BUDGET

THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2020
FINANCIAL PLAN—FISCAL YEAR-END 2021-2024



a city of
festivals



ON THE COVER: Norman is known throughout Oklahoma and the mid-southwestern United States as *"a city of festivals"*. Each year, millions of people visit Norman and its wide diversity of events and festivals, including the Norman Music Festival and Lion's Club Carnival held in April; the Medieval Fair; Earth Day; MayFair; Midsummer Night's Fair; Jazz in June; Fall Festival; Mix on Main Street; GrooveFest; Downtown Porch Festival; 2nd Friday Art Walk in the Walker Arts District; Oklahoma Sooner Football and other University-sponsored events; Norman Day (4th of July Festival); National Weather Center Biennale; "Beats and Bites" Festival; Aviation Festival; and many smaller events held in City parks, neighborhoods and local businesses. Norman has many large and small entertainment and sporting venues, and more are planned or under construction. Information and event calendars can be obtained from www.visitnorman.com.

Photos throughout this document are mostly curtesy of "Cody Giles / Norman Transcript & Norman Magazine"



CITY COUNCIL

MAYOR
Lynne Miller

Ward 1	Kate Bierman	**Ward 5**	Sereta Wilson
Ward 2	Joe Carter	**Ward 6**	Breea Clark
Ward 3	Robert Castleberry	**Ward 7**	Stephen Tyler Holman
Ward 4	Bill Hickman	**Ward 8**	Alexandra Scott

Presented by:
Mary Rupp, Interim 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.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Norman

Oklahoma

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

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, 2018.

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.











Norman Music Festival

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Cheers and Beers

City Manager's Letter

The City of
NORMAN

201 West Gray • P.O. Box 370
Norman, Oklahoma • 73070

CITY MANAGER'S OFFICE
Phone: 405-366-5402

April 12, 2019

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

Dear Mayor Miller and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the proposed budget for the fiscal year July 1, 2019 – June 30, 2020 (FYE 2020). 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 2020 budget reflects major turning points in the City's financial operations. For many years, the Council has struggled with ways to address the long-term imbalance between revenues and expenditures, particularly in the City's General Fund, and those problems persist. But steps are being taken and attempted under Council's direction to confront those problems in an effort to address them in the future.

This budget maintains basic City services and expands services in some targeted areas of priority identified by the Council. It is estimated that our General Fund balance will be drawn down by $1,704,164 in fiscal year 2018-2019 and by $1,305,095 in fiscal year 2019-2020. We began FYE 2019 with very strong reserves, but we need to continue to work to ensure that the long-term health of the City's funds remains strong. ***The projected net financial deficits in General Fund operations are projected to accelerate in future years and this is the cause for greatest concern going forward.***

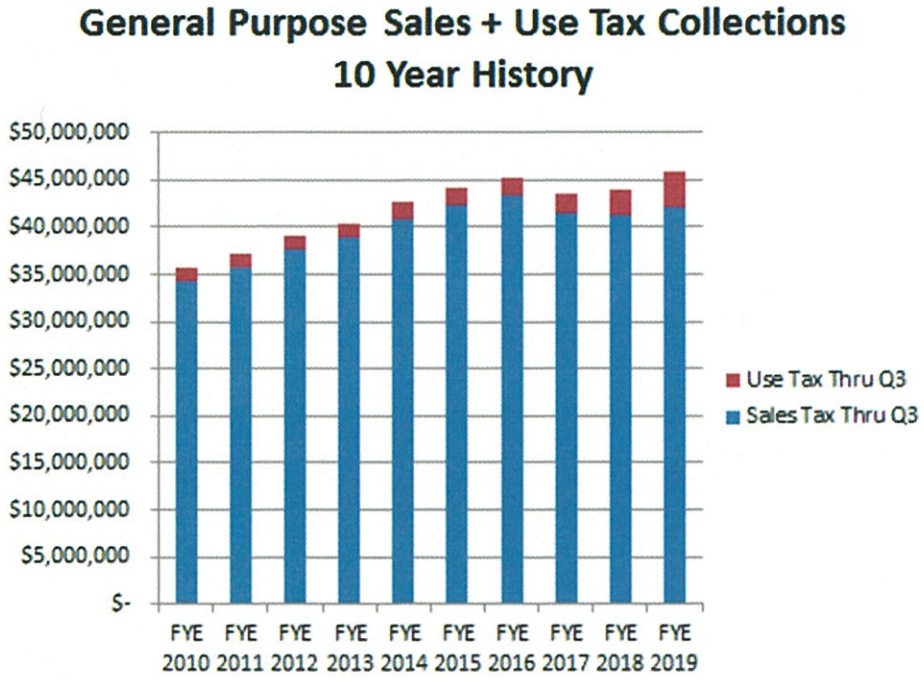
The total budget for all City of Norman funds for fiscal year ending 2019 was $250,417,928 and for FYE 2020, the total proposed budget is $245,491,299. The primary reason for this budget decrease is in the area of capital and debt service expenditures. While there are some changes in accounting for certain functions, as discussed in the FYE 2020 Budget Preparation Section below, there are no major changes to the City's major operations.

NORMAN SALES TAX TRENDS

Council has had ongoing discussions about the health of our City's sales tax-driven revenue base and the challenges that presents. Sales tax is not only the major source of revenue for the City's major operational fund, the General Fund, sales tax is the major (or only) source of revenue related to expanded public safety initiatives approved by our voters in 2008 and 2014; major quality of life improvements ("Norman Forward") approved in 2015; and for earmarked capital programs. ***The City is dependent on sales tax revenue to fund over half of its general purpose (non-utility fee based) operational and capital programs.***

Sales tax is very volatile by nature, and is made more so by recent marketplace trends toward service-based purchases and on-line purchases of retail goods. We continue to support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances; to broaden the sales tax base; to concentrate the allocation of available sales and use tax revenues on core, general purpose operational and capital services; and to diversify our revenue base. The ability of the City of Norman to continue to provide the level of services that our citizens demand and deserve will depend in large part on the success of these initiatives.

As consumer spending patterns change to more service-based and remote (on-line) purchases, municipalities have had some success in gaining compliance with laws and regulations that enable taxes to be collected on remote purchases in the form of increased "use tax" collections. Use taxes are basically sales taxes applied to purchases of goods from out-of-state vendors for use within the City where the goods are delivered. This trend is reflected in Norman's pattern of slow growth in overall sales tax collections, moderated somewhat by increased use tax revenue:



It is expected that this slow growth trend in combined sales and use taxes will continue in fiscal year 2019-2020 and into the future, impacting on the City's ability to pay for its basic services. The City must continue to work on the revenue initiatives discussed above as we move into the future:

- Support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances;

- Broaden the sales tax base by supporting state legislation to reduce the number of sales tax exemptions, particularly in targeted service areas;

- Promote the use of existing and proposed future sales and use tax rate measures on core, general purpose operational and capital services, rather than upon earmarked projects which may be better supported by bonds proposed for specific purposes;

- Diversify our revenue base into new areas and sources.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2018-2019

Sales and Use Taxes - Overall City general purpose sales tax collections for FYE 2019 are currently 2.2 percent (+2.2%) above FYE 2018 levels, and substantially on budgeted levels (budgeted increase of 2%). The apportionment of sales taxes between various City funds will impact on growth rates during FYE 2020, as discussed below.

In FYE 2020, General Fund and overall City sales tax collections are projected to return to a historic growth pattern (+4%). In the long term the combined impact of sales and use tax will be closely monitored. As discussed in the Capital Section below (see UNP TIF Fund), the sales taxes generated in the University North Park development will be recorded to the General Fund beginning in FYE 2020, instead of being apportioned to the University North Park Tax Increment Finance District Fund.

Use Tax is similar to a sales tax collected on purchases of goods outside of the City for use within the City. 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. In the U.S. Supreme Court case of *South Dakota vs. Wayfair*, municipalities won a major victory in the effort to gain compliance from remote retailers. The Court ruled that retailers must collect and remit taxes at the point of delivery of their products, regardless of whether the retailer has a physical presence in the state where the products are delivered. The result of this court decision has been an increase in City use tax revenue, partially offsetting the loss of sales tax revenue from local consumer purchases from on-line retailers.

General purpose use tax collections for FYE 2019 are currently 36.1% above FYE 2018 levels. This growth rate will moderate in the future as year-over-year comparisons capture the impact of the *Wayfair* case.

Enforcement of the requirement for out-of-state vendors to collect sales/use tax for their sales in Oklahoma is still difficult, as the *Wayfair* case, while important, has limited application. ***The ongoing concern of proper payment of sales and use taxes by out-of-state vendors is a Federal (interstate commerce) issue***, about which the City of Norman will continue to partner with other cities and agencies to gain wider compliance (Federal legislation, such as the Remote Transactions Parity Act and the Marketplace Fairness Act have been proposed, but not enacted). Use tax revenue is projected to increase by three percent in FYE 2020, from projected FYE 2019 levels.

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 on budget for FYE 2019. Collections are projected to increase by three percent overall in FYE 2020.

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 declined in the previous two fiscal years, based on retrenchment from historically high levels of development, particularly in the multi-family housing sectors. License and permit revenues are projected to be five percent (5%) below budgeted levels in FYE 2019, and to grow by one percent (1%) from those projected levels in FYE 2020. 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. FYE 2019 collections are substantially on budget.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic and /parking fines, etc.). Recent state legislation which required driving under the influence charges to be filed in a Court of Record has negatively impacted revenues in this category. ***Fine and forfeiture revenue is substantially below budget for FYE 2019 (-$605,030; -25%), due also to a decrease in the number of citations issued.*** Revenues are projected to increase by three percent above projected FYE 2019 levels in FYE 2020.

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, investment income is not a major source of budgeted General Fund revenue, but investment returns are above budgeted levels in FYE 2019. Consolidated Investment Portfolio practices will continue to be closely monitored due to their impact on all 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) and as amended by Ordinance 1819-10 (adopted September 11, 2018), the City has adopted formal reserve policies for the General Fund which require that an Emergency Reserve allocation of one percent (1%) of budgeted General Fund expenditures 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 four percent (4%) of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or "Rainy Day") Fund.

The Ordinance targets 5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures to 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 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 2% 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 "Committed" 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% and a maximum of 10 percent (10%). The City Council has never made any appropriations to spend money from the Rainy Day Fund.

As of the end of FYE 2019, the City projects to meet its Operating Reserve requirements in the General Fund, and the Rainy Day Fund is expected to exceed its (3%) Minimum balance (by $690,118), but fall slightly short of its (5%) Target balance (by $63,184). Council is required by the Rainy Day Fund Ordinance to review the position of the Fund during the fiscal year, at the close of the prior fiscal year audit, to consider whether to make a "deposit" to the Rainy Day Fund to restore its Minimum level, to bring it to its Target or Maximum level, or to draw down Rainy Day Fund balances. $357,029 was deposited to the Rainy Day Fund during FYE 2019.

Because of the inherent volatility in Norman's primary sources of General Fund revenue (sales and use tax) and our 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.

Moody's Investors Service has recognized the City's reserve policies favorably, and the City's Rainy Day Fund Ordinance has been copied by many other cities in Oklahoma.

