070,734	1,132,079	1,133,091	1,130,118	1,166,336
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	1,070,734	1,132,079	1,133,091	1,130,118	1,166,336

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

LEGAL

GOALS:

- Continue to enhance tort claims process
- Process workers' compensation cases more efficiently
- Process expungements more efficiently to ensure statutory requirements are met
- Enhance individual expertise of staff in assigned topic areas
- Develop uniform procedure and tracking mechanism for requests for legal opinions
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property

OBJECTIVES:

- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish database and tracking mechanism for workers' compensation cases
- Maintain database and streamline tracking mechanism for expungements
- Establish database and tracking mechanism for legal opinions
- Present departmental in-service presentations following each training and seminar
- Establish database and streamline tracking mechanism for collection process

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	25%	25%	50%	25%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	90%	90%	95%	90%	95%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	50%	95%	95%	95%	95%
Develop database to track current workers' compensation cases under new Act and Guidelines effective February 1, 2014	95%	25%	25%	25%	95%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	95%	95%	95%
Attend Continuing Legal Education seminars and workshops that focus on specific issues facing the City of Norman and areas of specialty for staff	95%	95%	95%	95%	95%
Develop database to track requests for legal opinions, legal research and/or legal services	50%	20%	50%	15%	25%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	35%	35%	75%	35%	35%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	90%	90%	95%	95%	95%

DIVISION SUMMARY

010-1086 CHILDREN'S RIGHTS COMMISSION

MISSION:

The Children's Rights Coordinating Commission shall serve as an advisor to the City Council on the issue of children's rights and needs. The Commission educates the Norman community regarding children's needs, as they are relevant to the areas of child welfare.

DESCRIPTION:

The Children's Rights Commission serves as a liaison between the City Council and existing juvenile agencies in order to promote communication. It also serves to educate the Norman community about children's needs.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	78	78	0
Services & Maintenance	0	176	98	98	176
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	176	176	176	176
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	176	176	176	176

DIVISION SUMMARY

010-1085 HUMAN RIGHTS COMMISSION

MISSION:

The mission of the Human Rights Commission is to promote and encourage fair treatment and mutual understanding among all citizens, combat all prejudice, bigotry and discrimination, advise the City of Norman on human rights issues, coordinate citizen involvement, and promote equality in all fields of human relations.

DESCRIPTION:

The Human Rights Commission receives, investigates and seeks the satisfactory adjustment of complaints, which charge unlawful practices set forth in Chapter 7 of the Norman Code of Ordinances.

PERSONNEL:

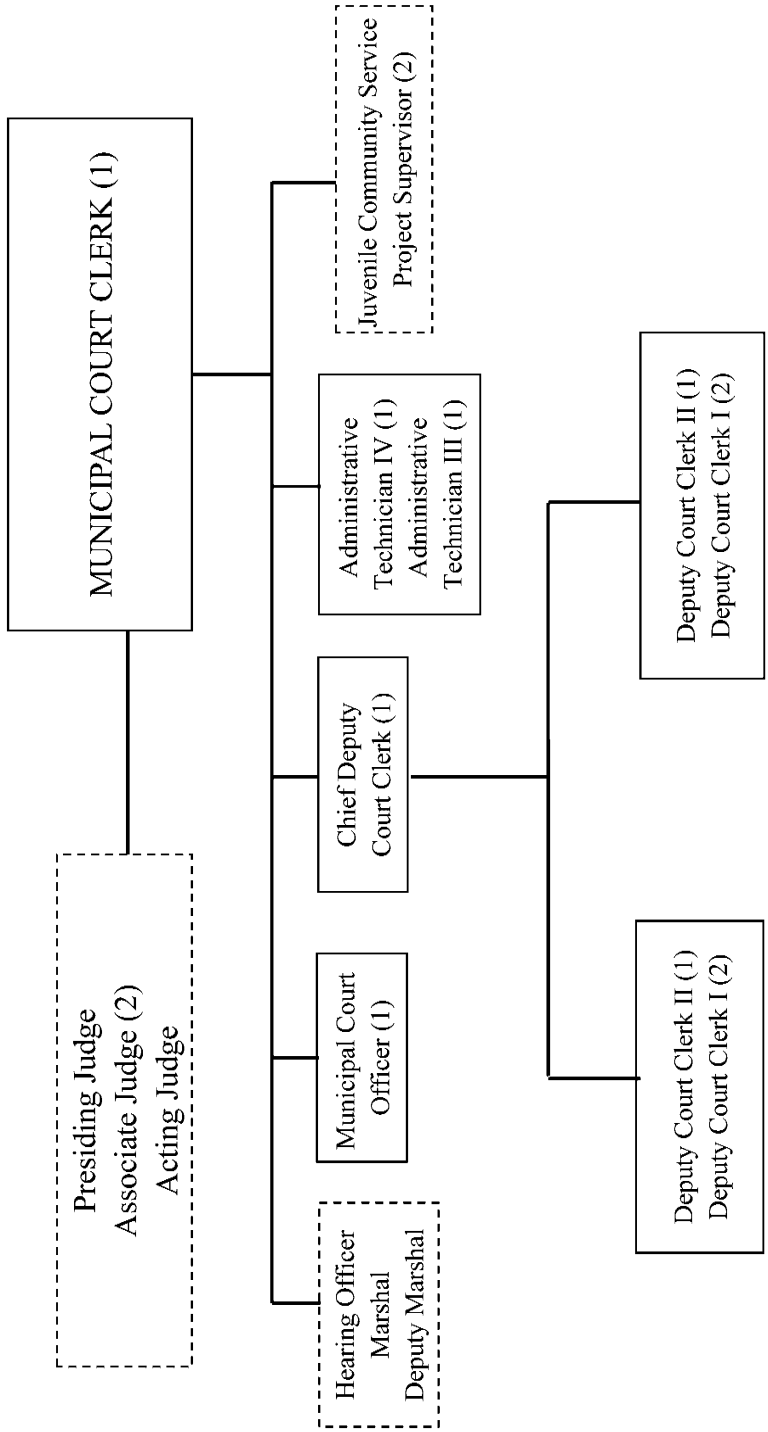
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	84	0	0	0	0
Services & Maintenance	0	230	230	230	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	84	230	230	230	230
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	84	230	230	230	230

MUNICIPAL COURT

11 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT (010-2120)

MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions0	1	1	0	0	0
Total Budgeted Positions	12	12	11	11	11

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	894,827	944,212	944,212	944,212	972,268
Supplies & Materials	6,638	10,533	12,242	12,212	13,038
Services & Maintenance	50,610	57,976	62,475	60,203	57,976
Internal Services	24,611	39,483	39,483	38,974	44,013
Capital Equipment	0	12,500	12,500	12,500	16,500
Subtotal	976,686	1,064,704	1,070,912	1,068,101	1,103,795
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	976,686	1,064,704	1,070,912	1,068,101	1,103,795

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

MUNICIPAL COURT

GOALS:

Access to Justice

- Provide access to the judicial system through court proceedings, operations and facilities.

Expedition and Timeliness

- Perform court functions within a proper, suitable and reasonable time.

Equality, Fairness and Integrity

- Afford equality, fairness and integrity to all who have business before the court.

Independence and Accountability

- Affirm and maintain distinction as a separate branch of government and account publicly for the court's performance.

Public Trust and Confidence

- Instill public trust and confidence through adherence to established performance standards.
- Provide educational training for court and legal personnel, emphasizing professional development.

OBJECTIVES:

Access to Justice

- Conduct court proceedings and other public business openly.
- Provide services to persons with special needs.
- Ensure customer service integrity.

Expedition and Timeliness

- Provide timely case processing while keeping current with incoming caseload.
- Maintain a high disposition rate.
- Recover costs for incarceration.

Equality, Fairness and Integrity

- Provide due process and equal protection of the law to all defendants.
- Provide indigent services to qualifying defendants.
- Ensure enforcement of court orders.
- Ensure accuracy and preservation of court records.

Independence and Accountability

- Clarify, promote, and institutionalize effective working relationships with other components of the justice system.
- Provide public education.

Public Trust and Confidence

- Enhance positive image of the court by maintaining a high level of professionalism in working relationships with other branches of city government, citizens, and other entities.
- Provide public education.
- Promote professional development for continuing education for Oklahoma Municipal Court Clerk's Association (OMCCA) certified personnel.

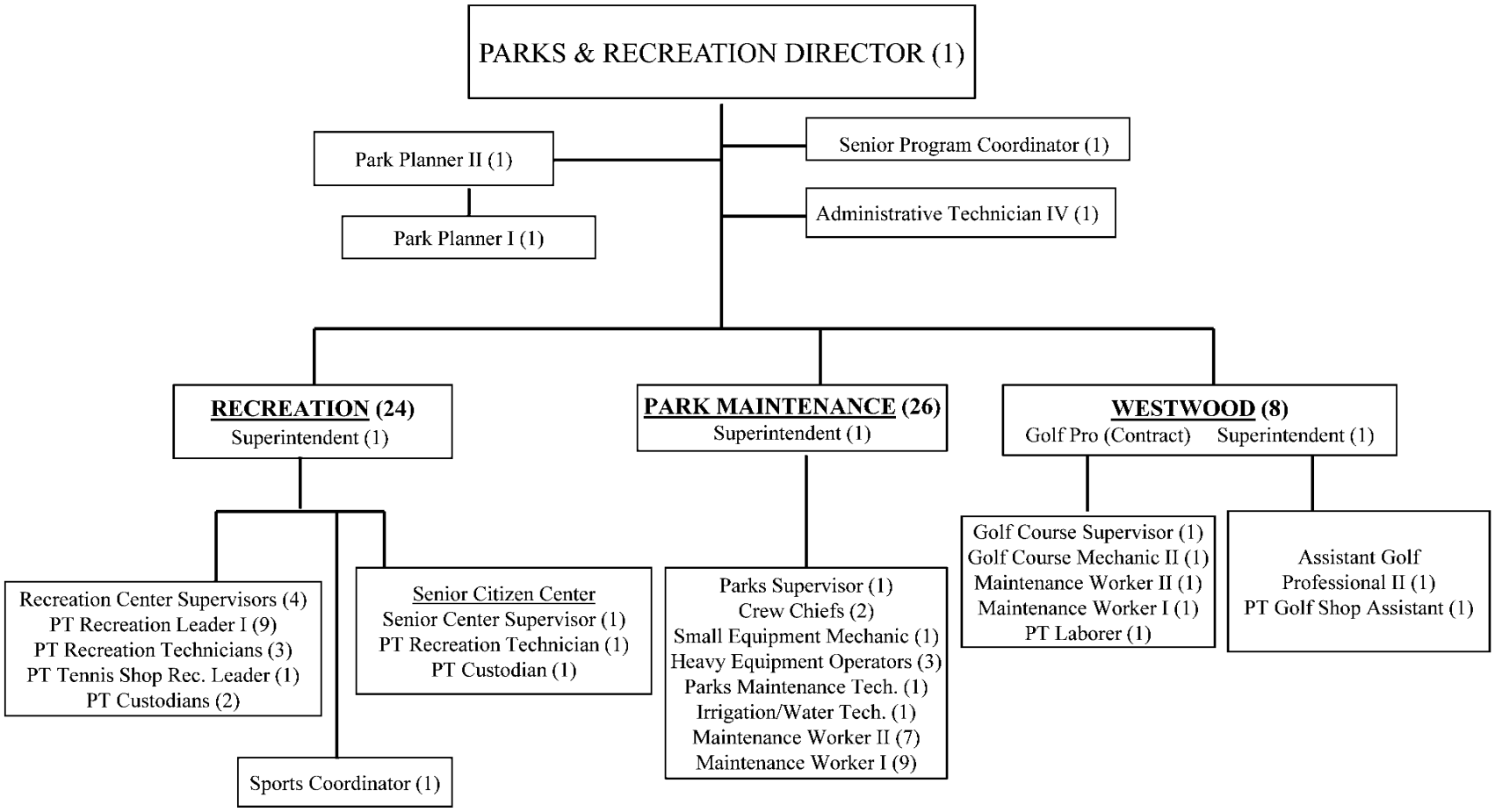
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Access to Justice:					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	2	2	3	3	3
Expedition and Timeliness:					
Cases disposed of within 90 days	91%	90%	93%	92%	93%
Administrative Deferred Sentence Program	765	459	500	1,288	750
Disposition rate of traffic and non-traffic cases	91%	87%	95%	84%	85%
Recovered costs for prisoner care	18%	17%	20%	16%	15%
Equality, Fairness and Integrity:					
Assignment of court appointed attorneys for indigent defendants within 48 hours of approval	100%	100%	100%	100%	100%
Ratio of warrants served to warrants issued	80%	82%	90%	71%	75%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions	2	3	2	4	4
Produce brochures and videos on court information	0	4	1	0	0
Public Trust and Confidence:					
Number of Community Outreach Events (Law Day for Youth)	1	1	1	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)*	36	38	48	52	48

Notes to Results Report:

*Tracked by fiscal year.

PARKS & RECREATION DEPARTMENT

63 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

The Parks and Recreation Department is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

The Parks and Recreation Department is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex. Management of the system includes the overall budget, accounting, purchasing, representation on City Boards and Commissions, representation to outside agencies, and the direction of the department in providing safe and enjoyable leisure activities and space for the citizens of Norman.

Beginning in FYE 12, Recreation Programs, the Senior Citizen's Center, and Youth Baseball and Softball is accounted for in the General Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	38	38	38	38	38
Part-time Positions	16	17	17	17	17
Total Budgeted Positions	54	55	55	55	55

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	3,093,733	3,220,809	3,212,609	3,212,609	3,249,628
Supplies & Materials	263,931	315,553	326,351	301,518	307,402
Services & Maintenance	513,705	599,212	612,074	508,721	627,777
Internal Services	338,243	365,548	365,548	378,371	335,871
Capital Equipment	173,162	809,000	850,759	850,759	330,706
Subtotal	4,382,773	5,310,122	5,367,341	5,251,978	4,851,384
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	4,382,773	5,310,122	5,367,341	5,251,978	4,851,384

DIVISION SUMMARY

010-7070 ADMINISTRATION

MISSION:

The Parks and Recreation Administration Division is committed to professional leadership and direction of all divisions of the department.

DESCRIPTION:

The Parks and Recreation Administration Division is responsible for the department's short and long range capital projects planning, administration of the department's budget, the effective distribution of the department's resources and professional guidance to each division.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	396,284	408,401	408,401	408,401	418,422
Supplies & Materials	5,237	4,147	5,915	5,915	3,972
Services & Maintenance	113,584	182,101	183,416	122,351	199,071
Internal Services	13,562	15,481	15,481	16,250	16,147
Capital Equipment	3,109	0	0	0	57,023
Subtotal	531,776	610,130	613,213	552,917	694,635
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	531,776	610,130	613,213	552,917	694,635

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- To provide leadership ensuring the successful operation of each division of the Parks and Recreation Department in the execution of their goals and objectives.

OBJECTIVES:

- To provide leadership and guidance to each division of the Parks and Recreation Department.
- To administer resource allocation for each division.
- To provide direction for the department as a whole.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	27,931	24,844	28,000	26,000	26,000
Westwood Golf participants	34,311	33,740	36,103	34,774	35,433
Forestry Programs participants	551	501	575	131	150
Recreation Programs participants	227,925	235,573	228,800	234,970	237,000
Youth Baseball/Softball participants	1,696	1,660	1,700	1,600	1,650
Senior Center participants	30,071	30,275	30,000	30,000	30,500
Total number of participants in activities listed above	322,485	326,593	325,178	327,475	330,733

DIVISION SUMMARY

010-7071 FORESTRY

MISSION:

To improve and preserve the City of Norman's tree canopy for appearance, safety and environmental purposes.

DESCRIPTION:

The Forestry Division administers planting programs and community forestry projects according to the community forestry plan and assists in a multiplicity of urban forestry activities interacting with other City departments, utility companies, State and Federal granting agencies and the citizens of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,706	9,743	10,148	10,148	9,743
Services & Maintenance	3,359	11,202	14,454	14,454	11,202
Internal Services	199	174	174	116	10
Capital Equipment	0	0	0	0	0
Subtotal	7,263	21,119	24,776	24,718	20,955
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	7,263	21,119	24,776	24,718	20,955

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FORESTRY

GOALS:

- Implement the Community Forest Management Plan; follow recommended priority removals, pruning, replacement and maintenance schedule.
- Promote and provide urban forestry public education opportunities.
- Maintain public urban forest health.
- Collaborate with all City departments, State agencies and non-profit organizations to enhance and improve the urban forest.

OBJECTIVES:

- Obtain required funding to follow recommended schedule of removals, pruning and replacement.
- Provide workshops, volunteer opportunities and special events that teach proper care and maintenance of the tree canopy.
- Implement maintenance schedule of all public trees.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Free Apache Foundation trees	550	501	575	123*	150*
Castlerock Park ODOT Tree Grant** FYE 2012; grant complete FYE 2015. Boy Scout Project participants	1	0	0	8	0

Notes to Results Report:

*Apache Free Tree Program was greatly reduced in the fall of 2014.
**Castlerock Park grant closed in the fall of 2014

ODOT – Oklahoma Department of Transportation

DIVISION SUMMARY

010-7097 HOLIDAY DECORATIONS

MISSION:

The mission of the holiday decoration division is to provide quality decorations to be displayed on City streets, the municipal complex and Andrews Park and Legacy Trail for the enjoyment of the general public.

DESCRIPTION:

The holiday decorations program provides attractive, lighted decorations to promote a festive holiday atmosphere. This program is facilitated by the Parks Maintenance Division of the Parks and Recreation Department. This Division's budget also includes the Fourth of July fireworks display.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	5,708	5,230	5,230	5,230	5,230
Services & Maintenance	20,000	21,500	21,500	21,500	31,198
Internal Services	2,975	2,885	2,885	4,482	4,313
Capital Equipment	0	49,000	49,000	49,000	0
Subtotal	28,683	78,615	78,615	80,212	40,741
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	28,683	78,615	78,615	80,212	40,741

DIVISION SUMMARY

010-7096 MOSQUITO CONTROL

MISSION:

The mission of the mosquito control program is to provide scientific surveillance and effective control of mosquitoes, while keeping chemical spraying to a minimum.

DESCRIPTION:

The mosquito control program is a surveillance program, which focuses on the identification and control of mosquito activity in areas throughout Norman. In lieu of spraying for fully mature (flying) mosquitoes, it is the intent to control the mosquito at the larvae stage of their development by providing a better and more extensive larvicide program and by educating the general public as to how to eliminate mosquito habitat in their neighborhoods.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	4,382	8,827	627	627	8,827
Supplies & Materials	1,049	1,350	1,350	1,350	1,350
Services & Maintenance	1,811	0	9,508	9,508	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	7,241	10,177	11,485	11,485	10,177
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	7,241	10,177	11,485	11,485	10,177

DIVISION SUMMARY

010-7084 PARK BOARD

MISSION:

The mission of the Board of Parks Commissioners is to assist the Parks and Recreation Department in providing accessible, attractive, enjoyable and safe park facilities and recreational activities to the citizens of Norman.

DESCRIPTION:

The Norman Board of Parks Commissioners is a board organized for the purpose of considering and investigating any matter affecting the development and betterment of park and recreational facilities and policies pertaining thereto, and to make recommendations as it may deem advisable to the City Council concerning the same. It is responsible for making recommendations to the City Council regarding a system of supervised recreation. The Board is specifically authorized to make recommendations to the City concerning the recreation programs and policies of the City.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	255	686	686	686	686
Services & Maintenance	0	81	81	81	81
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	255	767	767	767	767
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	255	767	767	767	767

DIVISION SUMMARY

010-7010 PARKS MAINTENANCE

MISSION:

The mission of the Parks Maintenance Division is to provide a park system in Norman, which is accessible, safe and enjoyable to the general public.

DESCRIPTION:

The Parks Maintenance Division is responsible for providing development and maintenance of the City's parks, recreation facility grounds, athletic fields, public grounds, as well as grounds at other City owned properties. These areas are maintained to aesthetically reflect community identity, enrich the quality of life and provide open space for leisure time activities.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	26

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,733,538	1,806,546	1,806,546	1,806,546	1,763,883
Supplies & Materials	202,118	241,549	244,860	220,113	226,339
Services & Maintenance	177,395	148,338	144,470	144,470	147,838
Internal Services	232,339	262,283	262,283	265,048	223,209
Capital Equipment	163,527	760,000	801,759	801,759	270,083
Subtotal	2,508,918	3,218,716	3,259,918	3,237,936	2,631,352
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,508,918	3,218,716	3,259,918	3,237,936	2,631,352

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PARKS MAINTENANCE

GOALS:

- To maintain outdoor recreational facilities in an aesthetically pleasing, orderly and safe manner.
- To develop and continue to renew a five-year maintenance plan for the entire park system.
- To assure a recreational climate beneficial to the physical and mental health and safety of all citizens.
- To provide a variety of recreation and leisure facilities throughout the park system.

OBJECTIVES:

- To provide maintenance on a regular basis to City parks and grounds.
- To offer a wide range of recreational and leisure activities within the park system.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	85%	85%	90%	90%	90%
On the job injuries	9	4	6	6	6

DIVISION SUMMARY

010-7021 RECREATION PROGRAMS

MISSION:

The Recreation Programs Division is committed to providing quality recreational services through programs for both passive and active users of all ages. This is accomplished through teamwork, respect and communication.

DESCRIPTION:

The Recreation Programs Division operates six facilities aimed at target groups of citizens. These centers include: one Senior Citizens Center, two recreational centers attached to middle schools (Whittier and Irving), one agency based community center (Little Axe), one garden, dance and exercise center (Reaves) and one multi-purpose center (12th Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

Beginning in FYE 12, Recreation Programs is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	14	15	15	15	15
Total Budgeted Positions	20	21	21	21	21

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	810,076	824,539	824,539	824,539	881,092
Supplies & Materials	37,666	35,130	40,444	40,358	42,314
Services & Maintenance	186,784	218,186	221,591	178,984	218,000
Internal Services	79,416	75,696	75,696	80,845	80,768
Capital Equipment	6,526	0	0	0	3,600
Subtotal	1,120,468	1,153,551	1,162,270	1,124,726	1,225,774
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,120,468	1,153,551	1,162,270	1,124,726	1,225,774

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RECREATION PROGRAMS

GOALS:

- To meet the needs of the citizens of Norman by offering quality programs and facilities and special events.

OBJECTIVES:

- To inform the community of the myriad of recreational opportunities offered through the Parks and Recreation Department through brochures, newspaper advertisements and banners.
- To involve as many citizens as possible in both active and passive recreational activities that are offered through our recreation centers.
- To implement new programs according to citizen requests and new industry trends.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	199,250	200,500	200,000	200,000	201,000
Tennis lessons, open court and tournament participants	25,012	31,162	31,000	31,000	32,000
Daddy-Daughter Dance participants	3,663	3,911	4,000	3,701	4,000
Total recreation revenue	$493,743	$475,690	$468,525	$480,000	$485,000

DIVISION SUMMARY

010-7023 SENIOR CITIZENS CENTER

MISSION:

To provide quality programs in a safe and caring environment for citizens 55 years of age and older.

DESCRIPTION:

The Senior Citizens Program is housed in a tri-level, 12,000 square foot facility dedicated to the enjoyment and welfare of area senior citizens.

Beginning in FYE 12, Senior Citizen's Center is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	2	2	2	2	2
Total Budgeted Positions3	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	121,781	129,329	129,329	129,329	134,237
Supplies & Materials	768	2,278	2,278	2,278	2,328
Services & Maintenance	6,030	7,809	7,809	8,128	10,392
Internal Services	9,752	9,029	9,029	11,630	11,424
Capital Equipment	0	0	0	0	0
Subtotal	138,331	148,445	148,445	151,365	158,381
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	138,331	148,445	148,445	151,365	158,381

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SENIOR CITIZENS CENTER

GOALS:

- To provide both active and passive recreational activities to citizens of Norman age 55 and older.
- To provide service in the areas of health, education and daily living.

OBJECTIVES:

- To involve an ever-increasing number of seniors in the programs and services offered through publications such as newspaper articles, brochures and monthly activity calendars.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	$14,297	$12,617	$12,000	$12,000	$12,000
Annual participants including congregate meals program and special events	30,071	30,275	31,000	30,000	30,500

DIVISION SUMMARY

010-7022 YOUTH BASEBALL & SOFTBALL

MISSION:

To provide a healthy and safe environment for a quality recreational and competitive Youth Baseball & Softball Program to the Norman baseball and softball community.

DESCRIPTION:

The Youth Baseball & Softball Division provides the Norman youth baseball and softball programs for boys, ages 6 to 12, and girls, ages 6 to 16.

Beginning in FYE 12, Youth Baseball and Softball is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	27,671	43,167	43,167	43,167	43,167
Supplies & Materials	7,425	15,440	15,440	15,440	15,440
Services & Maintenance	4,743	9,995	9,245	9,245	9,995
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	39,838	68,602	67,852	67,852	68,602
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	39,838	68,602	67,852	67,852	68,602

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

YOUTH BASEBALL & SOFTBALL

GOALS:

- To offer a safe youth baseball and softball program in a fun atmosphere at quality facilities.
- To emphasize good sportsmanship for all participants, children and adults.

OBJECTIVES:

- To organize the youth program by registering all children who meet the minimum and maximum age requirement who desire to play.
- To recruit and coordinate volunteer coaches.
- To review and update rules as necessary.
- To manage the program to be self-supporting.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

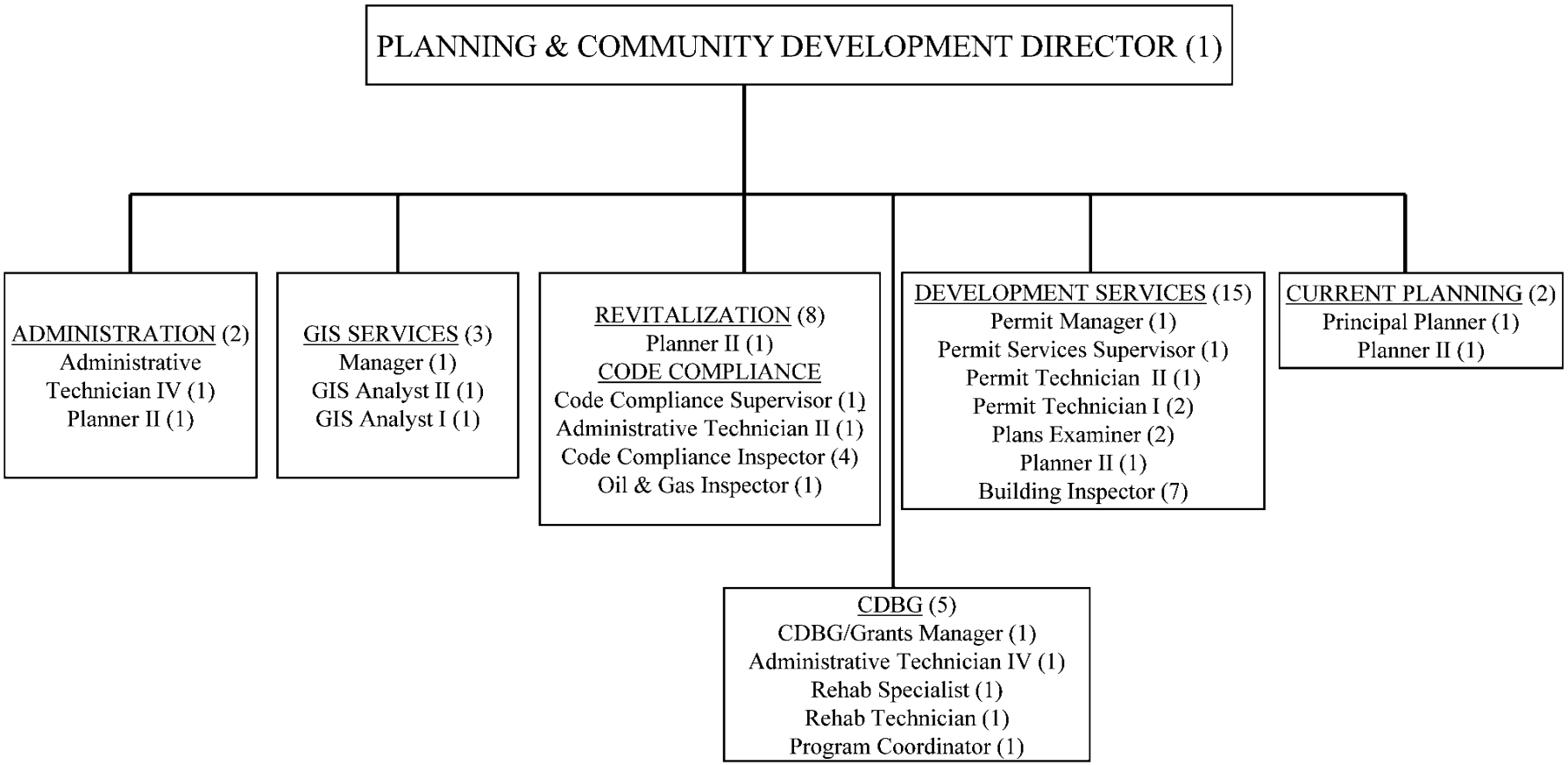
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	($22,968)*	$3,275	($5,000)	$2,000	$2,000
Number of youth participants	1,696	1,660	1,600	1,600	1,650

Notes to Results Report:

*Although many sports tend to experience ebbs and flows in participation, by summer 2013, we had a decrease of 156 baseball/softball players in the junior high and senior high age range which decreased revenue. Additionally, the cost of equipment replacement, field maintenance and field lighting has increased.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

36 EMPLOYEES



Two of the five positions under CDBG are funded in part from the General Fund & in part from the Community Development Fund.

DEPARTMENT SUMMARY

TOTAL PLANNING & DEVELOPMENT

MISSION:

The mission of the Department of Planning & Community Development is to develop, implement, and monitor a comprehensive urban planning process, emphasizing continuing interdepartmental cooperation and assistance in the preparation of plans and programs. And, to protect the health, safety, and welfare of the citizens of Norman through enforcement of City Codes.

DESCRIPTION:

The Department of Planning & Community Development provides support to the City Council, the Planning Commission, Board of Adjustment, Reapportionment Commission, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating the Comprehensive Land Use Plan and other plans for the City; reviewing rezoning, subdivision and building permit applications and insuring the timely hearing of requests which are reviewed by various Boards and the City Council. The Department is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; updating all ordinances, which comprise the regulatory framework against which development proposals are evaluated. Also, the administration of ordinances, which affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development. The Department is also responsible for the Capital Improvements Budget and Capital Planning.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	30	30	30	30	31
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	31

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	2,999,736	3,041,616	3,053,616	3,053,616	3,019,746
Supplies & Materials	54,669	54,702	63,357	60,226	53,844
Services & Maintenance	184,803	249,289	253,479	243,478	259,241
Internal Services	98,526	97,405	97,405	102,598	123,249
Capital Equipment	62,528	93,064	215,142	215,142	151,509
Subtotal	3,400,263	3,536,076	3,682,999	3,675,060	3,607,589
Department Total	3,400,263	3,536,076	3,682,999	3,675,060	3,607,589

DIVISION SUMMARY

010-4040 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide effective, efficient, and responsive services, and to account for the resources allocated to the Current Planning, Development Services, Revitalization, and GIS Services Divisions of the Department, and to provide support services to all divisions.

DESCRIPTION:

The Administration Division serves as the administrative head of the Department of Planning & Community Development, coordinating division functions to provide for the more efficient operation of the department, and services to the citizens of Norman. This Division also prepares and monitors the Capital Improvements Plan and Capital Budget for the City.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	346,120	349,826	349,826	349,826	357,990
Supplies & Materials	2,884	4,645	8,345	7,357	4,080
Services & Maintenance	24,144	51,725	53,326	43,325	67,177
Internal Services	47,082	49,097	49,097	50,426	51,499
Capital Equipment	32,621	4,799	12,717	12,717	600
Subtotal	452,850	460,092	473,311	463,651	481,346
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	452,850	460,092	473,311	463,651	481,346

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Identify present and future community needs, establish priorities, and formulate long-term and short-term planning goals for consideration by City Council.
- Provide leadership ensuring the successful operation of each division of the Planning and Community Development Department in the execution of their goals and objectives.
- Develop and implement new processes and strategies for improved customer service.
- Coordinate and implement departmental planning: budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Provide staff support to numerous Boards and Commissions which provide oversight for quality development in the City.
- Update Zoning Code changes for distribution internally and on the website for the public.
- Provide public information on land development and planning issues through advertised public meetings and meetings in the office with customers.

OBJECTIVES:

- Provide leadership and guidance to each division of the Planning and Community Development Department.
- Administer resource allocations for each division.
- Provide direction for the department as a whole.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Prepare information packets for all Board and Commission meetings	100%	100%	100%	100%	100%
Prepare information packets for City Council meetings	100%	100%	100%	100%	100%
Implement adopted plans through recommendations to Boards, Commissions and City Council	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-4083 BOARD OF ADJUSTMENT

MISSION:
The mission of the Board of Adjustment is to hear and decide appeals, special exceptions and variances pertaining to Chapter 22 and Chapter 18 of the Code.

DESCRIPTION:
The Board of Adjustment holds public meetings to hear applications for special exceptions, variances or on decisions of City employees related to interpretation of Chapter 22 of the Code.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	0

DIVISION SUMMARY

010-4053 CURRENT PLANNING

MISSION:

Provide professional support, guidance, and assistance to the citizens of Norman who are involved with some aspect of planning, zoning, or development, in order to ensure that all proposed development is consistent with the policies and ordinances of the City of Norman.

DESCRIPTION:

The Current Planning Division provides guidance and support to all residents of Norman. The Division provides staff support to the City Council, with primary staff responsibility to the Planning Commission, Board of Adjustment, Greenbelt Commission, and Reapportionment Commission. General and specific guidance is provided to those individuals and corporations interested in zoning and development throughout the community; as well as a detailed review of all commercial, industrial, multi-family building and sign permits for consistency with policies and adopted ordinances.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	201,451	208,539	208,539	208,539	211,261
Supplies & Materials	0	75	75	75	200
Services & Maintenance	0	2,373	2,373	2,373	2,373
Internal Services	1,686	1,377	1,377	1,442	2,304
Capital Equipment	1,554	0	0	0	0
Subtotal	204,691	212,364	212,364	212,429	216,138
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	204,691	212,364	212,364	212,429	216,138

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CURRENT PLANNING

GOALS:

- Ensure that each complete application is processed in an expeditious manner.
- Provide a timely and professional review of development-related requests.
- Provide all required support to the Boards and Commissions which the department staffs.
- Periodically examine and revise the ordinances that regulate development within the community.

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in reviews of all required permits. Perform inspections as needed.
- Hold the annual meeting of the Reapportionment Commission, and provide all necessary data and maps for their annual review of population growth.
- Expedite items from the Planning Commission to the City Council whenever possible, while ensuring that such items are correct, complete, and express the concerns of the Planning Commission. Prepare detailed, accurate minutes of all public meetings.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Items processed for the Planning Commission within 31 days of receipt.	100%	100%	100%	100%	100%
Complete, corrected items forwarded to the Clerk's office for the first Council meeting in the month following the Planning Commission meeting	95%	90%	95%	95%	95%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days	100%	100%	100%	100%	100%
Board of Adjustment applications received and, newspaper and mailed notices processed within three business days.	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared to send out on the Friday before the meeting.	95%	95%	95%	95%	95%

Notes to Results Report: All measurements are calculated on a calendar year basis.

DIVISION SUMMARY

010-4051 DEVELOPMENT SERVICES

MISSION:

To provide professional support, guidance, and assistance to the citizens of Norman who are directly or indirectly involved with building or altering the built environment of the community, to ensure that all such activity is consistent with the policies and ordinances adopted by the City Council.

DESCRIPTION:

The Development Services Division provides a variety of services which directly impact all construction activities that occur in our community including: general and specific guidance to those individuals and businesses interested in any aspect of construction; review and coordination of all types of building permits and inspections for compliance with adopted ordinances; and staff support to the Board of Appeals.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	14	14	14	14	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	14	14	14	14	15

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,272,760	1,294,288	1,306,288	1,306,288	1,408,467
Supplies & Materials	32,779	31,088	35,293	31,780	29,407
Services & Maintenance	50,064	33,374	34,748	34,748	30,374
Internal Services	23,686	20,915	20,915	24,425	41,275
Capital Equipment	4,569	68,765	88,112	88,112	107,876
Subtotal	1,383,858	1,448,430	1,485,356	1,485,353	1,617,399
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,383,858	1,448,430	1,485,356	1,485,353	1,617,399

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

- Improve the timeliness of the permit review process by continuously updating the permit application process and adopting specific performance targets.
- Enhance inspection services; utilize all available technologies in order to minimize delays when inspections are requested.
- Increase the level of professionalism by providing appropriate staff training.