FISCAL YEAR 2019-2020 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

As noted in the Community Profile Section, the City of Norman runs a very small, efficient operation compared to cities with similar populations. The cost of providing these General Governmental services have historically grown at a faster rate than the revenue sources to pay for them. The FYE 2020 General Fund budget has been prepared with this backdrop, and with the additional reality of expanded services in areas mandated by environmental protection regulations and Council initiatives. ***This budget's projected General Fund expenditures exceed projected revenues in order to maintain basic City services, which will reduce projected available fund balances.***

This budget was prepared on the basis of adding personnel in targeted areas given high priority by the City Council:

General Fund Proposed Personnel Changes

Department/Division	Added Positions
City Clerk/Facility Management	HVAC Trade Worker
Information Technology	System Administrator (Cybersecurity)
Finance/Budget	Budget Technician (Capital)
Public Works/Fleet Maintenance	(2) Mechanic Assistants (Temporary)
Parks/Park Maintenance	(2) Maintenance Worker II (Mowing)
Parks/Forestry	Forester

Several service areas contained personnel additions on a partial-year basis in FYE 2019 based on Council direction, which are included in the proposed FYE 2020 budget on a full-year basis:

Department/Division	Added Positions
City Council/City Auditor	Internal Auditor
City Council/City Auditor	Internal Audit Technician
City Manager	Sustainability Coordinator
Finance/Accounting	Project Account Specialist (Funded by NMA)
Public Works/Administration	A.D.A. Technician (Contracted)

Council has discussed the need for expanded services to be performed by additional personnel in many areas of the City operation. These recommended positions are only a few of the well-

justified positions requested in the proposed budget by City department managers. Among the personnel requests not recommended for inclusion due to budget constraints are the following:

Department/Division	Requested Positions
City Clerk/Facility Maintenance	Facility Maintenance Supervisor
Information Technology	Business Systems Analyst
Human Resources	Administrative Technician III
Planning/G.I.S.	G.I.S. Intern (Part Time)
Planning/Development Services	Inspection Services Supervisor
Planning/Revitalization	Code Compliance Inspector
Public Works/Engineering	Right-of-Way Inspector
Public Works/Fleet Management	(2) Emergency Vehicle Mechanics
Public Works/Stormwater Maint.	Maintenance Worker II (Street Sweeping)
Public Works/Stormwater Maint.	Maintenance Worker II (Camera/Flush Truck)
Public Works/Stormwater Maint.	Maintenance Worker I (Camera/Flush Truck)
Public Works/Traffic Control	Traffic Signal Technician
Public Works/Traffic Control	Traffic Signal (R-O-W Inspector/Locator)
Police/Patrol	(4) Master Police Officer (School Resource Officers)
Police/Emergency Communications	Radio System Technician
Police/Emergency Communications	(4) Communication Officer I (Dispatch)
Police/Animal Welfare	Animal Welfare Counselor
Police/Animal Welfare	(2) Animal Welfare Technician
Fire/Administration	Administrative Technician II
Fire/Training	Training Officer
Fire/Suppression	(15) Firefighters (Westside Ladder Truck Staffing)
Fire/Suppression	(15) Firefighters (New Station-Southeast)
Fire/Suppression	(3) Assistant Chief
Fire/Suppression	(3) Fire Driver
Parks/Park Maintenance	(3) Maintenance Worker I (Norman Forward)

More detailed information on all departmental budget requests, along with their written justification, will be provided to Council upon request.

Personnel Cost Assumptions

As a provider of public services, 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 provision of health care benefits to City employees and their dependents is a major cost related to all City functions. ***Health care costs (accounted for in the City's Risk Management Fund) continue to increase at a much higher rate than the City's underlying revenue sources to pay for them and totaled over $13,350,000 in FYE 2018.*** The City of Norman has taken and continues to take many steps to contain the rate of growth in benefit costs, but health insurance contributions (employer and employee) are recommended to increase in FYE 2020.

The FYE 2020 budget is based on the following assumptions for personnel costs:

- Budgeted positions are assumed to be filled for the full fiscal year;
- No salary increases (cost-of-living raises) are assumed;
- Employees are assumed to receive a merit step raise, if they qualify;
- An Employer Contribution of $662 per month (single) and $1359 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;
- 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 leave payouts to employees who leave;
- 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 workforce is unionized, as illustrated in the Overview Section).

Public Transportation Service Provision

Beginning in 1980, the University of Oklahoma (OU) has provided public transportation services centered upon the transit needs of OU students (then called the "Campus Area Rapid Transit System, or "CART"). In 1985, OU requested federal funding to subsidize the operations of CART. The City of Norman adopted a resolution enabling the University's public transportation system to be expanded to include the general population of Norman and to qualify for Federal Urban Mass Transit Administration funding. The name of the public transit system serving the University and the city at large was changed to Cleveland Area Rapid Transit, and the system has continued to expand into a very useful public transportation system for Norman, with ties to the larger metropolitan Oklahoma City transportation network. The City has included funding within the General Fund budget for at least fifteen years to subsidize the CART system and offset the cost of providing transit services in Norman. Further public transportation funding has been provided from the City's Community Development Block Grant entitlement funds to provide subsidized bus passes for low income residents of Norman. ***The proposed FYE 2020 budget includes $635,500 in General Fund allocations to continue this support to the CART Public Transit System.***

In August, 2018, the City was notified by OU that the University desired to exit the administration of public transportation services to the larger Norman community, as of July 1, 2019. The University proposed to continue to administer and pay for the CART routes that are considered to be "campus routes", but discontinue University support for the routes that were considered to be "city routes". ***The Council has clearly stated its intent to continue the provision of public transportation services to the Norman community.*** Since that time, the City has been working with the University and other public transportation providers in the area to explore options to continue the provision of the CART system to the Norman community. The

Federal Urban Mass Transit Administration funding would continue to be received to support the City of Norman transit system.

Negotiations are ongoing, particularly with the administrators of the City of Oklahoma City's public transit system, "Embark", to take over the administration of the CART "city routes". It is hoped that these negotiations can be finalized before, or soon after July 1, 2019. ***Once the negotiations are finalized and operational cost figures, net of the Federal subsidy, are better identified, the Council may have to consider additional subsidies to the CART system or consider service cuts to stay within the existing General Fund subsidy.***

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 was in effect from October 1, 2008 through September 30, 2015. This original Public Safety Sales Tax ("PSST I") funded 41 additional Police Department personnel and 30 additional Fire Department personnel over the seven-year life of the tax. The PSST I 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 funded the Police and Fire Department's pro rata share of the Rainy Day Fund's Targeted balance, as it was calculated in FYE 2014.

On April 1, 2014, the citizens of Norman approved a permanent extension of the PSST. The permanent 0.5% Public Safety Sales Tax ("PSST II") is being used to maintain the 71 personnel added during the PSST I period and to fund, over time, the following additional personnel:

- 13 Police Officers for a School Resource Officer Program, jointly funded by Schools
- 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

School Resource Officer Program/Additional Personnel

The first six of the School Resource Officer (SRO) personnel – a Police Lieutenant and five Police Officer positions - were added to the FYE 2016 budget. These personnel were deployed to Norman Public Schools (NPS) in 2016, based on a cost-sharing agreement between the City and NPS (NPS pays half of the cost of the SRO personnel). Three additional SRO positions were added to the FYE 2018 Public Safety Sales Tax Fund budget to put full-time officers in Norman's middle schools. Four additional SROs will be added in future years, as funding becomes available both from City resources and from Norman Public Schools resources.

The addition of the programmed Communication Officers and Emergency Mechanics will be considered in future budget years, after the completion of the Emergency Operations/Dispatch Center and the availability of resources is clarified.

Critical Public Safety Capital Needs

Significant progress is being made towards the completion of the Critical Public Safety Capital Needs identified in the PSST II Ordinance. The new Emergency Communications System is nearing full deployment, including the addition of four radio towers, to improve radio coverage and reception throughout the City. The design of the new Emergency Operations Center, to be located in northeast Norman is nearing completion and construction will begin during fiscal year 2019-2020. The fire apparatus replacement program is ongoing, including the replacement of an additional pumper truck programmed in FYE 2020. The reconstruction/relocation of Fire Station 5 is programmed for future years, after the debt for the other Critical Capital Needs has been retired.

Like all of the City functions that depend on sales tax, the cost of the anticipated PSST operations exceeds the revenues that are available to pay for them. When the PSST II Ordinance was approved, it was anticipated and directed that once the Critical Capital Needs had been completed, the operations related to the expanded public safety services would be absorbed into the General Fund, and the expanded public safety-related capital purchases would be made from the Capital Fund. Three-eighths percent (3/8%) of the ongoing one-half percent (1/2%) PSST revenue was directed to be recorded to the General Fund at that point, and one-eighth percent (1/8%) of the one-half percent (1/2%) PSST revenue was directed to be recorded to the Capital Fund at that point.

The City's Public Safety Sales Tax Special Revenue Fund was projected to end FYE 2020 with a deficit fund balance of over $2 million. Pursuant to the Oklahoma Municipal Budget Act (Oklahoma Statutes, Title 11, Section 17-211, the City cannot adopt a budget with a negative projected fund balance in any City fund. For this reason, ***the FYE 2020 budget proposal includes the Public Safety Sales Tax-related operational expenses in the General Fund, and PSST-related capital expenses in the Capital Fund.*** As directed by the PSST II Ordinance 3/8% of sales tax will be recorded to the General Fund and 1/8% to the Capital Fund, beginning in FYE 2020. ***These revenues do not offset the full cost of the expanded public safety operations mandated by the PSST Ordinances, which will cause an added burden on the General Fund and Capital Fund in FYE 2020 and in future years.***

Westwood Fund Budget Preparation

The Westwood Fund is established to account for the operations of the City's Westwood Recreational Complex, including an 18-court Tennis Center, an 18-hole golf course and the Westwood Family Aquatic Center. The NORMAN FORWARD quality of life initiative has made significant improvements and expansion to the Westwood Complex in the last two years (see NORMAN FORWARD discussion). These improvements have added to the ability of the tennis and aquatic center operations to generate sufficient revenue to pay their operating costs from fees charged to the users of the facilities. ***The golf course has operated at a significant loss in recent years, and has necessitated the General Fund to subsidize the Westwood Fund***

in a projected amount of $380,500 in fiscal year 2018-2019, and in increasing amounts in future years.

The Westwood Complex as a whole will continue to make its operations as "profitable" as is practical and Parks and Recreation Department staff will continue to monitor the revenues and expenses of the Westwood operations in an attempt to reduce the requirement for General Fund subsidies to the golf course operation.