OBJECTIVES:

- Continuously refine building permit applications and processes so that they are more easily understood by the public, while still requiring all necessary information to properly process each type of permit.
- Utilize national standards to establish appropriate review time frames for each type of permit and inspection result.
- Continue to improve the effectiveness and consistency of plan reviewers and inspectors.
- Continue to refine the non-residential project plan review process.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 14 average review days: 15	84%	72%	75%	72%	75%
Non-residential permits reviewed within 28 days.	97%	91%	90%	93%	90%
Residential permits issued within 1 hour as a % of all residential permits	70%	76%	95%	55%	60%
Residential permits issued within 2 days	74%	80%	100%	63%	98%
Residential permits issued within 4 days	86%	88%	100%	78%	100%
Inspections performed within 48 hours. FYE 14 average inspection time: 1 day	97%	98%	99%	98%	99%

DIVISION SUMMARY

010-4050 GEOGRAPHIC INFORMATION SERVICES

MISSION:

Maintain accurate and complete information relating to the City's infrastructure and legally mandated management zones and disseminate that information in a professional "customer oriented" manner.

DESCRIPTION:

The division provides maps, analyses, and services in a support capacity for the public, the business community, other governmental agencies, City Council, City Boards and Commissions, and all departments within the City. A partial list of specific functions and activities include:

- Design, implementation, and maintenance of the Geographic Information System, especially as it relates to the various components of the City's infrastructure.
- Map and research resource for City Council, Planning Commission, the public, other City departments, and other divisions within the department.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	333,109	331,590	331,590	331,590	337,053
Supplies & Materials	5,711	6,375	7,375	7,375	6,275
Services & Maintenance	35,363	59,445	60,274	60,274	59,445
Internal Services	9,673	9,371	9,371	9,010	10,848
Capital Equipment	8,500	2,500	14,845	14,845	1,800
Subtotal	392,355	409,281	423,455	423,094	415,421
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	392,355	409,281	423,455	423,094	415,421

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

GEOGRAPHIC INFORMATION SERVICES

GOALS:

- To maintain accurate and complete records of the land aspects of the City of Norman including physical improvements, legal entities, and administrative districts to support decision making and policy implementation.
- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among databases that have a geographic component to improve the City's reporting and planning capacity.
- To improve access to GIS data from other offices throughout the City to expedite the retrieval of information and maximize its use.

OBJECTIVES:

- Maintain zoning maps and all atlases as current information.
- Produce all appropriate informational maps and reports through the GIS system.
- Provide support to facilitate the integration of databases, to reduce duplication of effort and promote efficiency.
- Reduce the time it takes to integrate final plats and as-builts into the database.
- Improve access opportunities to digital GIS resources by City staff in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	100%	100%	94%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Provide at least one training per quarter for City employees in use and availability of GIS resources to City staff	75%	75%	100%	75%	100%

Notes to Results Report:

GIS – Geographic Information System

DIVISION SUMMARY

010-4084 GREENBELT COMMISSION

MISSION:

The mission of the Greenbelt Commission is to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

DESCRIPTION:

Created by ordinance on May 11, 2004, the Greenbelt Commission is charged with advising the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the open spaces, greenways and trailways systems in the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	290	290	290	290
Services & Maintenance	0	200	200	200	200
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	490	490	490	490
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	490	490	490	490

DIVISION SUMMARY

010-4080 HISTORIC DISTRICT COMMISSION

MISSION:

The mission of the Historic District Commission is to safeguard the heritage of the City by preserving and regulating historic districts, which reflect elements of the City's cultural, social, political, and architectural history. And to promote the use of the historic districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City.

DESCRIPTION:

The Historic District Commission makes recommendations to the Planning Commission regarding the designation of historic districts within the City. The Historic District Commission reviews and approves or denies all applications for certificates of appropriateness concerning proposed exterior changes to structures located within the historic districts and develops guidelines to be used in such evaluations. The Commission also makes recommendations regarding the utilization of grants and budgetary appropriations that may be available to promote the preservation of historical, architectural, and archeological resources.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	257	2,644	2,644	2,644	2,644
Internal Services	140	372	372	372	138
Capital Equipment	0	0	0	0	0
Subtotal	397	3,016	3,016	3,016	2,782
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	397	3,016	3,016	3,016	2,782

DIVISION SUMMARY

010-4081 PLANNING COMMISSION

MISSION:

The mission of the Planning Commission is to review land development applications, generally prepare plans for the systematic development and improvement of the City as a place of residence and business, and to make recommendations to the City Council.

DESCRIPTION:

The Planning Commission holds public hearings on all proposed amendments to the City's long range plan (Norman 2025). It also makes recommendations to the City Council on all proposed rezoning applications and development proposals involving platting and subdivision of land. It reviews and recommends changes to the City's ordinances involving planning, zoning, building, and subdivision regulations, as well as specific items referred to the Commission by the City Council.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	90	90	90	90
Services & Maintenance	0	257	257	257	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	347	347	347	347
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	347	347	347	347

DIVISION SUMMARY

010-4052 REVITALIZATION

MISSION:

To provide a higher quality of life in Norman by protecting the health, safety and welfare of the citizens of Norman through the enforcement of City Codes, the administration of funding for the Social & Voluntary Services Commission, preparation of the Capital Budget, and the management of federal grant programs.

DESCRIPTION:

The Revitalization Division is responsible for the ongoing process of revitalization of our community through the enforcement of various codes that affect the health, safety and welfare of the citizens of Norman. The Division is also responsible for staffing the Historic District Commission, the Social & Voluntary Services Commission, preparation of the Capital Budget, and the management of federal grant programs related to housing and community development. (Details of HUD grant programs are provided in the Community Development Fund Budget Highlights.)

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	846,297	857,373	857,373	857,373	704,975
Supplies & Materials	13,295	12,139	11,889	13,259	13,502
Services & Maintenance	74,976	99,271	99,657	99,657	96,771
Internal Services	16,260	16,273	16,273	16,923	17,185
Capital Equipment	15,284	17,000	99,468	99,468	41,233
Subtotal	966,111	1,002,056	1,084,660	1,086,680	873,666
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	966,111	1,002,056	1,084,660	1,086,680	873,666

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

REVITALIZATION

GOALS:

- To educate the citizens of Norman about the health, safety, zoning, and environment to achieve voluntary compliance through awareness.
- To create a partnership with citizens to promote compliance as a part of good citizenship.
- To perform annual inspections to insure the health and safety of hotels/motels, rooming and boarding houses, mobile home parks, salvage yards, and operating oil and gas wells.
- To respond to violation complaints in a timely manner to determine the merit of complaints and pursue correction.
- To achieve correction of violations through notification and voluntary compliance; issuance of citations; abatement by city contractors; or through court action to preserve public health & safety.
- To strengthen the physical and social environment of Norman neighborhoods.
- To maintain the integrity of designated historic districts.
- To produce a balanced capital budget in compliance with long range, comprehensive plans.
- To provide appropriate access to local non-profits for funding from the Social and Voluntary Services Commission (SVSC).

OBJECTIVES:

- Enforce City ordinances pertaining to health, safety, property maintenance, zoning, signs, and oil and gas operations.
- Disseminate information about City Codes through articles in the local news media, presentations, and on the City website.
- Maintain uniform response rates and track responses on complaints.
- Acquire grant funds to supplement the budget related to historic districts and the general welfare of our community.
- Disperse City funds to local non-profits through the SVSC.
- Facilitate neighborhood conversations to create effective neighborhood plans in both new and existing neighborhoods.
- Produce a balanced budget that meets the goals of the City's comprehensive plans and maintains and updates public infrastructure including public facilities.

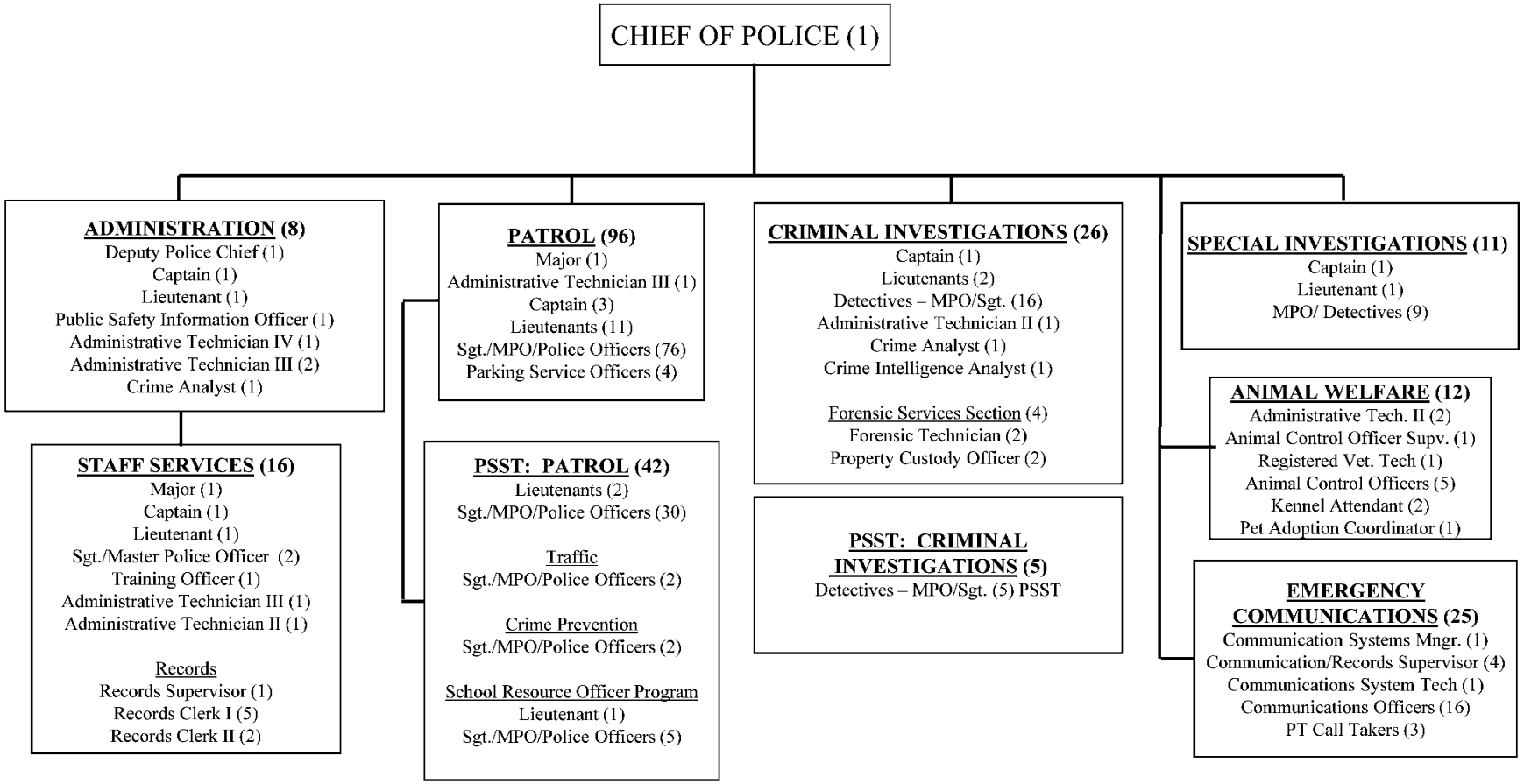
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
News coverage and other information re: City Codes, the capital budget, Social and Voluntary Services Commission, and Historic Districts. A violation index and ongoing log of cases were maintained.	11	16	12	42	24
Percent of complaints inspected within 7 working days. (7,488 total complaints in 2014)	99%	99%	99%	99%	99%

Percent of violations voluntarily abated after owner notification	57%	55%	56%	58%	57%
Percent of weed/junk work orders voluntarily abated after work order issued to contractor	26.8%	44%	25%	27%	27%
Average time for weed orders to be completed by City contractors	4 days	10 days	6 days	6 days	6 days
Average number of working days for clean ups/securing measures to be completed by City contractor	5 days	6 days	5 days	6 days	6 days

POLICE DEPARTMENT

242 EMPLOYEES



* In FYE 2016 there will be 47 Police positions associated with the Public Safety Sales Tax (PSST)

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	190	191	192	192	192
Part-time Positions	4	3	3	3	3
Total Budgeted Positions	194	194	195	195	195

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	16,730,425	17,484,643	17,484,643	17,484,643	17,651,032
Supplies & Materials	670,482	890,228	988,501	829,770	733,321
Services & Maintenance	820,674	1,110,018	1,147,990	1,075,633	1,250,132
Internal Services	632,713	756,020	756,020	815,534	835,880
Capital Equipment	886,562	632,350	1,011,277	1,011,277	917,398
Subtotal	19,740,856	20,873,259	21,388,431	21,216,857	21,387,763
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	19,740,856	20,873,259	21,388,431	21,216,857	21,387,763

DIVISION SUMMARY

010-6010 ADMINISTRATION

MISSION:

The mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Administration Division is responsible for the supervision and coordination of all officers of the agency. All other units within the Department work at the direction of the Administration Division. The Administration Division oversees these various units and ensures that activities are managed in a manner, which produces the desired results and accomplishes the department's goals.

The Administration Division communicates with employees, city officials, and the public on all law enforcement concerns within the community.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	10	10	10	10	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	9

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	949,732	1,010,673	1,010,673	1,010,673	867,680
Supplies & Materials	9,812	7,762	10,692	10,041	7,350
Services & Maintenance	123,562	123,968	127,048	111,206	145,398
Internal Services	30,565	29,334	29,334	32,949	33,081
Capital Equipment	7,984	0	4,022	4,022	1,200
Subtotal	1,121,654	1,171,737	1,181,769	1,168,891	1,054,709
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,121,654	1,171,737	1,181,769	1,168,891	1,054,709

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Establish, facilitate, and participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Utilize Community Oriented Policing to form partnerships with the citizens of Norman through communications with employees, City staff, and individuals within the community.
- Develop new and expand programs which aid in accomplishing the department's mission and have a positive benefit for the community.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services *estimated population 115,000	$197	$197	$210	$210	$220

Notes to Results Report:

Leadership training provided to all department supervisors.

Statistical Analysis Section, using Data Driven Approaches to Crime and Traffic Safety (DDACTS) method for data analysis:

- Operational efforts moved from reactive to proactive policing.

DIVISION SUMMARY

010-6070 ANIMAL WELFARE

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

Animal Welfare Division consists of an Animal Welfare Supervisor, 5 Animal Welfare officers, 2 Administrative Technicians, a Registered Vet Technician, 2 Kennel Attendants and a Pet Adoption Coordinator. Employees are on duty seven days a week and on call 24 hours a day.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	9	10	11	11	12
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	10	10	11	11	12

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	591,828	682,676	682,676	682,676	777,266
Supplies & Materials	88,688	110,290	156,092	153,399	107,960
Services & Maintenance	55,953	91,331	89,867	82,549	96,426
Internal Services	46,486	44,056	44,056	44,843	41,586
Capital Equipment	63,122	142,000	158,886	158,886	82,800
Subtotal	846,076	1,070,353	1,131,577	1,122,353	1,106,038
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	846,076	1,070,353	1,131,577	1,122,353	1,106,038

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Continue spay/neuter on all adopted animals.
- Monthly adoption events.
- Open on Saturday from 11:00 am to 4:00 pm.
- Microchip every adopted animal.
- Increase pet licensing compliance
- Provide "low income" spay/neuter services for Norman residents.

OBJECTIVES:

- Maintain 100% spay/neuter of all adopted animals.
- Have adoption events, at least monthly.
- Open on Saturday afternoons during construction.
- Maintain 100% micro chipping of every adopted animal.
- Increase the number of City pet licenses sold
- Utilize income from City Pet License sales to finance "low income" spay/neuter service for Norman residents.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Spay / neuter of adopted animals	100%	100%	100%	100%	100%
Monthly adoption events	14	14	14	14	14
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	10,036	10,000	10,500	10,500	10,750
Sponsor "low income" spay/neuter services for Norman residents	0	0	$20,000	$20,000	$20,000

DIVISION SUMMARY

010-6021 CRIMINAL INVESTIGATIONS

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

- Investigative
  - Review all Part I Crime reports in City of Norman
    - Investigate viable leads that may result in the arrest and prosecution of criminals.
      - Crimes against person
      - Crimes against property
    - Manage the department's Offender Registration Program
- Forensic
  - Crime Lab Services
  - Video Forensics
  - Computer Forensics
  - Property Custody

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	24	24	24	24	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	24	24	24	24

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,962,869	2,303,395	2,303,395	2,303,395	2,528,341
Supplies & Materials	59,491	59,860	64,370	56,584	52,583
Services & Maintenance	61,538	153,524	151,002	107,200	143,423
Internal Services	78,277	123,281	123,281	126,709	112,046
Capital Equipment	38,948	49,900	52,088	52,088	123,739
Subtotal	2,201,124	2,689,960	2,694,136	2,645,976	2,960,132
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,201,124	2,689,960	2,694,136	2,645,976	2,960,132

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Fill two (2) vacant Detective positions in FYE 2016
- Implement technology to strategically create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Increase the number of supervisors in CID and stabilize the "Span of Control"
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PEFORMANCE INDICATORS:					
Total cases assigned	1,453	1,388	>1,400	1,357	1,460
Average annual case load	85	82	>100	211	90
Total cases unassigned with leads (code "23")	329	268	>1,000	320	120
Total COP follow-ups (code "31")	199	388	>1,000	500	400
Total unassigned cases with no follow-up (code "21")	3,781	3,905	<4,000	4,383	3,800

Notes to Results Report:

CID – Criminal Investigations
FOP – Fraternal Order of Police
COP – Community Oriented Policing

DIVISION SUMMARY

010-6039 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Communications Division's mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	22	22	22	22	22
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,858,148	1,820,172	1,820,172	1,820,172	1,743,043
Supplies & Materials	28,647	33,703	29,851	27,349	30,931
Services & Maintenance	75,490	106,469	119,975	119,975	164,169
Internal Services	21,107	20,282	20,282	21,108	25,424
Capital Equipment	63,264	38,100	48,277	48,277	4,500
Subtotal	2,046,657	2,018,726	2,038,557	2,036,881	1,968,067
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	2,046,657	2,018,726	2,038,557	2,036,881	1,968,067

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Technically expand existing supervisor offices to allow for call taking and limited radio dispatching abilities.
- Increase Emergency Medical Quality Assurance to 95 percent accuracy. (2014=93%)
- Implement a police call taking protocol system to allow for more accurate data gathering and distribution to field units.
- Recruit and fill all communications positions with competent and dedicated team members (requires budget approval).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Increase work area	0	0	100%	100%	100%
Increase EMD QA scores	90%	92%	95%	95%	97%
Implement police protocol	0	0	50%	50%	100%
Recruit and train	92%	92%	100%	100%	100%

Notes to Results Report:

EMD QA – Emergency Medical Dispatcher Quality Assurance

DIVISION SUMMARY

010-6022 PATROL

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	98	98	98	98	96
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	98	98	98	98	96

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	9,112,551	9,276,794	9,276,794	9,276,794	9,207,822
Supplies & Materials	346,855	496,080	518,825	391,834	380,401
Services & Maintenance	75,171	105,186	113,539	113,539	105,186
Internal Services	349,030	416,001	416,001	455,417	503,207
Capital Equipment	535,135	198,650	526,917	526,917	487,246
Subtotal	10,418,742	10,492,711	10,852,076	10,764,501	10,683,862
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	10,418,742	10,492,711	10,852,076	10,764,501	10,683,862

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police service.

OBJECTIVES:

- Maintain and enhance current programs that assist in the building of partnerships and educating the community.
- Use data driven approaches to target high crime and accident locations.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement, public education, and by working with other City departments.
- Reduce part 1 crime by working in partnership with the public, using problem oriented policing concepts, and focusing on high crime areas.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase documented traffic contacts	-15%	+12%	+10%	+20%	+5%
Reduce part 1 crime	1.8%	+12.8%	-2.5%	-3.0%	-1%
Reduce accidents	0%	+5%	-2.5%	-10%	-2.5%
Increase community policing hours	-5%	+45%	+10%	+25%	+5%

DIVISION SUMMARY

010-6030 SPECIAL INVESTIGATIONS

MISSION:
The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:
The Special Investigations Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations of drug, vice, or property crimes. In some cases, the Division may provide support through advice, equipment, or undercover operatives. Traditionally, however, the Division primarily investigates drug-related offenses. Investigators develop cases by means of criminal intelligence, which the Division collects, organizes, and evaluates.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,112,458	1,161,675	1,161,675	1,161,675	1,172,349
Supplies & Materials	48,295	63,189	62,515	50,674	51,335
Services & Maintenance	10,062	35,158	40,283	40,283	35,158
Internal Services	49,934	63,633	63,633	67,458	53,589
Capital Equipment	40,171	43,850	48,613	48,613	59,938
Subtotal	1,260,920	1,367,505	1,376,719	1,368,703	1,372,369
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,260,920	1,367,505	1,376,719	1,368,703	1,372,369

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- Respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- Educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- Create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- Improve and maintain the Narcotic Division's investigative capabilities in the areas of illicit drug investigations, narcotics interdiction, prescription drug diversion, and technical investigations.

OBJECTIVES:

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations. Provide representation on local drug and narcotic support groups.
- Work with Oklahoma Bureau of Narcotics to identify and collaborate with pharmacists.
- Work with other law enforcement agencies to disrupt transportation and delivery of narcotics/illicit drugs into the Norman community.
- Facilitate training opportunities with NADDI (National Association of Drug Diversion Investigators), NATIA (National Technical Investigators Association), A-One Narcotics Investigators), and NIC (National Interdiction Conference).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	n/a	120	180	180	180
Number of cases investigated	n/a	70	70	70	70
Number of presentations / press releases	37	32	25	25	25
Number of hours in specialized training	744	240	480	480	480

DIVISION SUMMARY

010-6015 STAFF SERVICES

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	16	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	16	16	16	16	16

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,142,839	1,229,258	1,229,258	1,229,258	1,354,531
Supplies & Materials	88,695	119,344	146,156	139,889	102,761
Services & Maintenance	418,898	494,382	506,276	500,881	560,372
Internal Services	57,314	59,433	59,433	67,050	66,947
Capital Equipment	137,937	159,850	172,474	172,474	157,975
Subtotal	1,845,683	2,062,267	2,113,597	2,109,552	2,242,586
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,845,683	2,062,267	2,113,597	2,109,552	2,242,586

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Lead the successful transition to a new records management system
- Create performance tracking measurements for records
- Enhance recruiting strategy for police and extend to civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Complete issue and training of rifles to all commissioned personnel
- Develop and implement a plan to provide an "On-line" training option to employees

OBJECTIVES:

Records:

- Provide updated customer service related training to all clerks.
- Lead the implementation of the new records management system.
- Assist in updating the agency's new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods:
  - Part-time Public Safety Aid in the lobby
  - Kiosk

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence and Cultural Diversity
- Provide updated Community Oriented Policing training to all commissioned personnel
- Continue to purchase and issue rifles required to equip all commissioned personnel.
- Research, plan and determine a budget for online learning options.
- Host the Women's Leadership Institute training course.
- Continue to enhance the employee fitness program.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	50%	50%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	40	40	40	32	30

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
Number of outside courses hosted by training section	4	4	8	10	10
Number of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	10	7	10	13	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2015

- All Records Clerks attended Emotional Intelligence training
- All division personnel attended Cultural Diversity training
- Police Recruiter attended Recruitment course
- One employee attended the Women's Leadership Institute
- Two employees attended the Law Enforcement Fitness Specialist course at the Cooper Institute of Fitness
- The 51st Police Academy was completed and the 52nd began using improved adult learning techniques

NPD – Norman Police Department

PUBLIC WORKS DEPARTMENT

109 EMPLOYEES

PUBLIC WORKS DIRECTOR (1)

Administrative Technician IV (1)

FLEET MANAGEMENT DIVISION (21)
Superintendent (1)
Administrative Technician III (1)
Administrative Technician II (1)

EQUIPMENT SUPPORT
Supervisor (1)

EQUIPMENT REPAIR
Supervisor (2)
Mechanic II (5)
Mechanic I (3)
Auto Service Technician (4)
Tire Repair Technician (1)
Field Service Mechanic (1)
Welder (1)

TRAFFIC CONTROL DIVISION (19)
Traffic Engineer (1)
Staff Engineer (1)
Assistant Traffic Engineer (1)
Administrative Technician III (1)

Traffic Control Supervisor (1)

SIGNING – STRIPING PARKING METERS-STUDIES
Crew Chief (1)
Traffic Technician (1)
Heavy Equipment Operator (1)
Maintenance Worker II (3)
Maintenance Worker I (2)
Traffic Sign Fabricator (1)

SIGNALIZATION -
Traffic Signal Specialist (1)
Traffic Signal Technician (4)

STREET DIVISION (26)
Street Superintendent (1)

Pavement Maint. Coordinator (1)
Administrative Technician III (2)

STREET MAINTENANCE
Street Maint. Supervisor (1)

ASPHALT CREW
Crew Chief (1)
Heavy Equipment Operator (2)
Maint. Worker II (2)
Maint. Worker I (3)

CONCRETE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (1)
Maint. Worker I (1)

GENERAL PURPOSE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (1)
Maint. Worker I (1)

SURFACE MAINT. CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (2)
Maint. Worker I (1)

STORM WATER DIVISION (26)
Storm Water Engineer (1)
Storm Water Pollution Specialist (1)
Storm Water Inspector (1)
Storm Water Inspector/Locator (1)

Storm Water Supervisor (1)

ROADSIDE MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (2)
Maint. Worker II (4)
Maint. Worker I (2)

STORM WATER MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (3)
Maint. Worker I (1)

CHANNEL MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (2)
Maint. Worker I (2)

ENGINEERING DIVISION (15)
City Engineer (1)
Administrative Technician IV (1)

CAPITAL PROJECTS
Capital Project Engineer (2)
Utility Coordinator (1)
Construction Inspector (2)

DEVELOPMENT
Subdivision Develop. Manager (1)
Development Engineer (1)
Asst. Development Coordinator (1)
Construction Inspectors (2)

DESIGN AND SURVEY
Engineering Assistant (1)
Engineering Technician II (1)
Engineering Technician I (1)

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

The mission of the Public Works Department is to provide exceptional transportation, storm water/flood control and subdivision development services to the citizens of Norman.

DESCRIPTION:

The Public Works Department is organized into five functional divisions: Administration, Engineering, Fleet Management, Streets, and Traffic Control. The Department provides transportation, storm water/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	105	106	106	106	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	105	106	106	106	106

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	7,656,406	7,921,447	7,907,006	7,907,006	8,053,622
Supplies & Materials	4,311,869	4,898,964	4,831,898	4,718,948	4,489,295
Services & Maintenance	2,621,385	2,167,091	2,570,076	2,447,650	2,397,694
Internal Services	602,429	741,536	756,036	759,145	605,602
Capital Equipment	1,158,199	1,279,364	1,538,541	1,552,041	1,335,020
Subtotal	16,350,288	17,008,402	17,603,557	17,384,790	16,881,233
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	16,350,288	17,008,402	17,603,557	17,384,790	16,881,233

DIVISION SUMMARY

010-5001 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide management support to the Engineering, Fleet, Street, Storm Water, and Traffic Control Divisions.

DESCRIPTION:

The Administration Division is composed of the Director of Public Works and one Administrative Technician IV.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	244,209	242,519	237,494	237,494	239,126
Supplies & Materials	7,011	4,150	6,486	6,486	4,100
Services & Maintenance	13,983	29,862	36,804	33,112	33,731
Internal Services	17,956	16,497	16,497	17,384	18,380
Capital Equipment	1,462	0	3,838	3,838	600
Subtotal	284,620	293,028	301,119	298,314	295,937
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	284,620	293,028	301,119	298,314	295,937

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Evaluate and identify present and future community needs, establish priorities, formulate long and short range public works plans. Research, develop and implement new strategies for innovative and improved service.
- Ensure all work is performed in conformance with appropriate standards and specifications and maintain an awareness of federal and state regulations as they apply to various areas within the Public Works Department.
- Establish goodwill and resolve/respond to various issues by attending meetings, and through correspondence with various County, State and Federal regulatory agencies, civic and business associations, representatives of the press, City officials, citizens, and other City departments.
- Improve the appearance of the community through implementation of specific projects and programs.
- Implement American Public Works Association (APWA) Accreditation Program with an eye toward "continuous improvement".

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, Downtown Streetscape, and Legacy Trail.
- Continue the process of compliance with EPA and ODEQ Phase II Storm Water regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations.
- Reduce traffic congestion/delay by monitoring and upgrading current Traffic Signal Timing Program, capital projects and other pro-active traffic system improvements.
- Retain the City beautification program started as a litter control program including a right-of-way mowing and edging program through contract services and enhanced street sweeping operations.
- Enhance City's storm water management and flood control programs through the successful implementation of the Storm Water Master Plan.
- Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the development of a citywide Wayfinding Program.
- Develop the City's first comprehensive Transportation Plan "Moving Forward".
- Implement 2012 G.O. Bond program including eight (8) major Transportation/Storm Water projects.
- Enhance Compressed Natural Gas (CNG) Fueling Program with marketing and interlocal agreements.
- Complete a Fleet System Management Analysis to address efficiency and budget issues.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	25%	25%	75%	45%	75%
NPDES permit compliance	Yes	Yes	100%	100%	100%
Implement Storm Water Master Plan	20%	20%	40%	25%	40%
Number of labor hours spent on litter control program	0	0	4,340	6,025	4,336

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
Development of Traffic Congestion Mitigation Plan	15%	15%	50%	30%	50%
Completion of 2010 Street Bond Program	40%	40%	80%	60%	90%
Completion of comprehensive Transportation Plan	5%	5%	100%	50%	100%
Completion of Wayfinding Plan	20%	20%	100%	90%	100%
Implementation of 2012 Bond program	0	0	20%	10%	25%

Notes to Results Report:

NPDES – National Pollutant Discharge Elimination System

DIVISION SUMMARY

010-5010 ENGINEERING

MISSION:

The mission of the Engineering Division is to provide prompt, courteous, skillful, and conscientious service to the citizens of Norman concerning transportation and drainage services.

DESCRIPTION:

The Engineering Division provides for the administration and technical review of public and private improvements within the City. It also helps administer the flood plain permitting process. The Division is charged with implementation of the City's federally-mandated municipal separate storm sewer system and (MS4) urban storm water quality program. The Division also provides engineering and administrative support for implementation of the recommendations set forth and adopted in the October 2009 Storm Water Master Plan; operation and maintenance of the numerous components of the City's storm water management system; and preparedness, response and recovery efforts associated with debris-generating disasters.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	959,301	1,040,362	1,034,362	1,034,362	1,023,859
Supplies & Materials	31,538	32,719	32,024	29,698	29,434
Services & Maintenance	36,934	44,905	52,929	50,812	44,905
Internal Services	41,691	34,617	34,617	30,731	41,864
Capital Equipment	49,822	24,920	70,024	70,024	30,288
Subtotal	1,119,286	1,177,523	1,223,956	1,215,627	1,170,350
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,119,286	1,177,523	1,223,956	1,215,627	1,170,350

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ENGINEERING

GOALS:

- Respond to requests for information in a prompt, courteous manner.
- Manage projects efficiently and professionally.
- Provide other City Departments / Divisions with prompt, quality service.

OBJECTIVES:

- Respond to citizen complaints and regulatory agencies in a courteous, professional and timely manner.
- Perform more in-house designs of capital improvements, instead of using consulting engineers.
- Build and inspect construction projects in strict accordance with the plans and specifications.
- Complete construction projects on time and within budget.
- Investigate drainage problems promptly.
- Provide technical advice to other City Departments / Divisions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	100%	100%	80%	100%	80%
Complete projects on time, 75% of the time	100%	100%	75%	100%	75%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	95%	95%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Public requests for information will be provided within 2 hours, 70% of the time	99.8%	90%	70%	95%	70%
Will inspect all active projects once a day, 90% of the time	100%	95%	90%	100%	90%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	95%	90%	95%	90%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	95%	75%	95%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	90%	75%	85%	75%

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
The review of construction plans will be completed within 10 working days, 100% of the time	100%	95%	90%	95%	90%
The review of final plats will be completed within 10 working days, 95% of the time	100%	100%	95%	95%	95%
Conduct storm water quality program erosion and sediment control inspection of all active construction sites once per month, 95% of the time	100%	95%	95%	95%	95%
Conduct investigation of citizen's drainage concerns within 10 working days, 100% of the time	95%	95%	100%	100%	100%

DIVISION SUMMARY

010-5070 FLEET ADMINISTRATION

MISSION:

The mission of the Fleet Management Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties. Fleet Management uses a computer program, Faster Asset Solutions, which tracks mechanic productivity, repair types, work orders, parts issued, inventory, diesel fuel, unleaded fuel, compressed natural gas fuel and equipment replacement needs.

DESCRIPTION:

There are 21 employees within the Fleet Management Administration and Repair Divisions. We provide the administrative, logistical and mechanical support to all other City departments who operate City owned equipment/vehicles. Fleet staff is responsible for establishing budget figures for the coming fiscal year with regards to the internal fuel and parts accounts. Fleet Management Administration staff establishes capital funds for vehicle/equipment purchases. The division completes the drafting and awarding of bids relating to the acquisition of new equipment and vehicles.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	238,643	232,427	234,041	234,041	231,940
Supplies & Materials	26,185	21,320	22,627	22,120	22,794
Services & Maintenance	61,172	73,348	92,079	68,106	69,425
Internal Services	2,385	2,436	3,436	3,436	4,205
Capital Equipment	3,212	0	2,000	2,000	2,800
Subtotal	331,598	329,531	354,183	329,703	331,164
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	331,598	329,531	354,183	329,703	331,164

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

- Provide support services to all City divisions.
- Provide timely preventive maintenance.
- Web access to status of vehicle repair.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.
- Strive to present a more professional appearance and attitude.

OBJECTIVES:

- Increase the awareness of City's personnel in the need to support the preventative maintenance service program for vehicles/equipment so that safety standards are continually met, liabilities are reduced and an overall reduction in maintenance costs can be achieved.
- Purchase vehicles and equipment following the guidelines of the City's Alternative Fuel Program.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete, under-utilized equipment and vehicles from inventory.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program:					
(missed services)	119	164	>70	194	100
(completed services)	1,133	1,309	1,200	1,468	1,400
Capital Equipment/Vehicle – Outlay (excluding Westwood)	$2,852,126	$2,523,228	$3 mil	$3.5 mil	$10.5 mil
Sanitation Fund outlay only	$685,951	$1,170,647	$2 mil	$1.9 mil	$1.5 mil
Vehicle Replacement Report:					
No. of requests for replacement	63	70	80	70	153
No. of requests approved for replacement	44	26	55	26	60
No. of requests deferred for replacement	19	44	25	44	106
Fuel Report:					
Diesel / gallons dispensed	320,702	315,179	300,000	294,651	290,000
Unleaded gasoline / gallons dispensed	252,132	251,791	250,000	248,205	240,000
Compressed natural gas / gallons dispensed	41,665	61,505	82,000	95,334	120,000
Compressed natural gas sold to public:					
Gallons	96,909	191,881	200,000	200,000	178,000
Dollars	$121,550	$262,406	$335,000	$336,827	$225,000

Notes to Results Report:

Preventive Maintenance Program: The intent is to "prevent" major repairs **before** they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 5,000 miles (250 hours for those with meters) or every 6 months whichever comes first. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis, specifically every 7,500 miles (500 miles for those with meters) or once a year, whichever comes first

Capital Equipment/Vehicle outlay: Fleet Management uses the Oklahoma State Contract as one of its main tools in purchasing cars, police vehicles, pickup trucks and large chassis, which helps keep the initial investment lower.

Vehicle Replacement Analysis: Available through the FASTER software program used by Fleet Management, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement.

Support of City Policies: Fleet Management supports and has aided in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment. Staff is in the process of drafting a citywide Fleet Management Policy.

DIVISION SUMMARY

010-5075 FLEET CNG STATION

MISSION:

The Compressed Natural Gas (CNG) Station is a fueling facility for the City's fleet and the public. Fleet tracks CNG usage of the public and City's fleet while maintaining the fueling facility with repairs and maintenance ensuring it is open to the public 24 hours a day.

DESCRIPTION:

FuelMaster is a system used by Fleet to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows Fleet to report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected. This new division was created beginning in FYE 15 for better accounting purposes.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,390	42,720	42,720	42,720	43,971
Supplies & Materials	1,149	167,613	167,613	167,613	153,246
Services & Maintenance	0	102,500	102,500	102,500	102,500
Internal Services	0	0	0	0	0
Capital Equipment	0	13,500	13,500	13,500	40,000
Subtotal	2,540	326,333	326,333	326,333	339,717
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,540	326,333	326,333	326,333	339,717

DIVISION SUMMARY

010-5073 FLEET FUEL & PARTS INVENTORY

MISSION:

The mission of Fleet Management is to support the City departments and agencies in the delivery of municipal services by ensuring that the City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

DESCRIPTION:

This division accounts for all fuel and parts inventory for all of the City's vehicles and pieces of equipment.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,045,243	3,097,646	3,027,165	3,027,165	2,765,417
Services & Maintenance	355,298	302,156	341,298	342,205	486,319
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	3,400,541	3,399,802	3,368,463	3,369,370	3,251,736
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,400,541	3,399,802	3,368,463	3,369,370	3,251,736

DIVISION SUMMARY

010-5071 FLEET REPAIR SERVICES

MISSION:

The mission of Fleet Repair is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

DESCRIPTION:

Supervisors are responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. They are responsible for writing bid specifications for purchasing vehicles/equipment and decommissioning surplus equipment. They oversee the day-to-day operations, provide for the health, welfare, and safety of the department employees as it relates to personnel, equipment, shop and environmental safety. The Tire Repair Tech performs all in-house tire repairs including replacement, and roadside assistance. The Welder performs all in-house welding and fabrication. The Field Service Mechanic II and performing all repairs in the field on City vehicles/equipment. The Fleet Repair staff also provide support services after hours and weekends during holidays, spring and fall cleanup, and during inclement weather snow and ice removal. After hours and weekends an "on-call" technician is available for emergency repairs and wrecker service.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	17	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	18	18	18	18

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,109,395	1,152,021	1,146,991	1,146,991	1,171,909
Supplies & Materials	59,170	42,135	64,917	60,648	46,998
Services & Maintenance	109,261	21,263	121,188	121,188	27,857
Internal Services	11,203	11,600	11,600	11,600	17,595
Capital Equipment	153,853	196,340	221,567	221,567	30,500
Subtotal	1,442,883	1,423,359	1,566,263	1,561,994	1,294,859
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,442,883	1,423,359	1,566,263	1,561,994	1,294,859

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES

GOALS:

- Provide safe and reliable repairs to all Divisions that Fleet represent.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 75% of repairs in 24 hours and 25% of repairs in 48 hours.
- Provide 95% parts on hand.
- Uphold a higher standard relationship with all Fleet customers.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of CNG vehicles	23	37	51	73	90
Yearly productive average (national standard average is 70%)	81.5%	73.2%	>70%	79%	82%
Benchmark repair standards average compared to industrial standards	-0.13%	-0.24%	0.00%	-0.12%	-0.25%
Preventive services completed	928	1,309	900	1,468	1,000
Work orders completed	5,458	4,763	5,500	4,485	5,500
Work order requests completed in 24 hours	3,491	2,571	3,500	2,051	3,500
Work order requests completed in 48 hours	503	393	550	504	550

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORM WATER DRAINAGE DIVISION

MISSION:

Storm Water Division is responsible for the management, maintenance and construction improvements of bridges, culverts and their associated storm water drainage systems. Storm Water Drainage exists to provide safe, well-drained, durable streets, effective channel maintenance and mowing of right-of-way and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen requests.
- Perform erosion control and removal of obstructions from drainage ways.
- Maintenance of approximately 138 miles of storm sewers.
- Provides maintenance to bridges and culverts, and street sweeping.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural drainage improvement projects with Cleveland County.

*Beginning FYE 16, the Storm Water Division was split into two divisions – Drainage and Quality.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	26	26	26	26	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	23

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,735,297	1,817,906	1,817,906	1,817,906	1,692,573
Supplies & Materials	257,450	418,267	373,172	334,274	386,550
Services & Maintenance	960,937	346,382	514,041	509,834	334,067
Internal Services	188,346	286,326	286,326	295,423	183,500
Capital Equipment	128,633	284,355	319,607	319,607	388,745
Subtotal	3,270,663	3,153,236	3,311,052	3,277,044	2,985,435
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,270,663	3,153,236	3,311,052	3,277,044	2,985,435

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORM WATER DRAINAGE DIVISION

GOALS:

- To manage and perform maintenance and construction of streets, alleys, bridges, culverts, channels and storm sewers.
- To manage and maintain roadside and drainage maintenance.
- To manage and perform snow/ice control, flood damage control, and respond to emergency situations.
- To aid in the Norman City Council strategic plan, vision, and goals for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide efficient storm water sewer system.
- Manage storm water conveyance channel systems.
- Weather related response.
- Maintain clean streets and storm water runoff by sweeping of curb and gutter streets.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	50%	50%	50%	50%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	25%	30%	50%	35%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	25%	75%	75%	75%	75%
Mow 148 miles of rural right-of-way, three times per year	100%	100%	100%	100%	100%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year	75%	75%	90%	75%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	20%	30%	50%	40%	50%

Notes to Results Report:

ROW – Right-of-Way

DIVISION SUMMARY

010-5025 STORM WATER QUALITY DIVISION

MISSION:

Storm Water Quality Division is responsible for permitting all earth disturbing operations over one acre in size, performs erosion control inspections of permitted sites within 30 days, response to storm water pollution complaints within 24 hours of the time reported and inspect City facilities identified as potential storm water pollution sources. Storm Water Quality exists to provide safe, well drained, durable streets, effective erosion control inspections, storm water pollution complaints and responsive emergency services to all citizens of Norman and their visitors.

*Beginning FYE 16, the Storm Water Division was split into two divisions – Drainage and Quality.

DESCRIPTION:

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen storm water pollution complaints within 24 hours of the time reported.
- Perform erosion control inspections of permitted sites within 30 days.
- Inspect City facilities identified as potential storm water pollution sources.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	171,298
Supplies & Materials	0	0	0	0	26,089
Services & Maintenance	0	0	0	0	13,939
Internal Services	0	0	0	0	84
Capital Equipment	0	0	0	0	53,533
Subtotal	0	0	0	0	264,943
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	264,943

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORM WATER QUALITY DIVISION

GOALS:

- Manage and perform inspections of the "City of Norman Municipal Separate Storm Sewer System" (MS4), streets, alleys, bridges, drainage channels detention ponds and surface waters for potential storm water problems related to drainage and water quality.
- Manage storm water pollution issues, and respond to emergency situations.
- Aid in the Norman City Council Strategic Plan, vision, and goals for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing operations over 1 acre.
- Respond to storm water complaints.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Permit all earth disturbing operations over 1 acre in size	90%	90%	90%	95%	95%
Perform erosion control inspections of permitted sites within 30 days	100%	100%	100%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time reported	100%	100%	95%	95%	95%
Inspect City facilities identified as potential storm water pollution sources	50%	50%	50%	50%	50%

Notes to Results Report:

ROW – Right-of-Way

DIVISION SUMMARY

010-5021 STREETS DIVISION

MISSION:

The Street Maintenance Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance and construction of street and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt concrete and chip-sealed streets, and aggregate surfaced rural roads.
- Surface and roadside maintenance for approximately 20 miles of aggregate surfaced rural public roads.
- Provides maintenance and reconstruction/repair of the City's streets and roadways including roadbed drainage and bridges and culverts.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural roadway improvement projects with Cleveland County.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	26

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,946,739	1,937,444	1,937,444	1,937,444	1,976,147
Supplies & Materials	605,177	860,692	818,461	756,692	807,878
Services & Maintenance	86,576	61,239	79,990	75,480	63,905
Internal Services	248,756	307,018	307,018	317,632	255,342
Capital Equipment	618,616	574,135	607,817	607,817	440,939
Subtotal	3,505,864	3,740,528	3,750,730	3,695,065	3,544,211
Division Total	3,505,864	3,740,528	3,750,730	3,695,065	3,544,211

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS DIVISION

GOALS:

- Manage and perform maintenance and construction of streets, alleys, bridges, culverts, channels and storm sewers.
- Manage and maintain roadside and drainage maintenance.
- Manage and perform snow/ice control, flood damage control, and respond to emergency situations.
- Aid in the Norman City Council strategic plan, vision, and goals for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide safe and efficient transportation system.
- Weather damage response.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	90%	90%	95%	90%	95%
Overlay / pave 10 lane-miles per year	95%	100%	95%	100%	100%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	20%	25%	50%	40%	50%
Grade all unpaved public roads eight (8) times a year	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-5023 TRAFFIC CONTROL

MISSION:

The mission of the Traffic Control Division is to provide and maintain the controls necessary for the safe movement of traffic with minimum delay by using nationally accepted standards, guidelines and procedures.

DESCRIPTION:

The Traffic Control Division operates and maintains 244 traffic and pedestrian signals, 23,762 traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,421,431	1,456,048	1,456,048	1,456,048	1,502,799
Supplies & Materials	278,949	254,422	319,433	314,252	246,789
Services & Maintenance	997,226	1,185,436	1,229,247	1,144,413	1,221,046
Internal Services	92,091	83,042	83,042	82,939	84,632
Capital Equipment	202,600	186,114	313,688	313,688	347,615
Subtotal	2,992,296	3,165,062	3,401,458	3,311,340	3,402,881
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,992,296	3,165,062	3,401,458	3,311,340	3,402,881

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

- Provide a transportation system that allows the safe, orderly and predictable movement of all traffic, motorized and non-motorized.
- Provide and maintain the control, guidance and warning devices necessary for the efficient movement of people and goods.
- Respond to citizen requests in a courteous, timely and efficient manner.
- Provide prompt assistance to other City Departments and Divisions.
- Ensure employee safety.

OBJECTIVES:

- Investigate traffic problems reported by the public in a timely manner.
- Complete traffic studies in a timely manner.
- Review plans in a timely manner.
- Maintain high quality pavement markings on roadways with more than 1,000 vehicles per day on average. Stripe high traffic volume roadways (with more than 10,000 vehicles per day) utilizing thermoplastic which is re-striped every 4 to 6 years depending on wear. All other roadways with more than 1,000 vehicles per day are striped annually utilizing waterborne paint.
- Respond to damaged traffic control signs in a timely manner.
- Respond to traffic signal malfunctions in a timely manner.
- Perform preventive maintenance on all traffic signal and parking meter equipment.
- Provide a safe working environment for all employees.
- Maintain traffic signal timing plans for coordination of urban arterials on closed loop systems.
- Respond to neighborhood requests for traffic calming projects.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Worker-hours per gallon of traffic paint used	.53	.48	.80	.40	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	7.47	10.74	4 to 6 instal-lations/ day (2-person crew)	5	4 to 6 instal-lations/ day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%
Response to reports on high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	.02%	.02%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	99%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	75%	75%	100%	100%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of written notice	100%	100%	100%	100%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than seven months from receipt of the neighborhood request	100%	100%	100%	100%	100%

NON-DEPARTMENTAL

The "Non-Departmental" divisions are City Boards, Commissions, and several City funded agencies and programs. All of these are funded in the General Fund. They are designated as "Non-Departmental" because they have City-wide impact and because no City personnel are budgeted in these divisions.

DIVISION SUMMARY

010-7081 FIREHOUSE ART CENTER

MISSION:

The mission of the Firehouse Art Center is to serve as a vehicle for the visual arts to the citizens of Norman.

DESCRIPTION:

The Firehouse Art Center is a building owned and maintained by the City of Norman for the purpose of promoting and providing an opportunity for the visual arts to the citizens of Norman. The Firehouse Art Center, Inc. manages the day-to-day operations of the Firehouse. The City of Norman is currently providing funding for the utilities and a contribution to help allow continued operation of the center.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	100	100	0
Services & Maintenance	71,941	88,253	88,153	72,706	81,386
Internal Services	6,146	6,022	6,022	12,248	10,436
Capital Equipment	0	0	0	0	0
Subtotal	78,086	94,275	94,275	85,054	91,822
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	78,086	94,275	94,275	85,054	91,822

DIVISION SUMMARY

010-7082 HISTORICAL MUSEUM

MISSION:

The mission of the Historical Museum is to serve as a museum and facility for special research dealing with local history.

DESCRIPTION:

The Norman and Cleveland County Museum is a house owned and maintained by the City of Norman for the purpose of serving as a museum and a facility for specialist research service dealing with local history for the benefit of the citizens of Cleveland County. The day-to-day operations of the museum are managed by the Norman and Cleveland County Historical Society. Currently, the City of Norman is providing the utility costs and a contribution to help with funding for the continued operation of the museum.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	37,332	40,060	40,060	37,476	40,748
Internal Services	1,681	1,599	1,599	4,653	4,543
Capital Equipment	0	0	0	0	0
Subtotal	39,013	41,659	41,659	42,129	45,291
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	39,013	41,659	41,659	42,129	45,291

DIVISION SUMMARY

010-3094 INTERFUND TRANSFERS

MISSION:

Account for and monitor all inter-fund transactions from the General Fund to all other funds.

DESCRIPTION:

An account established to record the subsidies transferred from the General Fund to various funds to cover the costs for which user fees are insufficient.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Services & Maintenance	0	0	0	0	0
Public Safety Sales Tax	0	0	0	0	0
Rainy Day Fund	0	0	326,505	326,505	0
Recreation Fund	0	0	0	0	0
Emergency Communications	0	0	0	0	0
Seizures and Restitution Fund	0	0	0	0	0
Westwood Fund	108,484	0	0	0	0
Water Fund	0	0	0	0	0
Wastewater Excise Fund	0	0	0	0	0
Capital Project Fund	10,000	0	0	0	0
CDBG Fund	0	0	0	0	0
Special Grant Fund	0	0	0	0	0
Insurance Fund	0	0	0	0	0
Hallpark Debt Service	0	0	0	0	0
Subtotal	118,484	0	326,505	326,505	0
Division Total	118,484	0	326,505	326,505	0

DIVISION SUMMARY

010-2080 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Pioneer Multi-County Library entered into on July 24, 1962, the City has agreed to provide building maintenance and custodial services for the main Norman branch of the Pioneer Library System (PLS) located at 225 North Webster Avenue.

DESCRIPTION:

The Facility Maintenance Division of the City Clerk's Department performs maintenance services and preventive maintenance programs to reduce repairs. Facility Maintenance also provides custodial service to the Norman Public Library. In FYE 2014 two new library programs were added in Norman. First was the installation of a 24-hour Automated Library Services machine at Irving Middle School through a cooperative agreement between the City of Norman, Norman Public Schools, and PLS. Second, a library satellite was opened as Norman Public Library West in a portion of the Pioneer Library Systems new administrative services facility located at 300 Norman Center Court through a lease agreement with PLS.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	236,177	297,742	331,315	237,910	295,044
Internal Services	113,340	113,893	113,893	107,505	109,642
Capital Equipment	0	0	25,000	25,000	0
Subtotal	349,517	411,635	470,208	370,415	404,686
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	349,517	411,635	470,208	370,415	404,686

DIVISION SUMMARY

010-7086 SANTA FE DEPOT

MISSION:

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): "The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use."

DESCRIPTION:

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning Amtrak passengers.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	29	0	0	0	0
Services & Maintenance	5,527	9,258	9,287	5,711	8,461
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,556	9,258	9,287	5,711	8,461
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	5,556	9,258	9,287	5,711	8,461

DIVISION SUMMARY

010-7083 SOONER THEATRE

MISSION:

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

DESCRIPTION:

The Sooner Theatre is a building owned by the City of Norman for the purpose of promoting theatrical arts and entertainment for the citizens of Norman. The day-to-day operations of the theatre are managed by the Sooner Theatre, Inc. The City currently pays the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	80,585	91,919	92,164	79,948	88,718
Internal Services	5,741	5,896	5,896	6,109	3,786
Capital Equipment	0	0	0	0	0
Subtotal	86,326	97,815	98,060	86,057	92,504
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	86,326	97,815	98,060	86,057	92,504

Special Revenue Funds

SPECIAL REVENUE FUNDS

The Special Revenue Funds account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specified purposes.

FUND SUMMARY

TOTAL ART IN PUBLIC PLACES FUND – (28)

MISSION:

To create exciting, appealing, and harmonious public spaces by integrating art into public places in the City of Norman.

DESCRIPTION:

On August 28, 2007, City Council passed Ordinance O-0708-5 to establish this fund which allows citizens, through pledges added to their monthly utility bill, to help fund public art in Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,000	14,000	14,000	14,000	16,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	12,000	14,000	14,000	14,000	16,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	12,000	14,000	14,000	14,000	16,000

FUND SUMMARY

TOTAL CLEET PROGRAM FUND - (26)

MISSION:

The collection and disbursement of the portion of CLEET funds retained by the City for court and police training.

DESCRIPTION:

To accurately collect, account for, and disburse CLEET funds retained by the City.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	23,008	30,505	37,816	37,816	30,705
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	23,008	30,505	37,816	37,816	30,705
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	23,008	30,505	37,816	37,816	30,705

DIVISION SUMMARY

026-2111 COURT CLEET TRAINING

MISSION:

The disbursement of CLEET funds for court and prosecution training until the fund balance is depleted.

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	979	1,500	1,500	1,500	1,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	979	1,500	1,500	1,500	1,700
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	979	1,500	1,500	1,500	1,700

DIVISION SUMMARY

026-6034 POLICE CLEET TRAINING

MISSION:

Established to account for revenue derived by provision of state law to be utilized for law enforcement education and training.

DESCRIPTION:

To provide law enforcement education and training, where appropriate.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	22,029	29,005	36,316	36,316	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	22,029	29,005	36,316	36,316	29,005
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	22,029	29,005	36,316	36,316	29,005

FUND SUMMARY

TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

MISSION:

The mission of the Community Development Fund is to account for the resources allocated to the Community Development Block Grant (CDBG) and related federal and state programs. Projects included in the grants must meet the criteria of activities that either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight.

DESCRIPTION:

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	1	1	1	0
Total Budgeted Positions	5	6	6	6	5

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Community Development	610,508	721,987	1,573,260	1,573,260	633,326
HOME	686,947	318,067	561,437	561,437	296,211
Emergency Shelter	277,440	0	0	0	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-DR	0	0	1,287,012	1,287,012	10,992,600
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	0	0	10,000	10,000	0
Public Services	0	0	0	0	110,985
Interfund Transfers	0	0	0	731,712	0
Audit Adjust/Encumbrances	(320,497)	0	0	0	0
Fund Total	1,254,398	1,040,054	3,431,709	4,163,421	12,033,122

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT FUND

GOALS:

- To provide resources to low-to-moderate income residents of targeted areas to revitalize the infrastructure of their residential areas according to an approved Consolidated Plan, with emphasis on leveraging other resources to accomplish as many improvements as possible.
- To provide resources to social service providers who serve low-to-moderate income persons in the City.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to make housing affordable for homebuyers.
- To provide resources to address the continuum of care for homeless persons.
- To continue support of an anti-poverty program to improve the general quality of life in the community.
- To acquire new resources for the City from available grant funds on a competitive basis through collaborative efforts with other agencies to address unmet needs.

OBJECTIVES:

- Facilitate the design and construction of infrastructure projects.
- Provide technical assistance to social service providers.
- Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households.
- Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County; assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
- Expand anti-poverty plan to work with additional agencies.
- Partner with and/or provide technical assistance to other appropriate local agencies to acquire new resources to address the needs of low-to-moderate income persons.
- Apply for additional resources, which are available on a competitive basis, to address the needs of low-to-moderate income persons.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	105,744	154,756	50,000	141,424	0
Number of households assisted through housing programs	53	34	25	38	36
Awarded contract amounts for homeless programs	$534,031	$493,278	$500,000	$518,797	$500,000
Funding application amounts submitted (not including CDBG and HOME)	$576,730	$493,278	$500,000	*$22,780,297	$500,000

Notes to Results Report:

The information provided for units of service and households assisted is from the most recent Consolidated Annual Performance and Evaluation Report – FYE 14

*Funding includes CDBG-DR (disaster relief) for projects related to the 2012 wildfires and 2013 tornadoes – all are infrastructure/road projects.

CDBG – Community Development Block Grant

FUND SUMMARY

TOTAL PARK LAND AND DEVELOPMENT FUND (52)

MISSION:

Established by City Ordinance to receive revenues from developer fees dedicated to the acquisition and development of park land around the City of Norman.

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to park land acquisition and development.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Community Park Improve	32,241	102,500	191,088	228,588	37,500
Neighborhood Park Improve	110,614	35,000	524,823	524,823	40,000
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	1,831	0	0	0	0
Fund Total	144,686	137,500	715,911	753,411	77,500

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

On May 13, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax (PSST) in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008, and terminating on September 30, 2015. On April 1, 2014, the citizens passed a permanent one-half percent (1/2%) PSST in order to maintain the personnel added and to fund public safety equipment and projects.

Beginning in FYE 11, Public Safety Sales Tax revenues and expenditures are reported in Fund 15, Public Safety Sales Tax Fund. Prior to FYE 11, these funds were included in the General Fund.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	69	71	71	71	77
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	69	71	71	71	77

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	6,144,268	6,447,407	6,447,407	6,447,407	7,247,573
Supplies & Materials	211,185	247,055	270,776	231,657	381,144
Services & Maintenance	177,696	237,627	428,383	411,803	272,313
Internal Services	113,522	154,792	154,792	167,934	145,780
Capital Equipment	2,619,123	1,603,560	4,016,028	4,016,028	257,112
Subtotal	9,265,794	8,690,441	11,317,386	11,274,829	8,303,922
Capital Projects	0	0	0	0	2,259,675
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	226,073	497,845
Interfund Transfers	1,448,621	1,450,066	1,450,066	1,450,066	0
Audit Adjust/Encumb	(3,803)	0	0	0	0
Subtotal	1,444,818	1,450,066	1,450,066	1,676,139	2,757,520
Fund Total	10,710,612	10,140,507	12,767,452	12,950,968	11,061,442

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Fire Department Administration Division facilitates the effective integration and application of all available resources.

DESCRIPTION:

The Norman Fire Department protects the citizens of Norman from emergencies and disasters through hazard suppression, prevention, mitigation, and educational programs.

*Beginning in FYE 11, personnel employed with the Public Safety Sales Tax Fund and their expenditures are accounted for in Fund 15 – Public Safety Sales Tax Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	2,677,930	2,716,747	2,716,747	2,716,747	2,858,877
Supplies & Materials	44,153	66,825	71,538	68,957	151,651
Services & Maintenance	39,508	95,285	151,877	135,297	120,068
Internal Services	26,614	29,965	29,965	24,965	28,497
Capital Equipment	1,472,849	1,273,640	1,931,382	1,931,382	0
Subtotal	4,261,054	4,182,462	4,901,509	4,877,348	3,159,093
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	4,261,054	4,182,462	4,901,509	4,877,348	3,159,093

DIVISION SUMMARY

015-6543 SUPPRESSION – Public Safety Sales Tax Fund

MISSION:

Fire Suppression Division forces are in a constant state of readiness to respond effectively to any emergency need.

Beginning in FYE 11, the Suppression Division - Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	2,677,930	2,716,747	2,716,747	2,716,747	2,858,877
Supplies & Materials	44,153	66,825	71,538	68,957	151,651
Services & Maintenance	39,508	95,285	151,877	135,297	120,068
Internal Services	26,614	29,965	29,965	24,965	28,497
Capital Equipment	1,472,849	1,273,640	1,931,382	1,931,382	0
Subtotal	4,261,054	4,182,462	4,901,509	4,877,348	3,159,093
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	4,261,054	4,182,462	4,901,509	4,877,348	3,159,093

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	734	450	964	500	550
Emergency medical calls answered	8,237	8,396	8,908	8,500	8,700
Average response time (urban area)	No information	No information	5.20 minutes	5.00 minutes	5.00 Minutes
Fire loss per capita	$44.04	$89.76	$35.00	$35.00	$35.00
Ratio to national per capita loss	141%	200.13%	80%	85%	90%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	39	41	41	41	47
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	39	41	41	41	47

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	3,466,338	3,730,660	3,730,660	3,730,660	4,388,696
Supplies & Materials	167,032	180,230	199,238	162,700	229,493
Services & Maintenance	138,189	142,342	276,506	276,506	152,245
Internal Services	86,908	124,827	124,827	142,969	117,283
Capital Equipment	1,146,273	329,920	2,084,646	2,084,646	257,112
Subtotal	5,004,740	4,507,979	6,415,877	6,397,481	5,144,829
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	5,004,740	4,507,979	6,415,877	6,397,481	5,144,829

DIVISION SUMMARY

015-6121 CRIMINAL INVESTIGATIONS – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

- Investigative
  - Review all Part I Crime reports in City of Norman
    - Investigate viable leads that may result in the arrest and prosecution of criminals.
      - Crimes against person
      - Crimes against property
    - Manage the department's Offender Registration Program
- Forensic
  - Crime Lab Services
  - Video Forensics
  - Computer Forensics
  - Property Custody

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	538,083	514,314	514,314	514,314	534,078
Supplies & Materials	19,254	5,338	5,338	3,174	15,822
Services & Maintenance	67,319	0	70	70	2,160
Internal Services	4,756	4,098	4,098	3,444	3,889
Capital Equipment	354,331	1,800	37,293	37,293	1,800
Subtotal	983,743	525,550	561,113	558,295	557,749
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	983,743	525,550	561,113	558,295	557,749

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Implement technology to strategically create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Work with other City departments to continue forward progress with the Norman Investigation Center.
- Work to support the Operations Bureau in accomplishing the community policing enhancement and training citizens in crime awareness and prevention.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction. Funding for such areas as: Crime Lab, Property Custody supplies, Investigative supplies, Bait car operational, and Advanced Investigative Training (FOP contract requirement).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Total cases assigned	1,368	1,453	>1,400	1,357	1,400
Average annual case load	91	85	>100	211	200
Total cases unassigned with leads (code "23")	117	329	>1,000	320	150
Total COP follow-ups (Code "31") cases	724	199	>1,000	500	700
Total unassigned cases with no follow-up (code "21")	4,167	3,781	<4,000	4,383	3,800

Notes to Results Report:

CID – Criminal Investigations Division
FOP – Fraternal Order of Police
COP – Community Oriented Policing Program

DIVISION SUMMARY

015-6139 EMERGENCY COMMUNICATIONS – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Communications Division's mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	127,239	127,239	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	127,239	127,239	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	0	0	127,239	127,239	0

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Increase work area to allow for 7 work positions, 5 radio,1 call taker and 1 supervisor. (Requires budget approval.)
- Implement the ability for citizens to listen to the primary police and fire radio traffic via the internet.
- Recruit and fill all communications positions with competent and dedicated team members.
- Increase emergency medical dispatch quality assurance to 95 percent accuracy. (2013 – 94%)

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Increase work area	0	0	100%	100%	100%
Broadcast radio traffic over internet	0	0	100%	100%	100%
Recruit and train	92%	92%	100%	100%	100%
Increase EMD QA scores	90%	92%	95%	95%	97%

Notes to Results Report:

EMD QA – Emergency Medical Dispatcher Quality Assurance

DIVISION SUMMARY

015-6122 PATROL – Public Safety Sales Tax Fund

MISSION:

The Patrol Bureau is dedicated to providing the most effective and efficient police services to the community while working in partnership to resolve problems and improve the quality of life in Norman.

Beginning in FYE 11, the Patrol Bureau – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	34	36	36	36	42
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	34	36	36	36	42

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	2,928,255	3,216,346	3,216,346	3,216,346	3,854,618
Supplies & Materials	139,676	168,477	186,502	153,363	213,671
Services & Maintenance	58,368	90,155	97,993	97,993	100,058
Internal Services	79,228	118,740	118,740	137,257	113,394
Capital Equipment	196,809	328,120	1,100,830	1,100,830	255,312
Subtotal	3,402,337	3,921,838	4,720,411	4,705,789	4,537,053
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,402,337	3,921,838	4,720,411	4,705,789	4,537,053

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept to create permanent solutions to problems in the community.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.
- Use Data Driven Approaches to target high crime and accident locations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase documented traffic contacts	-6.44%	-19.7%	25%	25%	10%
Reduce crime	4.5% increase	0% change	-5%	-5%	-2.5%

DIVISION SUMMARY

015-6130 SPECIAL INVESTIGATIONS - Public Safety Sales Tax Fund

MISSION:
The mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

Beginning in FYE 11, the Special Investigations Division – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:
The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

This division accounts for expenditures associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	7,345	6,415	6,415	5,180	0
Services & Maintenance	230	2,160	2,160	2,160	0
Internal Services	2,924	1,989	1,989	2,268	0
Capital Equipment	0	0	0	0	0
Subtotal	10,498	10,564	10,564	9,608	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	10,498	10,564	10,564	9,608	0

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve communi8ty expectations in the delivery of police services.

OBJECTIVES:

- Main current partnerships and expand partnerships with local and community based drug and narcotic support groups. Develop partnerships with each pharmacy in Norman.
- Partner with other law enforcement agencies to collaboratively address illicit drug activity throughout the community. Work to identify and disrupt common drug operations in the Norman and the surrounding jurisdictions.
- Embrace and increase narcotic and drug intelligence with local, state and federal agencies in order to collectively reduce crime and quality of life issues created by illicit drugs and the lifestyles os those participating in the narcotic drug sales and operations.
- Facilitate training opportunities for Narcotic officers including NADDI (National Association of Drug Diversion Investigators), NATIA (National Technical Investigators Association), A-One Narcotics Investigators, and NIC (National Interdiction Conference). Share appropriate training to police officer in Operations Bureau to enhance field operations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	712	171	1,000	500	600
Number of cases investigated	66	67	70	95	100
Number of presentations / press releases	25	37	25	40	40
Number of hours in specialized training	240	744	240	600	600

DIVISION SUMMARY

015-6115 STAFF SERVICES – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

Beginning in FYE 11, the Staff Services Division – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section..

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	757	0	983	983	0
Services & Maintenance	12,272	50,027	49,044	49,044	50,027
Internal Services	0	0	0	0	0
Capital Equipment	595,133	0	946,523	946,523	0
Subtotal	608,162	50,027	996,550	996,550	50,027
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	608,162	50,027	996,550	996,550	50,027

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Lead the successful transition to a new records management system
- Create performance tracking measurements for records
- Enhance recruiting strategy for police and extend to civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Complete issue and training of rifles to the Operations Bureau
- Develop a plan to provide an "On-line" training option to employees

OBJECTIVES:

Records:

- Provide updated customer service related training to all clerks.
- Lead the implementation of the new records management system.
- Assist in updating the agencies new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods
  - Part-time Public Safety Aid in the lobby
  - Kiosk

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence and Cultural Diversity
- Provide updated Community Oriented Policing training to all commissioned personnel
- Continue to purchase and issue rifles required to equip all commissioned personnel
- Research, plan and determine a budget for online learning options
- Host the Women's Leadership Institute training course
- Develop employee fitness program

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	25%	50%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	32	40	40	40	40

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
Number of outside courses hosted by training section	4	4	4	4	5
Percentage of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Percentage of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	2	10	7	15	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2014

- All Records Clerk attended Emotional Intelligence training
- All division personnel attended Cultural Diversity training
- Police Recruiter attended Recruitment course
- One employee attended the Women's Leadership Institute
- Two employees attended the Law Enforcement Fitness Specialist course at the Cooper Institute of Fitness
- The 51st Police Academy was completed using new learning techniques

NPD – Norman Police Department

FUND SUMMARY

TOTAL ROOM TAX FUND (23)

MISSION:

To account for and monitor all resources associated with the Room Tax Fund.

DESCRIPTION:

Established by City ordinances to receive revenues from the City hotel/motel occupancy tax to be used for promoting and fostering convention and tourism development in the City of Norman, support arts and humanities activities and provide funding for park development capital equipment.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,153,717	1,275,000	1,375,500	1,375,500	1,319,131
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,153,717	1,275,000	1,375,500	1,375,500	1,319,131
Capital Projects	147,741	334,500	364,244	378,244	212,500
Cost Allocation	49,632	85,050	85,050	85,050	91,488
Debt Service	0	0	0	0	0
Interfund Transfers	216,134	206,164	206,164	206,164	203,754
Audit Adjust/Encumb	(3,678)	0	0	0	0
Subtotal	409,829	625,714	655,458	669,458	507,742
Fund Total	1,563,546	1,900,714	2,030,958	2,044,958	1,826,873

DIVISON SUMMARY

023-3040 ROOM TAX - ADMINISTRATION

MISSION:

Efficiently receipt and collect room tax revenues.

DESCRIPTION:

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	49,632	85,050	85,050	85,050	91,488
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	49,632	85,050	85,050	85,050	91,488
Division Total	49,632	85,050	85,050	85,050	91,488

DIVISION SUMMARY

023-3041 ROOM TAX - ARTS COUNCIL

MISSION:

Provide funds for the Norman Arts Council to support, encourage, coordinate and promote awareness of quality arts activities and programs in Oklahoma, and foster better understanding of the fine applied and performing arts and humanities in Norman.

DESCRIPTION:

The Norman Arts Council reviews applications for the use of Room Tax funds and administers these funds. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the Arts Council.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	401,239	425,000	427,000	427,000	450,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	401,239	425,000	427,000	427,000	450,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	401,239	425,000	427,000	427,000	450,000

DIVISION SUMMARY

023-3043 ROOM TAX - CONVENTION & VISITORS BUREAU

MISSION:

Provide funds for promotion of the City of Norman and facilities available for meetings, conventions, etc.

DESCRIPTION:

Ordinance No. O-9293-22 provides for contracting with a not-for-profit corporation for the purpose of administering this portion of the Room Tax funds.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	752,478	850,000	948,500	948,500	869,131
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	752,478	850,000	948,500	948,500	869,131
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	752,478	850,000	948,500	948,500	869,131

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 16 - FYE 20 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	147,741	334,500	364,244	378,244	212,500
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	216,134	206,164	206,164	206,164	203,754
Subtotal	363,875	540,664	570,408	584,408	416,254
Division Total	363,875	540,664	570,408	584,408	416,254

FUND SUMMARY

TOTAL SEIZURES AND RESTITUTION FUND (25)

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	68,527	86,047	86,047	86,047	72,728
Supplies & Materials	112,854	11,470	85,214	85,214	11,370
Services & Maintenance	78,302	95,381	176,006	176,126	115,590
Internal Services	88	824	824	487	750
Capital Equipment	55,031	0	57,453	57,453	0
Subtotal	314,803	193,722	405,544	405,327	200,438
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	941	0	0	0	0
Subtotal	941	0	0		0
Fund Total	315,744	193,722	405,544	405,327	200,438

DIVISION SUMMARY

25-6038 FEDERAL SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	151	0	0	120	300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	151	0	0	120	300
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	151	0	0	120	300

DIVISION SUMMARY

25- 2135 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Municipal Court is to promote education, prevention and accountability for juvenile offenders rather than only punishment thereby preventing juvenile offenders from becoming more deeply involved in the juvenile justice system thus saving taxpayers money and preventing more citizens from becoming victims of crime.

DESCRIPTION:

The Juvenile Division of the Municipal Court provides juvenile offenders a meaningful opportunity to give back to their community through community service, making them more accountable for their actions by promoting education and prevention programs. In cooperation with various City agencies, education and prevention programs have been developed to support intervention efforts aimed at deterring at-risk youth from possible re-offending. The Juvenile Division provides staff supervision and additional support to assist in guiding youthful offenders into becoming productive citizens.

In FYE 13 this division was under the Legal Department (025-2235).

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	68,527	86,047	86,047	86,047	72,728
Supplies & Materials	3,145	3,470	3,470	3,470	3,370
Services & Maintenance	3,693	8,130	9,205	9,205	8,230
Internal Services	88	824	824	487	750
Capital Equipment	0	0	0	0	0
Subtotal	75,454	98,471	99,546	99,209	85,078
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	75,454	98,471	99,546	99,209	85,078

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

- Educate teens and parents on the long term effects of tobacco usage
- Partner with agencies that provide juvenile community service opportunities
- Guide development of independent practice of life skills

OBJECTIVES:

- Provide educational brochure that illustrates correlation regarding familial tobacco usage
- Utilize Tobacco Education Group program (TEG)
- Identify new local agencies interested in participating in community service projects
- Utilize Teens and Parents Partnership program (TAPP) agencies

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Distribute brochure regarding familial tobacco usage and its impact on juveniles to parents of all juveniles with tobacco related charges	55%	55%	60%	0%	0%
Number of students referred to TEG	17	20	50	75	80
Number of community agencies contacted for community service projects	16	2	20	3	5
Number of students assigned to TAPP	87	60	85	18	40

Notes to Results Report:

Brochures regarding tobacco usage are disseminated through the TEG program so we will no longer be tracking this information.

DIVISION SUMMARY

25-6035 STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	109,709	8,000	81,744	81,744	8,000
Services & Maintenance	74,459	87,251	166,801	166,801	107,060
Internal Services	0	0	0	0	0
Capital Equipment	55,031	0	57,453	57,453	0
Subtotal	239,198	95,251	305,998	305,998	115,060
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	239,198	95,251	305,998	305,998	115,060

FUND SUMMARY

TOTAL SPECIAL GRANTS FUND (22)

MISSION:

Contributions or gifts of cash or other assets from another government agency to be used or expended for a specified purpose, activity or facility.