Operational Budget Summary

The Fiscal Year 2019-2020 City operational budget is highlighted by accounting changes to the General Fund. Public Safety Sales Tax revenue and University North Park development sales tax revenue will be recorded to the General Fund. The General Fund will absorb the operational costs related to the expanded public safety operations mandated by the Public Safety Sales Tax Ordinances, which will be a burden to the General Fund. Personnel resources are added in targeted areas, as discussed by the City Council. General Fund Operational Reserves are still projected to exceed their mandated levels as of the end of FYE 2020. The City's Net Revenue Stabilization ("Rainy Day") Fund is being maintained in excess of its Minimum level. ***The City's ability to operate within its annual General Fund revenues in the long-term will depend upon our ability to identify new revenue sources, expand the existing sales tax base and enforce sales and use tax regulations, or reduce public services.***

Capital Expenditure Budget Preparation

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) Capital Sales Tax (CST); the ½ percent (0.5%) NORMAN FORWARD Sales Tax, utility ratepayer fees, bond issuances and other sources. Capital projects are detailed in the separate Capital Improvement Projects Budget document, and summarized in the Capital Projects Funds Section. The CST also funds equipment replacements and other "capital outlay" items through transfers from the Capital Fund to the General Fund or related special revenue funds.

Vision for Norman

Based on recommendations from citizen committees and Council input, the Council referred three major proposals to the voters of Norman to fund capital improvements and a utility fee (the Norman City Charter requires voter approval for utility rate increases). The "Vision For Norman" program included a $72 million General Obligation Bond (with approximately $67 million in anticipated Federal Highway Administration matching funds) program for road improvements throughout the City, continuing transportation bond programs and property tax levies approved by the voters in 2005 and 2012; a $60 million stormwater Limited Tax General Obligation Bond proposal to fund major improvements to the City's stormwater drainage and flood control systems; and a first-time stormwater utility fee to respond to mandated water quality requirements and storm drainage system improvements. The voters considered the propositions on April 2, 2019 and approved only the Transportation Bond referendum. The Vision for Norman Transportation Bond projects include:

Project Location	Construction Cost (Federal)	Total Cost	Bond Cost
Porter Avenue and Acres Street	$0	$3,675,000	$3,675,000
Jenkins Avenue-Imhoff Road to Lindsey Street	$0	$9,601,000	$9,601,000
Porter Avenue Streetscape	$0	$2,471,000	$2,471,000
James Garner Avenue-Acres to Duffy	$0	$4,951,000	$4,951,000
Gray Street Two-Way Conversion	$0	$4,816,000	$4,816,000
Cedar Lane Road-East of 24th Avenue SE to 36th Avenue SE	$7,500,000	$13,104,000	$5,604,000
Constitution Street-Jenkins to Classen	$3,887,539	$6,563,539	$2,676,000
36th Avenue NW - Indian Hills Road to North City Limit	$2,960,036	$5,511,036	$2,551,000
Traffic Management Center	$3,000,000	$3,366,000	$366,000
36th Avenue SE-Cedar Lane Road to State Highway 9	$5,075,919	$8,108,919	$3,033,000
24th Avenue NE-Rock Creek Road to Tecumseh Road	$6,517,615	$10,207,615	$3,690,000
48th Avenue NW-Phase1-Robinson Street to Rock Creek Road	$4,917,469	$9,127,469	$4,210,000
Lindsey Street Special Corridor (Elm to Jenkins Avenue)	$6,371,661	$9,037,661	$2,666,000
Indian Hills Road-48th Avenue NW to Interstate 35	$7,500,000	$16,203,000	$8,703,000
Indian Hills Road and I-35 Interchange Match Funds	$0	$2,009,000	$2,009,000
48th Avenue NW-Phase 2-Rock Creek Road to Tecumseh Road	$5,415,113	$8,096,113	$2,681,000
Lindsey Street Special Corridor (Pickard to Elm Avenue)	$2,789,062	$4,901,062	$2,112,000
Tecumseh Road-12th Ave NE to 24th Ave NE	$6,901,160	$10,872,160	$3,971,000
Rock Creek Road-Queenston to 24th Avenue NE	$4,228,643	$6,442,643	$2,214,000
Total Cost (Federal + Bond)	**$67,064,218**	**$139,064,218**	**$72,000,000**

The transportation bond projects will begin in FYE 2020, with the first projects to be completed including the projects with no anticipated Federal Highway Administration matching funds.

The disapproval of the stormwater bonds and the stormwater utility fee will prevent the City from making the major repairs and improvements to the City's stormwater drainage systems that have been identified since the City's *Stormwater Master Plan* was prepared in 2009 and the disapproval of the stormwater utility fee will prevent the City from making the ongoing maintenance and other service expansions and water quality improvements that are mandated by the U.S. Environmental Protection Agency. The City will continue to budget for its stormwater maintenance and related programs within the General Fund and Capital Fund, but the allocations will be far short of requirements of the federal environmental mandates. Future year budgets will be required to provide more adequate funding for these services. If additional revenue is not generated through a stormwater utility or other funding mechanisms, the City's General Fund will suffer and the City of Norman will continue to be at greater risk for flooding and property damage in the future.

Street Resurfacing/Reconstruction Program

The voters of Norman approved five-year duration General Obligation Bond (property tax based) programs to pave, repave and reconstruct roads throughout Norman in 2005, 2010 and 2016. $15 million in General Obligation Bonds, authorized in 2016 were issued in that year. The urban asphalt and concrete street resurfacing, rural road surfacing and major street reconstruction programs financed by the bonds have been highly successful. Approximately $4.8 million is included in the FYE 2020 budget for projects to be constructed under this program, with the

issuance of the remaining $10 million in bonds authorized in 2016 planned in this budget year to pay for the remaining authorized projects.

Enterprise Resource Planning System Replacement

In March, 2017, the Council, acting as the Trustees of the Norman Municipal Authority authorized the issuance of $6,105,000 in Sales Tax Revenue Notes (secured by an annual pledge of Capital Sales Tax appropriations) to fund the replacement of the City's core Enterprise Resource Planning Systems (ERP). These computer systems support critical City functions such as general ledger and fixed asset accounting; payroll; accounts payable; treasury cashiering; building permit issuance; inspection services; utility billing and customer service; municipal court operations; business licensing; and recreational services. The project is well underway and will transform the City's automated processes well into the future.

Municipal Complex Renovations

In 2008, the voters of Norman authorized the issuance of $11.25 million in General Obligation Bonds for the refurbishment and renovation of the City Municipal Complex. The projects to be completed with the bonds included the construction of a new centralized Development Center; a reconstruction of the Police Headquarters Facilities; reconstruction of the Municipal Court facilities; and a reconstruction of the Norman Senior Citizen's Center. The development center and Senior Center were planned to be housed in the renovated facility currently housing the Norman Public Library, Central Branch. Progress on the projects depended, however, on the relocation of the Central Library to a new facility. Funding for the new Norman Public Library, Central was included in the NORMAN FORWARD quality of life initiative (discussed below).

With construction of the new Library nearing completion, the City will proceed with the issuance of the bonds approved by the voters in 2008 and the renovation/reconstruction of the Municipal Complex. The first projects to be undertaken in FYE 2020 will be the reconstruction of the Development Center in the former Library facility, followed by the construction of new Municipal Court facilities in the space currently occupied by Development Center functions.

As projects are completed, City staff will work from expanded and updated facilities which will improve City functions in a more flexible and expandable environment.

Senior Citizen's Center

The 2008 General Obligation Bond issue passed by the voters contemplated the relocation of the Norman Senior Citizen's Center into the renovated former Norman Central Library Building. Based on citizen input, the Council directed that a new stand-alone Senior Center be built. Years of public discussion ensued about the budget for and location of the proposed Senior Center. As of this writing, the consensus opinion is that the new Senior Center will be built within the Reaves Park Recreational Complex, and it is anticipated that Council will decide the location during FYE 2019.

Funding for the Senior Center is proposed to be provided from NORMAN FORWARD funds which were originally programmed to be used for the purchase of land for the Griffin Park Soccer Complex. The City is in final negotiations with the Oklahoma Department of Mental

Health and Substance Abuse Services to lease the Griffin Soccer land instead of purchasing it, which will make approximately $7.6 million dollars available for the Senior Center. While much remains to be decided, it is encouraging that the City has found an apparent solution to the location dilemma and funding problems created when the existing Library building renovation was not acceptable to the Senior Center constituencies.

NORMAN FORWARD Sales Tax Capital Projects Fund

On October 13, 2015, the citizens of Norman approved a ½ percent (0.5%), 15-year duration sales tax to pay for quality of life improvements throughout Norman. The approved initiative includes the following major capital projects:

• New Central Branch Library	$ 39,000,000
• New East Branch Library	$ 5,000,000
• Neighborhood Park/Trail Projects	$ 14,500,000
• New Indoor Aquatic Facility	$ 14,000,000
• Westwood (Outdoor) Pool Facilities	$ 12,000,000
• Griffin Park Soccer Facility	$ 11,000,000
• Griffin Park Land Acquisition	$ 10,000,000
• Reaves Park Baseball/Softball Facility	$ 10,000,000
• New Community Park Development	$ 9,500,000
• New Indoor Multi-Sport Facility	$ 8,500,000
• James Garner Avenue Extension	$ 6,000,000
• Road Improvements	$ 2,730,000
• New Adult Football/Softball Complex	$ 2,500,000
• Canadian Trails Wilderness Park Development	$ 2,000,000
• Westwood Tennis Center Improvements	$ 1,000,000

The NORMAN FORWARD Ordinance also authorizes funds from the NORMAN FORWARD Sales Tax (NFST) to be used for other projects and services such as public art at NFST facilities; a senior citizen's center; and staff and consultant support in the design, construction and maintenance of the NFST facilities. Because of the intended completion schedule of the major NFST projects, debt financing was anticipated and authorized to move the projects forward ahead of the tax revenues being received. The first of three anticipated Sales Tax Revenue Note issuances was completed by the Norman Municipal Authority in December, 2015 and a second Revenue Note was completed in FYE 2018.

The new Westwood Family Aquatic Center opened in the summer of 2018 and was extremely well-received, with the facility reaching its capacity on many days. Season passes for the Westwood Pool sold out, with season pass sales cut off at approximately 4,400.

The Norman Public Library, Eastside Branch opened in 2018 and has also been very well received. The Norman Tennis Center Complex at Westwood Park has construction completed for reconstructed outdoor courts and nearing completion for the newly-constructed indoor tennis facility.

Public art installations have become a major component of the NORMAN FORWARD program. Major public art facilities have been constructed at the entrance to Westwood Complex, at the East Branch Library, and soon to be installed at the Norman Public Library, Central.



Norman Public Library, East Branch; With Public Art Installation, "Prairie Wind"

The construction of a first phase of the extension of James Garner Boulevard, to serve the new Central Branch Library, is complete. Future phases of the project are anticipated to provide a major new thoroughfare connecting downtown Norman to the University of Oklahoma campus area and to northern Norman.

The City Council/NMA recently awarded construction contracts for the first phase of construction of facilities at Ruby Grant Park in far north Norman; for the Reaves Park baseball/softball Complex in south central Norman and for the Griffin Park Soccer Complex in northeast Norman. Negotiations are progressing for the siting of the Indoor Multi-Sport (volleyball/cheerleading/basketball) and Indoor Aquatic Center within the University North Park development. Locating these major facilities within walking distance of the many hotels, retail establishments and transportation facilities in UNP will make Norman an attractive location for state and regional sports tournaments and other activities, drawing visitors and consumers to the City. As all of these projects progress, the full benefit of the NORMAN FORWARD program will begin to be enjoyed.