DESCRIPTION:

To account for and monitor all related revenues and expenditures for all special revenue grants and projects of the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	137,109	59,482	194,850	194,850	59,482
Supplies & Materials	96,288	1,000	106,343	106,343	1,000
Services & Maintenance	81,561	4,500	647,740	647,740	3,500
Internal Services	0	0	0	0	0
Capital Equipment	8,206	0	23,927	23,927	0
Subtotal	323,164	64,982	972,860	972,860	63,982
Capital Projects	380,841	0	1,469,967	1,469,967	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	1,019,975
Audit Adjust/Encum	488,424	0	0	0	0
Subtotal	869,265	0	1,469,967	1,469,967	1,019,975
Fund Total	1,192,429	64,982	2,442,827	2,442,827	1,083,957

FUND SUMMARY

TOTAL CAMPUS CORNER TAX INCREMENT DISTRICT FUND (27)

MISSION:

Established to account for revenue generated from the Campus Corner Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District One, Norman Campus Corner.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	129,840	0	4,318	4,287	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	129,840	0	4,318	4,287	0
Fund Total	129,840	0	4,318	4,287	0

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	7	7	6	6	6
Part-time Positions	1	1	2	2	2
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	837,325	848,070	848,070	848,070	802,540
Supplies & Materials	121,168	129,931	128,682	129,049	127,102
Services & Maintenance	228,497	219,097	221,504	180,359	219,297
Internal Services	34,863	38,026	38,026	47,792	42,454
Capital Equipment	92,278	90,575	90,575	90,575	137,000
Subtotal	1,314,130	1,325,699	1,326,857	1,295,845	1,328,393
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	204,134	206,164	206,164	206,164	203,754
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	(26,276)	0	0	0	0
Subtotal	177,858	206,164	206,164	206,164	203,754
Division Total	1,491,988	1,531,863	1,533,021	1,502,009	1,532,147

DIVISION SUMMARY

029-7032 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	1	1	1
Part-time Positions	0	0	1	1	1
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	195,977	203,380	203,380	203,380	149,602
Supplies & Materials	7,105	7,607	6,714	6,714	6,625
Services & Maintenance	197,503	199,510	200,403	159,258	199,700
Internal Services	1,346	1,441	1,441	1,485	3,315
Capital Equipment	4,522	3,575	3,575	3,575	0
Subtotal	406,453	415,513	415,513	374,412	359,242
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	406,453	415,513	415,513	374,412	359,242

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF COURSE

GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament play.
- To create junior, women's and couples play.

OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- Support junior clinics and the Junior Golf Academy.
- Implement the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	34,096	33,511	35,877	34,551	35,201
Men's & Women's Associations	30	30	34	34	34
Outside tournaments	35	29	37	36	37
Junior Academy Participants	87	97	80	90	90
Regular annual memberships	7	7	7	6	7
Regular annual membership w/range balls	2	3	3	2	2
Regular annual membership w/cart	10	13	14	13	14
Regular annual membership w/cart & w/range	11	17	17	15	15
Senior annual membership	1	0	1	0	0
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	9	6	7	5	7
Senior annual membership w/cart & w/range	3	0	0	2	2
Junior annual membership	3	4	1	4	5
Junior summer membership	3	4	4	4	4
Range only membership	2	3	4	2	3
Additional family member	11	15	16	9	10
Annual trail fee membership	1	1	1	1	1

Notes to Results Report:

*Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area. Also Men's 9-hole Tournaments played on Thursday evenings from March 29th through September 27th are not included in totals above.

DIVISION SUMMARY

029-7031 WESTWOOD PARK MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 8 lighted tennis courts, a park with playground and pavilion, a 250-space parking lot and a swim complex. The golf course has approximately 65 acres of intensely maintained turf. There are five full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	517,539	521,484	521,484	521,484	529,732
Supplies & Materials	82,694	89,768	88,794	89,161	87,921
Services & Maintenance	19,698	5,686	7,200	7,200	5,696
Internal Services	21,228	21,519	21,519	24,333	23,203
Capital Equipment	87,756	87,000	87,000	87,000	137,000
Subtotal	728,915	725,457	725,997	729,178	783,552
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	728,915	725,457	725,997	729,178	783,552

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD PARK MAINTENANCE

GOALS:

- To maintain a high level of customer satisfaction with the golf course operations.
- To maintain a golf cart fleet that is comfortable, easy to operate, safe and trouble free for the customer.
- To maintain putting greens and other turf areas that are consistent, have a good pace and allow for healthy vigorous turf.
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

- Provide a program for customer comments.
- Produce vigorous turf using good cultural practices, as well as an integrated pest management system.
- Conduct regular safety meetings and training sessions.
- Initiate renovation projects.
- Monitor and improve quality of turf on the golf course.
- Achieve 95% customer satisfaction level.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.6%	99.2%	100%	99.3%	100%
Turf quality*	8.7	8.3	8.5	8.3	8.5
Customer satisfaction (scale of 1-5)**	4.6	4.5	4.0	4.4	4.4

Notes to Results Report:

*Turf quality is expressed as Stimp Measurement. This measure is the industry scale to compare the pace of greens. This data is collected every Friday, weather permitting.

**Customer satisfaction surveys were initiated in FYE 2010

DIVISION SUMMARY

029-7033 WESTWOOD POOL

MISSION:

Westwood Water Park is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness and professionalism.

DESCRIPTION:

The Westwood Water Complex provides a swim facility that includes an Olympic size swimming pool, diving pool, toddler pool, wading pool and double flume water slide during the summer months for use by the general public.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	123,809	123,206	123,206	123,206	123,206
Supplies & Materials	31,370	32,556	33,174	33,174	32,556
Services & Maintenance	11,296	13,901	13,901	13,901	13,901
Internal Services	12,288	15,066	15,066	21,974	15,936
Capital Equipment	0	0	0	0	0
Subtotal	178,763	184,729	185,347	192,255	185,599
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	178,763	184,729	185,347	192,255	185,599

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD POOL

GOALS:

- Provide a safe and healthy swim complex for the citizens of Norman and the surrounding communities.
- Manage the swim complex on a self-supporting basis.
- Increase the number of youth swim lesson participants each year.

OBJECTIVES:

- Provide highly qualified staff to monitor use of the complex.
- Provide quality swim lessons to the general public.
- Increase attendance through advertising and positive experiences.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	($6,846)*	($25,474)**	$1,000	$1,000	$1,000
Number of swim lessons sold	666	775	800	800	800
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	27,931	24,844	26,000	26,000	26,000

Notes to Results Report

*Due to higher than normal heat, and drought conditions during the summer of 2013, both gate attendance and swim lesson enrollment was down.
**In FYE 2014, new local competition decreased regular clientele.

EMS – Emergency Medical Services

DIVISION SUMMARY

029 - WESTWOOD / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Westwood Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	204,134	206,164	206,164	206,164	203,754
Interfund Transfers	0	0	0	0	0
Subtotal	204,134	206,164	206,164	206,164	203,754
Division Total	204,134	206,164	206,164	206,164	203,754

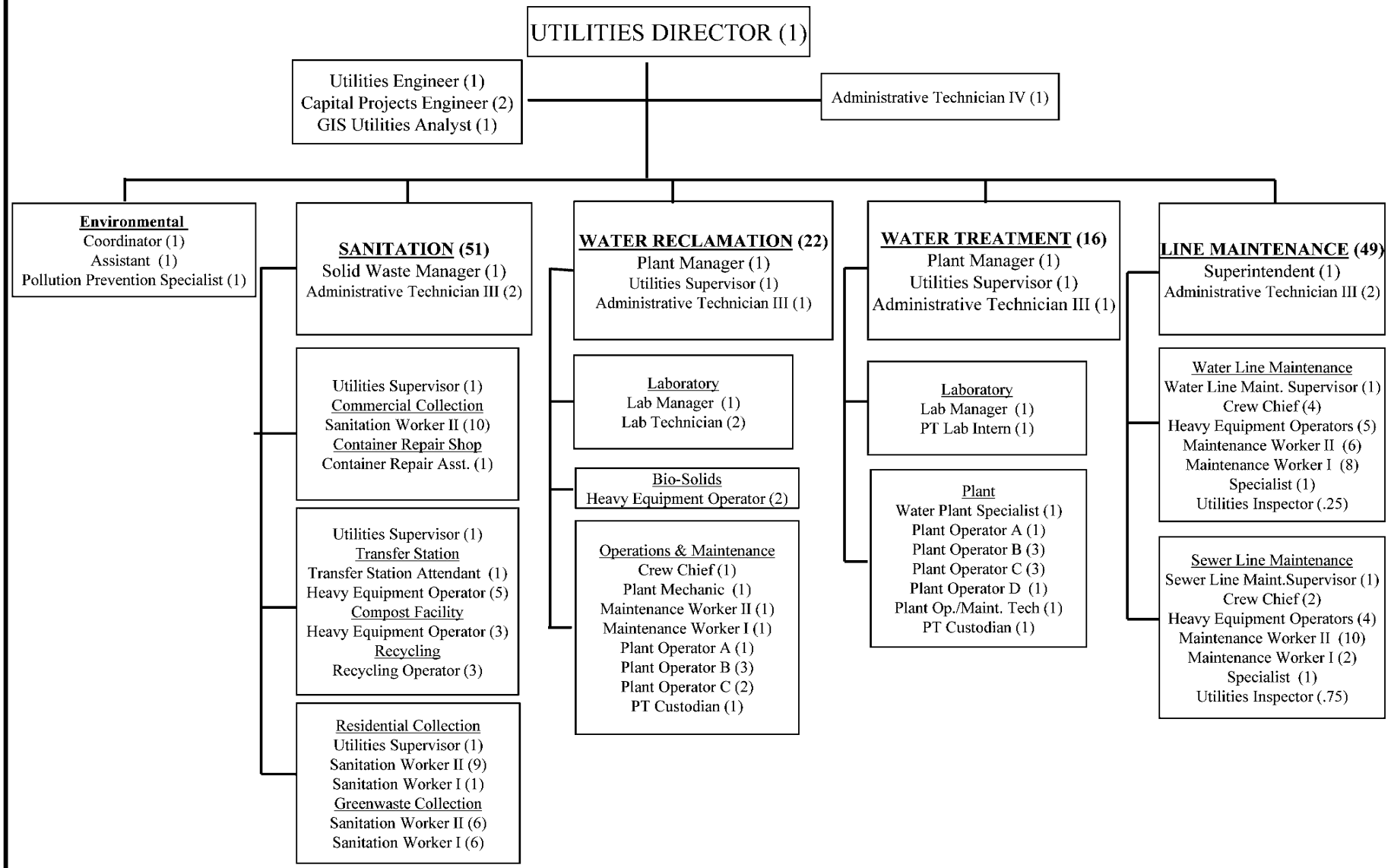
Enterprise Funds

ENTERPRISE FUNDS

The Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the City Council has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

UTILITIES DEPARTMENT

144 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans six separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, the Sewer Sales Tax Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	142	142	142	142	141
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	145	145	145	145	144

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	10,907,268	11,231,760	11,237,760	11,237,760	11,062,813
Supplies & Materials	3,055,834	3,952,482	4,163,378	3,776,834	4,669,137
Services & Maintenance	6,610,104	7,390,319	7,870,756	7,619,069	7,551,664
Internal Services	1,312,334	1,496,960	1,497,508	1,804,642	1,521,693
Capital Equipment	5,642,950	2,839,501	3,973,142	3,973,142	3,191,848
Subtotal	27,528,490	26,911,022	28,742,544	28,411,447	27,997,155
Capital Projects	11,408,390	11,358,900	96,926,933	90,061,901	8795000
Cost Allocation	4,823,327	4,732,452	4,732,452	4,824,469	4,932,492
Debt Service	5,287,527	6,499,751	6,499,751	6,328,299	10,885,371
Interfund Transfers	3,999,315	1,283,184	1,283,184	5,809,796	1,386,448
Audit Adjust/Encumbrances	1,443,404	0	0	0	0
Subtotal	26,961,963	23,874,287	109,442,320	107,024,465	25,999,311
Department Total	54,490,453	50,785,309	138,184,864	135,435,912	53,996,466

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- Protect the Environment:
  1. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
  2. Eliminate sewer overflows during construction.
  3. Eliminate discharges of chlorinated water to drainage systems.
  4. Implement construction related Best Management Practices to protect storm waters.

- Improve Utility Services and Minimize Costs:
  1. Consider adopted land use plan during planning phase for future projects.
  2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
  3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
  4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
  5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
  6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
  7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
  8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
  9. Perform customer satisfaction surveys following construction completion.

- Increase Knowledge of the General Public:
  1. Inform the public regarding the need for utility improvements prior to and during implementation.
  2. Educate our customers regarding available technologies and the advantages of implementation.

3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
4. Inform the public regarding changes to regulations and the impact on the cost of our services.
5. Increase knowledge of employees so they advance into higher positions.

- Provide a safe workplace:
  1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries
  2. Maximize OSHA compliance by CIP contractors and City staff
  3. Ensure submission of and compliance with Traffic Control Plans
  4. Reduce citizen complaints during construction

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
1. For Construction Projects:					
a. Project completed within contract time, 90% of the time.	100%	57%	90%	90%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	100%	100%	90%	90%	90%
2. Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	81%	79%	90%	83%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	90%	90%	90%
4. Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	2	3	3	3	3
5. Install temporary flow metering to document reduction of wastewater flow after rehabilitation in sections of the collection system, beginning with the FYE 09 Sewer Maintenance Plan.	5% (dry) 25% (wet)	n/a n/a	5% (dry) 25% (wet)	5% (dry) 25% (wet)	5% (dry) 25% (wet)

Notes:

OSHA – Occupational Safety & Health Administration
CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

DESCRIPTION:

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	51	51	51	51	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	51	51	51	51	51

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	4,063,005	4,019,604	4,019,604	4,019,604	3,958,861
Supplies & Materials	1,314,589	1,669,116	1,667,351	1,334,365	1,630,315
Services & Maintenance	2,823,948	3,104,806	3,107,014	3,094,178	2,995,796
Internal Services	826,166	778,630	778,630	1,045,976	849,008
Capital Equipment	3,744,759	1,778,205	2,655,987	2,655,987	1,726,605
Subtotal	12,772,468	11,350,361	12,228,586	12,150,110	11,160,585
Capital Projects	52,220	310,000	1,073,555	1,073,555	1,000,000
Cost Allocations	1,345,875	1,297,515	1,297,515	1,324,068	1,362,362
Debt Service	513,361	644,448	644,448	644,448	643,048
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	243,515	0	0	0	0
Subtotal	2,154,971	2,251,963	3,015,518	3,042,071	3,005,410
Fund Total	14,927,439	13,602,324	15,244,104	15,192,181	14,165,995

DIVISION SUMMARY

033-5560 SANITATION / ADMINISTRATION

MISSION:

The Sanitation Administration's mission is to provide the most efficient and cost effective services to the citizens of Norman: to serve the citizens and businesses of Norman, and to commit to an environmentally safe community.

DESCRIPTION:

Account for and monitor all expenditures related to the Sanitation Division. Oversee the collection and disposal of or the recycling of all municipal solid waste in the City of Norman in compliance with all State and Federal regulations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	267,023	270,687	270,687	270,687	253,639
Supplies & Materials	8,634	10,033	10,033	9,388	10,347
Services & Maintenance	54,546	66,060	66,060	59,140	82,175
Internal Services	23,754	19,080	19,080	30,545	30,475
Capital Equipment	0	3,600	3,600	3,600	1,800
Subtotal	353,957	369,460	369,460	373,360	378,436
Capital Projects	0	0	0	0	0
Cost Allocation	57,591	55,159	55,159	56,115	58,260
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	57,591	55,159	55,159	56,115	58,260
Division Total	411,548	424,619	424,619	429,475	436,696

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / ADMINISTRATION

GOALS:

- Ensure compliance with Federal and State municipal solid waste requirements.
- Protect the environment.
- Ensure that rates fully recover the costs of service.
- Continue ongoing efforts to prolong the landfill's life expectancy through recycling and compost operations.
- Supervise and administer the Sanitation Division.

OBJECTIVES:

- Improve administration accountability.
- Ensure personnel have the resources to accomplish the work duties required by management.
- Reduce injury rate in the Sanitation Division.
- Reduce the vehicle accident rate in the Sanitation Division.
- Coordinate various clean up and/or collection programs.
- Ensure public notice regarding clean-up programs and/or service day changes.
- Assist citizens to understand requirements regarding the collection of municipal solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	38,264	38,799	39,837	39,013	39,226
Total annual tons collected	100,186	113,115	103,502	103,920	107,132
Total annual disposal cost	$1,673,065	$1,740,191	$1,697,494	$1,721,860	$1,740,600
Total vehicle accidents per year*	18	17	0	10	0

DIVISION SUMMARY

033-5562 SANITATION / COMMERCIAL COLLECTION

MISSION:

The mission of the Sanitation/Commercial Collection Division is to ensure quality sanitation services to the businesses in the City of Norman.

DESCRIPTION:

The Commercial Section is responsible to collect and dispose of commercial waste from the dumpsters throughout the community and to stay in compliance with all State and Federal regulations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	975,158	922,161	922,161	922,161	884,748
Supplies & Materials	309,638	368,506	366,506	291,266	347,967
Services & Maintenance	14,569	17,257	19,757	16,004	16,849
Internal Services	187,521	162,637	162,637	201,453	158,508
Capital Equipment	355,462	452,940	1,048,582	1,048,582	689,070
Subtotal	1,842,349	1,923,501	2,519,643	2,479,466	2,097,142
Capital Projects	0	0	0	0	0
Cost Allocation	230,114	220,402	220,402	224,218	232,788
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	230,114	220,402	220,402	224,218	232,788
Division Total	2,072,463	2,143,903	2,740,045	2,703,684	2,329,930

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMMERCIAL COLLECTION

GOALS:

- To provide a safe, effective and efficient collection system for Commercial Solid waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base so as to provide effective and efficient Commercial Solid waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,477	2,503	2,604	2,513	2,538
Annual tons collected	43,874	43,661	49,191	39,587	39,587
Annual disposal cost	$801,578	$821,700	$925,775	$745,027	$765,316
Reduction of vehicle accidents	9	10	0	7	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	0%	0.8%	0%	0%	0%

DIVISION SUMMARY

033-5565 SANITATION / COMPOST OPERATIONS

MISSION:

- To provide quality compost services to the citizens and businesses of Norman in a dependable manner.
- To treat customers with courtesy, and have a commitment to a cleaner Norman.

DESCRIPTION:

The Compost Section is responsible to provide a site for the deposit of yard waste from residential collections as well as private yard companies, processing yard waste into compost and then releasing the compost back to citizens/customers.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	304,947	276,863	276,863	276,863	282,479
Supplies & Materials	63,666	113,739	113,755	104,903	100,063
Services & Maintenance	14,719	13,599	13,654	11,491	24,829
Internal Services	28,776	25,898	25,898	83,504	83,182
Capital Equipment	0	550,000	459,530	459,530	0
Subtotal	412,108	980,099	889,700	936,291	490,553
Capital Projects	0	0	0	0	0
Cost Allocation	131,910	140,315	140,315	146,841	140,134
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	131,910	140,315	140,315	146,841	140,134
Division Total	544,018	1,120,414	1,030,015	1,083,132	630,687

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMPOST OPERATIONS

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Eliminate dust by utilizing sprinkler system.
- Improve the quality of the compost and improve the maturing time by utilizing the effluent water from the Water Reclamation Facility.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	8,612	13,332	8,670	10,308	10,308
vs.					
Compost/mulch generated (tons)	1,631	1,193	1,855	5,245	5,244
Savings from landfill (cost avoidance)	$162,061	$231,199	$168,024	$193,978	$193,978
Length of time to mature compost	Available 8 mos thru out the year	Available 8 mos thru out the year	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

033-5071 SANITATION / FLEET REPAIR

MISSION:

- To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years, and interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14 the Fleet Auto Parts Assistant was reclassed to an Administrative Technician position. The salary and benefits of a Mechanic II are charged to this division beginning in FYE 15 as a replacement.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	83,788	83,788	83,788	84,996
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	83,788	83,788	83,788	84,996
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	83,788	83,788	83,788	84,996

DIVISION SUMMARY

033-5568 SANITATION / GREEN WASTE

MISSION:

The mission of the Green Waste Division is to ensure quality sanitation services to residential customers.

DESCRIPTION:

The Green Waste Division is responsible for the collection and disposal of residential green waste in the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	796,748	822,338	822,338	822,338	802,695
Supplies & Materials	115,680	144,383	144,358	111,728	120,231
Services & Maintenance	216,157	165,075	167,490	167,490	165,075
Internal Services	153,229	132,919	132,919	156,979	99,452
Capital Equipment	620,450	7,000	274,521	274,521	0
Subtotal	1,902,264	1,271,715	1,541,626	1,533,056	1,187,453
Capital Projects	0	0	0	0	0
Cost Allocation	483,297	462,898	462,898	470,910	488,911
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	483,297	462,898	462,898	470,910	488,911
Division Total	2,385,561	1,734,613	2,004,524	2,003,966	1,676,364

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / GREEN WASTE

GOALS:

- To provide a safe, effective and efficient collection system for residential yard waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	35,787	36,296	37,233	36,500	36,688
Annual tons collected	4,218	4,317	4,450	4,097	4,191
Saving from landfill (cost avoidance)	$77,063	$81,246	$83,749	$77,106	$81,054
Percent hours lost to OJI (hours lost/total hours worked)	0%	3%	0%	0.4%	0%
Chargeable vehicle accidents per year	3	3	0	3	0
Reduce average number of complaints per route per year	21	15	0	4	0
Average number of households per route per day	1,193	1,210	1,241	1,217	1,223

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

DESCRIPTION:

The Recycling Section is responsible for maintaining the three-drop station locations and the isolated cardboard and newspaper containers, as well as transporting recycling material to the contracted wholesaler.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	214,398	230,866	230,866	230,866	236,680
Supplies & Materials	46,218	61,289	62,689	49,819	229,812
Services & Maintenance	709,020	900,400	913,454	913,454	763,454
Internal Services	30,883	34,770	34,770	44,795	40,655
Capital Equipment	42,867	0	0	0	12,885
Subtotal	1,043,387	1,227,325	1,241,779	1,238,934	1,283,486
Capital Projects	0	0	0	0	0
Cost Allocation	38,221	36,613	36,613	37,245	38,669
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	38,221	36,613	36,613	37,245	38,669
Division Total	1,081,608	1,263,938	1,278,392	1,276,179	1,322,155

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

GOALS:

- Maintain a recycling program that is convenient to the citizens of Norman.
- Operate a recycling program that is cost effective.
- Promote reuse of recyclable materials.
- Ensure employee safety.
- Target recyclable materials and divert from landfill to an appropriate facility.
- Be a leader in the state with the recycling program.

OBJECTIVES:

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	$345,705	$340,961	$311,135	$249,176	$308,024
Revenue earned for set fee of cardboard containers	$96,624	$112,828	$93,750	$118,124	$108,750
Total tons of waste recycled (drop centers)	2,790	1,974	2,673	2,556	1,898
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	227	171	244	88.07	168
Aluminum	21	17	23	32.89	19
Steel Cans	29	25	29	25.08	22.75
Plastic	113	96	114	71.40	97
Cardboard	1,971	1,314	2,062	1,645.70	1,462
Newspaper	157	148	167	280.57	160
Mixed Office Paper	272	204	263	294.13	212
Savings of landfill cost avoidance (drop centers)	$52,236	$37,166	$49,968	$44,434	$35,819
Total tons of waste recycled (curbside)	2,499	4,740*	5,334	5,074	7,712
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	463	973	1,192	1,062	1,692
Aluminum	62	68	82	66	89
Steel Cans	189	9	114	121	128
Plastic	526	665	666	610	839
Newspaper	1,049	1,625	1,748	2,274	2,691
Mixed Office Paper	211	569	602	502	1,619
Savings of landfill cost avoidance (curbside)	$41,008	$92,494	$103,373	$105,292	$232,553

Notes to Results Report:
*The increase in the amount of curbside recycling will increase due to a new polycart system that also collects more recyclables than previous program.

DIVISION SUMMARY

033-5561 SANITATION / RESIDENTIAL COLLECTION

MISSION:

The mission of the Sanitation/Residential Collection Division is to ensure quality sanitation services to the residential customers and small businesses in the City of Norman.

DESCRIPTION:

The Residential Section is responsible for the collection and disposal of residential municipal solid waste in the City of Norman and to stay in compliance with all State and Federal regulations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	909,462	830,191	830,191	830,191	822,552
Supplies & Materials	399,989	523,475	523,229	417,417	406,627
Services & Maintenance	9,319	10,580	10,826	10,826	11,579
Internal Services	258,454	247,635	247,635	305,300	259,940
Capital Equipment	2,668,771	476,215	486,840	486,840	461,850
Subtotal	4,245,995	2,088,096	2,098,721	2,050,574	1,962,548
Capital Projects	0	0	0	0	0
Cost Allocation	283,908	271,926	271,926	276,633	287,207
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	283,908	271,926	271,926	276,633	287,207
Division Total	4,529,903	2,360,022	2,370,647	2,327,207	2,249,755

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RESIDENTIAL COLLECTION

GOALS:

- Provide a safe, effective and efficient automated collection system for residential solid waste.
- Divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- Improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base to provide effective and efficient Residential Solid Waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	35,787	36,296	37,233	36,500	36,688
Annual tons collected	25,985	27,234	29,710	27,016	28,529
Annual disposal cost	$474,746	$512,544	$559,142	$508,441	$546,529
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	6	7	0	3	0
Reduce average number of complaints per route per year	50	10	30	6	6
Average number of households per route per day	895	907	931	913	917

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-5563 SANITATION / WASTE DISPOSAL

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

DESCRIPTION:

The Transfer Station Section is responsible for maintaining the Transfer facility, weighing loads and transporting municipal solid waste to the landfill within 48 hours from the time of the receipt of the municipal solid waste.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	621,545	582,710	582,710	582,710	591,072
Supplies & Materials	370,764	447,691	446,781	349,844	415,268
Services & Maintenance	1,805,618	1,931,835	1,915,773	1,915,773	1,931,835
Internal Services	143,548	155,691	155,691	223,400	176,796
Capital Equipment	57,209	288,450	382,914	382,914	561,000
Subtotal	2,998,684	3,406,377	3,483,869	3,454,641	3,675,971
Capital Projects	0	0	0	0	0
Cost Allocation	120,834	110,202	110,202	112,106	116,393
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	120,834	110,202	110,202	112,106	116,393
Division Total	3,119,518	3,516,579	3,594,071	3,566,747	3,792,364

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / WASTE DISPOSAL

GOALS:

- Transfer all solid waste from the City of Norman Transfer Station within 48 hours and provide citizens a direct disposal opportunity.
- Provide an environmentally safe place to dispose of household waste at a reasonable rate.

OBJECTIVES:

- Utilize six transport trucks and trailers at all times during working conditions.
- Reduce blowing litter from transport trucks in route to the landfill.
- Maintain a clean site, free of loose litter.
- Provide full access to clients that desire to dispose of waste at the transfer station.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	88,852	92,465	87,590	91,491	90,000
Disposal Cost	$1,673,065	$1,740,209	$1,697,494	$1,721,860	$1,740,600
Quantity of municipal solid waste received at transfer station outside of route collections	17,181	20,176	17,191	17,874	17,868
Miles driven per year (transport trucks)	156,590	219,520	144,060	221,690	221,688
Tons of household waste disposed of during spring & fall cleanup	1,555	1,998	1,555	1,505	1,500

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 16 - FYE 20 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	52,220	310,000	1,073,555	1,073,555	1,000,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	52,220	310,000	1,073,555	1,073,555	1,000,000
Division Total	52,220	310,000	1,073,555	1,073,555	1,000,000

DIVISION SUMMARY

033 – SANITATION / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Sanitation Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	513,361	644,448	644,448	644,448	643,048
Interfund Transfers	0	0	0	0	0
Subtotal	513,361	644,448	644,448	644,448	643,048
Division Total	513,361	644,448	644,448	644,448	643,048

FUND SUMMARY

TOTAL WATER RECLAMATION FUND (32)

MISSION:

The mission of the Water Reclamation Division is to transport and treat all wastewater, received into the City's sewer system, to a sufficient quality that no negative environmental impact will occur to the South Canadian River and agricultural application site.

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into 5 separate cost centers. On October 1, 2002, a new Sewer Maintenance Fund was created to account for the revenues and operations of the previous Sewer Line Maintenance cost center. In FYE 15, the sewer line maintenance operations were transferred from the Sewer Maintenance Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	21	41	41	41	41
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	22	42	42	42	42

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,728,476	3,158,200	3,164,200	3,164,200	3,132,520
Supplies & Materials	350,704	542,797	560,139	529,852	502,673
Services & Maintenance	677,996	1,225,292	1,375,264	1,380,303	1,445,847
Internal Services	71,357	352,399	352,947	371,910	382,977
Capital Equipment	327,136	590,110	660,807	660,807	1,026,932
Subtotal	3,155,669	5,868,798	6,113,357	6,107,072	6,490,949
Capital Projects	1,327,567	140,000	27,921,036	27,885,716	1,914,000
Cost Allocations	1,070,825	1,788,898	1,788,898	1,819,710	1,777,809
Debt Service	1,635,448	2,908,223	2,908,223	2,406,590	5,018,633
Interfund Transfers	3,347,436	514,655	514,655	5,091,997	524,948
Audit Adjust/Encumbrances	611,009	0	0	0	0
Subtotal	7,992,285	5,351,776	33,132,812	37,204,013	9,235,390
Fund Total	11,147,954	11,220,574	39,246,169	43,311,085	15,726,339

DIVISON SUMMARY

032-5541 WATER RECLAMATION / ADMINISTRATION

MISSION:

To provide environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

To provide administration and oversight of the Water Reclamation Divisions. The Water Reclamation Division is organized as reflected below:

- Administration
- Laboratory
- Bio-solids
- Operations & Maintenance

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	290,345	294,784	295,784	295,784	308,872
Supplies & Materials	10,626	20,418	21,638	13,030	11,154
Services & Maintenance	28,351	43,459	45,772	45,772	64,220
Internal Services	4,793	3,880	4,428	5,447	5,582
Capital Equipment	8,114	27,900	27,900	27,900	4,300
Subtotal	342,229	390,441	395,522	387,933	394,128
Capital Projects	0	0	0	0	0
Cost Allocations	572,581	583,281	583,281	608,119	558,925
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	572,581	583,281	583,281	608,119	558,925
Division Total	914,810	973,722	978,803	996,052	953,053

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory analysis.

OBJECTIVES:

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	6	8	8	8	8
Employees cross-trained	3	4	3	3	2

Notes to Results Report:

Water quality is linked to seasonal changes in influent temperatures, pH, dissolved oxygen and aeration basin operation. A proactive approach is taken to eliminate changes in water quality.

DIVISON SUMMARY

032-5545 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To provide a high quality and environmentally sound bio-solids recycling service to permitted landowners.

DESCRIPTION:

The Bio-Solids Division provides support to the wastewater treatment facility by safe handling, transportation and disposal of the treated bio-solids.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	172,216	171,567	171,567	171,567	173,697
Supplies & Materials	200,144	219,500	215,292	215,350	219,891
Services & Maintenance	157,411	216,659	170,867	170,867	216,659
Internal Services	14,151	12,120	12,120	16,026	14,750
Capital Equipment	187,698	82,000	127,186	127,186	108,000
Subtotal	731,619	701,846	697,032	700,996	732,997
Capital Projects	0	0	0	0	0
Cost Allocations	70,000	69,542	69,542	69,632	70,483
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	70,000	69,542	69,542	69,632	70,483
Division Total	801,619	771,388	766,574	770,628	803,480

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / BIO-SOLIDS

GOALS:

- Comply with all Environmental Protection Agency's and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of formal and informal training.
- Cross train other WRF staff on bio-solids process and procedure.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain compliance with the City of Norman's ODEQ approved Sludge Management Plan.
- Conduct in-house training sessions on bio-solids process and procedure.
- Allow for bio-solids staff to attend both practical and class room training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	100%	100%	100%	100%	100%
Number of training hours per employee	16	16	24	16	20

Note to Results Report:

WRF – Water Reclamation Facility
ODEQ – Oklahoma Department of Environmental Quality
PSRP- Process to Significantly Reduce Pathogens

DIVISON SUMMARY

032-5010 WATER RECLAMATION / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years, an interfund transfer from the Water Reclamation Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning in FYE 12, this cost is directly charged to this Water Reclamation division.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	36,264	34,965	34,965	34,965	35,555
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	36,264	34,965	34,965	34,965	35,555
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	36,264	34,965	34,965	34,965	35,555

DIVISON SUMMARY

032-5543 WATER RECLAMATION / ENVIRONMENTAL SECTION

MISSION:

- To help protect human health, the environment, and the publicly owned treatment works.
- To help ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To be proactive in waste reduction.
- To assist citizens, businesses and the City government in preventing pollution.
- Act as the Utilities Department representative on environmental issues.

DESCRIPTION:

The Environmental Section provides support to the Water Reclamation Treatment Facility, Line Maintenance Division, and Sanitation Division by monitoring and controlling pollutants that could cause harm to employees, citizens, environment and City property. This Section also assists other divisions in helping them maintain compliance with environmental permits and requirements.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	304,274	307,362	307,362	307,362	311,618
Supplies & Materials	8,409	15,035	15,368	14,863	14,279
Services & Maintenance	109,316	133,263	150,322	150,280	140,024
Internal Services	15,409	12,901	12,901	13,996	14,869
Capital Equipment	0	9,960	9,960	9,960	0
Subtotal	437,407	478,521	495,913	496,461	480,790
Capital Projects	0	0	0	0	0
Cost Allocations	151,355	147,885	147,885	147,481	146,985
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	151,355	147,885	147,885	147,481	146,985
Division Total	588,762	626,406	643,798	643,942	627,775

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SECTION

GOALS:

- Comply with the requirements of the Federal General Pretreatment Regulations at 40 CFR, Part 403.
- Comply with the pretreatment requirements in Part II, Section D of the City's OPDES Permit.
- Establish programs that will assist citizens in reducing pollutants.
- Recover costs for excessive strength waste, laboratory analysis, and other program expenses.

OBJECTIVES:

- Maintain an up-to-date industrial user database.
- Monitor industrial user compliance with pretreatment regulations.
- Monitor POTW treatment plant influent and effluent for pollutants listed at 40 CFR, Part 122, Appendix D, Tables II and III.
- Administer the Best Management Programs for fats, oil and grease dischargers.
- Publicize and conduct an annual Household Hazardous Waste Collection event.
- Maintain coordination with Storm Water Program Coordinator to ensure pollution prevention in receiving stream.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Revenue collected	$120,287	$91,633	$78,000	$85,000	$83,000
Compliance with Oklahoma water quality standards for Norman's segment of the Canadian River	100%	100%	100%	100%	100%

Notes to Results Report:

CFR – Code of Federal Regulations
OPDES – Oklahoma Pollutant Discharge Elimination System
POTW – Publicly Owned Treatment Works

DIVISON SUMMARY

032-5544 WATER RECLAMATION / LABORATORY

MISSION:

To provide cost effective, reliable, timely laboratory data that meets the requirements of the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality for bio-solids application, discharge monitoring reports, and facility process control.

DESCRIPTION:

The Laboratory Division provides support to the Water Reclamation Facility by performing laboratory analysis for effective process control, water quality assessment, and data computation for DEQ Discharge Monitoring Reports. This division also manages the Sludge Management Program and provides our regulatory agencies documentation as needed.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	251,606	253,993	253,993	253,993	259,581
Supplies & Materials	15,070	18,370	20,004	20,004	22,370
Services & Maintenance	16,215	9,220	24,850	24,850	19,220
Internal Services	25	50	50	50	25
Capital Equipment	1,462	8,800	8,800	8,800	18,600
Subtotal	284,378	290,433	307,697	307,697	319,796
Capital Projects	0	0	0	0	0
Cost Allocations	82,263	83,866	83,866	84,159	85,007
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	82,263	83,866	83,866	84,159	85,007
Division Total	366,641	374,299	391,563	391,856	404,803

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / LABORATORY

GOALS:

- Improve ODEQ inspection reviews.
- Ensure the validity, reliability, and timeliness of the laboratory's analysis results.

OBJECTIVES:

- Adhere to the regulations at 40 CFR.
- Increase the percentage of "acceptable" quality control analysis.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	0	1	0	1	0
Percent compliance with QC standards	100%	81.2%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
CFR – Code of Federal Regulations
QC – Quality Control

DIVISION SUMMARY

032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Water Reclamation Facility by safely performing operational process control and process equipment maintenance tasks as required to protect the City's facility investments and ensure OPDES (Oklahoma Pollutant Discharge Elimination System) discharge permit compliance.

DESCRIPTION:

Provides safe, efficient, cost effective and proper process operations and equipment maintenance services for the City of Norman's Water Reclamation Facility.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	688,334	704,546	709,546	709,546	738,133
Supplies & Materials	116,455	75,320	95,796	91,880	73,814
Services & Maintenance	366,267	478,510	493,544	499,719	657,097
Internal Services	36,979	32,853	32,853	37,181	39,350
Capital Equipment	129,386	19,700	19,700	19,700	59,043
Subtotal	1,337,421	1,310,929	1,351,439	1,358,026	1,567,437
Capital Projects	0	0	0	0	0
Cost Allocation	194,626	199,547	199,547	201,120	207,701
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	194,626	199,547	199,547	201,120	207,701
Division Total	1,532,047	1,510,476	1,550,986	1,559,146	1,775,138

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- Comply with all Environmental Protection Agency and Oklahoma Department of Environmental Quality regulations relating to our OPDES permit.
- Increase the hours of formal and informal training.
- Increase the amount of unscheduled work orders.

OBJECTIVES:

- Maintain compliance with OPDES permit.
- Conduct in-house training on plant process and allow time for off-campus training.
- Train staff on work order entry protocol and provide incentive for completion of unscheduled work orders.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters, which include CBOD, TSS, Ammonia, and D.O. (A total of four (4) parameters each month.)	98%	100%	100%	75%	100%
Number of training hours per employee	24	21	24	21	24
Track number of unscheduled work orders completed	385	395	400	425	425

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
DMR – Discharge Monitoring Report
CBOD – Carbonaceous Bio-Chemical Oxygen Demand
TSS – Total Suspended Solids
D.O. – Dissolved Oxygen

DIVISION SUMMARY

032-5552 WATER RECLAMATION / SEWER LINE MAINTENANCE

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The water reclamation system is maintained in such condition as to minimize service disruption, household backup or overflow into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

Sewer Line Maintenance personnel maintain approximately 494 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,608 manholes. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	20	20	20	20

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	1,390,983	1,390,983	1,390,983	1,305,064
Supplies & Materials	0	194,154	192,041	174,725	161,165
Services & Maintenance	436	344,181	489,909	488,815	348,627
Internal Services	0	290,595	290,595	299,210	308,401
Capital Equipment	476	441,750	467,261	467,261	836,989
Subtotal	912	2,661,663	2,830,789	2,820,994	2,960,246
Capital Projects	0	0	0	0	0
Cost Allocation	0	704,777	704,777	709,199	708,708
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	704,777	704,777	709,199	708,708
Division Total	912	3,366,440	3,535,566	3,530,193	3,668,954

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12" and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,800,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.34 hr	.41 hr	.40 hr	.43 hr	.40 hr
% hours lost due to OJI per 1,000 hours worked	.34	.66	0	0	0
Feet of sewer line cleaned	1,922,342	1,665,796	1,800,000	1,477,520	1,800,000
Feet of sewer line roots mechanically removed	65,181	19,365	80,000	47,370	60,000
Feet of sewer pipe treated for roots	105,162	96,463	100,000	99,470	100,000
Feet of sewer pipe CCTV inspected	220,133	1512353	400,000	192,006	350,000
Number of SSOs*:	19	18	15	20	15
City side	14	10	5	14	5
Private	5	8	10	6	10
Lift station preventive maintenance hours	2,297 hrs	1,830 hrs	2,500 hrs	1,556 hrs	1,800 hrs
Safety training per employee per year	48 hrs	48 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	4,383	4,528	4,500	4,688	4,500
Number of service requests responded to	403	315	425	334	350

Notes to Results Report:

SSO – Sanitary Sewer Overflows*
OJI – On-the-Job Injuries
CCTV – Closed Circuit Television

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 16 - FYE 20 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	1,327,567	140,000	27,921,036	27,885,716	1,914,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	1,327,567	140,000	27,921,036	27,885,716	1,914,000
Division Total	1,327,567	140,000	27,921,036	27,885,716	1,914,000

DIVISION SUMMARY

032-5549 WATER RECLAMATION / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Water Reclamation Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	1,635,448	2,908,223	2,908,223	2,406,590	5,018,633
Interfund Transfers	0	0	0	0	0
Subtotal	1,635,448	2,908,223	2,908,223	2,406,590	5,018,633
Division Total	1,635,448	2,908,223	2,908,223	2,406,590	5,018,633

FUND SUMMARY

TOTAL SEWER MAINTENANCE FUND (321)

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained in such condition as to minimize service disruption, household backup or overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund (see page 357).

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	21	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	21	1	1	1	1

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,335,562	74,713	74,713	74,713	74,682
Supplies & Materials	143,788	2,074	2,074	1,396	2,516
Services & Maintenance	316,031	2,025	2,025	991	2,025
Internal Services	156,444	0	0	0	0
Capital Equipment	1,052,250	0	5,745	5,745	0
Subtotal	3,004,075	78,812	84,557	82,845	79,223
Capital Projects	3,251,011	2,750,000	9,048,140	7,285,576	2,785,000
Cost Allocation	708,445	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	3,959,456	2,750,000	9,048,140	7,285,576	2,785,000
Fund Total	6,963,531	2,828,812	9,132,697	7,368,421	2,864,223

DIVISION SUMMARY

321-5552 SEWER LINE MAINTENANCE

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the wastewater treatment facility. The wastewater collection system is maintained in such condition to minimize service disruption, household backup or overflow into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

Sewer Line Maintenance personnel maintain approximately 494 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,608 manholes. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions. In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund (see page 357).

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	20	20	20	20	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,262,139	0	0	0	0
Supplies & Materials	141,624	0	0	0	0
Services & Maintenance	315,283	0	0	0	0
Internal Services	156,444	0	0	0	0
Capital Equipment	1,011,363	0	0	0	0
Subtotal	2,886,853	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	708,445	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	708,445	0	0	0	0
Division Total	3,595,298	0	0	0	0

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / SEWER LINE MAINTENANCE

GOALS:

See the Sewer Line Maintenance Division in the Water Reclamation Fund (page 358).

OBJECTIVES:

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

DIVISION SUMMARY

321-5553 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman's Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

DESCRIPTION:

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	73,423	74,713	74,713	74,713	74,682
Supplies & Materials	2,164	2,074	2,074	1,396	2,516
Services & Maintenance	748	2,025	2,025	991	2,025
Internal Services	0	0	0	0	0
Capital Equipment	40,887	0	5,745	5,745	0
Subtotal	117,223	78,812	84,557	82,845	79,223
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	117,223	78,812	84,557	82,845	79,223

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / UTILITIES INSPECTION

GOALS:

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.
- Improve method of tracking customer inquiries.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Educate and inform public of construction activities through City of Norman website.
- Implement CityWorks into customer inquiry.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	96%	97%	90%	95%	95%
Respond to public requests for information within 4 working hours – 80% of the time	97%	97%	85%	95%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

To account for capital projects funded by the Sewer Line Maintenance Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 16 – FYE 20 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	3,251,011	2,750,000	9,048,140	7,285,576	2,785,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	3,251,011	2,750,000	9,048,140	7,285,576	2,785,000
Division Total	3,251,011	2,750,000	9,048,140	7,285,576	2,785,000

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	1,000	0	0	1,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	1,000	0	0	1,000
Capital Projects	2,011,982	0	24,738,688	24,738,688	0
Cost Allocations	0	0	0	0	0
Debt Service	504,878	804,397	804,397	939,273	2,677,419
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	2,516,860	804,397	25,543,085	25,677,961	2,677,419
Fund Total	2,516,860	805,397	25,543,085	25,677,961	2,678,419

FUND SUMMARY

TOTAL SEWER SALES TAX FUND (323)

MISSION:

To account for and monitor capital projects associated with the imposition of a half-cent, 5-year dedicated Sewer Sales Tax.

DESCRIPTION:

Effective October 1, 2001, a half-cent, 5-year dedicated Sewer Sales Tax was levied and is collected upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code to meet current capital needs in the City's Water Reclamation System. This Sewer Sales Tax ended September 30, 2006.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	1,146,751	0	5,698,737	5,899,765	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	1,146,751	0	5,698,737	5,899,765	0
Fund Total	1,146,751	0	5,698,737	5,899,765	0

FUND SUMMARY

TOTAL WATER FUND (31)

MISSION:

Providing quality utility service to our customers in the most efficient and professional manner possible.

DESCRIPTION:

To manage, account for and administer the water system for the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	49	49	49	49	48
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	51	51	51	51	50

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	3,780,224	3,979,243	3,979,243	3,979,243	3,896,750
Supplies & Materials	1,246,754	1,738,495	1,933,814	1,911,221	2,533,633
Services & Maintenance	2,792,129	3,057,196	3,386,453	3,143,597	3,106,996
Internal Services	258,367	365,931	365,931	386,756	289,708
Capital Equipment	518,805	471,186	650,603	650,603	438,311
Subtotal	8,596,278	9,612,051	10,316,044	10,071,420	10,265,398
Capital Projects	3,618,859	8,158,900	28,446,777	23,178,601	3,096,000
Cost Allocations	1,698,182	1,646,039	1,646,039	1,680,691	1,792,321
Debt Service	2,633,840	2,142,683	2,142,683	2,337,988	2,546,271
Interfund Transfers	651,879	768,529	768,529	717,799	861,500
Audit Adjust/Encumbrances	588,880	0	0	0	0
Subtotal	9,191,640	12,716,151	33,004,028	27,915,079	8,296,092
Fund Total	17,787,918	22,328,202	43,320,072	37,986,499	18,561,490

DIVISION SUMMARY

031-5530 WATER / UTILITIES DEPARTMENT ADMINISTRATION

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system and sanitation services for the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	669,813	673,094	673,094	673,094	684,830
Supplies & Materials	4,428	6,138	6,093	5,867	5,849
Services & Maintenance	31,415	46,577	47,360	42,399	61,483
Internal Services	7,494	7,331	7,331	7,641	9,527
Capital Equipment	2,497	3,600	3,600	3,600	4,300
Subtotal	715,648	736,740	737,478	732,601	765,989
Capital Projects	0	0	0	0	0
Cost Allocation	166,981	161,980	161,980	164,856	176,968
Debt Service	0	0	0	0	0
Interfund Transfers	651,879	768,529	768,529	717,799	861,500
Subtotal	818,860	930,509	930,509	882,655	1,038,468
Division Total	1,534,508	1,667,249	1,667,987	1,615,256	1,804,457

Note:
See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

DIVISION SUMMARY

031-5010 WATER / ENGINEERING

MISSION:

To provide quality utility service to our customers in the most efficient and professional manner possible.

DESCRIPTION:

In previous years, an Interfund transfer from the Water Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning FYE 12, this cost is directly charged to this Water division.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	34,642	34,965	34,965	34,965	35,555
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	34,642	34,965	34,965	34,965	35,555
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	
Division Total	34,642	34,965	34,965	34,965	35,555

DIVISION SUMMARY

031-5533 WATER / UTILITIES MODELING

MISSION:

To maintain the water and wastewater computer models in order to determine the impact of rehabilitation and new development upon the City's utility infrastructure; to maintain accurate and complete information relating to the City's water and water reclamation infrastructure.

DESCRIPTION:

The Division provides maps, analyses, and model runs of water and wastewater infrastructure for the Department of Utilities. The Division also provides technical support for the CityWorks work order tracking program and assistance in integrating information from the camera inspection vehicle into the City's GIS. The Division is also the primary resource for utility facility inventory tracking as required by GASB34.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	43,556	46,135	46,135	46,135	47,609
Supplies & Materials	1,102	1,375	1,375	1,375	1,375
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	44,658	47,510	47,510	47,510	48,984
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	44,658	47,510	47,510	47,510	48,984

*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / UTILITIES MODELING

GOALS:

- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among utility databases having a geographic component to improve the City's reporting and planning capacity.

OBJECTIVES:

- Maintain water and wastewater models.
- Produce all appropriate informational maps and reports through the GIS system.
- Maintain water and water reclamation atlases as current information.
- Reduce the time between receipt of as-built and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	60%	80%	60%	60%	60%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Complete all custom requests for model runs within 1 week or by specified deadline	100%	99%	99%	99%	99%
Provide technical support to assist line maintenance staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

FYE 2013 – As-built data entry delayed due to position being vacant the last month of FYE 2012 and the first 2 months of FYE 2013.
FYE 2014 – Some as-built data entry was delayed due to plat information not being available when the as-builts were received.
FYE 2014 – There were no model run requests.

GIS – Geographic Information Systems

DIVISION SUMMARY

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	250,394	256,061	256,061	256,061	264,133
Supplies & Materials	2,670	4,312	4,032	3,653	3,325
Services & Maintenance	84,690	98,871	99,151	71,981	99,094
Internal Services	5,001	4,639	4,639	4,897	5,432
Capital Equipment	1,560	0	0	0	0
Subtotal	344,314	363,883	363,883	336,592	371,984
Capital Projects	0	0	0	0	0
Cost Allocation	100,382	97,186	97,186	98,912	106,180
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	100,382	97,186	97,186	98,912	106,180
Division Total	444,696	461,069	461,069	435,504	478,164

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE ADMINISTRATION

GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Publish annual CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman within established deadline.
- Process all Division-received invoices within 3 working days of receipt.
- Complete capital projects within the fiscal year
- Manage the history of maintenance, repairs, and customer service requests utilizing the CityWorks asset management program of the City.
- Continue to place a great emphasis on the proper management of its water and sewer system network.

OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving complaints.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines
- Collect and arrange data monthly for annual published report.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the CityWorks program.
- Reduce lost time due to injuries through monthly safety training meetings.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	21	21	23	23	24
% of state and federal regulatory compliance reports mailed out of the office within 5 days	100%	95%	100%	100%	100%
CMOM manual completion and distribution to ODEQ by July 1	Complete	Complete	Complete	Complete	Complete
Number of staff hours per CMOM reporting period	125	100	125	100	100
% of invoices processed for payment authorization within 1 day of receipt	100%	90%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,680	1,600	1,200	2,780	1,800
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	85%	90%	95%	97%	98%

Notes to Results Report:

CMOM – Capacity, Management, Operation and Maintenance
ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

031-5551 WATER / LINE MAINTENANCE

MISSION:

The mission of the Water Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users. The water distribution system is to be maintained in such a manner that the drinking water is safe and that adequate fire suppression supply and storage is available at all times. Public health and safety are the primary focus of this section along with employee safety and development.

DESCRIPTION:

The Water Line Maintenance Division is responsible for maintenance of approximately 590 miles of water lines and associated 5,812 fire hydrants and 9,003 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 41,250 existing water meters, are provided by Division personnel.

Personnel are on duty from 8 a.m. until 5:00 p.m. five days a week, with all personnel subject to emergency callback to ensure public health and safety.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	1,654,476	1,745,267	1,745,267	1,745,267	1,678,968
Supplies & Materials	416,992	452,473	454,397	433,349	434,189
Services & Maintenance	56,692	74,056	77,320	77,320	76,106
Internal Services	142,805	225,409	225,409	237,667	175,189
Capital Equipment	460,063	345,386	372,964	372,964	366,011
Subtotal	2,731,028	2,842,591	2,875,357	2,866,567	2,730,463
Capital Projects	0	0	0	0	0
Cost Allocation	848,936	807,593	807,593	824,600	885,185
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	848,936	807,593	807,593	824,600	885,185
Division Total	3,579,964	3,650,184	3,682,950	3,691,167	3,615,648

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City's infrastructure.
- Maintain residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install 600 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 10,000 linear feet of ductile iron and cast iron pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.46 hours	2.05 hours	2.30 hours	2.30 hours	2.30 hours
Number of AMR meters installed	425	425	450	71	200
Service calls completed	5,161	4,932	5,000	4,900	5,000
Number of locates completed	5,245	5,399	4,900	5,256	4,900
Number of valves exercised	1,997	2,547	4,000	2,998	2,500
Percent hours lost to OJI per 1,000 hours worked	7.57%	2.39%	0%	0%	0%
Fire hydrants maintained	485	1,092	5,490	1,224	2,500
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	4,350 ft	4,225 ft	4,940 ft	5,500 ft	5,600 ft
Feet of "hot soils" (corrosive soils) pipe replaced	3,252 ft	2,890 ft	2,065 ft	2,200 ft	3,400 ft

Notes to Results Report:

AMR – Automated Meter Reading
OJI – On-the-job Injury

DIVISION SUMMARY

031-5531 WATER / TREATMENT PLANT ADMINISTRATION

MISSION:

The overall mission of the Water Treatment Division is to efficiently provide safe high quality potable water to the City of Norman. The function of the Administration Division of the Water Production Group is to provide administration and over-sight of the other three water production divisions: Water Treatment Plant, Water Wells and Water Laboratory.

DESCRIPTION:

The Administration Division facilitates the work of the other water production divisions by coordinating work efforts, filing required reports, ordering materials and parts, ensuring safety of the workplace and providing training.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	308,736	307,814	307,814	307,814	299,551
Supplies & Materials	4,000	4,670	4,670	4,517	6,943
Services & Maintenance	27,118	45,931	74,018	71,405	52,797
Internal Services	98,597	126,281	126,281	131,710	96,011
Capital Equipment	5,237	1,800	1,800	1,800	0
Subtotal	443,688	486,496	514,583	517,246	455,302
Capital Projects	0	0	0	0	0
Cost Allocation	581,883	579,280	579,280	592,323	623,988
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	581,883	579,280	579,280	592,323	623,988
Division Total	1,025,571	1,065,776	1,093,863	1,109,569	1,079,290

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- Provide the other three divisions with the support they need to perform their functions effectively and efficiently.
- Ensure employee safety and increase training within the work force.
- Inform and educate the public on various water issues.
- Provide service to the customer at the minimum possible cost consistent with producing high quality water.

OBJECTIVES:

- Continue to develop and refine the water production model designed to meet daily water demand.
- Stay within the allocation for water from Lake Thunderbird.
- Protect water levels and water quality in the wells.
- Minimize water production costs
- Minimize reliance on water from Oklahoma City
- Retain higher skilled, cross-trained workers.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Safety training sessions held (safety)	12	12	12	8	12
OJI	0	0	0	0	0
Tours conducted (public education)	2	15	9	10	9
Number of people on tours	43	167	100	106	100
Job related training (personnel hours)	173	144	80	232	80
Cross training (personnel hours)	40	240	40	48	40

Notes to Results Report:

OJI – On-the-job Injury

DIVISION SUMMARY

031-5536 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ)
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	96,109	110,411	110,411	110,411	112,864
Supplies & Materials	46,958	38,741	38,041	36,551	43,989
Services & Maintenance	94,124	78,140	81,687	81,687	78,840
Internal Services	1,075	453	453	617	487
Capital Equipment	0	3,600	63,600	63,600	0
Subtotal	238,266	231,345	294,192	292,866	236,180
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	238,266	231,345	294,192	292,866	236,180

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Evaluate and carry out new chemical and bacterial testing regulations.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Provide data and information to consultants and support Water Treatment Division capital projects.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.

OBJECTIVES:

- Bacteriological Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Read published information on upcoming regulations and relevant research and inform supervisor of the impact on the Water Treatment Division.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	118%	114%	110%	118%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	95%	99%	100%	97%	100%
Performance tests passed	100%	100%	100%	95%	100%
Laboratory inspection deficiencies	10	No inspection	0	5	No inspection
WTP and Water Well sample collection	100%	100%	100%	120%	100%
Number of samples invalidated	35	32	0	12	19

Notes to Results Report:

WTP – Water Treatment Plant
DEQ – Department of Environmental Quality
EPA – Environmental Protection Agency

DIVISION SUMMARY

031-5534 WATER / TREATMENT PLANT

MISSION:

To provide for the safe, efficient and effective operation and maintenance of the Water Treatment Plant.

DESCRIPTION:

The Water Treatment Plant Division maintains the Water Treatment Plant, and operates both the Treatment Plant and water wells.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	11	11	11	11	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	11

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	663,758	675,773	675,773	675,773	631,840
Supplies & Materials	710,008	1,127,491	1,321,555	1,323,753	1,926,422
Services & Maintenance	1,800,730	1,944,048	2,236,817	2,138,984	1,958,386
Internal Services	2,275	830	830	3,132	2,471
Capital Equipment	28,006	65,800	155,800	155,800	9,000
Subtotal	3,204,778	3,813,942	4,390,775	4,297,442	4,528,119
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,204,778	3,813,942	4,390,775	4,297,442	4,528,119

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Provide the City with safe, clean water.
- Operate the water plant and water wells to meet demand and maximize water quality.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.
- Work with contractor to keep plant operational as much as possible during plant expansion construction.
- Operate the water production facilities to meet water demand.
- Continue use of maintenance database to capture more of the maintenance activities.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)**	51%	64%	95%	71%	95%
Percent of bacterial water samples passing (quality)	99.2%	99.7%	100%	99.9%	100%
Number of complaints on water quality or pressure	22	66	45	175	45
Water production, million gallons per day					
Average day	12.3	12.4	12.0	9.3	12.0
Maximum day	24.8	20.6	22.0	20.6	22.0

Notes to Results Report:

**NTU, or Nephlometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

DIVISION SUMMARY

031-5535 WATER / WATER WELLS

MISSION:

To ensure the City's water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	84,839	129,723	129,723	129,723	141,400
Supplies & Materials	58,662	98,295	98,651	97,156	106,541
Services & Maintenance	697,355	768,914	769,441	659,162	779,631
Internal Services	1,120	988	988	1,092	591
Capital Equipment	21,443	51,000	52,839	52,839	59,000
Subtotal	863,418	1,048,920	1,051,642	939,972	1,087,163
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	863,418	1,048,920	1,051,642	939,972	1,087,163

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition, especially during the peak demand period.

OBJECTIVES:

- Continue to use the maintenance database to track routine and emergency maintenance work.
- Perform all scheduled maintenance the same week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	94%	95%	95%	96%	95%
Percent of wells that have had yearly well disinfection	100%	100%	100%	97%	100%

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 16 - FYE 20 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	3,618,859	8,158,900	28,446,777	23,178,601	3,096,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	3,618,859	8,158,900	28,446,777	23,178,601	3,096,000
Division Total	3,618,859	8,158,900	28,446,777	23,178,601	3,096,000

DIVISION SUMMARY

031-5539 WATER / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record the accumulation of resources for, and the payment of, general long-term debt principal and interest of the Water Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,633,840	2,142,683	2,142,683	2,337,988	2,546,271
Interfund Transfers	0	0	0	0	0
Subtotal	2,633,840	2,142,683	2,142,683	2,337,988	2,546,271
Division Total	2,633,840	2,142,683	2,142,683	2,337,988	2,546,271

DIVISION SUMMARY

031-5582 ENVIRONMENTAL CONTROL ADVISORY BOARD

MISSION:

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise.

DESCRIPTION:

The Environmental Control Advisory Board holds public meetings on environmental issues, and makes recommendations to the City Council on issues related to environmental quality for the health and safety of Norman residents.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,933	5,000	5,000	5,000	5,000
Services & Maintenance	5	659	659	659	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,939	5,659	5,659	5,659	5,659
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,939	5,659	5,659	5,659	5,659

Internal Service Fund

INTERNAL SERVICE FUNDS

The Internal Service Funds account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

To administer an effective citywide Risk Management program that assists departments in developing employees motivated to work safely in a safe environment.

DESCRIPTION:

The Risk Management / Insurance Fund accounts for health insurance claims against the City including judgments and claims, workers' compensation and unemployment compensation.

Beginning in FYE 12, this function became Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	957,490	926,863	942,900	942,900	958,531
Supplies & Materials	0	0	203	203	0
Services & Maintenance	13,769,966	14,049,421	14,036,732	14,036,732	14,373,986
Internal Services	0	0	0	0	11
Capital Equipment	0	0	0	0	0
Subtotal	14,727,456	14,976,284	14,979,835	14,979,835	15,332,528
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	46,326	0	36,741	36,741	0
Audit Adjust/Encum	(22,147)	0	0	0	0
Subtotal	24,179	0	36,741	36,741	0
Department Total	14,751,635	14,976,284	15,016,576	15,016,576	15,332,528

DIVISION SUMMARY

043-3005 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	94,231	90,005	90,005	90,005	91,501
Supplies & Materials	0	0	0	0	0
Services & Maintenance	11,639,238	11,865,268	11,865,268	11,865,268	12,329,313
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	11,733,469	11,955,273	11,955,273	11,955,273	12,420,814
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	11,733,469	11,955,273	11,955,273	11,955,273	12,420,814

DIVISION SUMMARY

043-2251 JUDGMENTS AND CLAIMS

MISSION:

Account for and monitor all expenditures related to judgments and claims.

DESCRIPTION:

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	329,793	270,000	270,000	270,000	290,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	329,793	270,000	270,000	270,000	290,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	329,793	270,000	270,000	270,000	290,000

DIVISION SUMMARY

043-3004 RISK MANAGEMENT ADMINISTRATION

MISSION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

DESCRIPTION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	245,692	244,358	244,358	244,358	214,530
Supplies & Materials	0	0	203	203	0
Services & Maintenance	307,460	160,673	161,470	161,470	166,673
Internal Services	0	0	0	0	11
Capital Equipment	0	0	0	0	0
Subtotal	553,152	405,031	406,031	406,031	381,214
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	553,152	405,031	406,031	406,031	381,214

DIVISION SUMMARY

043-3003 UNEMPLOYMENT COMPENSATION

MISSION:

To account for and monitor all unemployment compensation related expenditures.

DESCRIPTION:

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	9,227	21,500	21,500	21,500	21,500
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	500	500	500	500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	9,227	22,000	22,000	22,000	22,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	9,227	22,000	22,000	22,000	22,000

DIVISION SUMMARY

043-3002 WORKERS' COMPENSATION

MISSION:

To account for and monitor all workers' compensation related expenditures.

DESCRIPTION:

An account established to record all workers' compensation related expenditures throughout the fiscal year. The expenditures consist of payments on all on-the-job-injuries (OJI) medical treatments, subsequent workers' compensation temporary total disability (TTD) payments and workers' compensation court judgments related to an employee's original OJI injury. Claims are submitted to the Legal Department for review, and if approved, are paid directly by the City.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	614,460	571,000	587,037	587,037	631,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,493,475	1,752,980	1,739,494	1,739,494	1,587,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,107,935	2,323,980	2,326,531	2,326,531	2,218,500
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,107,935	2,323,980	2,326,531	2,326,531	2,218,500

Capital Projects Funds

CAPITAL PROJECTS FUND

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent ($.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 15 - FYE 19 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	898,933	893,719	893,719	893,719	935,065
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,085	16,000	16,000	16,000	16,000
Internal Services	204	366	366	366	200
Capital Equipment	0	0	0	0	0
Subtotal	900,222	910,085	910,085	910,085	951,265
Capital Projects	17,745,717	28,900,083	63,136,116	62,801,044	13,645,464
Cost Allocations	0	0	0	0	0
Debt Service	0	89,776	89,776	89,776	0
Interfund Transfers	2,952,948	3,807,946	4,549,518	5,917,547	4,752,265
Audit Adjust/Encumb	38,571	0	0	0	0
Subtotal	20,737,236	32,797,805	67,775,410	68,808,367	18,397,729
Fund Total	21,637,458	33,707,890	68,685,495	69,718,452	19,348,994

DIVISION SUMMARY

050-5011 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers whose responsibility is to develop and implement capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	693,777	691,829	691,829	691,829	722,364
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	204	366	366	366	200
Capital Equipment	0	0	0	0	0
Subtotal	693,981	692,195	692,195	692,195	722,564
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	693,981	692,195	692,195	692,195	722,564

DIVISION SUMMARY

050-2030 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

MISSION:

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Facility Maintenance Superintendent who manages Capital Projects .

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	96,200	95,250	95,250	95,250	99,035
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	96,200	95,250	95,250	95,250	99,035
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	96,200	95,250	95,250	95,250	99,035

DIVISION SUMMARY

050-7070 CAPITAL PROJECTS / PARKS PERSONNEL

MISSION:

The mission of this Division is to account for two (2) Parks Personnel who manage park related capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Parks Personnel who manage Capital Projects.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	108,957	106,640	106,640	106,640	113,666
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	108,957	106,640	106,640	106,640	113,666
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	108,957	106,640	106,640	106,640	113,666

DIVISION SUMMARY

050 - CAPITAL PROJECTS

MISSION:

To perform capital projects and purchase capital equipment funded by the Capital Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 16 - FYE 20 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	17,745,717	28,900,083	63,136,116	62,801,044	13,645,464
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,952,948	3,807,946	4,549,518	5,917,547	4,752,265
Subtotal	20,698,665	32,708,029	67,685,634	68,718,591	18,397,729
Division Total	20,698,665	32,708,029	67,685,634	68,718,591	18,397,729

FUND SUMMARY

TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)

MISSION:

Established to account for revenue generated from the University North Park Development Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	8,169	10,171	210,171	123,263	126,656
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	8,169	10,171	210,171	123,263	126,656
Capital Projects	3,696,088	0	7,596,607	7,596,607	457,767
Cost Allocations	152,466	220,241	220,241	142,791	224,682
Debt Service	14,570,701	1,277,304	1,277,304	1,277,304	1,297,777
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	224,928	0	0	0	0
Subtotal	18,644,183	1,497,545	9,094,152	9,016,702	1,977,226
Fund Total	18,652,352	1,507,716	9,304,323	9,139,965	2,103,882

FUND SUMMARY

TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

MISSION:

To provide for the recoupment of costs associated with improvements to arterial roads.

DESCRIPTION:

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	198,185	198,411	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	198,185	198,411	0
Fund Total	0	0	198,185	198,411	0

SPECIAL GRANTS FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	022-9509-452	PR0022	Eastridge Park Impr	12,568	12,568	0	0	0	0	0	0
na	022-9834-452	PR0044	Legacy S Ext/Campus-Duffy	256,223	256,223	0	0	0	0	0	0
na	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	600,000	600,000	0	0	0	0	0	0
na	022-9674-452	PC0003	Saxon Park Design & Improvements	160,000	160,000	0	0	0	0	0	0
na	022-9674-452	PR0023	Saxon Park Fitness Trail	35,000	35,000	0	0	0	0	0	0
na	022-9391-431	TR0073	State Highway 9 Multi-Modal Path	600,000	600,000	0	0	0	0	0	0
na	022-9082-431	TR0081	Safe Routes to School - Kennedy	190,000	190,000	0	0	0	0	0	0
			TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**1,853,791**	**1,853,791**	**0**	**0**	**0**	**0**	**0**	**0**

ROOM TAX FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
	023-9321-451	RT0079	3 Recreation Center A/C	0	0	120,000	0	0	0	0	0
	023-9050-452	RT0080	Andrews Park Rental Building A/C	0	0	22,000	0	0	0	0	0
	023-	RT	Citywide Disc Golf Improvements	0	0	0	35,000	0	0	0	0
na	023-9099-452	RT0077	Normandy Park Tennis Courts	7,543	7,543	0	0	0	0	0	0
na	023-9321-451	RT0078	Replace Whittier & Irving Gym Floors	169,952	169,952	0	0	0	0	0	0
	023-	RT	Santa Fe Depot Renovations	0	0	0	0	80,000	0	0	0
	023-9674-452	RT0081	Saxon Community Park Development	0	0	60,000	50,000	50,000	150,000	0	0
	023-	RT	Sooner Theatre Seat Replace & Interiors	0	0	0	0	115,000	0	0	0
	023-9441-452	RT0083	Sports Complex Bleacher Replacement	0	0	37,500	37,500	0	0	0	0
	023-9364-451	RT0082	Westwood Tennis Youth Courts	0	0	95,000	0	0	0	0	0
	023-	RT	Whittier & Irving Recreation Center Bleachers	0	0	0	90,000	0	0	0	0
			TOTAL ROOM TAX FUND 23 PROJECTS	**177,495**	**177,495**	**334,500**	**212,500**	**245,000**	**150,000**	**0**	**0**

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	027-9368-431	TF0001	Campus Corner Revitalization	141,697	141,697	0	0	0	0	0	0
	TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS			**141,697**	**141,697**	**0**	**0**	**0**	**0**	**0**	**0**

WATER FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
			WATER DISTRIBUTION SYSTEM							
na	031-9395-462	WA0201	Backflow Prevention Program	40,000	0	0	0	0	0	0
na	031-9321-462	WA0194	Bulk Water Dispensing Services	80,000	0	0	0	0	0	0
na	031-	WA0198	Franklin Waterline Relocation	44,800	0	0	0	0	0	0
na	031-9345-462	WA0140	FY08 12" Water Line	100,000	0	0	0	0	0	0
na	031-9683-462	WA0149	Hall Park W/L Replacement *	0	0	0	0	0	0	0
na	031-9353-462	WA0131	High Pressure Plane Upgrade *	4,002	0	0	0	0	0	0
na	031-	WA0196	I-35 Waterline Relocation	1,011,858	0	0	0	0	0	0
44	031-9360-462	WA0173	Master Meters Installation	161,855	100,000	0	0	0	0	0
na	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement *	24,342	0	0	0	0	0	0
na	031-9552-462	WA0157	Robinson/12thNE Waterline *	0	0	0	0	0	0	0
na	031-9356-462	WA0051	WTP Raw Water Line Phase 1	400,000	0	0	0	0	0	0
45	031-9360-462	WA0184	Water Dist Sys Improvements-Segment D *	482,466	0	4,300,000	0	0	0	0
46	031-	WA	Water Dist Sys Improvements-Segment B	0	0	0	0	527,000	2,789,000	0
47	031-9360-462	WA	Water Dist Sys Improvements-Segment G	0	0	0	578,000	0	0	0
48	031-	WA	Water Line Replacement: Crossroads Area	0	149,000	992,000	0	0	0	0
49	031-	WA	Water Line Replacement: Flood-Rck Ck to Venture	0	0	0	0	1,517,000	0	0
na	031-9521-462	WA0202	Water Line Replacement: Gray Street	779,000	0	0	0	0	0	0
50	031-	WA	Water Line Replacement: Gray & Tonhawa	0	0	474,000	0	0	0	0
51	031-	WA	Water Line Replacement: Hall Park Phase 2	0	0	0	0	0	329,000	0
na	031-9360-462	WA0200	Water Line Replacement: Interstate Drive (TIF payback)	356,000	0	0	0	0	0	0
52	031-	WA	Water Line Replacement: North Interstate Drive	0	0	381,000	309,000	0	0	0
53	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35	3,043,926	2,070,000	0	0	0	0	0
54	031-	WA	Water Line Replacement: West of Campus	0	0	0	710,000	0	0	0
na	031-9683-462	WA0199	Waterline Relocation: Cedar Lane at Bishop Creek	111,969	0	0	0	0	0	0
55	031-9521-462	WA0305	Waterline Replacement: Berry Road	2,520,932	0	550,000	0	0	0	0
56	031-9521-462	WA0306	Waterline Replacement: Flood Ave-Rob to Boyd	0	0	0	1,601,000	0	0	0
			Subtotal Water Distribution System Projects	**9,161,150**	**2,319,000**	**6,697,000**	**3,198,000**	**2,044,000**	**3,118,000**	**0**
			WATER TOWERS							
57	031-	WA	Andrews Park Clearwell Rehabilitation Project	0	0	0	200,000	0	0	0
58	031-9354-462	WA0294	Water Tower Maint - Hall Park Tower	0	0	100,000	0	0	0	0
na	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	74,671	0	0	0	0	0	0
59	031-	WA	WTP Backwash Tower - Resurfacing Project	0	0	60,000	180,000	0	0	0
60	031-9354-462	WA0189	Water Tower Maint - Cascade Tower	0	0	0	0	0	500,000	0
61	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	0	0	200,000	0	0	0	0
na	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	156,405	0	0	0	0	0	0
na	031-9354-462	WA0293	Water Towers - SW or SE (High Pressure Plane)	3,091,997	0	0	0	0	0	0
			Subtotal Water Tower Projects	**3,323,073**	**0**	**360,000**	**380,000**	**0**	**500,000**	**0**
			WATER WELL IMPROVEMENTS							
62	031-9345-462	WA0009	Arsenic Related Well Modifications	0	0	0	0	1,460,000	0	0
na	031-9345-462	WA0253	Arsenic Treatment - Well 31 Arsenic Removal	14,337	0	0	0	0	0	0
na	031-9642-462	WA0089	Arc Flash Safety	140,000	0	0	0	0	0	0
na	031-	WA0197	Water Well House #20 replacement	100,000	0	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry	61,992	0	0	0	0	0	0
			Subtotal Water Well and Distribution System Projects	**316,329**	**0**	**0**	**0**	**1,460,000**	**0**	**0**
			WATER TREATMENT PLANT							
63	031-	WA	12 MGD Groundwater Treatment Plant	0	0	0	0	0	13,717,000	57,119,000
na	031-9345-462	WA0212	FYE15 Water Wells and Supply Lines (paygo)	693,000	0	0	0	0	0	0
na	031-9939-462	WA0132	High Service Line Repair(PayGo)	0	0	0	0	0	0	0
64	031-	WA	New Building for Line Maintenance	0	0	0	102,500	1,025,000	0	0
na	031-9939-462	WA0272	Taste and Odor (PayGo)	0	0	0	0	0	0	0
na	031-9353-462	WA0027	Upgrade SCADA System %	0	0	0	0	0	0	0
na	031-9196-462	WA0174	2060 Water Supply Plan *	8,501	0	0	0	0	0	0
65	031-	WA	Well Field Blending at WTP	0	482,000	482,000	1,526,000	0	0	0
66	031-	WA	WTP Land Purchase	0	0	0	0	1,600,000	0	0
na	031-9939-462	WA0291	WTP Phase 1: Improvements (paygo)	4,755,352	0	0	0	0	0	0
67	031-	WA	WTP Raw Water Line Phase 2	0	0	0	0	0	2,430,000	21,412,000
68	031-	WA	WTP Raw Water Reservoir	0	0	0	0	0	5,239,000	17,777,000
na	031-9939-462	WA0203	WTP Software Upgrade and Service	135,000	0	0	0	0	0	0
			Subtotal WTP Other Projects	**5,591,853**	**482,000**	**482,000**	**1,628,500**	**2,625,000**	**21,386,000**	**96,308,000**
			URBAN SERVICE AREA WATER LINES							
			FYE 2014 Lines							
na	031-9343-462	WA0316	Comanche:Porter to Jones *	1,000	0	0	0	0	0	0
na	031-9343-462	WA0317	Crawford:Main to Comanche *	13,193	0	0	0	0	0	0
na	031-9343-462	WA0318	Peters: Main to Gray	16,000	0	0	0	0	0	0
na	031-9343-462	WA0319	Peters: Main to Eufaula	34,800	0	0	0	0	0	0
			FYE 2015 Lines							
na	031-9343-462	WA0204	Symmes Street	68,000	0	0	0	0	0	0
na	031-9343-462	WA0205	Barbour: Woods to Iowa	68,000	0	0	0	0	0	0
na	031-9343-462	WA0206	Rancho Drive	48,000	0	0	0	0	0	0
na	031-9343-462	WA0207	Woodsboro Court	30,000	0	0	0	0	0	0
na	031-9343-462	WA0208	Nicole Place	49,500	0	0	0	0	0	0
			FYE 2016 Lines							
69	031-9343-462	WA	Vida Way: N Crawford to Stubbeman	0	69,000	0	0	0	0	0
69	031-9343-462	WA	Iowa St: Flood to Berry	0	63,000	0	0	0	0	0
69	031-9343-462	WA	Garfield: Lindsey to Stinson	0	45,500	0	0	0	0	0
69	031-9343-462	WA	Madison: Pickard to end of cul-de-sac	0	17,500	0	0	0	0	0