University North Park TIF District Capital Fund



In 2001, a large (approximately 580 acres) tract of land adjacent to (west of) the Westheimer/University of Oklahoma Airport and adjacent to (east of) Interstate 35 in northwest Norman was opened for development, by the lifting of Federal Aviation Administration development restrictions which had been in place previously. The tract was sold by the University of Oklahoma (OU) to the OU Foundation, who became the developer of the property. On August 27, 2002, the City approved a Planned Unit Development (PUD) to guide development of the property, which became known as "University North Park" (UNP).

Representatives of the OU Foundation approached the City of Norman for financial assistance with the infrastructural costs to develop the property. A citizen's committee was appointed to study the proposal, and on September 13, 2005 the Council received the report and recommendations of the Tax Increment Financing Citizens Ad Hoc Committee Regarding a University North Park Tax Increment Financing District. From these recommendations, the Council approved a Project Plan Ordinance for the University North Park Tax Increment Finance District (UNP TIF) on May 23, 2006. The Project Plan authorized $54.7 million dollars in public improvements within UNP.

Guided by this Project Plan Ordinance, the City has been apportioning incremental sales taxes and property taxes generated with University North Park since 2006 to pay for public improvements authorized by the Project Plan (note that pursuant to their enabling ordinances, earmarked Public Safety and Norman Forward Sales Taxes are not apportioned to the UNP TIF Fund). Over $30 million of public improvements have been financed by the UNP TIF to date, including the construction of Legacy Park; the Rock Creek Road overpass of I-35; road and intersection improvements throughout UNP; and payment for infrastructural improvements in the Norman Economic Development Authority's UNP Corporate Center and Advanced Manufacturing Center. Currently, approximately $25 million in remaining authorized project costs remain outstanding, and approximately $15 million is projected to be available in apportioned taxes in the UNP TIF Fund balance by June 30, 2020.

The Council has stated its intent to negotiate for the termination of the sales tax and property tax apportionments by June 30, 2019, enabling all of the subsequent sales taxes generated in UNP to be recorded to the General Fund and Capital Fund. The fiscal year 2019-2020 budget has been prepared under this direction. Negotiations are ongoing with the UNP developers regarding amendments to the UNP TIF Project Plan that would enable the termination of the tax apportionments within the parameters of the amended UNP TIF Ordinance and various development agreements.

Significant development has occurred in University North Park and is continuing. Recently, the developers of UNP offered land within UNP for two of the major projects to be paid for by the NORMAN FORWARD sales tax: the Indoor Aquatic Center and the Indoor Multi-Sport Center (volleyball, basketball, cheerleading, etc.). The location of this combined development of over $25 million would have many mutual benefits for both UNP and the facilities themselves. UNP would benefit from the increased customer traffic generated by the recreational facilities, and the facilities would benefit from the location close to UNP hotels and retail establishments. The sports facilities anticipate drawing not only hundreds of local residents per day for practices, games, meets and tournaments, but also to draw participants in state and regional swim meets, basketball, volleyball and cheerleading tournaments, and other events. Final location decisions are yet to be made, but the FYE 2020 budget anticipates the beginning of the construction of

these major facilities during the course of this fiscal year (see NORMAN FORWARD discussion, above). The City's continued investment in the University North Park development will continue to pay off years into the future.

Progress on Other Capital Projects

The fiscal year 2019-2020 budget also includes allocations for many other capital projects and facilities. These projects are detailed in the separate Capital Improvements Project Budget document. Notable progress is being made on projects paid for by General Obligation Bonds approved by the voters of Norman; earmarked Public Safety Sales Tax and NORMAN FORWARD Sales Taxes; Community Development Block Grant Disaster Recovery Grants; Norman Water and Water Reclamation Utility ratepayers; and the earmarked Capital Sales Tax.

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.

The Norman Water Utility is undertaking a ***major project 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 Norman Utilities Authority (NUA) Trustees/Council to meet new U.S. Environmental Protection Agency/Oklahoma Department of Environmental Quality mandated disinfection requirements and to address taste and odor issues that are experienced periodically. The City obtained a Statewide Revolving Fund Loan administered by the Oklahoma Water Resources Board to finance the $31 million plant improvement project. Construction on the plant improvements is ongoing.



Construction of Improvements to Norman Water Treatment Plant

Norman Water Reclamation (Wastewater) Enterprise Utility

Major improvements were recently completed at the Norman Water Reclamation Facility (WRF). The improvements 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 or more. The WRF has received regional awards for the quality of the effluent (output) produced from the plant, and the Utility continues to explore ways to use the high-quality treated effluent, such as for irrigation and enriching the City's compost processes.

Norman Sanitation Enterprise Utility

The Norman Sanitation Utility provides automated municipal solid waste collection and public access transfer station disposal 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 continues to allocate funds to provide for these services within the ratepayer revenues provided.

Norman Storm Water Utility

Since the National Pollutant Discharge Elimination System (NPDES) regulations were pronounced by the U.S. Environmental Protection Agency in the 1990's, the City of Norman has known that its programs in stormwater drainage management, point-source water quality mitigation and other factors would, by law, have to be improved. Since the adoption of the City of Norman's *Stormwater Master Plan* in 2009, the City has had a plan for how to meet these regulations and professional estimates of the costs to do so. The City of Norman has not, however, implemented a stormwater utility fee to pay for the improvements, as have most cities confronted by the same mandated costs. Other cities in Oklahoma and across the country have implemented similar storm water program enhancements over the past 20 years through the adoption of Storm Water Utility (SWU) rates. Norman is the only large city in Oklahoma without a SWU. On April 2, 2019, the voters of Norman rejected a proposed stormwater utility fee which would have provided funding for many of the mandated NPDES improvements (the Norman City Charter requires voter approval of utility rate increases).

The City will continue to budget for its stormwater maintenance and related programs within the General Fund and Capital Fund, but the allocations will be far short of requirements of the federal NPDES permit. Future year budgets will be required to provide more adequate funding for these services. If additional revenue is not generated through a SWU or other funding mechanisms, the City's General Fund will suffer and the City of Norman will struggle to be in compliance with the requirements of its Phase II Storm Water Permit.

Utility Enterprise Personnel Changes

Targeted personnel were added to serve the City's utility functions:

- Geographic Information Systems Technician
- Utility Customer Service Representative

- Administrative Technician (Part-Time)

In some cases, the personnel will be accounted for in the General Fund and paid through internal transfer expenditures from each of the three utility enterprise funds.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2020 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.

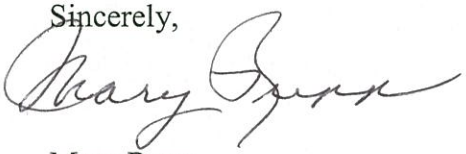
SUMMARY

The fiscal year 2019-2020 budget is highlighted by changes to the accounting for several vital City functions. The changes are proposed in an effort to better address required funding for mandated programs and to demonstrate the need for more funding in certain areas. Under the direction of the Council, the City will continue to work within limited resources to provide the services which our residents deserve and demand while looking for new or more efficient revenue sources and/or reducing services in targeted areas. It is to the great credit of our policy makers, City employees and our citizens that Norman continues to be able to provide these basic services and capital improvements in these lean budget times.

CONCLUSION

I would like to express my personal appreciation for the outstanding work done by the 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. In my short time as City Manager, I have been extremely impressed first by the diligence and dedication of the Council in studying the many issues before you and in providing direction to confront the many issues faced by the City. I am equally impressed by the dedication of our staff and by the persistence and constant interest displayed by our residents and interested citizens in providing their input to you. 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,



Mary Rupp,
Interim City Manager



Oklahoma Sooners Football Game Day Campus Corner

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 124,445 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 27,077.

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, Earth Day Festival, Norman Music Festival, May Fair, Jazz in June, and Midsummer Night's Fair in July. Fall and Winter festivals include a Holiday Celebration in December and the Chocolate Festival held in February.



Holiday Celebration in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night's Fair held in July

Photos courtesy of Norman Convention & Visitor's Bureau and Norman Parks & Recreation

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



Norman Music Festival



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation



Community & Special Use centers	10
Number of developed parks	64
Developed park acreage	999.85
Number of undeveloped parks	5
Undeveloped park acreage	171.55
18-hole golf courses	1
Disc golf courses	4
Swimming pools	4
Sprayground / Water Playground	3
Waterslides	3
Tennis courts	26
Skate park	4
Competition baseball / softball fields	31
Competition Soccer fields	25
Neighborhood practice baseball fields	30
Neighborhood soccer practice goals	27
Recreational football fields	4
Outdoor half-court basketball courts	28
Outdoor full-court basketball courts	5
Recreational / Fishing Ponds	9
Dog Parks	1
Miles of Walking Trails	32.2

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(2) Median Age	(3) School Enrollment	(4) Unemployment Rate
2010	113,733	26,371	29.4	14,025	5.3
2011	111,398	24,586	30.4	14,644	5.0
2012	113,273	26,058	29.6	15,022	4.4
2013	115,562	27,343	29.7	15,510	5.0
2014	118,197	26,267	29.9	15,739	4.2
2015	118,040	27,749	30.2	15,745	3.8
2016	120,284	28,273	30.1	15,944	4.2
2017	122,180	28,458	30.3	16,363	4.2
2018	122,843	30,168	30.3	16,162	3.5
2019	124,034	n/a	n/a	16,085	n/a

Sources:
(1) 2009-10 and 2019 estimated by the City of Norman Planning Department, 2011-18 obtained from census data
(2) U.S. Census Bureau; 1-yr. American Community Survey Estimate
(3) Norman Public Schools
(4) U.S. Department of Labor
(5) N/A – Information not currently available

Community Profile

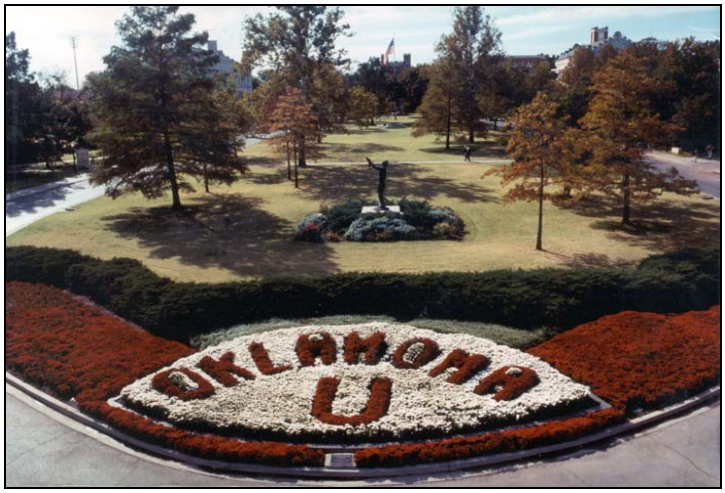
Facilities and services not included in the reporting entity:

Hospitals:

Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	219
Number of licensed patient beds (Healthplex)	168

Education (2017-2018 School Year):

Total school enrollment – Norman Public Schools	16,085
Number of elementary schools	17
Number of elementary students	7,814
Number of elementary school instructors	597
Number of secondary schools	6
Number of secondary school students	8,114
Number of secondary school instructors	530
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

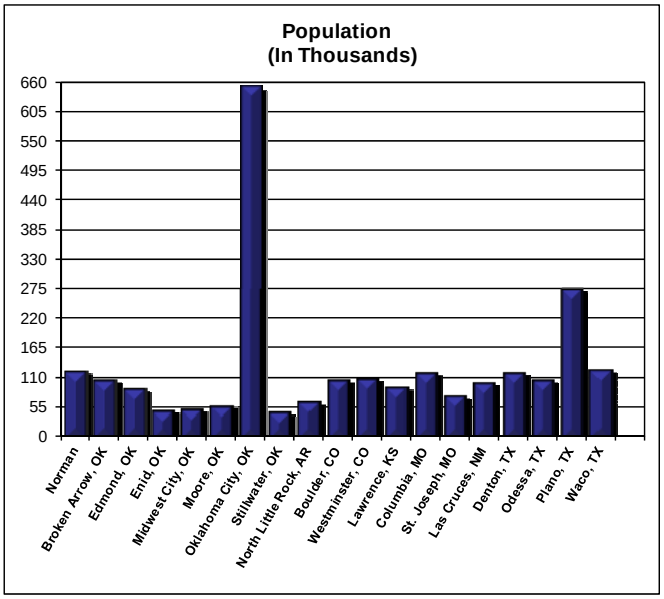
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	11,172
Norman Regional Hospital	Medical Services	3,040
Norman Public Schools	Education Services	1,872
York International / Johnson Controls	Heating / Air Conditioning	1,030
Wal-Mart	General Merchandise Retailer	950
City of Norman	Government Services	883
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	549
Hitachi	Computer Products	460
NOAA National Severe Storm Laboratory	National Weather Services	400
Oklahoma Veterans' Center – Norman Division	Medical Services	350
USPS National Center for Employee Development	Government Service	350

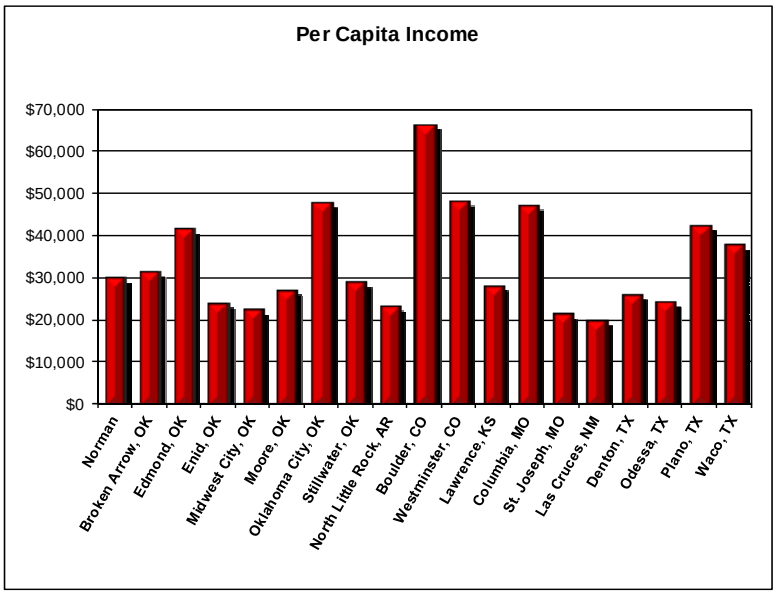
INTER-CITY BENCHMARK COMPARISONS

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 Oklahoma or a bordering state

City	Population	Median Age	Square Miles
Norman	**124,034**	**30.3**	**189.5**
Broken Arrow, OK	112,000	37.0	55.0
Edmond, OK	89,769	35.0	87.5
Enid, OK	51,386	36.5	73.9
Midwest City, OK	54,371	35.2	28.0
Moore, OK	61,523	33.9	22.0
Oklahoma City, OK	670,028	36.2	620.0
Stillwater, OK	49,829	23.6	28.4
North Little Rock, AR	66,075	35.9	54.6
Boulder, CO	108,507	27.2	27.3
Westminster, CO	117,094	36.7	35.0
Lawrence, KS	100,736	27.5	34.8
Columbia, MO	120,795	27.6	65.9
St. Joseph, MO	77,037	35.7	44.0
Las Cruces, NM	103,163	31.1	77.0
Denton, TX	129,635	29.1	87.9
Odessa, TX	107,158	31.2	45.9
Plano, TX	277,400	37.2	72.2
Waco, TX	267,554	34.0	101.3

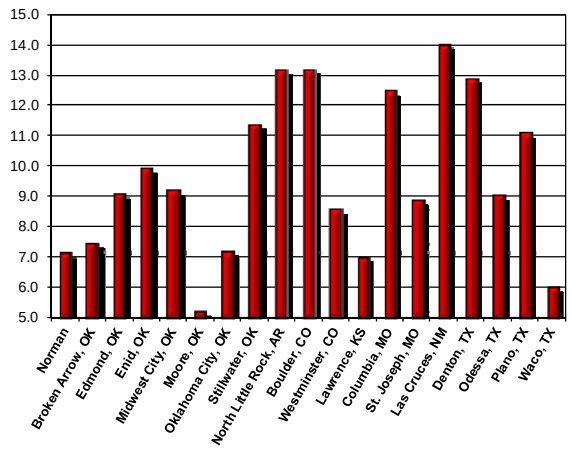




City	Per Capita Income
Norman	**$30,168**
Broken Arrow, OK	$31,666
Edmond, OK	$41,628
Enid, OK	$24,076
Midwest City, OK	$22,451
Moore, OK	$27,248
Oklahoma City, OK	$48,000
Stillwater, OK	$29,093
North Little Rock, AR	$23,282
Boulder, CO	$66,524
Westminster, CO	$48,312
Lawrence, KS	$28,313
Columbia, MO	$47,236
St. Joseph, MO	$21,401
Las Cruces, NM	$19,923
Denton, TX	$26,165
Odessa, TX	$24,358
Plano, TX	$42,522
Waco, TX	$37,755

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**16,085**	**3.50%**	**Oklahoma Gas & Electric (OG&E), Wal-Mart Stores, Inc., AVARA/Astellas**
Broken Arrow, OK	19,081	4.30%	Public Service Company, AG Equipment, Walmart
Edmond, OK	25,242	2.70%	Fraim Investments LLC, IA Edmond Bryant LLC, Cornerstone Oxford Oaks LLC
Enid, OK	8,100	3.50%	Advance Foods, ADM Milling, Oklahoma Gas & Electric (OG&E)
Midwest City, OK	13,542	4.30%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), GS Legacy Corner, LLC
Moore, OK	24,687	3.40%	Oklahoma Gas & Electric (OG&E), Walmart, KRG Shops at Moore
Oklahoma City, OK	44,138	3.30%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores
Stillwater, OK	6,524	3.90%	ASCO Aerospace USA, Walmart Real Estate, Links at Stillwater
Fort Smith, AR	14,048	7.70%	Mortgage Clearing Corp., Lereta, LLC, Corelogic Tax Services, LLC
North Little Rock, AR	9,169	5.70%	McCain Mall, LR Enclave Apartments, Foothills Acquisition, LLC
Boulder, CO	not available	2.80%	Xcel Energy Inc., IBM Corporation, Qwest Corporation
Westminster, CO	not available	3.90%	not available
Lawrence, KS	11,970	2.60%	Westar Energy, Wal-Mart, Cherry Hills Properties
Columbia, MO	18,552	4.30%	Union Electric, Shelter Insurance, 3M Company
St. Joseph, MO	11,376	3.80%	Boehringer Ingelheim Animal Health, Belt Highway Investment, AG Processing Inc.
Las Cruces, NM	31,001	6.90%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	29,935	2.90%	Columbia Medical Center of Denton, O'Reilly Hotel Partners, WinCo Foods, LLC
Odessa, TX	30,450	3.40%	Odessa Regional Medical Center, Midland Investors LLC, BJ Services Company USA
Plano, TX	54,573	4.00%	Oncor Electric Delivery, JC Penney Headquarters, HP Enterprise Services
Waco, TX	14,946	3.90%	Allergan Inc./ Vision Pharmaceuticals, Mars Snackfood US LLC, Coca Cola Company

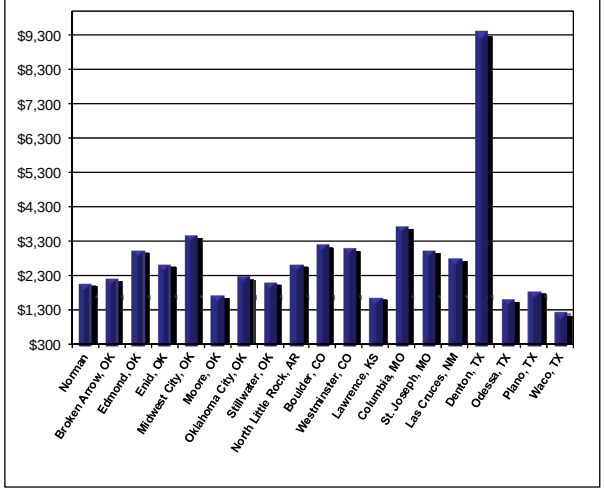
Employees Per 1,000 Citizens



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**883**	**7.1**
Broken Arrow, OK	832	7.4
Edmond, OK	815	9.1
Enid, OK	509	9.9
Midwest City, OK	500	9.2
Moore, OK	319	5.2
Oklahoma City, OK	4,804	7.2
Stillwater, OK	566	11.4
North Little Rock, AR	870	13.2
Boulder, CO	1,433	13.2
Westminster, CO	1,000	8.5
Lawrence, KS	846	7.0
Columbia, MO	1,508	12.5
St. Joseph, MO	684	8.9
Las Cruces, NM	1,445	14.0
Denton, TX	1,670	12.9
Odessa, TX	967	9.0
Plano, TX	3,073	11.1
Waco, TX	1,600	6.0

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$265.09**	**$264.19**	**$2,130**
Broken Arrow, OK	$281.90	$254.17	$2,269
Edmond, OK	$264.09	$278.00	$3,097
Enid, OK	$134.72	$136.91	$2,664
Midwest City, OK	$150.08	$192.62	$3,543
Moore, OK	$108.94	$108.94	$1,771
Oklahoma City, OK	$1,563.89	$1,563.89	$2,334
Stillwater, OK	$117.45	$107.84	$2,164
North Little Rock, AR	$175.24	$176.27	$2,668
Boulder, CO	$359.02	$353.75	$3,260
Westminster, CO	$368.98	$368.98	$3,151
Lawrence, KS	$197.20	$206.65	$1,711
Columbia, MO	$432.50	$455.71	$3,773
St. Joseph, MO	$237.72	$237.72	$3,086
Las Cruces, NM	$248.74	$293.67	$2,847
Denton, TX	$1,227.80	$1,225.08	$9,450
Odessa, TX	$174.40	$176.23	$1,645
Plano, TX	$498.53	$528.05	$1,904
Waco, TX	$266.42	$340.89	$1,274