WATER FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
			URBAN SERVICE AREA WATER LINES								
			FYE 2012 Lines								
na	031-9343-462	WA0166	Crawford Ave: Ridge Rd to Crystal Cir	**605**	**605**	**0**	0	0	0	0	0
			FYE 2013 Lines								
na	031-9343-462	WA0309	Westfield: High Meadows to cul-de-sac	**2,380**	**2,380**	**0**	**0**	**0**	0	0	0
na	031-9343-462	WA0310	Wind Hill Rd: High Meadows to cul-de-sac	**329**	**329**	**0**	0	0	0	0	0
na	031-9343-462	WA0311	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	**56,000**	**56,000**	**0**	0	0	0	0	0
na	031-9343-462	WA0312	Dalewood Pl: Peach Tree Ln to Clearwater	**13,635**	**13,635**	**0**	0	0	0	0	0
			FYE 2014 Lines								
na	031-9343-462	WA0316	Comanche:Porter to Jones	**56,000**	**56,000**	**0**	0	0	0	0	0
na	031-9343-462	WA0317	Crawford:Main to Comanche	**16,000**	**16,000**	**0**	0	0	0	0	0
na	031-9343-462	WA0318	Peters: Main to Gray	**16,000**	**16,000**	**0**	0	0	0	0	0
na	031-9343-462	WA0319	Peters: Main to Eufaula	**36,000**	**36,000**	**0**	0	0	0	0	0
			FYE 2015 Lines								
47	031-9343-462	WA0204	Symmes Street	0	0	68,000	0	0	0	0	0
47	031-9343-462	WA0205	Barbour: Woods to Iowa	0	0	68,000	0	0	0	0	0
47	031-9343-462	WA0206	Rancho Drive	0	0	48,000	0	0	0	0	0
47	031-9343-462	WA0207	Woodsboro Court	0	0	30,000	0	0	0	0	0
47	031-9343-462	WA0208	Nicole Place	0	0	49,500	0	0	0	0	0
			FYE 2016 Lines								
47	031-9343-462	WA	Vida Way: N Crawford to Stubbeman	0	0	0	69,000	0	0	0	0
47	031-9343-462	WA	Iowa St: Flood to Berry	0	0	0	63,000	0	0	0	0
47	031-9343-462	WA	Garfield: Lindsey to Stinson	0	0	0	45,500	0	0	0	0
47	031-9343-462	WA	Madison: Pickard to end of cul-de-sac	0	0	0	17,500	0	0	0	0
			FYE 2017 Lines								
47	031-9343-462	WA	Kingswood Dr: Meadowood Blvd to dead end	0	0	0	0	18,000	0	0	0
47	031-9343-462	WA	Richardson Dr: Kingswood Dr to Dunham Dr	0	0	0	0	40,000	0	0	0
47	031-9343-462	WA	Smalley Dr: Meadowood Blvd to end of cul de sac	0	0	0	0	28,000	0	0	0
47	031-9343-462	WA	Smalley Cir: Smalley Dr to end of cul de sac	0	0	0	0	28,000	0	0	0
47	031-9343-462	WA	Wellston Cir: Meadowood Blvd to end of cul de sac	0	0	0	0	24,000	0	0	0
			FYE 2018 Lines								
47	031-9343-462	WA	Dunham Dr: Meeadowood Blvd to Dead End	0	0	0	0	0	28,000	0	0
47	031-9343-462	WA	Columbia Cir: Biloxi Dr to Dead end cul de sac	0	0	0	0	0	31,500	0	0
47	031-9343-462	WA	Timberdell Rd: Chautauqua to Pickard	0	0	0	0	0	56,000	0	0
47	031-9343-462	WA	Timberdell Rd: Chautauqua & Pickard	0	0	0	0	0	44,000	0	0
			FYE 2019 Lines								
47	031-9343-462	WA	Rhoades Dr: Edward Dr to Ramsey Ct	0	0	0	0	0	0	37,200	0
47	031-9343-462	WA	Stinson St: Jenkins Ave to George Ave	0	0	0	0	0	0	78,000	0
47	031-9343-462	WA	Wellsite Dr: Tecumseh Rd to end of cul-de-sac	0	0	0	0	0	0	45,500	0
			Subtotal Urban Service Area Water Line Projects	**196,949**	**196,949**	**263,500**	**195,000**	**138,000**	**159,500**	**160,700**	**0**
			HOT SOILS WATER LINE REPAIR PROGRAM								
			FYE 2013 Lines								
na	031-9344-462	WA0314	Oriole Dr: Sandpiper Ln to Wilderness Dr	712	712	0	0	0	0	0	0
			FYE 2014 Lines								
na	031-9344-462	WA0320	Buckingham Dr: 36th NW to Brownwood Ln	65,000	65,000	0	0	0	0	0	0
na	031-9344-462	WA0321	Brownwood Ln: 36th NW to Buckingham Dr	35,000	35,000	0	0	0	0	0	0
			FYE 2015 Lines								
48	031-9344-462	WA0209	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	50,000	0	0	0	0	0
48	031-9344-462	WA0210	Camela St: Tropicana Ave to Cimarron Dr	0	0	20,000	0	0	0	0	0
48	031-9344-462	WA0211	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	30,000	0	0	0	0	0
			FYE 2016 Lines								
48	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlero	0	0	0	32,000	0	0	0	0
48	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	18,000	0	0	0	0
48	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasand Run Rd	0	0	0	50,000	0	0	0	0
			FYE 2017 Lines								
48	031-9344-462	WA	Pheasant Run Rd: Crossroad Blvd to Quail Hollow Dr	0	0	0	0	50,000	0	0	0
48	031-9344-462	WA	Greenwood Dr: Pheasant Run Rd to dead end at Green (	0	0	0	0	50,000	0	0	0
			FYE 2018 Lines								
48	031-9344-462	WA	Rock Creek Rd to Pinewood Dr	0	0	0	0	0	50,000	0	0
48	031-9344-462	WA	24th Ave NE to End of cul de sac	0	0	0	0	0	50,000	0	0
			FYE 2019 Llines								
48	031-9344-462	WA	Wilderness Dr: Sandpiper Ln to War Bird Dr	0	0	0	0	0	0	64,000	0
48	031-9344-462	WA	Sar Bird Dr: Sandpiper Ln to Wilderness Dr	0	0	0	0	0	0	36,000	0
			Subtotal Hot Soils Water Line Repair Program	**100,712**	**100,712**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**0**
			SUBTOTAL PAYGO WATER PROJECTS	**19,155,202**	**14,331,261**	**8,158,900**	**37,062,000**	**11,459,000**	**4,759,500**	**24,462,700**	**94,726,000**
			WATER BOND PROJECTS Series 2006								
na	**031-9360-462**	**WB0184**	**24" Waterline (Seg D,SH 9:24th SW to Jenkins)**	**2,816,325**	**2,816,325**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0140**	**FYE 08 12" Water Line**	**618,118**	**618,118**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0141**	**FYE 08 16" Water Line**	**135,375**	**135,375**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0133**	**Replace Control System**	**13,200**	**13,200**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0131**	**Water Line Improvements High Pressure Plane**	**610,514**	**610,514**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0297**	**Water Well Telemetry**	**133,930**	**133,930**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9356-462**	**WB0051**	**WTP Raw Waterline (Phase I)**	**1,025,929**	**1,025,929**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal Bond Expenses for 2006 Water Bond Projects	**5,353,391**	**5,353,391**	**0**	**0**	**0**	**0**	**0**	**0**
			TOTAL ALL WATER FUND 31 PROJECTS	**$24,508,593**	**$19,684,652**	**$8,158,900**	**$37,062,000**	**$11,459,000**	**$4,759,500**	**$24,462,700**	**$94,726,000**

WATER RECLAMATION FUNDS
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
na	032-9048-432	WW0065	South WRF Phase 2 Improvements	26,957,652	0	0	0	0	0	0
76	032-	WW	South WRF Phase 3 Improvements	0	0	0	0	0	13,900,000	0
77	032-	WW	Line Maintenance Building	0	600,000	0	0	0	0	0
na	032-9677-432	WW0056	WRF Admin Bldg Lighting	32,000	0	0	0	0	0	0
na	032-9911-432	WW0043	WRF Aeration Basin Blower VFD #	(1)	0	0	0	0	0	0
78	032-	WW	WRF Blower Building Roof Replacement	0	0	0	0	112,000	0	0
na	032-9911-432	WW0044	WRF Canadian River TMDL/WLA	13,230	0	0	0	0	0	0
na	032-9677-432	WW0167	WRF Chlorine Bldg Roof Replacement	37,426	0	0	0	0	0	0
79	032-	WW	WRF Class A Sludge Improvements	0	0	0	414,000	2,070,000	0	0
80	032-9911-432	WW0058	WRF Effluent Re-Use at Compost Facility	239,545	25,000	0	0	0	0	0
na	032-9911-432	WW0050	WRF Effluent Truck Wash # %	935	0	0	0	0	0	0
81	032-	WW	WRF Industrial Pretreatment Building Roof Replacement	0	0	0	0	43,000	0	0
82	032-	WW	WRF Land Purchase	0	200,000	0	0	0	0	0
83	032-9391-432	WW0205	WRF Non-Potable Effluent Reuse System	500,000	0	0	0	2,399,000	0	0
na	032-9911-432	WW0047	WRF North Digester Boiler(s) Replacement *	3,676	0	0	0	0	0	0
na	032-9677-432	WW0168	WRF Paint Shop Roof	9,302	0	0	0	0	0	0
84	032-	WW	WRF Primary Sludge Thickener	0	460,000	0	0	0	0	0
na	032-9911-432	WW0052	WRF SCADA Improvements	91,951	0	0	0	0	0	0
85	032-	WW	WRF Shop Building Roof Replacement	0	29,000	0	0	0	0	0
86	032-	WW	WRF South Digester Boiler Replacement	0	600,000	0	0	0	0	0
			TOTAL WATER RECLAMATION FUND 32 PROJECTS	27,885,716	1,914,000	0	414,000	4,624,000	13,900,000	0

SEWER MAINTENANCE FUNDS
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
na	321-9338-432	WW0207	Lindsey SS Rehab: McGee to Berry %	519,000	0	0	0	0	0	0
na	321-9365-419	BG0025	Natural Gas Line Replacement	5,000	0	0	0	0	0	0
90	321-9649-432	WW0062	Royal Oaks Force Main	273,000	55,000	0	0	0	0	0
na	321-9234-432	WW0201	Sewer Lift Station Rehab 2014: Royal Oaks *	6,777	0	0	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Alameda Park	0	0	0	50,000	0	0	0
na	321-9234-432	WW0206	Sewer Lift Station Rehab: Eagle Cliff South	50,000	0	0	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Hall Park North	0	50,000	0	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Hall Park South	0	0	50,000	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Sienna Springs	0	0	0	0	0	50,000	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Summit Lakes	0	0	0	0	50,000	0	0
92	321-9338-432	WW0202	Sewer Maint Plan FYE 2014 %	288,000	2,580,000	0	0	0	0	0
93	321-9338-432	WW	Sewer Maint Plan FYE 2017	0	0	2,650,000	0	0	0	0
94	321-9338-432	WW	Sewer Maint Plan FYE 2018	0	0	0	2,650,000	0	0	0
95	321-9338-432	WW	Sewer Maint Plan FYE 2019	0	0	0	0	2,650,000	0	0
96	321-9338-432	WW	Sewer Maint Plan FYE 2020	0	0	0	0	0	2,650,000	0
na	321-9338-432	WW0064	Sewer Maint Proj FYE 2011 *	0	0	0	0	0	0	0
na	321-9338-432	WW0070	Sewer Maint Proj FYE 2012	2,886,826	0	0	0	0	0	0
na	321-9338-432	WW0200	Sewer Maintenance FYE 2013 %	3,156,973	0	0	0	0	0	0
97	321-9974-432	WW0248	SS Emergency Repairs #	100,000	100,000	100,000	100,000	100,000	100,000	0
			TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**7,285,576**	**2,785,000**	**2,800,000**	**2,800,000**	**2,800,000**	**2,800,000**	**0**

NEW DEVELOPMENT EXCISE FUNDS
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
na	322-9048-432	WW0267	Interceptor/SE Bishop-P2B	242,800	0	0	0	0	0	0
na	322-9048-432	WW0120	Interceptor/Woodcrest	1,730,742	0	0	0	0	0	0
na	322-9048-432	WW0303	Lift Station D Expansion	450,768	0	0	0	0	0	0
na	322-9049-432	WW0204	North WRF Engineering Report	77,614	0	0	0	0	0	0
na	322-9048-432	WW0262	Tecumseh Interceptor *	1,501	0	0	0	0	0	0
101	322-	WW	South WRF Phase 3	0	0	0	0	0	3,100,000	10,700,000
na	322-9048-432	WW0065	Phase 2 South WRF Improvements	22,235,262	0	0	0	0	0	0
			TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**24,738,687**	**0**	**0**	**0**	**0**	**3,100,000**	**10,700,000**

SEWER SALES TAX FUNDS
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
na	323-9048-432	WW0267	Interceptor/SE Bishop-P2B	245,240	0	0	0	0	0	0
na	323-9049-432	WW0204	North WRF Engineering Report %	38,639	0	0	0	0	0	0
na	323-9048-432	WW0262	Tecumseh Interceptor *	6,005	0	0	0	0	0	0
na	323-9048-432	WW0065	Phase 2 South WRF Improvements	5,408,853	0	0	0	0	0	0
			TOTAL SEWER SALES TAX FUND 323 PROJECTS	**5,698,737**	**0**	**0**	**0**	**0**	**0**	**0**

SANITATION FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
108	033-	SA	Material Recovery Facility	0	1,000,000	0	0	0	0	0
na	033-9975-432	SA0010	East Norman Recycle Center	161,500	0	0	0	0	0	0
na	033-9975-432	SA0009	Sanit Cont Maint Facility	460,000	0	0	0	0	0	0
na	033-9975-432	SA0011	Sanit Office Improvements	150,000	0	0	0	0	0	0
na	033-9975-432	SA0002	Transfer Station Expansion	54,232	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	247,823	0	0	0	0	0	0
		TOTAL SANITATION FUND 33 PROJECTS		**1,073,555**	**1,000,000**	**0**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
I. CAPITAL OUTLAY (Approximately 27% by Formula)										
na	050-3090-419	n.a.	**Capital Outlay #**	4,854,157	3,344,085	3,477,848	3,616,962	3,761,641	3,912,106	0
	**SUBTOTAL CAPITAL OUTLAY			**4,854,157**	**3,344,085**	**3,477,848**	**3,616,962**	**3,761,641**	**3,912,106**	**0**
II. STREET MAINTENANCE (Approximately 25% by Formula)										
na	050-9369-431	**SC0486**	**Alley Repair Program FYE 2010**	58,234	0	0	0	0	0	0
119	050-9369-431	**SC**	**Alley Repair Program FYE 2016-2020**	0	0	200,000	200,000	200,000	200,000	ongoing
			Asphalt Pavement Maintenance FYE07							
na	050-9511-431	SC0352	36th NW: Franklin-N Limits	69,992	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE08							
na	050-9511-431	SC0384	Historical House: Peters/Jones	18,105	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE09							
na	050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	22,837	0	0	0	0	0	0
na	050-9511-431	SC0423	Alameda Plz:Alameda St-24 NE	37,553	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE10							
na	050-9511-431	SC0453	Main: Porter to Carter	38,863	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE11							
na	050-9511-431	SC0488	Franklin: 48th NW to 60th NW	13,934	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2013							
na	050-9511-431	SC0541	Urban Street Surface Sealing	133,011	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2014							
na	050-9511-431	SC0557	Robinson: 24th NE - 60th NE	445,000	0	0	0	0	0	0
na	050-9511-431	SC0558	North Base City Facility Paving	140,000	0	0	0	0	0	0
na	050-9511-431	SC0559	48th Ave NW: Franklin Rd - Indian Hills Rd	126,478	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2015		0	0	0	0	0	0
na	050-9511-431	SC0103	ODOT Roadway Resf Match 15	425,000	0	0	0	0	0	
na	050-9511-431	SC0104	Haddock: Peters-Crawford	300,000	0	0	0	0	0	
na	050-9511-431	SC0105	Roserock: Cardinal-S end	96,377	0	0	0	0	0	
na	050-9511-431	SC0106	Asphalt Maint Data/Text 15	12,500	0	0	0	0	0	
			Asphalt Pavt Maint FYE 2016							
120	050-9511-431	SC	36th Ave NE: Alameda Street to Robinson	0	305,000	0	0	0	0	0
120	050-9511-431	SC	Alameda St: 72nd SE to end .5 east of 84th Ave SE	0	325,000	0	0	0	0	0
120	050-9511-431	SC	Peters Ave: Main St to Eufaula St	0	100,000	0	0	0	0	0
120	050-9511-431	SC	Comanche St: Jones Ave to Peters Ave	0	41,377	0	0	0	0	0
120	050-9511-431	SC	Park Drive: Symmes St to Elm Ave	0	50,000	0	0	0	0	0
120	050-9511-431	SC	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
120	050-9511-431	SC	**Asphalt Pavt Maint FYE 2017-2020**	0	0	833,877	833,877	833,877	833,877	ongoing
			Asphalt Paver Patch FYE10							
na	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	30,598	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2012							
na	050-9692-431	SC0524	Ed Noble Parkway: Main - Lindsey	185,000	0	0	0	0	0	0
na	050-9692-431	SC0525	200-300 Blk Norman Center Court	46,000	0	0	0	0	0	0
na	050-9692-431	SC0526	3000 Block William Pereira	30,000	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2013							
na	050-9692-431	SC0543	Inglewood Dr: Central Pkwy - Newberry Dr	150,000	0	0	0	0	0	0
na	050-9692-431	SC0544	Cruce St: Berry Rd - Broad Ln	28,203	0	0	0	0	0	0
na	050-9692-431	SC0545	Broad Ln: Cruce St - Boyd St	49,000	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2014							
na	050-9692-431	SC0561	Indian Hills Rd: 48th Ave NW - 69th Ave NW	129,250	0	0	0	0	0	0
na	050-9692-431	SC0562	24th Ave NE: Franklin Rd - Indian Hills Rd	2,115	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2015							
na	050-9692-431	SC0107	Indian Hills: 24th NW-Broadway	158,000	0	0	0	0	0	0
na	050-9692-431	SC0109	Asphalt Patch Data/Test 15	12,500	0	0	0	0	0	
			Asphalt Paver Patch FYE 2016							
122	050-9692-431	**SC**	36TH Ave NW: Franklin Rd to .5 north of Indian Hills Rd	0	258,500	0	0	0	0	0
122	050-9692-431	**SC**	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
122	050-9692-431	**SC**	**Asphalt Paver Patch FYE 2017-2020**	0	0	271,000	271,000	271,000	271,000	ongoing
			Concrete Pavement Maintenance FYE09							
na	050-9718-431	SC0433	Brooks: Classen-W of RR	10,495	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE10							
na	050-9718-431	SC0461	Lahoma: Boyd to Brooks	19,734	0	0	0	0	0	0
na	050-9718-431	SC0463	26th Ave NW at Parkway, panel replacement	2,267	0	0	0	0	0	0
na	050-9718-431	SC0464	Crawford Ave: Ridge Rd to Minosa	49,815	0	0	0	0	0	0
na	050-9718-431	SC0465	Barwick Dr: 36th NW to Brookhaven Blvd	5,226	0	0	0	0	0	0
na	050-9718-431	SC0466	Brooks: BNSF to Jenkins	29,872	0	0	0	0	0	0
na	050-9718-431	SC0467	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	6,968	0	0	0	0	0	0
na	050-9718-431	SC0468	Pheasant Run: Crossroads Blvd to Quail Hollow Dr	8,013	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2011							
na	050-9718-431	SC0497	Dale: Porter to Crawford	26,127	0	0	0	0	0	0
na	050-9718-431	SC0498	Hughbert: Porter to Crawford	26,127	0	0	0	0	0	0
na	050-9718-431	SC0499	Sequoyah Trail: Rock Creek to 9th Ave NE	48,770	0	0	0	0	0	0
na	050-9718-431	SC0500	900 Block Barbour Avenue	26,127	0	0	0	0	0	0
na	050-9718-431	SC0501	1400 Block Lincoln Avenue	8,709	0	0	0	0	0	0
na	050-9718-431	SC0502	Boyd Street: Ponca to Oklahoma	2,592	0	0	0	0	0	0
na	050-9718-431	SC0503	300 Block Overton: Panel Replacement	24,000	0	0	0	0	0	0
na	050-9718-431	SC0504	Westchester: South side at Main Street	30,000	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2012							
na	050-9718-431	SC0529	Hemphill Dr: 24 NW - 26 NW	104,943	0	0	0	0	0	0
na	050-9718-431	SC0530	IMS Conc Pvmt Data/Test 12	10,000	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2013							
na	050-9718-431	SC0548	Boyd Street	1,455	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2014							
na	050-9718-431	SC0564	Comanche St: Lahoma Ave - Chautauqua Ave	128,000	0	0	0	0	0	0
na	050-9718-431	SC0565	Morningside Dr: Alameda St - Schulze Dr	160,000	0	0	0	0	0	0
na	050-9718-431	SC0566	IMS FYE14	4,209	0	0	0	0	0	0

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
			Concrete Pavement Maintenance FYE 2015							0
na	050-9718-431	SC0110	Stoneleigh: Danfield - end	200,000	0	0	0	0	0	0
na	050-9718-431	SC0111	Peters & Eufaula Intersection	88,000	0	0	0	0	0	0
na	050-9718-431	SC0112	Concrete Pvmt Dta/Tst 15	12,500	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2016							
124	050-9718-431	SC	Peters Ave & Coimanche Street Intersection	0	25,000	0	0	0	0	0
124	050-9718-431	SC	Peters Ave & Eufaula Street Intersection	0	100,000	0	0	0	0	0
124	050-9718-431	SC	Reed Avenue/Schulze Drive	0	163,000	0	0	0	0	0
124	050-9718-431	SC	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
124	050-9718-431	SC	**Concrete Pavement Maintenance FYE 2017-2020**	0	0	300,500	300,500	300,500	300,500	ongoing
126	050-9051-431	SC0253	**Concrete Valley Gutter Project FYE 2017-2020**	0	0	75,000	75,000	75,000	75,000	ongoing
na	050-9686-431	SC0567	**Crack Seal FYE 2014**	248,719	0	0	0	0	0	0
na	050-9686-431	SC0567	**Crack Seal FYE 2015**	225,000	0	0	0	0	0	0
127	050-9686-431	SC	**Crack Seal FYE 2016**	0	225,000	0	0	0	0	0
127	050-9686-431	SC	**Crack Seal FYE 2017-2020**	0	0	225,000	225,000	225,000	225,000	ongoing
			Force Account Drainage Materials FYE 08							
na	050-9906-451	SC0408	Merkle Crk: Crestmont-Big L #	1	0	0	0	0	0	0
			Force Account Drainage Materials FYE10							
na	050-9906-451	SC0472	Carter Ave: Rich St south	11,674	0	0	0	0	0	0
na	050-9906-451	SC0473	Imhoff Channel Liner Repair: Frank to Acres	4,104	0	0	0	0	0	0
na	050-9906-451	SC0474	Pedestrian Hand/Safety Railing Upgrades	10,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2011							
na	050-9906-451	SC0508	Eufaula Street and College Avenue	27,957	0	0	0	0	0	0
na	050-9906-451	SC0509	Sandpiper Lane	14,818	0	0	0	0	0	0
na	050-9906-451	SC0510	Yorktown Circle	10,257	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2012							
na	050-9906-451	SC0533	Vicksburg Channel Liner Repair	85,000	0	0	0	0	0	0
na	050-9906-451	SC0534	Sutton Wilderness Dam Rehab	50,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2013							
na	050-9906-451	SC0551	2348 Blue Court Storm Sewer Extension	29,214	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2014							
na	050-9906-451	SC0568	400 Blk E Eufaula: Storm Sewer Installation	30,719	0	0	0	0	0	0
na	050-9906-451	SC0569	2000 Blk Grandview Ave: Storm Sewer Repair	60,000	0	0	0	0	0	0
na	050-9906-451	SC0570	Merkle Crk: Iowa St North to Westwood Golf Course	40,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2015							0
na	050-9906-451	SC0575	Summit Lakes Park Storm Sewer	40,000	0	0	0	0	0	
			Force Account Drainage Materials FYE 2016							
128	050-9906-451	SC	Acres St and Lahoma Ave Drainage Improvements	0	40,000	0	0	0	0	0
128	050-9906-451	SC	Guardrail Improvements	0	70,000	0	0	0	0	0
128	050-9906-451	SC	Pedestrian Hand/Safe Rail Improvements	0	25,000	0	0	0	0	0
128	050-9906-451	**SC**	**Force Account Drainage Materials FYE 2017-2020**	0	0	135,000	135,000	135,000	135,000	ongoing
			Rural Roads Improvements FYE 2010							
na	050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh	0	52,909	0	0	0	0	0
			Rural Roads Improvements FYE 2012							
na	050-9696-431	SC0535	Cedar Ln: 1/2 Mi E of 24 SE - 48 SE	48,747	0	0	0	0	0	0
na	050-9696-431	SC0536	Alameda: 168 E - 180 E	10,629	0	0	0	0	0	0
na	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	30,000	0	0	0	0	0	0
			Rural Roads Imprvts FYE 2013							
na	050-9696-431	SC0554	108th NE: Rock Creek Rd - Franklin Rd	146,560	0	0	0	0	0	0
			Rural Roads Imprvts FYE 2014							
na	050-9696-431	SC0571	60th Ave NE: Franklin Rd - Indian Hills Rd	200,000	0	0	0	0	0	0
na	050-9696-431	SC0572	Lindsey St: 84th Ave SE - East End	167,500	0	0	0	0	0	0
na	050-9696-431	SC0573	IMS FYE 14	12,500	0	0	0	0	0	0
			Rural Roads Improvts FYE 2015							
na	050-9696-431	SC0577	168th NE: Tecumseh to Franklin	127,500	0	0	0	0	0	0
na	050-9696-431	SC0578	Rural Chip Seal FYE15	260,000	0	0	0	0	0	0
na	050-9696-431	SC0579	Rural Road Impr Dta/Tst15	12,500	0	0	0	0	0	0
			Rural Roads Improvts FYE 2016							
130	050-9696-431	SC	Tecumseh Rd: 60th NE to 72nd NE	0	129,170	0	0	0	0	0
130	050-9696-431	SC	72nd NE: Tecumseh to Robinson	0	258,330	0	0	0	0	0
130	050-9696-431	SC	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
130	050-9696-431	SC	**Rural Roads Imprvts FYE 2017-2020**	0	0	400,000	400,000	400,000	400,000	ongoing
			Subtotal Street Maintenance Projects	**5,695,898**	**2,218,286**	**2,440,377**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
			**SUBTOTAL ALL STREET MAINTENANCE	**5,695,898**	**2,218,286**	**2,440,377**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
			III. MAINTENANCE OF EXISTING FACILITIES 5%							
			MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)							
132	050-9677-419	EF0164	12th Recreation Center Sports Court Gym Floor Replaceme	14,187	0	0	0	0	0	0
	050-9677-419	EF0177	Andrews Park Electrical Service Upgrades	10,000	0	0	0	0	0	0
	050-9677-419	EF0178	Andrews Park Rental Building Kitchen Roof Replacement	8,000	0	0	0	0	0	0
	050-9677-419	EF0003	Animal Shelter Renovation	9,198	0	0	0	0	0	0
	050-9677-419	EF0179	City Datacenter Return Air System	30,000	0	0	0	0	0	0
	050-9677-419	EF0120	City Hall Building A Improvements	501	0	0	0	0	0	0
	050-9677-419	EF0146	City Hall Security Improvements	7,253	0	0	0	0	0	0
	050-9677-419	EF0082	East Radio Tower Repair *	64	0	0	0	0	0	0
	050-9677-419	EF	Fire Administration Office Security	0	7,000	0	0	0	0	0
	050-9677-419	EF0180	Fire Administration Remodel	70,000	0	0	0	0	0	0
	050-9677-419	EF	Fire Station #2 Fencing	0	13,000	0	0	0	0	0
	050-9677-419	EF0150	Fire Station #6 - Restoration & Repairs	12,711	0	0	0	0	0	0
	050-9677-419	EF	Fire Station #6 Concrete replacement	0	40,000	0	0	0	0	0
	050-9677-419	EF0134	Fire Station 1 Repair	16,167	14,000	0	0	0	0	0
	050-9677-419	EF0181	Fire Station 1 Concrete Replacement	13,000	0	0	0	0	0	0
	050-9677-419	EF0182	Fire Station 2 Concrete Replacement	35,000	0	0	0	0	0	0
	050-9677-419	EF0135	Fire Station 2 Remodel	3,141	0	0	0	0	0	0
	050-9677-419	EF0147	Fire Station 5 Replace two overhead doors	200	0	0	0	0	0	0
	050-9677-419	EF0144	Fire Station 6 Repairs *	321	0	0	0	0	0	0
	050-9677-419	EF0159	Fire Station 6 Truck Room Painting	2,122	0	0	0	0	0	0

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
	050-9677-419	EF0183	Fire Station 7 Rehab	5,500	0	0	0	0	0	0
	050-9677-419	EF0184	Firehouse Art Center gutter replacement	14,000	0	0	0	0	0	0
	050-9677-419	EF0122	Firehouse Art Center Improvements	327	0	0	0	0	0	0
	050-9677-419	EF0165	Fleet Window Replacement	45,000	0	0	0	0	0	0
	050-9677-419	EF0163	Gray St-F/Maint Tele/cmputr	1,613	0	0	0	0	0	0
	050-9677-419	EF0185	Hallway Door Project Building C	7,500	0	0	0	0	0	0
	050-9677-419	EF0129	Hot Water Heater Replacement	370	0	0	0	0	0	0
	050-9677-419	EF0130	HVAC Commissioning-Bldg C	11,900	0	0	0	0	0	0
	050-9677-419	EF0167	IT Service Center	3,441	0	0	0	0	0	0
	050-9677-419	EF0166	Kids' Space Playground Maintenance	9	0	0	0	0	0	0
	050-9677-419	EF0167	Library Furniture Replacement	50,000	0	0	0	0	0	0
	050-9677-419	EF0168	Library Plumbing Upgrade (Library Bonds)	487	0	0	0	0	0	0
	050-9677-419	EF0186	Little Axe Community Center Kitchen Improvements	30,000	0	0	0	0	0	0
	050-9677-419	EF0169	Painting Municipal Complex	87,453	0	50,000	50,000	50,000	50,000	ongoing
	050-9677-419	EF0187	Park Electrical Services Maintenance	5,000	5,000	5,000	5,000	5,000	5,000	ongong
	050-9677-419	EF0143	Park Maintenance Fiber Optic Con *	29	0	0	0	0	0	0
	050-9677-419	EF0012	Park Parking Lots & Sidewalks Maintenance	61,789	40,000	40,000	40,000	40,000	40,000	ongong
	050-9677-419	EF0062	Park Playground Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	ongong
	050-9677-419	EF	Park Shelter & Restroom Maintenance	0	10,000	10,000	10,000	10,000	10,000	ongoing
	050-9677-419	EF0124	Park Sign & Fence Maintenance	45,287	25,000	25,000	25,000	25,000	25,000	ongong
	050-9677-419	EF0170	Police - Animal Welfare Fencing	15,000	0	0	0	0	0	0
	050-9677-419	EF0171	Police - Animal Welfare Generator	86,802	0	0	0	0	0	0
	050-9677-419	EF0188	Police - Special Investigations Flooring	15,000	0	0	0	0	0	0
	050-9677-419	EF0189	Police - Special Investigations Painting	5,000	0	0	0	0	0	0
	050-9677-419	EF0149	Police-Door Installation at Animal Welfare	3,815	0	0	0	0	0	0
	050-9677-419	EF0173	Recreation Center Interior Renovations (kitchens and paint g	70,681	0	0	0	0	0	0
	050-9677-419	EF0190	Replace Fleet's Power Washer & Plumbing	39,000	0	0	0	0	0	0
	050-9677-419	EF0191	Replacement Lifts - Fleet	93,000	0	0	0	0	0	0
	050-9677-419	EF0192	Rewire Park Maintenance Offices & Break Room	30,000	0	0	0	0	0	0
	050-9677-419	EF0161	Senior Center Basement & Bathroom Remodel	75,000	0	0	0	0	0	0
	050-9677-419	EF0151	Senior Center Elevator Compliance Upgrades	1,252	0	0	0	0	0	0
	050-9677-419	EF0193	Sooner Theater Sign and Marquee Repairs	20,000	0	0	0	0	0	0
	050-9677-419	EF0128	Sooner Theatre Improvements	24,080	0	0	0	0	0	0
	050-9677-419	EF0017	Sports Field Relamping	20,333	10,000	10,000	10,000	10,000	10,000	ongong
	050-9677-419	EF	Upgrade Pneumatic Plymovent System w/ magnet	0	14,000	0	0	0	0	0
	050-9677-419	EF0110	Westwood Pro Shop Roof Replacement	1,650	0	0	0	0	0	0
	050-9677-419	EF0174	Westwood Tennis Center Court Plexipave Overlay	7,012	0	0	0	0	0	0
	050-9677-419	EF0111	William Morgan Park Boardwalk Repair	2,533	0	0	0	0	0	0
	050-9677-419	EF0020	zMaintenance of Existing Facilities Contingency	50,178	20,000	20,000	20,000	20,000	20,000	ongong
	**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			**1,171,906**	**208,000**	**170,000**	**170,000**	**170,000**	**170,000**	**0**
	IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO									
			TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING							
133	050-9076-431	TR0051	12th & High Meadows Signal	164,820	60,000	0	0	0	0	0
na	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal	15,000	0	0	0	0	0	0
na	050-9076-431	TR0061	12th SE & Triad Village Signal	45,000	0	0	0	0	0	0
134	050-9076-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal	150,000	130,000	0	300,000	0	0	0
na	050-9076-431	TR0236	24th SE and Meadowood Blvd Signal *	0	0	0	0	0	0	0
135	050-9079-431	TR0050	36th and Havenbrook Signal	85,308	0	200,000	0	0	0	0
136	050-	TR	36th Ave NW & Crail Dr - Traffic Signal	0	40,000	0	80,000	0	0	0
137	050-	TR	36th Ave NW: Indian Hills to City Limits	0	168,000	100,000	204,000	336,200	0	0
na	050-9079-431	TR0232	36th NW and Brookhollow Signal *	0	0	0	0	0	0	0
na	050-9079-431	TR0231	36th NW and Quail Drive Signal *	0	0	0	0	0	0	0
na	050-9076-431	TR0228	36th NW and Rock Creek Signal *	0	0	0	0	0	0	0
138	050-9206-431	TC0038	ADA Compliance Audit and Repair	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9076-431	TR0079	Alameda/Findlay Signal	7,764	0	0	0	0	0	0
na	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	0	0	0	0	0	0
na	050-9076-431	TR0091	Boyd and University Boulevard New Signal	48,802	0	0	0	0	0	0
na	050-9712-431	TR0093	Boyd Street Sidewalk Improvements	12,000	0	0	0	0	0	0
na	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	0	0	0	0	0	0
na	050-9554-419	TC0044	Citywide ADA Assessment	200,000	0	0	0	0	0	0
139	050-9511-431	TR0055	Citywide Pavement Overlays-Lindsey, Constitution, Imhoff a	401,115	150,000	0	0	0	0	0
na	050-9076-431	TR0057	Classen Blvd Signals	300,000	0	0	0	0	0	0
140	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,810	5,000	30,000	0	0	0	0
na	050-9539-431	TR0087	Highway 9 Utilities24th - 36th *	0	0	0	0	0	0	0
na	050-9940-431	TC0265	I-35/Frontage/Intersection	38,450	0	0	0	0	0	0
141	050-9079-431	TR0095	I-35/Indian Hills Rd Interchange Study	75,000	25,000	0	0	0	0	0
na	050-9583-431	TR0230	I-35/Main Interchange 13	175,000	0	0	0	0	0	0
142	050-9079-431	TR0080	Indian Hills Road Signals	100,000	200,000	0	0	0	0	0
143	050-9552-431	TR0039	Jenkins & Bratcher-Minor Intersection Realignment	0	50,000	0	0	0	0	0
na	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	150,000	0	0	0	0	0	0
na	050-9584-431	TC0045	Lindsey Street Interchange Aesthetics	264,385	0	0	0	0	0	0
144	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	637,622	412,000	0	0	0	0	0
na	050-9081-431	TR0075	Main Street Roadway Lighting Design	14,825	0	0	0	0	0	0
na	050-9712-431	TR0096	McGee Sidewalks - SH9 to Cherry Stone	62,005	0	0	0	0	0	0
145	050-9535-431	TR0068	ODOT Audit Adjustments	252,855	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9376-431	TC0014	One-way/Two-way Frt Study *	0	0	0	0	0	0	0
146	050-9079-431	TR0097	Porter & Acres Inters & Signal	160,000	0	0	0	250,000	200,000	400,000
na	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	17,064	0	0	0	0	0	0
na	050-9161-431	TR0019	Railroad Corridor Safety	84,538	0	0	0	0	0	0
147	050-9161-431	TR0066	Railroad Quiet Zone	50,000	1,240,000	0	0	0	0	0
na	050-9081-431	TR0083	Roadway Lighting: Jenkins, SH9 and Constitution	994	0	0	0	0	0	0
na	050-9076-431	TR0098	Robinson & 48th NW - New Signal (private)	20,000	0	0	0	0	0	0
148	050-	TR	Robinson Street West of I-35 (match for Fund 57)	0	318,483	149,534	0	0	0	0
na	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	13,901	0	0	0	0	0	0
na	050-9076-431	TR0099	Rock Creek & Sequoyah Trail - New Signal (private)	20,000	0	0	0	0	0	0
149	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	195,000	395,000	0	354,106	0	0	0