Expenditures Per Capita Income

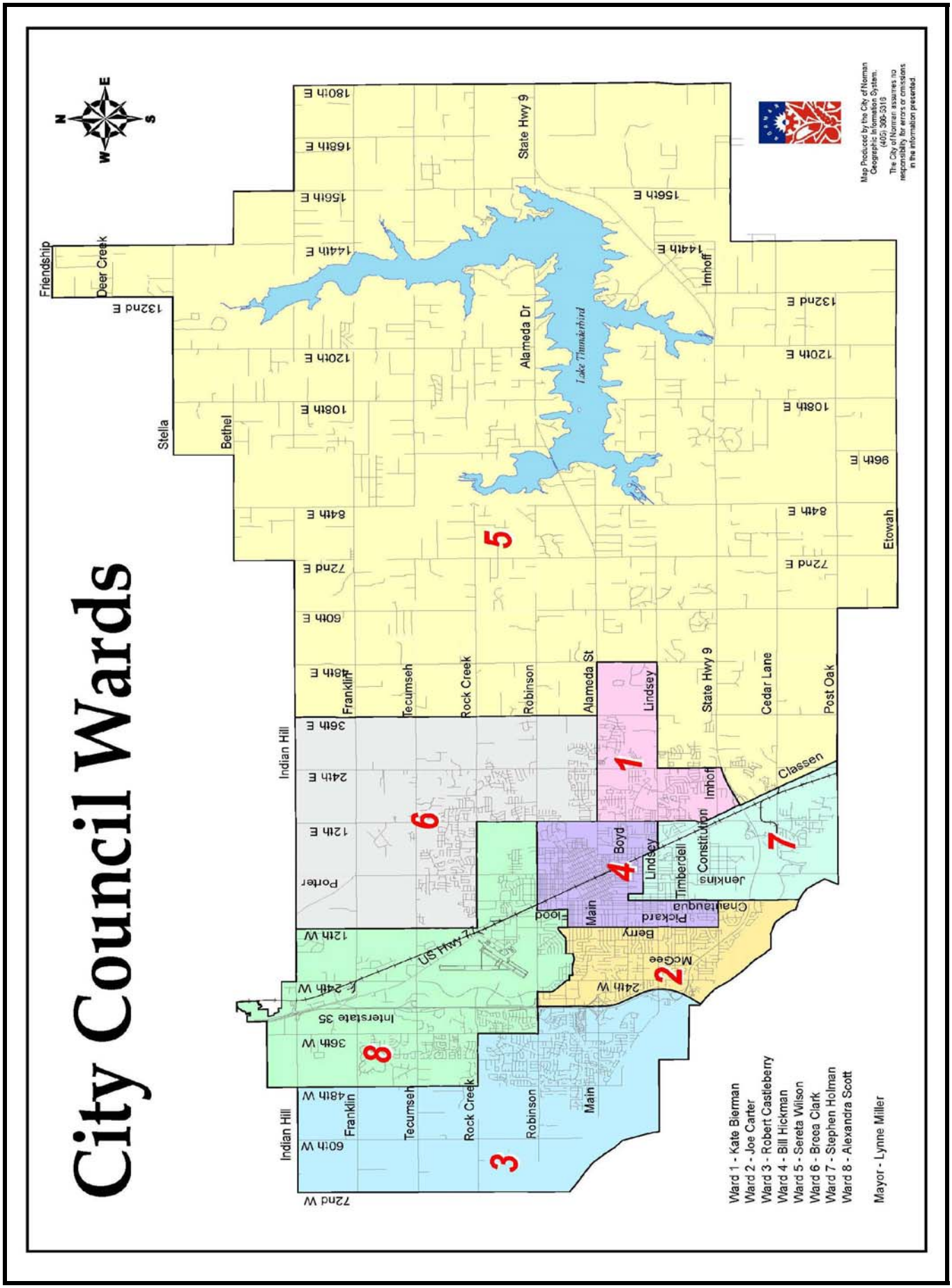


Government Facilities and Service Statistics

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	303
Non-Union	167
Fire Protection:	
Number of Stations	9
Number of fire personnel	163
Number of calls answered (for 2018)	15,949
Number of inspections conducted (for 2018)	2,155
Police Protection:	
Number of stations (includes Norman Investigations Center)	2
Number of police personnel (includes emergency communications staff)	251
Number of patrol units	109
Physical arrests (for 2018)	6,331
Traffic violations (for 2018)	38,744
Parking violations (for 2018)	12,593
Number of reported crimes (part one crime index for 2018)	4,002
Calls for service (for 2018)	93,773
Sewerage System:	
Miles of sanitary sewers maintained by the City	507
Miles of storm sewers maintained by the City	144
Number of treatment plants	1
Daily average treatment in gallons	10,500,000
Design capacity of treatment plant in gallons	17,000,000
Water System:	
Miles of water mains maintained by the City	600.2
Number of service connections (includes 918 sprinkler connections)	39,003
Number of fire hydrants	5,988
Daily average production in gallons (for 2018-excluding water purchased from OKC)	12,200,000
Maximum daily capacity of plant in gallons	17,000,000
Number of water wells in operation	31
Street Maintenance:	
Miles of urban streets maintained by the City	541.9
Miles of rural streets maintained by the City	230.3
Number of street lights	6,609
Number of signalized locations	256


City Council Wards
Ward 1 - Kate Bierman
Ward 2 - Joe Carter
Ward 3 - Robert Castleberry
Ward 4 - Bill Hickman
Ward 5 - Sereta Wilson
Ward 6 - Breea Clark
Ward 7 - Stephen Holman
Ward 8 - Alexandra Scott
Mayor - Lynne Miller
Lake Thunderbird
State Hwy 9
Alameda Dr
Imhoff
Friendship
Deer Creek
Stella
Bethel
Etowah
Indian Hill
Franklin
Tecumseh
Rock Creek
Robinson
Alameda St
Lindsey
Cedar Lane
Post Oak
Classen
Boyd
Timberdell
Constitution
Jenkins
Chautauqua
Pickard
Berry
McGee
Main
Flood
Porter
US Hwy 77
Interstate 35
1
2
3
4
5
6
7
8

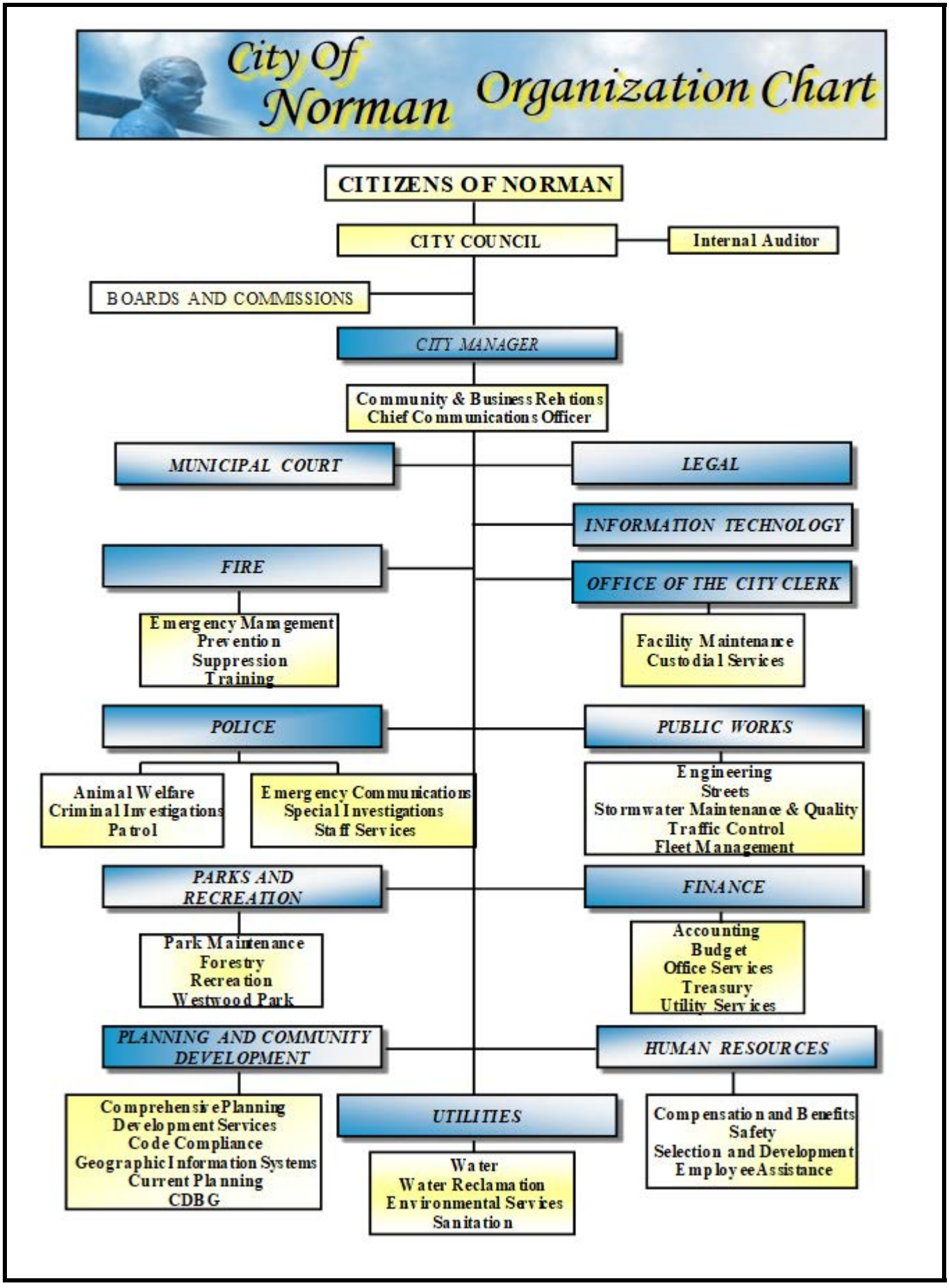


Norman Weather Festival

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.