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
150	050-9552-431	TR0094	Rock Creek: Grandview to 36th NW Widening	246,010	30,000	290,000	0	500,000	0	0
na	050-9082-431	TR0081	Safe Routes to School - Kennedy	9,550	0	0	0	0	0	0
na	050-9067-431	TR0223	SH 9 & 24th Ave SW Signal/Inters *	0	0	0	0	0	0	0
na	050-9079-431	TR0067	SH 9 & Imhoff Intersection Widening *	0	0	0	0	0	0	0
na	050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway *	0	0	0	0	0	0	0
na	050-9688-431	TR0073	SH 9 Multi-modal Path	808,506	0	0	0	0	0	0
na	050-9076-431	TR0076	State Highway 9 and 36th Ave SE Signal	5,000	0	0	0	0	0	0
151	050-9079-431	TR0100	Tecumseh - 12th Ave NE to 700' East Widening/Signal	0	0	0	0	0	0	286,490
na	050-9076-431	TR0086	Tecumseh & 48th Ave NW New Signal *	0	0	0	0	0	0	0
na	050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II *	0	0	0	0	0	0	0
na	050-9076-431	TR0074	Tecumseh Rd & Journey Pkwy/NR Pkwy Signal *	0	0	0	0	0	0	0
na	050-9079-431	TR0056	Tecumseh Traffic Signals *	0	0	0	0	0	0	0
na	050-9080-431	TC0040	Traffic Signal Adaptive Control System	110,500	0	0	0	0	0	0
152	050-9076-431	TR0101	US 77 (Classen) & Post Oak Signal	15,000	40,000	0	0	0	0	0
na	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	0	0	0	0	0	0
na	050-9611-431	TC0041	Wayfinding Pilot *	40,000	0	0	0	0	0	0
			Subtotal Transp w/ Fed'l Funds	**5,217,620**	**3,463,483**	**969,534**	**1,138,106**	**1,286,200**	**400,000**	**686,490**
			TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING							
153	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	350,000	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9052-431	TC0242	Citywide Sidewalk Reconstruction FYE 2011 *	0	0	0	0	0	0	0
na	050-9052-431	TC0245	Citywide Sidewalk Reconstruction FYE 2012 *	0	0	0	0	0	0	0
na	050-9052-431	TC0250	Citywide Sidewalk Reconstruction FYE 2013 *	0	0	0	0	0	0	0
na	050-9052-431	TC0261	Citywide Sidewalk Reconstruction FYE 2014	18,347	0	0	0	0	0	0
na	050-9052-431	TC0263	Citywide Sidewalk Reconstruction FYE 2015	50,000	0	0	0	0	0	0
154	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2016	0	50,000	0	0	0	0	0
154	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2017-2020	0	0	50,000	50,000	50,000	50,000	ongoing
155	050-9373-451	CD0001	Community/Neighborhood Improvements	383,215	0	100,000	100,000	100,000	100,000	ongoing
156	050-	TC	Downtown & Campus Corner Parking Study	120,000	0	0	0	0	0	0
na	050-9716-431	TC0243	Downtown Area Sidewalks & Curbs FYE11 *	0	0	0	0	0	0	0
na	050-9716-431	TC0246	Downtown Area Sidewalks & Curbs FYE12 *	0	0	0	0	0	0	0
na	050-9716-431	TC0264	Downtown Area Sidewalks & Curbs FYE15	43,035	0	0	0	0	0	0
157	050-9716-431	TC	Downtown Area Sidewalks & Curbs FYE16-2019	0	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9370-431	SC0556	Driveway Repair Program FYE 2013 *	0	0	0	0	0	0	0
na	050-9370-431	SC0574	Driveway Repair Program FYE 2014 *	5,720	0	0	0	0	0	0
na	050-9370-431	SC0580	Driveway Repair Program FYE 2015	10,000	0	0	0	0	0	0
158	050-9370-431	SC	Driveway Repair Program FYE 2016	0	10,000	0	0	0		0
158	050-9370-431	SC	Driveway Repair Program FYE 2017-2020	0	0	10,000	10,000	10,000	10,000	ongoing
159	050-	TC	Main/Gray Two Way Feasibility Study	100,000	0	0	0	0	0	0
160	050-	TC	McKinley Elementary School Zone Upgrade	0	15,000	0	0	0	0	0
na	050-9082-431	TC0042	McKinley School Traffic Circulation	50,000	0	0	0	0	0	0
na	050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson	50,000	0	0	0	0	0	0
na	050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design	2,375	0	0	0	0	0	0
na	050-9712-431	TC0255	Sidewalk 24th NW: Robinson - UNP shopping area *	0	0	0	0	0	0	0
161	050-9316-431	TC0238	Sidewalk Accessibility	44,439	30,000	30,000	30,000	30,000	30,000	ongoing
na	050-9316-431	TC0017	Sidewalk Accessibility FYE 09 *	0	0	0	0	0	0	0
162	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	107,513	80,000	80,000	80,000	80,000	80,000	ongoing
na	050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011 *	0	0	0	0	0	0	0
na	050-9712-431	TC0258	Sidewalk: 500 Block of 48th Ave NW gap *	0	0	0	0	0	0	0
na	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	49,000	0	0	0	0	0	0
na	050-9712-431	TC0257	Sidewalk: Elmwood: Brookside Dr - Pickard Ave *	0	0	0	0	0	0	0
na	050-9712-431	TC0043	Sidewalk: Robinson: 12th NE to 24th NW South Side	200,000	0	0	0	0	0	0
163	050-9179-431	TC0262	Sidewalks & Trails	120,445	120,000	120,000	120,000	120,000	120,000	ongoing
164	050-9073-431	TC0230	Traffic Calming	103,464	0	25,000	25,000	25,000	25,000	ongoing
			Subtotal Transp City Funds Only	1,807,553	455,000	565,000	565,000	565,000	565,000	0
			BUILDINGS AND GROUNDS							
165	050-	BG	Above Lead Recirculation Fans	0	40,000	0	0	0	0	0
na	050-9556-419	BG0047	Access Control System Consolidation/Migrations	111,500	0	0	0	0	0	0
na	050-9092-419	BG0048	Apparatus/Equipment Maintenance and Storage	800,000	0	0	0	0	0	0
na	050-9935-419	BG0039	Building A HVAC	705,000	0	0	0	0	0	0
na	050-9540-419	EF1004	Building Maintenance - Lighting	198,649	0	0	0	0	0	0
166	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	122,580	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9540-419	EF1002	Building Maintenance - Roofs	250,241	0	0	0	0	0	0
na	050-9556-419	BG0050	City Datacenter Backups & Recovery of Data	195,000	0	0	0	0	0	0
167	050-	BG	City Datacenter Storage	0	467,000	467,000	467,000	0	0	0
168	050-	BG	City Fiber Infrastructure Repair & Expansion	0	60,000	250,000	0	0	0	0
169	050-9365-419	BG0040	City Phone System Replacement (VOIP)	326,607	205,000	0	0	0	0	0
170	050-	BG	Comprehensive Land Use Plan Update	0	500,000	0	0	0	0	0
na	050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade	287,438	0	0	0	0	0	0
na	050-9534-431	WS0002	Debris Management Plan	5,000	0	0	0	0	0	0
na	050-9365-419	BG0041	Demolition of 1 West Gray	121,750	0	0	0	0	0	0
na	050-9365-419	BG0028	Downtown Parking Lot Expansion	134,338	0	0	0	0	0	0
171	050-	BG	Exterior Door Replacement 201 W Gray (Admin)	0	100,000	0	0	0	0	0
172	050-	BG	Feasibility Study North Base Facility	0	80,000	0	0	0	0	0
na	050-9525-419	BG0032	Fire Bay Door Replacements Stations 2 & 4	6,201	0	0	0	0	0	0
na	**050-9377-419**	**FT0002**	**Fire Station 8 Westside (PSST)**	**22,188**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9377-419**	**FT0003**	**Fire Station 9 Eastside (PSST)**	**222,887**	**0**	**0**	**0**	**0**	**0**	**0**
173	050-	BG	Fire Suppression for Data Centers	0	30,000	0	0	0	0	0
174	050-	BG	Golf Pro Shop Roof Replacement	0	275,000	0	0	0	0	0
175	050-9175-452	PR0040	Greenbelt Acquisition	246,488	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9388-431	BG0049	Griffin Master Plan	125,000	0	0	0	0	0	0
na	050-9935-419	BG0042	HVAC Fire Stations 1, 7 and Admin Bldg	4,752	0	0	0	0	0	0
176	050-	BG	Library Automatic Sliding Doors Replacement	0	42,000	0	0	0	0	0
177	050-9533-419	BG0051	Mapping Update: Orthophoto, Planimetric, Contours	110,000	44,000	0	0	0	0	0
178	050-9365-419	BG0008	Municipal Judicial Center #	0	0	0	462,000	2,860,000	0	0
na	**050-**	**BP0188**	**Norman Animal Shelter (2011 GOB)**	**1,640,374**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9699-441	BG0246	Norman Animal Welfare	281,319	0	0	0	0	0	0
179	050-	BG	Norman Investigations Center flat roof replacement	0	150,000	0	0	0	0	0

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
180	**050-**	**BP**	**Norman Public Library New Building**	**0**	**0**	**0**	**0**	**0**	**0**	**49,500,000**
na	050-9208-419	BG0052	Police - Classroom Expansion	90,000	0	0	0	0	0	0
na	050-9174-419	BG0053	Police - Training Center Network Connectivity	24,000	0	0	0	0	0	0
181	050-	BG	Police Firearms Berm Renovation	0	120,000	1,050,000	1,050,000	0	0	0
182	050-	BG	Police Investigations Center Auditorium	0	5,000	0	0	0	0	0
na	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	75,000	0	0	0	0	0	0
na	050-9365-419	BG0054	Security Projects	50,000	0	0	0	0	0	0
183	050-9644-419	BG0046	Signage Replacement Municipal Complex	50,000	0	100,000	0	0	0	0
na	**050-9540-419**	**EF1001**	**Smalley Center (PSST and Capital)**	**28,081**	**0**	**0**	**0**	**0**	**0**	0
184	050-	BG	Street Division North Base Facility	0	0	0	475,000	0	0	0
na	050-9389-419	BG0031	Treasury Area Safety Project	8,598	0	0	0	0	0	0
na	050-9092-419	BG0242	Trench Rescue Training	738	0	0	0	0	0	0
			Subtotal Buildings and Grounds	**6,243,729**	**2,218,000**	**1,967,000**	**2,554,000**	**2,960,000**	**100,000**	**49,500,000**
			PARKS AND RECREATION							
na	050-9050-452	PR0140	Andrews Park Reforestation	11,125	0	0	0	0	0	0
185	050-9973-452	PR0068	Basketball Court Replacements	35,674	20,000	20,000	0	0	0	0
186	050-9813-452	PR0146	Beautification Throughout the City	35,000	50,000	0	0	0	0	0
na	050-9813-452	PR0037	Beautification-City/ODOT	3,250	0	0	0	0	0	0
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths	30,765	0	0	0	0	0	0
na	050-9639-452	PR0147	Griffin Drainage Improvements	14,000	0	0	0	0	0	12,000
na	050-9639-452	PR0134	Griffin Park Irrigation	12,838	0	0	0	0	0	0
na	050-9639-452	PR0103	Griffin Park Parking Lot Expansion	6,350	0	0	0	0	0	0
187	050-	PR	Griffin Park Trail & Parking Lot Expansion (MP)	0	120,000	120,000	0	0	0	0
na	050-9943-452	PR0120	Legacy Trail Improvements	15,733	0	0	0	0	0	0
na	050-9213-452	PR0148	Lions Park Tot Lot	75,000	0	0	0	0	0	0
188	050-9922-452	PR0123	Little Axe Improvements	124,600	70,000	0	0	0	0	0
na	050-9965-452	PR0117	NE Lions Improvements	26,829	0	0	0	0	0	**0**
189	050-	PR0128	New Park Development-Highland Village Park	0	100,000	0	0	0	0	0
189	050-	PR	New Park Development-Southlake Park	0	100,000	0	0	0	0	0
na	050-9218-452	PR0151	Park Mstr Pln: Eastwood Park	93,000	0	0	0	0	0	0
na	050-9218-452	PR0153	Park Mstr Pln: NE Lions Park	225,707	0	0	0	0	0	0
na	050-9218-452	PR0152	Park Mstr Pln: Tulls Park	123,593	0	0	0	0	0	0
190	050-9375-452	PR0106	Park Playground Additions	34,903	30,000	30,000	30,000	30,000	30,000	ongoing
191	050-	PR	Park Shelters New Construction (MP)	0	40,000	40,000	40,000	40,000	40,000	ongoing
192	050-9973-452	PR0013	Park Site Amenities and Furnishings	10,000	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-9973-452	PR0014	Playground Equipment and Mulch	37,108	0	0	0	0	0	0
na	050-9205-452	PR0149	Reaves Park Road Replacement	50,000	0	0	0	0	0	0
na	050-9375-452	PR0132	Replant Landscape Hwy 77 & Main	42,091	0	0	0	0	0	0
na	050-9618-452	PR0095	Rotary Park Improvements	1,838	0	0	0	0	0	0
193	050-	PR	Saxon Community Park Development	0	190,000	150,000	100,000	0	0	0
194	050-	PR	Senior Center Flooring Replacement & Painting (MP)	0	58,000	0	0	0	0	0
na	050-9737-452	PR0055	Southlake Park Improvements	40,000	0	0	0	0	0	0
195	050-	PR	Sutton Wilderness Trail	0	40,000	0	0	0	0	0
na	050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	97,937	0	0	0	0	0	0
196	050-9966-452	PR0212	Tree Program - Matching Funds	30,611	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-9372-452	PR0168	Westwood Clubhouse Restroom Renovation	54,500	0	0	0	0	0	0
na	050-9372-452	PR0150	Westwood Golf Tournament Shelter	130,000	0	0	0	0	0	0
na	050-9374-451	PR0142	Westwood Pool Tank and Pump Replacements	96,763	0	0	0	0	0	0
197	050-	PR	Whittier and Irving Centers tile floor replacement	0	32,000	0	0	0	0	0
			Subtotal Parks & Recreation	**1,459,215**	**870,000**	**380,000**	**190,000**	**90,000**	**90,000**	**12,000**
			STORMWATER DRAINAGE AND STORM SEWER SYSTEMS							
na	050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	0	0	0	0	0	0
na	050-9968-431	DR0004	BishopCk:Linn-Apache Drainage #	4,001	0	0	0	0	0	0
na	050-9641-431	DR0202	Brookhaven Creek Maintenance #	9,732	0	0	0	0	0	0
na	050-9388-431	DR0017	Brookhaven Creek-Rock Creek Road LOMR	25,000	0	0	0	0	0	0
na	050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds	39,308	0	0	0	0	0	0
na	050-9906-451	SC0576	Brookhaven Creek Tributary Channel	95,000	0	0	0	0	0	0
na	050-9528-431	DR0018	Cambridge Drainage improvements	65,000	0	0	0	0	0	0
198	050-9968-431	DR	Creston Way and Schulze Drive Storm Sewer	0	27,000	265,000	0	0	0	0
na	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	43,994	0	0	0	0	0	0
na	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2014	90,000	0	0	0	0	0	0
na	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2015	45,000	0	0	0	0	0	0
199	050-9967-431	DR	Drainage - Misc Annual Projects FYE 2016	0	45,000	0	0	0	0	0
199	050-9967-431	DR	Drainage - Misc Annual Projects FYE 2017-2020	0	0	45,000	45,000	45,000	45,000	ongoing
na	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main)	412,240	0	0	0	0	0	0
na	050-9968-431	DR0057	Drainage Projects FYE 10	63,955	0	0	0	0	0	0
200	050-9968-431	DR	Drainage Projects FYE 16	0	200,000	0	0	0	0	0
200	050-9968-431	DR0057	Drainage Projects FYE 2017-2020	0	0	285,000	285,000	285,000	285,000	ongoing
na	050-9530-431	DR0062	Imhoff Creek Stabilization Study	200,000	0	0	0	0	0	0
201	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL	291,420	300,000	300,000	300,000	300,000	300,000	ongoing
na	050-9388-431	DR0060	Risk MAP & Discovery Program	6,200	0	0	0	0	0	0
na	050-9968-431	DR0059	Sutton Wilderness Dam Drainage	842,074	0	0	0	0	0	0
na	050-9968-431	DR0015	Tecumseh/36th NW - channel	83,623	0	0	0	0	0	0
			Subtotal Drainage	**2,436,547**	**572,000**	**895,000**	**630,000**	**630,000**	**630,000**	**0**
	**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)			**17,164,664**	**7,578,483**	**4,776,534**	**5,077,106**	**5,531,200**	**1,785,000**	**50,198,490**
	V. TRANSFERS (3/21/13)									
na	050-5090-491		Transfer to GF St Maint Drainage Labor #	239,243	251,205	263,765	276,953	290,801	305,341	0
na	050-5090-491		Services and Maintenance #	16,366	16,200	16,362	16,526	16,691	16,858	0
na	050-0000-253		Transfer to Fund 21 CDBG Fund	731,712	0	0	0	0	0	0
na	050-0000-253		Transfer to Fund 22 for the Shelter Rebate Program	0	1,019,975	0	0	0	0	0
na	050-5090-491		Transfer to Park Land Fund	1,860	0	0	0	0	0	0
na	050-5090-491		Transfer To Westwood Golf #	90,575	137,000	61,500	61,500	61,500	61,500	0
	**SUBTOTAL TRANSFERS		Subtotal Transfers for Projects	**1,079,756**	**1,424,380**	**341,627**	**354,979**	**368,992**	**383,699**	**0**
	VI. SALARIES AND BENEFITS (3/21/13)									
na	050-		Salary and Benefits #	893,719	935,065	981,818	1,030,909	1,082,455	1,136,577	0
	**SUBTOTAL SALARIES AND BENEFITS			893,719	935,065	981,818	1,030,909	1,082,455	1,136,577	0

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
VII. BOND PROJECTS (March 29, 2005 Referendum)										
			Proposition 1							
na			**Proposition 1 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9065-431**	**BP0203**	**Robinson RR Grade Separation (GOB)**	**785,342**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	1,071,657	0	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0
na	**050-9065-431**	**BP0226**	**Duffy RR Crossing and Realignment (GOB)**	**57,289**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo) *	0	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 1	**842,631**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptured	SUBTOTAL PAYGO COSTS PROP. 1	**1,071,657**	**0**	**0**	**0**	**0**	**0**	**0**
		reimbursed	SUBTOTAL FED'L SHARE ADVANCE	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 2							
na			**Proposition 2 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9201-431**	**BP0004**	**24th: Imhoff to Lindsey Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9201-431	TR0004	24th: Imhoff to Lindsey Widening (PayGo)	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	078-9201-431	AR0004	24th: Imhoff to Lindsey Widening (PayGo)	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9310-431**	**BP0013**	**Jenkins and Imhoff Signal (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	6,150	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9552-431**	**BP0235**	**Lindsey: Jenkins to Classen Widening (GOB)**	**9,438**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9311-431	TR0234	Lindsey: Jenkins to Classen Widening (PayGo) *	0	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9311-431**	**BP0014**	**Lindsey: Oakhurst to 24th E Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9311-431	TR0014	Lindsey: Oakhurst to 24th E Widening (PayGo) *	0	**0**	**0**	**0**	**0**	**0**	**0**
na	078-9311-431	AR0014	Lindsey: Oakhurst to 24th E Widening (PayGo)	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**078-9311-431**	**AR0014**	**Lindsey: Oakhurst to 24th E Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9064-431**	**BP0220**	**Main East:Carter to 12th Ave Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9064-431	TR0220	Main East:Carter to 12th Ave Widening (PayGo) *	0	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9079-431**	**BP0229**	**Main/36th W Signal & Intersection (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9079-431	TR0229	Main/36th W Signal & Intersection (PayGo)	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9552-431**	**BP0044**	**Rock Creek:Porter to 12th NE Widening (GOB)**	**21,307**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9552-431	TR0044	Rock Creek:Porter to 12th NE Widening (PayGo) *	0	0	0	0	0	0	0
		incl 50/78 rec	**SUBTOTAL GOB COSTS PROP. 2**	**30,745**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptured	SUBTOTAL PAYGO COSTS PROP. 2	6,150	0	0	0	0	0	0
		not recaptured	SUBTOTAL FUND 78 COSTS PROP. 2	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 3							
na			**Proposition 3 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9371-431**	**BP0050**	**Rural Roads Improvements (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Urban Asphalt Pavement Reconstruction (GOB)							**0**
na	**050-9401-431**	**BP0330**	**Boyd: Classen-University**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0324**	**Bryant Cr: Robinson/N end**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0328**	**Burgundy: Peppertree-E end**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0343**	**Colonial Estates South 2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0101**	**DeBarr: Boyd/Duffy**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0331**	**Fritzlan: 24th SW-West end**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0325**	**Hughbert/Utah: Berry/Acres**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0329**	**Jenkins: Lndsey-Constitution**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0100**	**Monnett: Boyd/Duffy**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0314**	**Wylie Rd: Leslie to Lindsey**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Urban Concrete Pavement Reconstruction (GOB)							**0**
na	**050-9393-431**	**BP0125**	**Denison: Berry/Barbour**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9393-431**	**BP0124**	**High Meadows: 12th NW/Northcliff**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			SUBTOTAL GOB COSTS PROP. 3	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 4							
na			**Proposition 4 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9088-419	BG0238	Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0
na	**050-9088-419**	**BP0238**	**Fire Station 3 Relocation (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			SUBTOTAL GOB COSTS PROP. 4	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptured	SUBTOTAL PAYGO COSTS PROP. 4	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Bond Issuance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Fund 50	**873,376**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Fund 78	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal PayGo Fund 50	1,077,807	0	0	0	0	0	0
			Subtotal PayGo Fund 50 (RR Grade Advanced)	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal Paygo Fund 78	**0**	**0**	**0**	**0**	**0**	**0**	**0**
VIII. BOND PROJECTS (March 2, 2010 Referendum)										
			Proposition 1							
na			**Proposition 1 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	0
			Urban Asphalt Pavement							
na	050-9401-431	BP0300	Jamestown Estates No. 3	**220,692**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0301	Northridge Industrial Park	**132,299**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0302	Prairie Creek No. 7	**303,647**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0303	Grandview Estates North	**253,262**		**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0304	Hillview: Tecumseh-N 3300 block	**64,732**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0305	48th W: Main-Willow Grove	**20,024**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0345	Old Town-Urban Asphalt Pavement 2013	**347,313**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0346	Boyd:Wylie-University Blv	**74,994**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0347	Hidden Lake Estates	**129,471**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0354	Alameda Pk/Crestland Estates	**128,405**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0355	Royal Oaks Estates	**77,629**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0241	**Urban Asphalt Pavement 2014**	**1,380,615**	**0**	**0**	**0**	**0**	**0**	0
na	050-9401-431	BP0246	**Urban Asphalt Pavement 2015**	**1,777,506**	**0**	**0**	**0**	**0**	**0**	0
			Urban Concrete Pavement 2011							
na	050-9393-431	BP0306	Boyd St: Classen Blvd - 12th E	**38,239**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0307	Oakhurst Addition	**6,143**	**0**	**0**	**0**	**0**	**0**	0

CAPITAL FUND
FYE 16 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
na	050-9393-431	BP0308	Brooks St: 24 SW - McGee Dr	**8,633**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0309	Edgemere Addition	**46,811**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0310	Hetherington Heights	**71,866**	**0**	**0**	**0**	**0**	**0**	0
			Urban Concrete Pavement 2012							
na	050-9393-431	BP0335	Starbrook Addition	**42,754**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0336	Castlerock Addition	**0**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0338	Park Central Addition	**16,753**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0340	Heatherington Heights Addition	**96,476**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0348	36th West:Main-Willowbend	**389,022**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9393-431	BP0349	Flood Ave:Main St-Gray St	**54,369**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9393-431	BP0350	Cherry Creek Addition	**79,698**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9393-431	BP0351	River Oaks, Sec 2	**234,196**	**0**	**0**	**0**	**0**	**0**	**0**
			Urban Concrete Pavement 2014 - Smoking Oaks Addition							0
na	050-9393-431	BP0237	Smoking Oak Addition	**236,842**	**0**	**0**	**0**	**0**	**0**	0
			Urban Concrete Pavement 2015 - Main & Comanche Streets							
na	050-9393-431	BP0242	Main St: Park Dr-Berry Rd	**761,432**	**0**	**0**	**0**	**0**	**0**	0
na	050-9393-431	BP0243	Comanche St (2 locations)	**106,579**	**0**	**0**	**0**	**0**	**0**	0
na	**050-9371-431**	**BP0240**	**Rural Road Improvements 2014**	**177,890**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9371-431**	**BP0244**	**Rural Road Improvements 2015**	**472,044**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9385-431**	**BP0353**	**Road Reconstruction 2013**	**689,048**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9385-431**	**BP0239**	**Road Reconstruction 2014**	**590,903**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9385-431**	**BP0245**	**Road Reconstruction 2015 (Dakota: Berry to Univ)**	**942,945**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 2							
na			**Proposition 1 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	0
na	**050-9386-419**	**BP0313**	**Outdoor Warning**	**35,103**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2010 GOB Bond Issuance Costs	0	0	0	0	0	0	0
			Subtotal 2010 GOB Fund 50	10,008,335	0	0	0	0	0	0
IX. BOND PROJECTS (October 2012 Referendum)										
na			**Proposition Issuance Cost (GOB)(rev 3-21-13)**	89,776	0	0	0	0	0	0
202	**050-9552-431**	**BP0191**	**12th Ave SW: Highway 9 to Cedar Lane Widening**	**479,134**	**513,214**	**0**	**0**	**0**	**0**	**0**
203	**050-9552-431**	**BP0192**	**24th East Widening from Lindsey to Robinson**	**2,541,918**	**0**	**0**	**1,938,400**	**0**	**0**	**0**
na		TR	24th East Widening from Lindsey to Robinson	0	0	0	0	0	0	0
204	**050-9552-431**	**BP0197**	**36th Ave NW: Tecumseh to Indian Hills Rd Widening**	**1,734,747**	**0**	**479,100**	**0**	**2,911,402**	**0**	**0**
205	**050-9552-431**	**BP0190**	**Alameda Street Safety Project**	**437,124**	**0**	**0**	**0**	**745,608**	**0**	**0**
na	**050-9352-431**	**BP0195**	**Bridge Replacement Franklin Rd 1/2 Mi W 12th NW**	**1,360,102**	**0**	**0**	**0**	**0**	**0**	**0**
na		TR0063	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	0	0	0	0	0	0	**0**
na	**050-9352-431**	**BP0194**	**Bridge Replacement Main St Local Bridge No 016**	**2,276,940**	**0**	**0**	**0**	**0**	**0**	**0**
na		TR0062	Bridge Replacement Main St Local Bridge No 016	0	0	0	0	0	0	**0**
na	**050-9079-431**	**BP0196**	**Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening**	**312,393**	**0**	**0**	**0**	**0**	**0**	0
na		TR0235	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	0	0	0	0	0	0	0
na	050-9552-431	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	16,771	0	0	0	0	0	0
207	**050-9552-431**	**BP0189**	**Lindsey: 24th SW to Berry Rd Widening Phase 2**	**0**	**823,102**	**0**	**0**	**0**	**0**	**0**
206	**050-9552-431**	**BP0189**	**Lindsey: 24th SW to Berry Rd Widening Phase 1**	**17,649,929**	**3,127,481**	**0**	**0**	**0**	**0**	0
			Subtotal 2012 GOB Bond Issuance Costs	89,776	0	0	0	0	0	0
			Subtotal 2012 GOB Fund 50	26,792,287	3,640,695	479,100	1,938,400	3,657,010	0	0
			Subtotal PAYGO	16,771	0	0	0	0	0	0
			TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**69,718,452**	**19,348,994**	**12,667,304**	**14,628,733**	**17,011,675**	**9,827,759**	**50,198,490**
			RESERVE - NEW REVENUE CONTINGENCY	**901,737**	**866,985**	**901,664**	**937,731**	**975,240**	**1,014,250**	**0**
			REVENUES							
I. NEW SALES TAX REVENUE (rev 2-18-15)				**12,881,955**	**12,385,500**	**12,880,920**	**13,396,157**	**13,932,003**	**14,489,283**	0
II. GOB PROCEEDS (2012 REFERENDUM)										
			PROPOSITION 1 GOB PROCEEDS (rev 3-21-13)	**22,525,000**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal GOB Proceeds	**22,525,000**	**0**	**0**	**0**	**0**	**0**	**0**
III. GOB PROCEEDS (1999 REFERENDUM)										
			Norman Public Library Improvements (rev3-19-13)	**0**	**0**	**0**	**0**	**0**	**0**	**49,500,000**
			Subtotal GOB Proceeds	**0**	**0**	**0**	**0**	**0**	**0**	**49,500,000**
IV. INTERFUND TRANSFERS AND SPECIAL (generally, to be budgeted when revenues actually received)										
	PSST	BG	Apparatus Equipment Maintenance and Storage	800,000	**0**	**0**	**0**	**0**	**0**	0
			Subtotal Interfund Transfers and Special	800,000	0	0	0	0	0	0
V. DONATIONS/OTHER (generally, to be budgeted when revenues actually received)										
	Merchants	TR0047	Downtown Streetscape Improvements	75,000	0	0	0	0	0	0
	FEMA		Shelter Rebate Program/Reimb from Fund 22	0	1,019,975	0	0	0	0	0
	CGBG		Transfer Reimb from CDBG Fund 21	731,712	0	0	0	0	0	0
	Private	TR0064	Flood Ave & Venture Drive Signal	0	0	8,700	0	0	0	0
	Private	TR0080	Indian Hill Road Signals	100,000	0	0	0	0	0	0
	BNSF	TR0019	Railroad Safety (claims submitted in 2001)	0	0	0	0	0	0	506,380
	Private	TR0059	Rock Creek @ 12th NW & Trailwood	253,547	0	231,636	0	0	0	0
	Private	TR0101	US 77 (Classsen Blvd) & Post Oak Signal	6,000	11,556	0	0	0	0	0
			Subtotal Donations/Other	**1,166,259**	**1,031,531**	**240,336**	**0**	**0**	**0**	**506,380**

* closed
# - means unused funds to be returned to fund balance at end of fiscal year.
! Private funds scheduled when received
% - means budget will not be spent current fiscal year

PARK LAND AND DEVELOPMENT FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
			EXPENDITURES							
			COMMUNITY PARKS							
na	052-9711-452	PC0017	Andrews Park Tot Lot	66,860	0	0	0	0	0	0
na	052-9639-432	PC0016	Griffin Trail Improvements	18,212	0	0	0	0	0	0
na	052-	PC0018	Reaves Park Baseball Building Replacement	37,500	0	0	0	0	0	0
211	052-9674.452	PC0003	Saxon Park Improvements	46,516	0	50,000	50,000	0	0	0
212	052-9441-452	PR0024	Sports Complex Bleacher Replacements	37,500	37,500	0	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements	22,000	0	0	0	0	0	0
			Subtotal Community Parks	228,588	37,500	50,000	50,000	0	0	0
			NEIGHBORHOOD PARKS							
na	052-7042-452	PR0135	Adkins Crossing Park Improvements	3,194	0	0	0	0	0	0
na	052-9609-452	PR0155	Brookhaven Park Improvements	53,988	0	0	0	0	0	0
na	052-9397-452	PR0156	Brookhaven Square Park Improvements	19,875	0	0	0	0	0	0
na	052-9608-452	PR0157	Castlerock Park Improvements	10,853	0	0	0	0	0	0
na	052-9608-452	PR0154	Castlerock Park Playground	35,938	0	0	0	0	0	0
na	052-9055-452	PR0158	Cherry Creek Park Improvements	10,327	0	0	0	0	0	0
na	052-7042-452	PR0136	Colonial Estates Park Improvements	50,665	0	0	0	0	0	0
na	052-9702-452	PR0145	Crestland Park Improvements	49,481	0	0	0	0	0	0
na	052-9739-452	PR0159	Deerfield Park Improvements	3,701	0	0	0	0	0	0
na	052-7042-452	PR0138	Sunrise Park Improvements	4,770	0	0	0	0	0	0
na	052-7042-452	PR0130	Eaglecliff Park Improvements	13,943	0	0	0	0	0	0
na	052-9071-452	PR0160	Faculty Heights Park Improvements	3,650	0	0	0	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk	760	0	0	0	0	0	0
na	052-7042-452	PR0254	Lions Memorial Park Amenities	18,530	0	0	0	0	0	0
na	052-9213-452	PR0161	Lions Memorial Park Improvements	30,654	0	0	0	0	0	0
na	052-9099-452	PR0162	Normandy Park Improvements	7,720	0	0	0	0	0	0
na	052-9100-452	PR0163	Oaktree South Park Improvements	27,807	0	0	0	0	0	0
213	052-	PR	Park Shelters	0	40,000	40,000	40,000	40,000	40,000	0
na	052-9302-452	PR0164	Ruth Updegraff Park Improvements	9,826	0	0	0	0	0	0
na	052-9305-452	PR0144	Springbrook Park Improvements	13,048	0	0	0	0	0	0
na	052-9308-452	PR0165	Tulls Park Improvements	36,013	0	0	0	0	0	0
na	052-9309-452	PR0166	Walnut Ridge Park Improvements	15,539	0	0	0	0	0	0
na	052-9396-452	PR0167	Willowbend Park Improvements	4,541	0	0	0	0	0	0
214	052-7042-452	PR0129	New Park Development-Links Park	25,000	0	0	90,000	0	0	0
na	052-7042-452	PR0128	New Park Development-Highland Village Park	75,000	0	0	0	0	0	0
214	052-7042-452	PR	New Park Development-Cedar Lane Park	0	0	50,000	0	0	0	0
			Subtotal Neighborhood Parks	524,823	40,000	90,000	130,000	40,000	40,000	0
			TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**753,411**	**77,500**	**140,000**	**180,000**	**40,000**	**40,000**	**0**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	Beyond 5 Years
			EXPENDITURES							
na	057-9536-431	UT0005	24th & Rock Creek Intersection	22,939	0	0	0	0	0	0
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	175,000
na	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT0008	Economic Development	390,626	0	0	0	0	0	8,250,000
na	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	1,750,000
na	057-9545-431	UT0009	Interstate Drive East Extension	3,308,894	0	0	0	0	0	0
na	057-9537-451	UT0006	Legacy Pk Dr & 24th IntersectioN	2,371	0	0	0	0	0	0
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	8,250,000
na	057-9541-431	UT0007	RobinsonI35 NE Ramp Project	981,176	0	0	0	0	0	0
218	057-	UT	Robinson Street West of I-35 (MATCH Fund 50)	0	454,767	655,816	0	0	0	0
na	057-9517-431	UT0003	Rock Creek Road Overpass	80,812	0	0	0	0	0	2,647,567
na	057-9510-431	UT0098	UNP Legacy Park & Trail	2,809,789	0	0	0	0	0	1,884,774
na	057-9510-431	UT0099	UNP Transportation Improvements	0	0	0	0	0	0	9,550,601
			TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS	**7,596,607**	**454,767**	**655,816**	**0**	**0**	**0**	**41,257,942**

ARTERIAL ROADS RECOUPMENT FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Proposed	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	Beyond 5 Years
			EXPENDITURES							
na	078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh *	226	0	0	0	0	0	0
na	078-9517-431	UT0003	Rock Creek Overpass and Roadway	189,100	0	0	0	0	0	0
na	078-9964-431	AR0057	Tecumseh Road Phase III	9,085	0	0	0	0	0	0
	TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			**198,411**	**0**	**0**	**0**	**0**	**0**	**0**

Outstanding Debt

OUTSTANDING DEBT

This section includes all outstanding debt related to the General Fund and the Enterprise Funds.

The General Debt Service Fund is established to account for the receipt of monies collected for the payment of general obligation debt and the receipt of monies for the reimbursement of claims and judgments that the City has been ordered to pay.

Schedules for debt service payments made by Enterprise Funds are also included.

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUNDS (60)

MISSION:

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds.

DESCRIPTION:

Account for and monitor tax levies and other financial resources for the payment of interest and principal on the general long-term debt of the City of Norman.

PERSONNEL:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	10,687,708	9,695,330	9,695,330	9,695,330	10,200,575
Interfund Transfers	973,880	753,495	753,495	753,495	900,400
Audit Adjust/Encum	14,731	0	0	0	0
Subtotal	11,676,319	10,448,825	10,448,825	10,448,825	11,100,975
Fund Total	11,676,319	10,448,825	10,448,825	10,448,825	11,100,975

2005A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$8,370,000
Interest:	3.5% - 4.50%
Dated:	June 1, 2005
Retired:	June 1, 2025
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	8,370,000	0	340,998	340,998	8,370,000
2006-2007	8,370,000	440,000	340,998	780,998	7,930,000
2007-2008	7,930,000	440,000	323,398	763,398	7,490,000
2008-2009	7,490,000	440,000	305,798	745,798	7,050,000
2009-2010	7,050,000	440,000	290,398	730,398	6,610,000
2010-2011	6,610,000	440,000	274,998	714,998	6,170,000
2011-2012	6,170,000	440,000	259,598	699,598	5,730,000
2012-2013	5,730,000	440,000	244,198	684,198	5,290,000
2013-2014	5,290,000	440,000	226,598	666,598	4,850,000
2014-2015	4,850,000	440,000	208,998	648,998	4,410,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	4,410,000	440,000	189,198	629,198	3,970,000
2016-2017	3,970,000	440,000	171,598	611,598	3,530,000
2017-2018	3,530,000	440,000	153,998	593,998	3,090,000
2018-2019	3,090,000	440,000	136,398	576,398	2,650,000
2019-2020	2,650,000	440,000	118,138	558,138	2,210,000
2020-2021	2,210,000	440,000	98,338	538,338	1,770,000
2021-2022	1,770,000	440,000	78,538	518,538	1,330,000
2022-2023	1,330,000	440,000	58,738	498,738	890,000
2023-2024	890,000	440,000	38,938	478,938	450,000
2024-2025	450,000	450,000	19,688	469,688	0
		8,370,000	3,879,540	12,249,540	

2007A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$7,300,000
Interest:	3.8% - 4.25%
Dated:	June 1, 2007
Retired:	June 1, 2027
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	7,300,000	0	301,850	301,850	7,300,000
2008-2009	7,300,000	380,000	301,850	681,850	6,920,000
2009-2010	6,920,000	380,000	285,700	665,700	6,540,000
2010-2011	6,540,000	380,000	269,550	649,550	6,160,000
2011-2012	6,160,000	380,000	253,400	633,400	5,780,000
2012-2013	5,780,000	380,000	237,250	617,250	5,400,000
2013-2014	5,400,000	380,000	221,100	601,100	5,020,000
2014-2015	5,020,000	380,000	204,950	584,950	4,640,000

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	4,640,000	380,000	188,800	568,800	4,260,000
2016-2017	4,260,000	380,000	172,650	552,650	3,880,000
2017-2018	3,880,000	380,000	157,450	537,450	3,500,000
2018-2019	3,500,000	380,000	143,010	523,010	3,120,000
2019-2020	3,120,000	380,000	127,810	507,810	2,740,000
2020-2021	2,740,000	380,000	112,610	492,610	2,360,000
2021-2022	2,360,000	380,000	97,410	477,410	1,980,000
2022-2023	1,980,000	380,000	82,210	462,210	1,600,000
2023-2024	1,600,000	380,000	67,010	447,010	1,220,000
2024-2025	1,220,000	380,000	51,240	431,240	840,000
2025-2026	840,000	380,000	35,280	415,280	460,000
2026-2027	460,000	460,000	19,320	479,320	0
		7,300,000	3,330,450	10,630,450	

2008A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$5,210,000
Interest:	3.375% - 4.25%
Dated:	December 1, 2008
Retired:	December 1, 2018
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2009-2010	5,210,000	0	301,950	301,950	5,210,000
2010-2011	5,210,000	575,000	191,597	766,597	4,635,000
2011-2012	4,635,000	575,000	172,191	747,191	4,060,000
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000
2013-2014	3,485,000	575,000	130,863	705,863	2,910,000
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000

To be Paid

Fiscal Year	Principal Beginnina Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	612,784	610,000
2018-2019	610,000	610,000	12,963	622,963	0
		5,210,000	1,254,002	6,464,002	

2010 GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$6,250,000
Interest:	1.00% - 1.50%
Dated:	September 1, 2010
Retired:	September 1, 2015
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	6,250,000	0	117,218	117,218	6,250,000
2012-2013	6,250,000	1,560,000	66,445	1,626,445	4,690,000
2013-2014	4,690,000	1,560,000	46,945	1,606,945	3,130,000
2014-2015	3,130,000	1,560,000	30,955	1,590,955	1,570,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	1,570,000	1,570,000	11,383	1,581,383	0
		6,250,000	272,945	6,522,945	

2012B GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$15,000,000
Interest:	.05% to 2%
Dated:	March 1, 2012
Retired:	March 1, 2017
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	15,000,000	0	144,375	144,375	15,000,000
2013-2014	15,000,000	3,750,000	144,375	3,894,375	11,250,000
2014-2015	11,250,000	3,750,000	142,500	3,892,500	7,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	7,500,000	3,750,000	140,625	3,890,625	3,750,000
2016-2017	3,750,000	3,750,000	75,000	3,825,000	0
		15,000,000	646,875	15,646,875	

2012C GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$3,035,000
Interest:	1% to 2%
Dated:	March 1, 2012
Retired:	March 1, 2017
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	3,035,000	0	37,850	37,850	3,035,000
2013-2014	3,035,000	750,000	37,850	787,850	2,285,000
2014-2015	2,285,000	750,000	22,850	772,850	1,535,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	1,535,000	750,000	15,350	765,350	785,000
2016-2017	785,000	785,000	7,850	792,850	0
		3,035,000	121,750	3,156,750	

2012D GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$20,050,000
Interest:	2.375% to 3%
Dated:	December 1, 2012
Retired:	December 1, 2032
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	20,050,000	0	481,494	481,494	20,050,000
2013-2014	20,050,000	0	240,747	240,747	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2027-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,331	1,159,331	3,170,000
2030-2031	3,170,000	1,055,000	77,297	1,132,297	2,115,000
2031-2032	2,115,000	1,055,000	47,625	1,102,625	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	4,879,590	24,929,590	

2015 GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
Issuer: City of Norman
Trustee: BancFirst
Amount: $22,525,000
Interest: .75% - 3.7% - estimated
Dated: April, 2015
Retired: June 1, 2035
Source of Fu: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	22,525,000	0	614,793	614,793	22,525,000
2016-2017	22,525,000	1,185,000	614,794	1,799,794	21,340,000
2017-2018	21,340,000	1,185,000	570,356	1,755,356	20,155,000
2018-2019	20,155,000	1,185,000	534,806	1,719,806	18,970,000
2019-2020	18,970,000	1,185,000	520,586	1,705,586	17,785,000
2020-2021	17,785,000	1,185,000	503,996	1,688,996	16,600,000
2021-2022	16,600,000	1,185,000	484,442	1,669,442	15,415,000
2022-2023	15,415,000	1,185,000	461,928	1,646,928	14,230,000
2023-2024	14,230,000	1,185,000	436,450	1,621,450	13,045,000
2024-2025	13,045,000	1,185,000	409,196	1,594,196	11,860,000
2025-2026	11,860,000	1,185,000	380,164	1,565,164	10,675,000
2026-2027	10,675,000	1,185,000	349,352	1,534,352	9,490,000
2047-2028	9,490,000	1,185,000	316,766	1,501,766	8,305,000
2028-2029	8,305,000	1,185,000	282,400	1,467,400	7,120,000
2029-2030	7,120,000	1,185,000	245,666	1,430,666	5,935,000
2030-2031	5,935,000	1,185,000	207,746	1,392,746	4,750,000
2031-2032	4,750,000	1,185,000	168,640	1,353,640	3,565,000
2032-2033	3,565,000	1,185,000	128,350	1,313,350	2,380,000
2033-2034	2,380,000	1,185,000	86,876	1,271,876	1,195,000
2034-2035	1,195,000	1,195,000	44,216	1,239,216	0
		22,525,000	7,361,523	29,886,523	

2015 NORMAN MUNICIPAL AUTHORITY BONDS
015-3050

Name: Combined Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $22,825,000
Interest: 2.330%
Dated: March 24, 2015
Retired: March 1, 2027
Source of Fu $.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	22,825,000	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	2,331,338	4,141,338	21,015,000
2017-2018	21,015,000	1,865,000	2,343,874	4,208,874	19,150,000
2018-2019	19,150,000	1,915,000	2,350,128	4,265,128	17,235,000
2019-2020	17,235,000	1,965,000	2,355,217	4,320,217	15,270,000
2020-2021	15,270,000	2,015,000	2,359,141	4,374,141	13,255,000
2021-2022	13,255,000	2,070,000	2,366,842	4,436,842	11,185,000
2022-2023	11,185,000	2,120,000	2,368,320	4,488,320	9,065,000
2023-2024	9,065,000	2,180,000	2,378,575	4,558,575	6,885,000
2024-2025	6,885,000	2,235,000	2,382,488	4,617,488	4,650,000
2025-2026	4,650,000	2,295,000	2,390,063	4,685,063	2,355,000
2026-2027	2,355,000	2,355,000	2,396,240	4,751,240	0
		22,825,000	26,520,071	49,345,071	

2013 NORMAN TAX INCREMENT FINANCE AUTHORITY
057-3050

Name: Norman Tax Increment Finance Authority, Taxable Series 2013
Issuer: Norman Tax Increment Finance Authority
Trustee: None
Amount: $14,215,000
Interest: 3.810%
Dated: August 29, 2013
Retired: September 1, 2023
Source of Funds: Revenue Generated from UNP TIF

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	14,215,000	0	273,805	273,805	14,215,000
2014-2015	14,215,000	750,000	527,304	1,277,304	13,465,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	13,465,000	800,000	497,776	1,297,776	12,665,000
2016-2017	12,665,000	850,000	466,344	1,316,344	11,815,000
2017-2018	11,815,000	1,000,000	431,102	1,431,102	10,815,000
2018-2019	10,815,000	1,250,000	388,238	1,638,238	9,565,000
2019-2020	9,565,000	1,500,000	335,852	1,835,852	8,065,000
2020-2021	8,065,000	1,650,000	275,845	1,925,845	6,415,000
2021-2022	6,415,000	1,775,000	210,598	1,985,598	4,640,000
2022-2023	4,640,000	1,850,000	141,542	1,991,542	2,790,000
2023-2024	2,790,000	2,790,000	53,150	2,843,150	0
		14,215,000	3,601,556	17,816,556	

WESTWOOD FUND
029-7034

Name:	Recreational Facilities Revenue Bonds, Series 2002
Issuer:	Norman Municipal Authority
Trustee:	Arvest Trust Company, N.A., Norman
Amount:	$2,315,000
Interest:	3.50% - 6.125%
Dated:	June 28, 2002
Retired:	June 1, 2022
Source of Funds:	Revenue Generated from Westwood Enterprise and Room Tax

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2002-2003	0	0	128,096	128,096	2,315,000
2003-2004	2,315,000	75,000	128,096	203,096	2,240,000
2004-2005	2,240,000	75,000	125,471	200,471	2,165,000
2005-2006	2,165,000	80,000	122,471	202,471	2,085,000
2006-2007	2,085,000	85,000	119,031	204,031	2,000,000
2007-2008	2,000,000	90,000	115,121	205,121	1,910,000
2008-2009	1,910,000	95,000	110,711	205,711	1,815,000
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000
2013-2014	1,385,000	120,000	82,884	202,884	1,265,000
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
2020-2021	375,000	180,000	22,969	202,969	195,000
2021-2022	195,000	195,000	11,944	206,944	0
		2,315,000	1,692,553	4,007,553	

2015 NORMAN UTILITIES AUTHORITY
31-5539 & 32-5549

Name: Norman Utilities Authority Refunding
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $17,505,000
Interest: 2.130%
Dated: March 10, 2015
Retired: November 1, 2026
Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	17,505,000	0	52,822	52,822	17,505,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

ANNUAL REPAYMENT INSTALLMENT ON LAKE THUNDERBIRD
31-5039

Name:	Central Oklahoma Master Conservancy District
Issuer:	Bureau of Reclamation
Amount:	$4,083,149
Interest:	2.742%
Dated:	June 30, 1974
Retired:	August 2016
Source of Funds:	Water Fund

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1986-1987	3,674,649	47,638	100,750	148,388	3,627,011
1987-1988	3,627,011	52,358	45,728	98,086	3,574,653
1988-1989	3,574,653	56,760	43,534	100,294	3,517,893
1989-1990	3,517,893	61,507	41,584	103,091	3,456,386
1990-1991	3,456,386	66,384	39,146	105,530	3,390,002
1991-1992	3,390,002	71,150	38,953	110,103	3,318,852
1992-1993	3,318,852	76,292	91,003	167,295	3,242,560
1993-1994	3,242,560	80,883	88,911	169,794	3,161,677
1994-1995	3,161,677	85,844	86,693	172,537	3,075,833
1995-1996	3,075,833	90,921	84,339	175,260	2,984,912
1996-1997	2,984,912	95,913	81,846	177,759	2,888,999
1997-1998	2,888,999	100,819	79,216	180,035	2,788,180
1998-1999	2,788,180	105,859	76,452	182,311	2,682,321
1999-2000	2,682,321	110,103	73,549	183,652	2,572,218
2000-2001	2,572,218	115,195	70,530	185,725	2,457,023
2001-2002	2,457,023	119,491	67,372	186,863	2,337,532
2002-2003	2,337,532	124,149	64,095	188,244	2,213,383
2003-2004	2,213,383	128,448	60,691	189,139	2,084,935
2004-2005	2,084,935	132,884	57,169	190,053	1,952,051
2005-2006	1,952,051	137,219	53,525	190,744	1,814,832
2006-2007	1,814,832	141,652	49,763	191,415	1,673,180
2007-2008	1,673,180	146,227	45,879	192,106	1,526,953
2008-2009	1,526,953	150,683	41,869	192,552	1,376,270
2009-2010	1,376,270	155,282	37,737	193,019	1,220,988
2010-2011	1,220,988	159,987	33,479	193,466	1,061,001
2011-2012	1,061,001	164,841	29,093	193,934	896,160
2012-2013	896,160	169,585	24,573	194,158	726,575
2013-2014	726,575	174,458	19,923	194,381	552,117
2014-2015	552,117	179,466	15,139	194,605	372,651

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	372,651	184,387	10,218	194,605	188,264
2016-2017	188,264	188,264	5,162	193,426	0
		3,674,649	1,657,921	5,332,570	

1995 NORMAN UTILITIES AUTHORITY SRF NOTE

32-5549

Name:	Norman Utilities Authority SRF Note
Issuer:	Norman Utilities Authority
Amount:	$2,720,000
Interest:	.5% Fee
Dated:	December 15, 1995
Retired:	August 15, 2015
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
1995-1996	2,720,000	22,667	2,153	24,820	2,697,333
1996-1997	2,697,333	138,325	13,535	151,860	2,559,008
1997-1998	2,559,008	138,325	12,796	151,121	2,420,684
1998-1999	2,420,684	138,325	12,095	150,420	2,282,359
1999-2000	2,282,359	138,325	11,394	149,719	2,144,034
2000-2001	2,144,034	138,325	10,722	149,047	2,005,709
2001-2002	2,005,709	138,325	9,991	148,316	1,867,385
2002-2003	1,867,385	138,325	9,290	147,615	1,729,060
2003-2004	1,729,060	138,325	8,589	146,913	1,590,735
2004-2005	1,590,735	138,325	7,909	146,234	1,452,410
2005-2006	1,452,410	138,325	7,186	145,511	1,314,085
2006-2007	1,314,085	138,325	6,485	144,810	1,175,761
2007-2008	1,175,761	138,325	5,784	144,108	1,037,436
2008-2009	1,037,436	138,325	5,097	143,422	899,111
2009-2010	899,111	138,325	4,381	142,706	760,786
2010-2011	760,786	138,325	3,680	142,005	622,462
2011-2012	622,462	138,325	2,979	141,304	484,137
2012-2013	484,137	138,325	2,284	140,609	345,812
2013-2014	345,812	138,325	1,576	139,901	207,487
2014-2015	207,487	138,325	875	139,200	69,162

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2015-2016	69,162	69,162	174	69,336	0
		2,720,000	138,975	2,858,975	

2000 NORMAN UTILITIES AUTHORITY SRF NOTE

32-5549

Name:	Norman Utilities Authority SRF Note
Issuer:	Norman Utilities Authority
Amount:	$4,850,000
Interest:	.5% Fee
Dated:	June 21, 2000
Retired:	September 15, 2019
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2000-2001	4,850,000	248,718	17,740	266,458	4,601,282
2001-2002	4,601,282	248,718	23,013	271,731	4,352,564
2002-2003	4,352,564	248,718	21,752	270,470	4,103,846
2003-2004	4,103,846	248,718	20,547	269,265	3,855,128
2004-2005	3,855,128	248,718	19,231	267,949	3,606,410
2005-2006	3,606,410	248,718	17,970	266,688	3,357,692
2006-2007	3,357,692	248,718	16,709	265,427	3,108,974
2007-2008	3,108,974	248,718	15,490	264,208	2,860,256
2008-2009	2,860,256	248,718	14,187	262,905	2,611,539
2009-2010	2,611,539	248,718	12,926	261,644	2,362,821
2010-2011	2,362,821	248,718	11,666	260,384	2,114,103
2011-2012	2,114,103	248,718	10,432	259,150	1,865,385
2012-2013	1,865,385	248,718	9,144	257,862	1,616,667
2013-2014	1,616,667	248,718	7,883	256,601	1,367,949
2014-2015	1,367,949	248,718	6,622	255,340	1,119,231

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2015-2016	1,119,231	248,718	5,375	254,093	870,513
2016-2017	870,513	248,718	4,100	252,818	621,795
2017-2018	621,795	248,718	2,840	251,557	373,077
2018-2019	373,077	248,718	1,579	250,297	124,359
2019-2020	124,359	124,359	318	124,677	0
		4,850,000	239,524	5,089,524	

2009 NORMAN UTILITIES AUTHORITY
322-5549

Name: Norman Utilities Authority Clean Water SRF Note
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $4,964,024
Interest: 2.910%
Dated: September 15, 2011
Retired: March 15, 2031
Source of Funds Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,964,024	212,595	102,676	315,271	4,751,429
2014-2015	4,751,429	218,913	138,607	357,520	4,532,516

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453
2027-2028	1,339,453	320,228	37,292	357,520	1,019,225
2028-2029	1,019,225	329,841	27,679	357,520	689,384
2029-2030	689,384	339,645	17,875	357,520	349,739
2030-2031	349,739	349,739	7,781	357,520	0
		4,964,024	1,429,087	6,393,111	

2009 DWSRF - WATER TREATMENT PLAN IMPROVEMENTS
31-5539

Name:	Norman Utilities Authority DWSRF Note
Issuer:	Norman Utilities Authority
Trustee:	None
Amount:	$12,000,000
Interest:	3.28%
Dated:	June 1, 2011
Retired:	December 1, 2030
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	12,000,000	432,820	390,080	822,900	11,567,180
2012-2013	11,567,180	447,133	375,767	822,900	11,120,047
2013-2014	11,120,047	461,919	360,981	822,900	10,658,128
2014-2015	10,658,128	477,195	345,705	822,900	10,180,933

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	10,180,933	492,975	329,925	822,900	9,687,958
2016-2017	9,687,958	509,277	313,623	822,900	9,178,681
2017-2018	9,178,681	526,119	296,781	822,900	8,652,562
2018-2019	8,652,562	543,517	279,383	822,900	8,109,045
2019-2020	8,109,045	561,490	261,410	822,900	7,547,555
2021-2022	6,967,497	599,240	223,660	822,900	6,368,257
2022-2023	6,368,257	619,057	203,843	822,900	5,749,200
2023-2024	5,749,200	639,528	183,372	822,900	5,109,672
2024-2025	5,109,672	660,676	162,224	822,900	4,448,996
2025-2026	4,448,996	682,524	140,376	822,900	3,766,472
2026-2027	3,766,472	705,095	117,805	822,900	3,061,377
2027-2028	3,061,377	728,411	94,489	822,900	2,332,966
2028-2029	2,332,966	752,499	70,401	822,900	1,580,467
2029-2030	1,580,467	777,383	45,517	822,900	803,084
2030-2031	803,084	803,084	19,810	822,894	0
		12,000,000	4,457,994	16,457,994	

SANITATION FUND
33-5567

Name:	NMA Sanitation Equipment Notes, Series 2010
Issuer:	Norman Municipal Authority
Trustee:	BancFirst
Amount:	$3,590,000
Interest:	3.45%
Dated:	March 25, 2010
Retired:	October 1, 2024
Source of Funds:	Revenue Generated from NMA

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	3,590,000	190,000	124,281	314,821	3,400,000
2011-2012	3,400,000	200,000	115,575	315,575	3,200,000
2012-2012	3,200,000	210,000	108,589	318,589	2,990,000
2013-2014	2,990,000	215,000	101,344	316,344	2,775,000
2014-2015	2,775,000	225,000	93,840	318,840	2,550,000

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	68,690	313,690	1,835,000
2018-2019	1,835,000	255,000	61,151	316,151	1,580,000
2019-2020	1,580,000	265,000	52,268	317,268	1,315,000
2020-2021	1,315,000	275,000	43,039	318,039	1,040,000
2021-2022	1,040,000	285,000	33,465	318,465	755,000
2022-2023	755,000	295,000	23,546	318,546	460,000
2023-2024	460,000	305,000	13,283	318,283	155,000
2024-2025	155,000	155,000	2,674	157,674	0
		3,590,000	1,005,706	4,596,246	

2009 NORMAN MUNICIPAL AUTHORITY
033-5564

Name: Norman Municipal Authority, Series 2013
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $1,620,000
Interest: 1.146%
Dated: June 12, 2013
Retired: October 1, 2018
Source of Funds: Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	1,620,000	180,000	14,725	194,725	1,440,000
2014-2015	1,440,000	310,000	15,607	325,607	1,130,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	1,130,000	315,000	12,056	327,056	815,000
2016-2017	815,000	320,000	8,419	328,419	495,000
2017-2018	495,000	330,000	4,725	334,725	165,000
2018-2019	165,000	165,000	945	165,945	0
		1,620,000	56,477	1,676,477	

2014 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
32-5549 & 322-5549

Name: Norman Utilities Authority Series 2014 Clean Water SRF Loan
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $50,300,000
Interest: 1.75% plus .5% admin fee
Dated: March 10, 2015
Retired: November 1, 2026
Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	12,575,000	1,410,000	19,372	1,429,372	11,165,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	23,740,000	2,865,000	376,313	3,241,313	20,875,000
2016-2017	46,025,000	2,935,000	719,606	3,654,606	43,090,000
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	3,075,000	901,913	3,976,913	37,010,000
2019-2020	37,010,000	3,150,000	832,725	3,982,725	33,860,000
2020-2021	33,860,000	3,220,000	761,850	3,981,850	30,640,000
2021-2022	30,640,000	3,300,000	689,400	3,989,400	27,340,000
2022-2023	27,340,000	3,380,000	615,150	3,995,150	23,960,000
2023-2024	23,960,000	3,450,000	539,100	3,989,100	20,510,000
2024-2025	20,510,000	3,540,000	461,475	4,001,475	16,970,000
2025-2026	16,970,000	3,620,000	381,825	4,001,825	13,350,000
2026-2027	13,350,000	3,705,000	300,375	4,005,375	9,645,000
2027-2028	9,645,000	3,790,000	217,013	4,007,013	5,855,000
2028-2029	5,855,000	3,880,000	131,738	4,011,738	1,975,000
2029-2030	1,975,000	1,975,000	44,438	2,019,438	0
		50,300,000	7,961,816	58,261,816	

Pension Funds

PENSION FUNDS

The City of Norman contributes to three separate retirement systems on behalf of City employees.

- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the budget as separate funds of the City. It should be noted that the cost of contributions to the system by the City is a part of the City's budget and shows up as a part of salaries and benefits.

Appendix

GLOSSARY OF TERMS and ACRONYMS

ACTIVITY - A specified and distinguishable line of work performed by a Division.

ACCRUAL BASIS – The accrual basis of accounting recognizes revenues in the period earned and expenses in the period incurred rather than when cash is received or paid.

AD VALOREM TAX – An ad valorem property tax is a tax imposed on the basis of the "value of the article or thing taxed." An ad valorem tax is usually imposed at recurring intervals on the same piece of property.

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

APPROPRIATION - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

ASSESSED VALUATION - A value set upon real estate or other property by a government as a basis for levying taxes.

ASSETS - Resources owned or held by the City which has monetary value.

BALANCED BUDGET - The City shall annually adopt a balanced budget in accordance with the Oklahoma Municipal Budget Act (Title 11 Oklahoma Statutes 2006). As such, expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget (i.e., a fund balance cannot be negative).

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Biosolids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET YEAR – July 1 through June 30

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is $1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

CAPITAL OUTLAY - Expenditures that result in the acquisition of or additions to fixed assets.

CAPITAL PROJECT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for financial resources segregated for the acquisition, construction or other improvement related to Capital Facilities other than those accounted for in Enterprise Funds and Trust Funds.

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CHIEF EXECUTIVE OFFICER – City Manager

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

CONNECTION FEE – Previously known as the tap fee, was first developed in 1970. A charge for sewer or water connection based upon the size of the service line leading into and to be utilized for the furnishing of water or sewer to any user or structure. Monies received from the connection charge are evenly divided between the City of Norman's Water and Wastewater Funds. Collected fees are used to fund activities performed in both the water and sewer utility systems.

CORE AREA – Boundaries are officially Berry Road on the west, Robinson on the north, 12th Avenue on the east, and Constitution / Imhoff extended on the south.

COST ALLOCATION - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

DEBT SERVICE - The City's obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

DEFICIT - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

DEPARTMENT - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

DEQ – Department of Environmental Quality

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or "touch-tone"

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID (Environmental Information Document)– The document which provides the basic information about a project and its environmental effects.

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

GOVERNING BODY- City Council

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

I / I – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

IMPACT FEES – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

INFILTRATION – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

INFLOW – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

INTERCEPTOR – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

ISO – International Organization for Standardization standards

INTERNAL SERVICE – Category expenditure for services and maintenance provided by a vendor that is another department within the City.

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

MATERIALS AND SUPPLIES – Category expenditures generally for consumable goods that are used by City employees.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

MUNICIPALITY – City of Norman

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephlometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OTHER SERVICES AND CHARGES – Services provided to the City of Norman by outside vendors.

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

RESERVE, CAPITAL - A portion of fund balance equal to the average of the forecasted capital expenditures during the five-year forecasted period has been reserved in each fiscal year budget to provide assurance that resources are available to provide for the normal replacement of depreciable assets.

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

SALARIES AND BENEFITS – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

SERVICES AND MAINTENANCE – Services provided to the City of Norman by outside vendors.

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

USE TAX – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development ($6,192,039).

ZERO-BASED BUDGETING – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.

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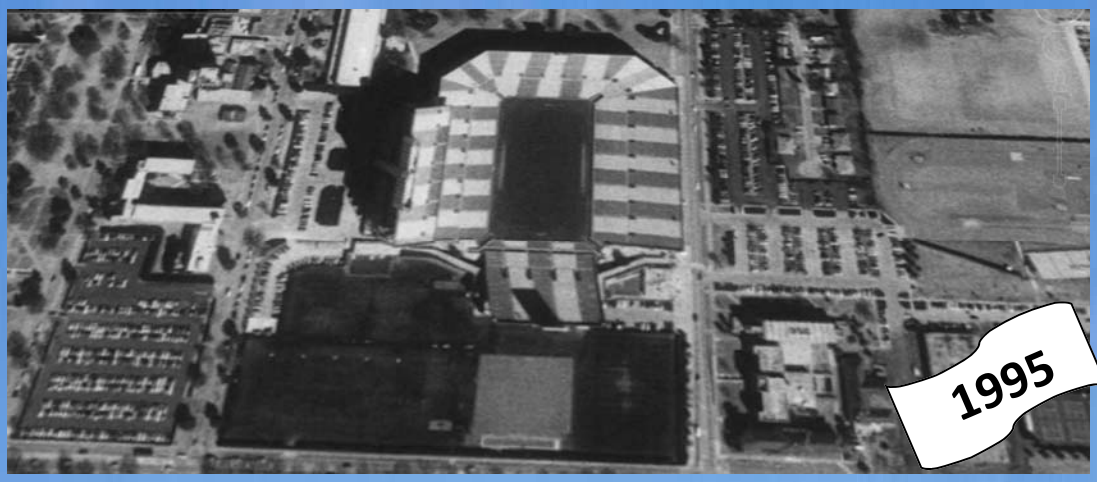
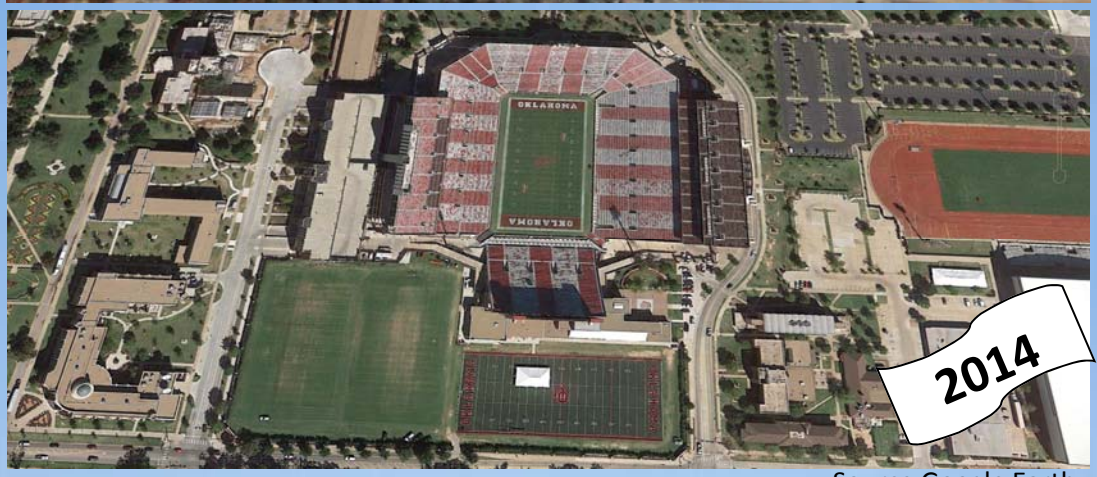
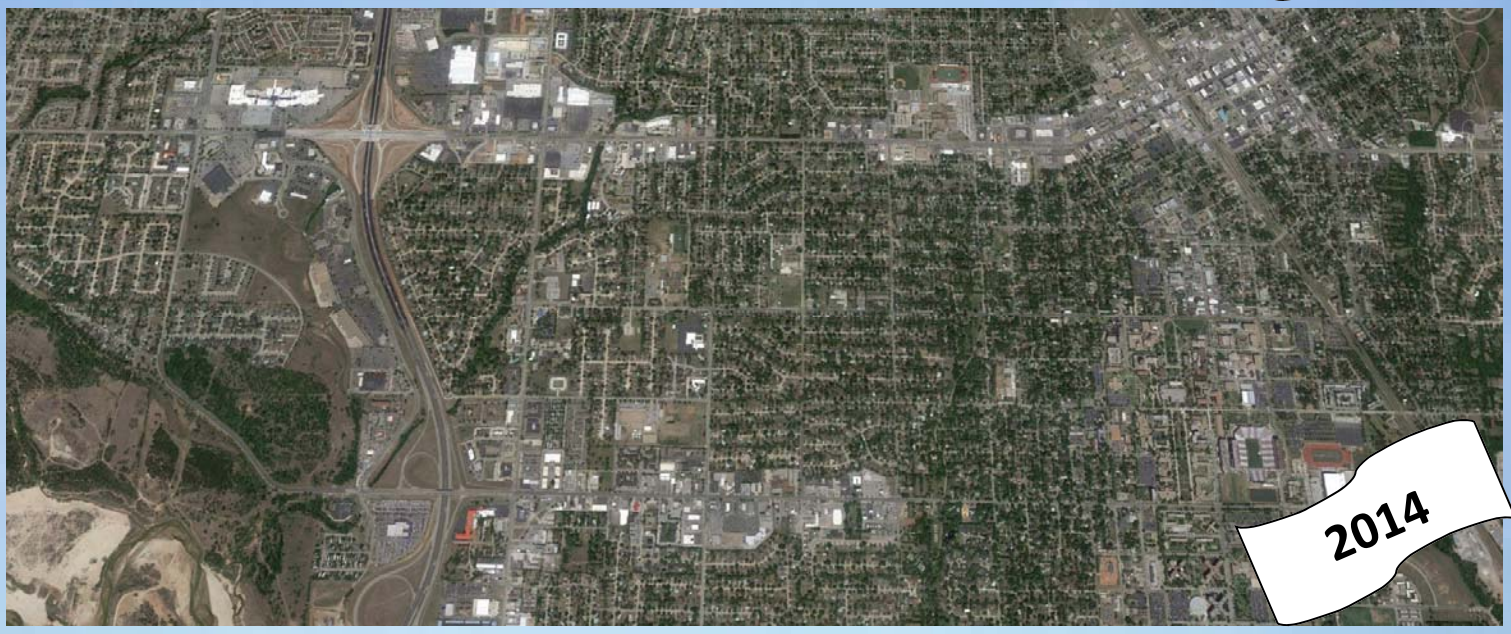




Source Google Earth

http://gfoms.com/

Oklahoma Memorial Stadium at the University of Oklahoma over the years, and a rendering of renovations to come. The south end zone will be enclosed to form a continuous bowl and many new amenities will be added.



Source Google Earth

Interstate 35 through west Norman and the new Main Street Interchange (top left)