City Of Norman Organization Chart
CITIZENS OF NORMAN
CITY COUNCIL
Internal Auditor
BOARDS AND COMMISSIONS
CITY MANAGER
Community & Business Relations
Chief Communications Officer
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 Maintenance & Quality
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
Code Compliance
Geographic Information Systems
Current Planning
CDBG
UTILITIES
Compensation and Benefits
Safety
Selection and Development
Employee Assistance
Water
Water Reclamation
Environmental Services
Sanitation

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

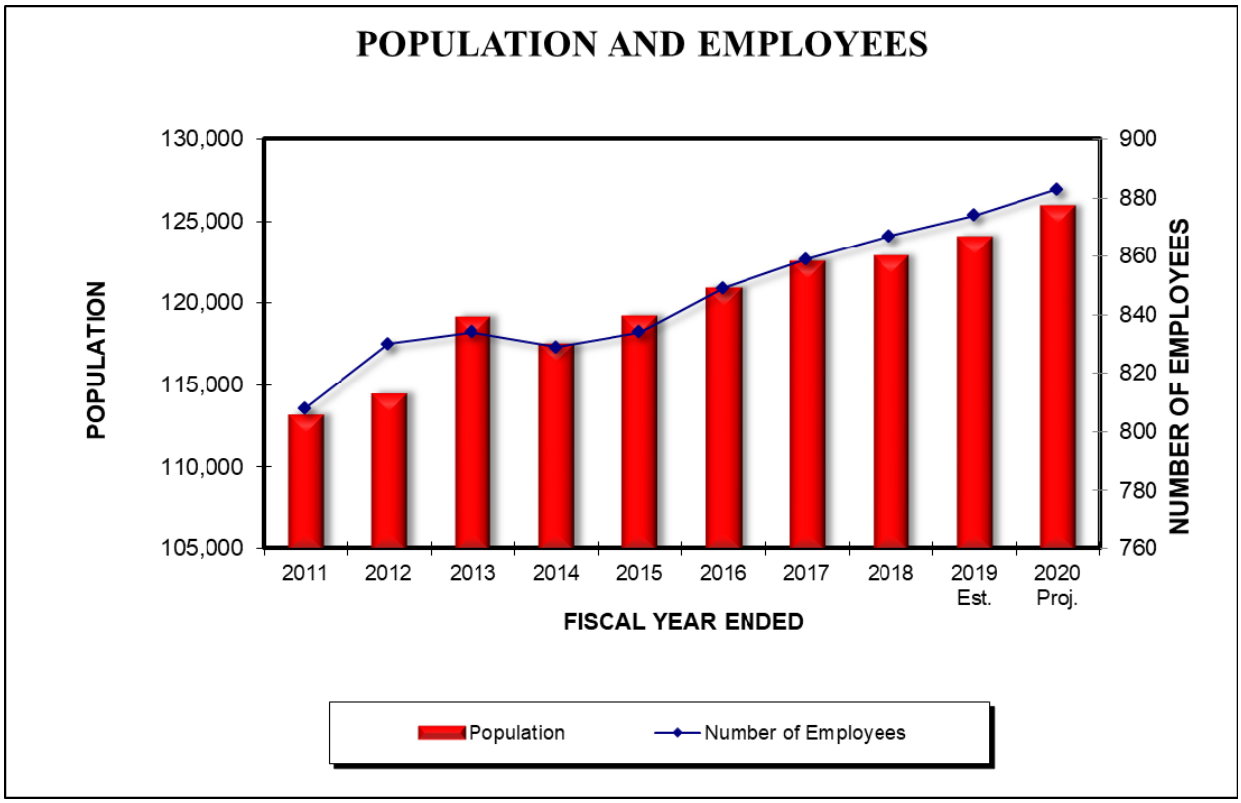
FUND	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19	FYE 20
GENERAL	568	599	558	601	602	596	599	610	615	619	626	633
PUBLIC SAFETY SALES TAX	0	0	45	65	67	69	71	77	79	82	82	82
RECREATION	20	20	20	0	0	0	0	0	0	0	0	0
CDBG	6	6	6	6	6	6	6	5	5	5	5	5
SPECIAL GRANTS	0	0	1	1	1	0	0	0	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	1	1	0	0	0	0	0
EMERGENCY COMMUNICATIONS	22	22	22	0	0	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8	9	9
WATER	52	52	52	52	52	51	51	50	50	51	51	52
WATER RECLAMATION	23	23	21	21	22	22	22	42	43	43	43	44
SANITATION	53	53	51	51	51	51	51	51	52	52	52	52
RISK MANAGEMENT	0	0	0	1	1	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	5	5	4	4
SEWER MAINTENANCE	25	25	21	21	21	21	21	1	1	1	1	1
TOTAL	780	811	808	830	834	829	834	848	859	867	874	883

FYE 16 to FYE 17 - During FYE 16 added one part-time Parking Services Officer and a Chief Communication Officer. Reclassed 3 part-time Call Taker positions to 2 full-time Communication Officers. For FYE 17 added a Customer Service Representative to Finance, a Maintenance Worker II and a Storm Water Inspector for Storm Water Quality, and a part-time Veterinarian for Animal Welfare. Added two Communication Officer II's for Public Safety Sales Tax. Added a Capital Projects Engineer and a Capital Project Construction Manager. Added a Heavy Equipment Operator to Water Reclamation Biosolids and an Administrative Technician II to Sanitation Administration.

FYE 17 to FYE 18 - During FYE 17 added one part-time Juvenile Services Coordinator. For FYE 18 added two Animal Welfare Technicians and reclassified the Veterinarian from part-time to full-time in the Police Department, and cut a vacant Assistant Attorney position in the Legal Department. Added three School Resource Officers to the Public Safety Sales Tax Fund. Added a Water Lab Technician to Water Laboratory.

FYE 18 to FYE 19 - During FYE 18 added one Customer Service Representative in Finance and one Multi-Media Specialist. For FYE 19 added a Cross Connection Program Coordinator in the Water Fund, an Aquatics/Special Event Supervisor in the Parks & Recreation Department, an Internal Auditor, Internal Auditor Technician, and a Sustainability Coordinator in the City Manager's Department, and Municipal Accountant in the Finance Department.

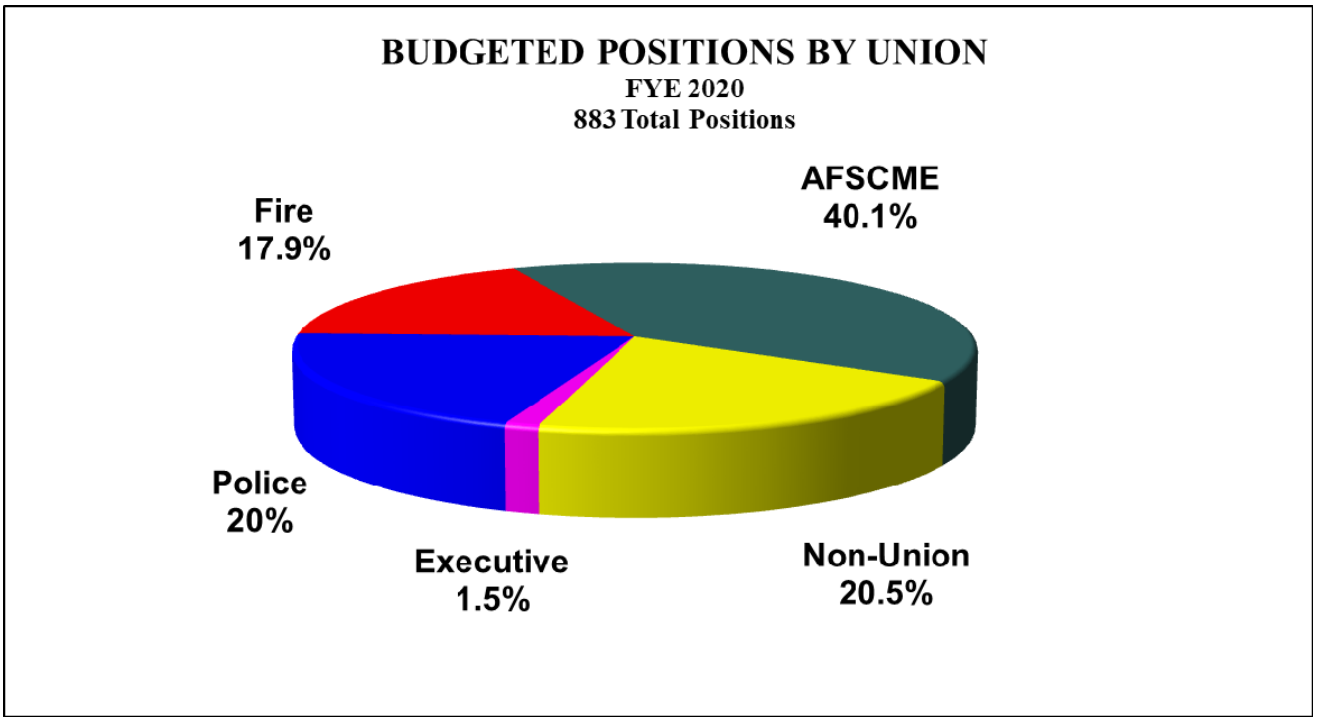
FYE 19 to FYE 20 - During FYE 19 added a Victim Advocate in the Police Department, an Assistant Fire Chief in the Fire Department, and a Recreation Food & Beverage Manager in the West Wood Fund. Cut a permanent part time Recreation Technician position in the Parks & Recreation Department and a permanent part time Custodian position in the Water Department. For FYE 20 added an HVAC Tradesworker in the City Clerk's Department, added a System Administrator in Information Systems, added a Customer Service Representative and a Budget Technician in Finance, added 2 Maintenance Workers II and a Forester in Parks and Recreation, added a GIS Utilities Technician in the Water Fund, and added a PPT Admin Tech II in the Water Reclamation Fund.



Discussion of the Graph

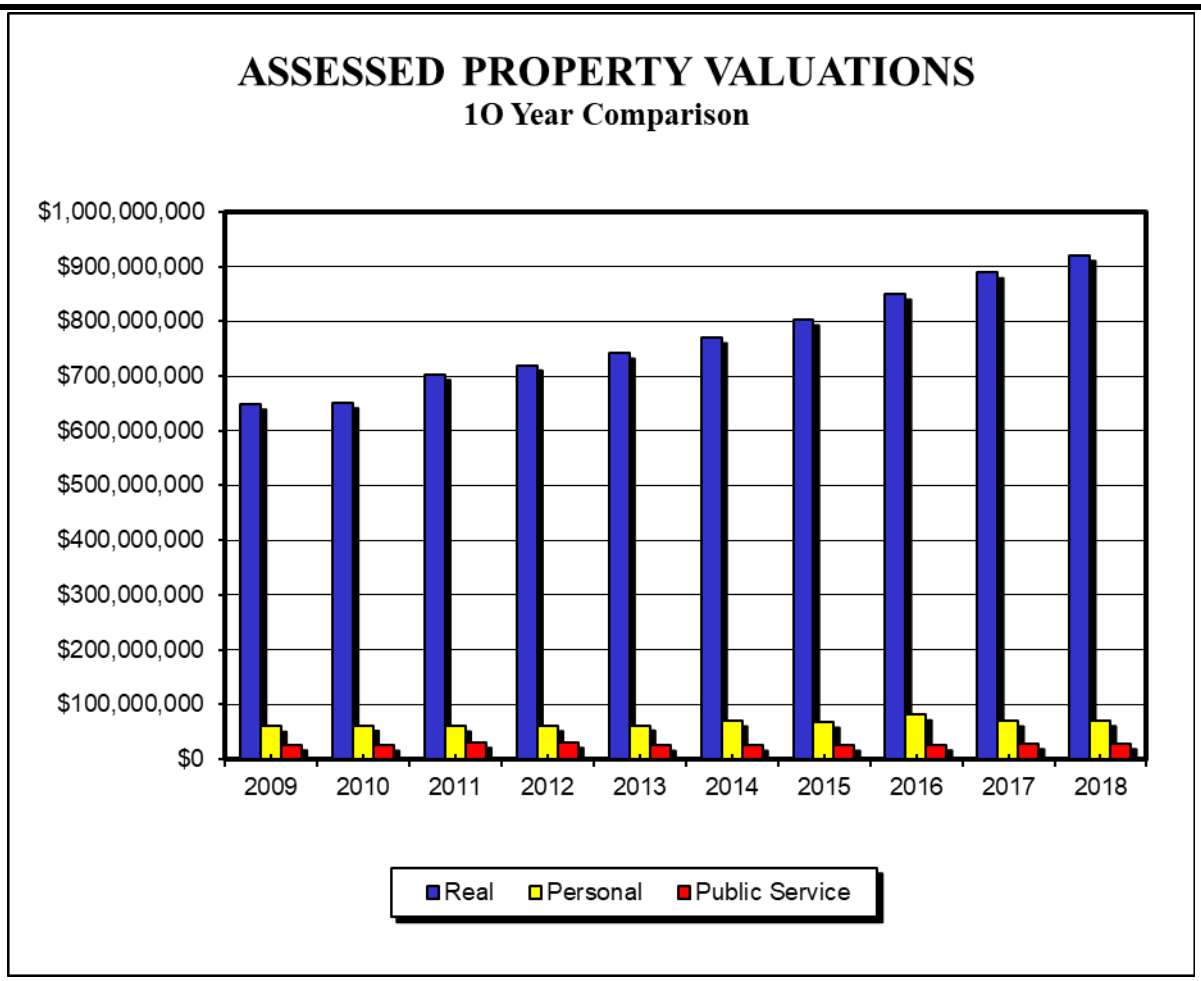
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2020, the City will employ 883 permanent employees, which is 9 more positions than budgeted in FYE 2019. Eighty-two positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 883 personnel, the City is budgeting 75 more positions than in FY 2011, or an increase of 9.3%. In 2020, the City of Norman's population is projected to be 125,895, an increase of approximately 11.4% from 2011.

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



Discussion of the Graph

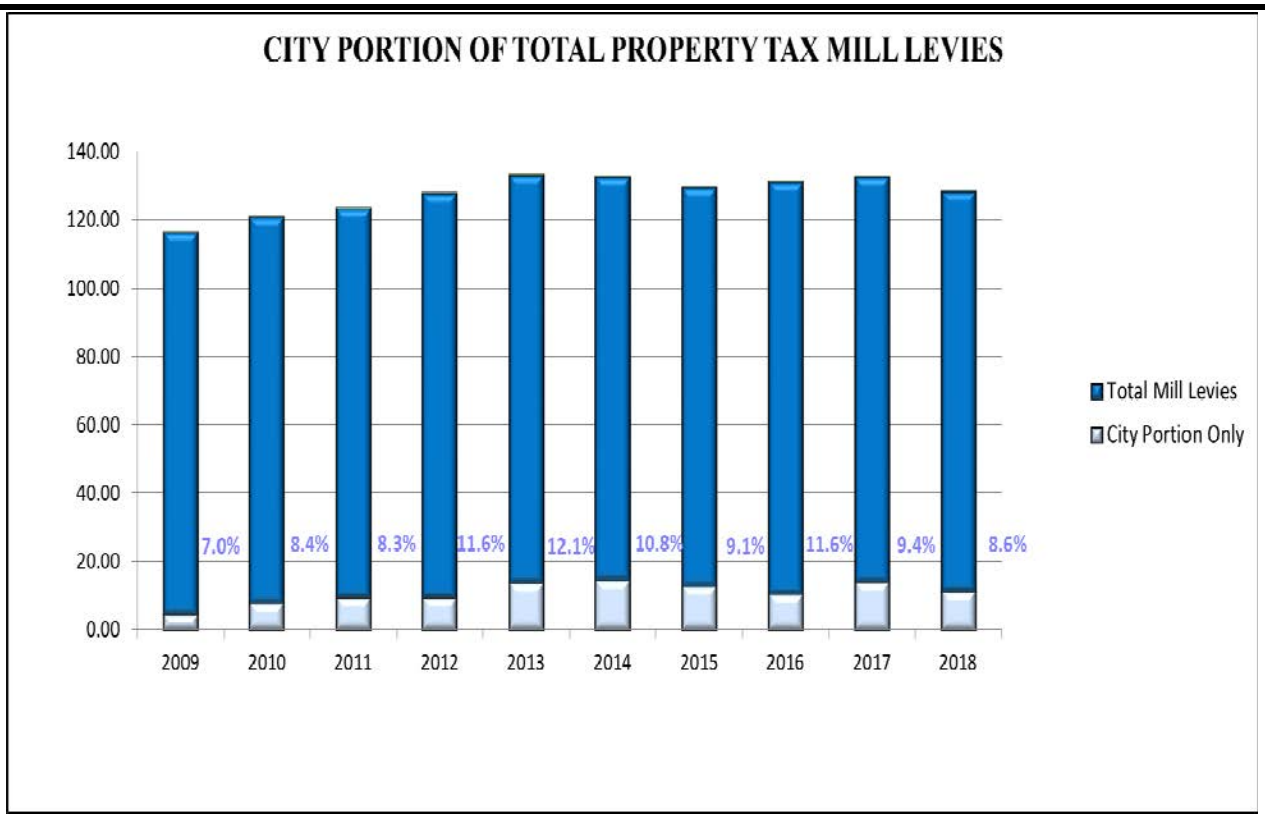
This graph illustrates the distribution of positions by bargaining unit. In FY 2019-2020 the City will employ 883 budgeted full-time and permanent part-time employees. The largest number of personnel (354) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 251 Police Department personnel, of which 177 are members of the Fraternal Order of Police (FOP) union and 50 are AFSCME members. There are a total of 164 Fire Department personnel, of which 158 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 12 department directors and the City Manager of the City of Norman. There are 194 employees that are non-union members including the executive employees.



Discussion of the Graph

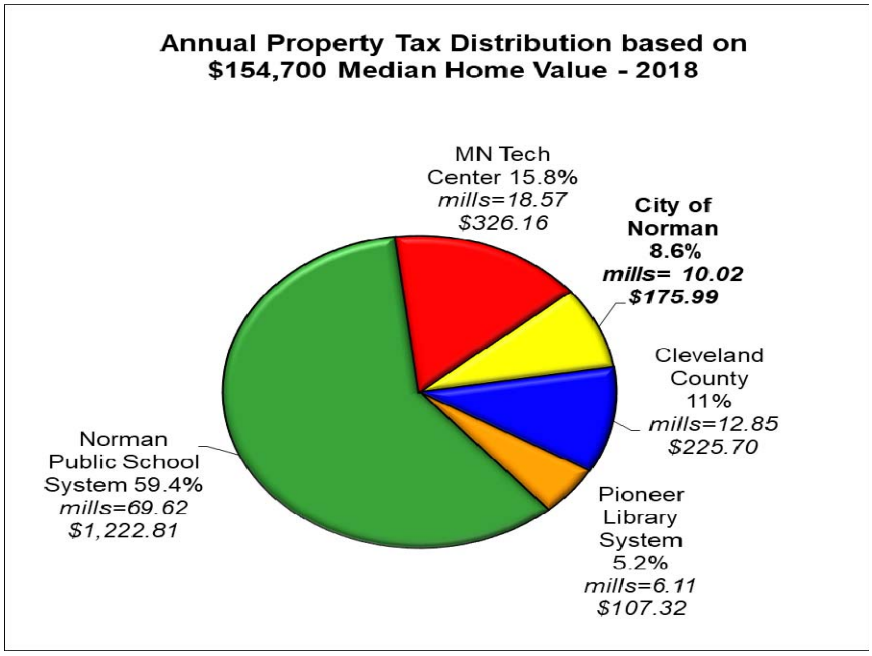
Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation 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.

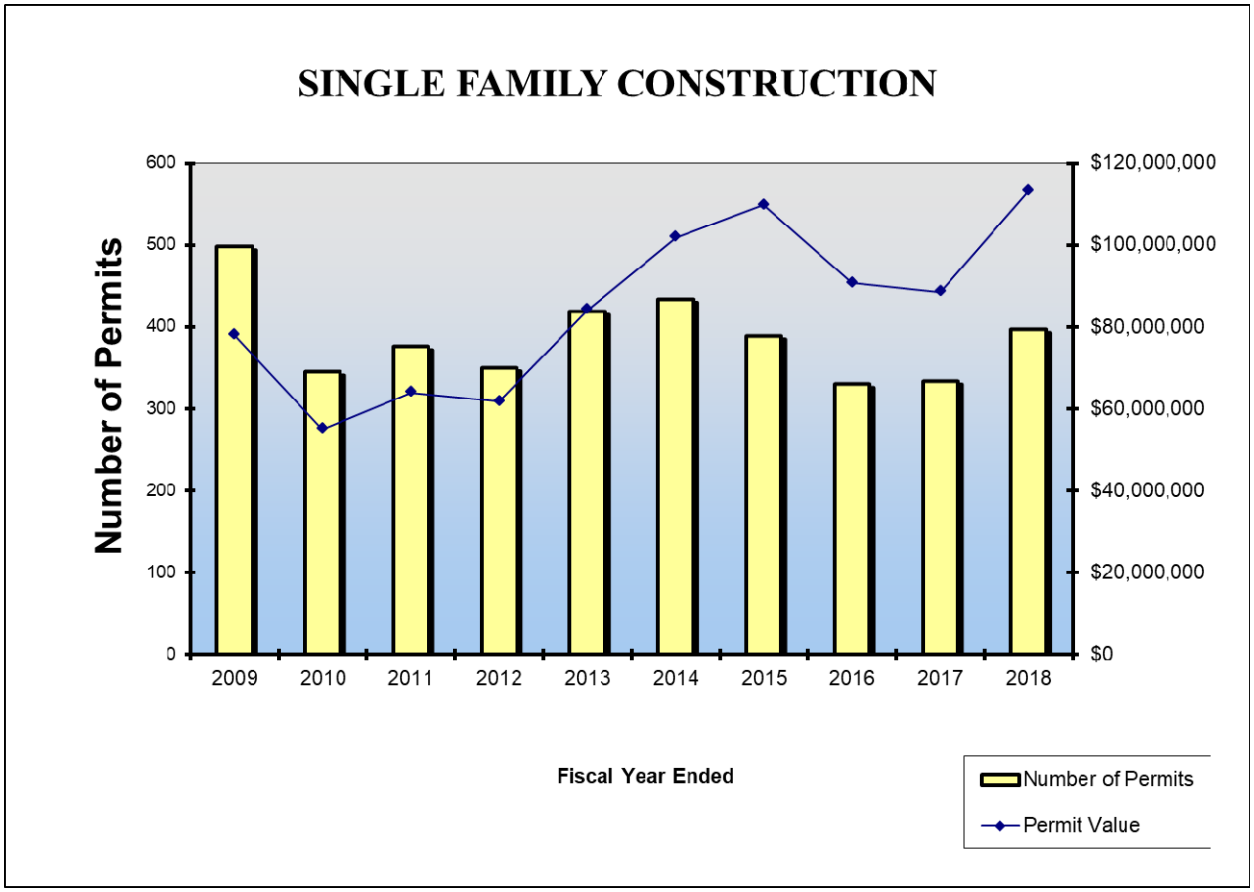
* Real Valuations do not include the homestead exemption



Discussion of the Graph

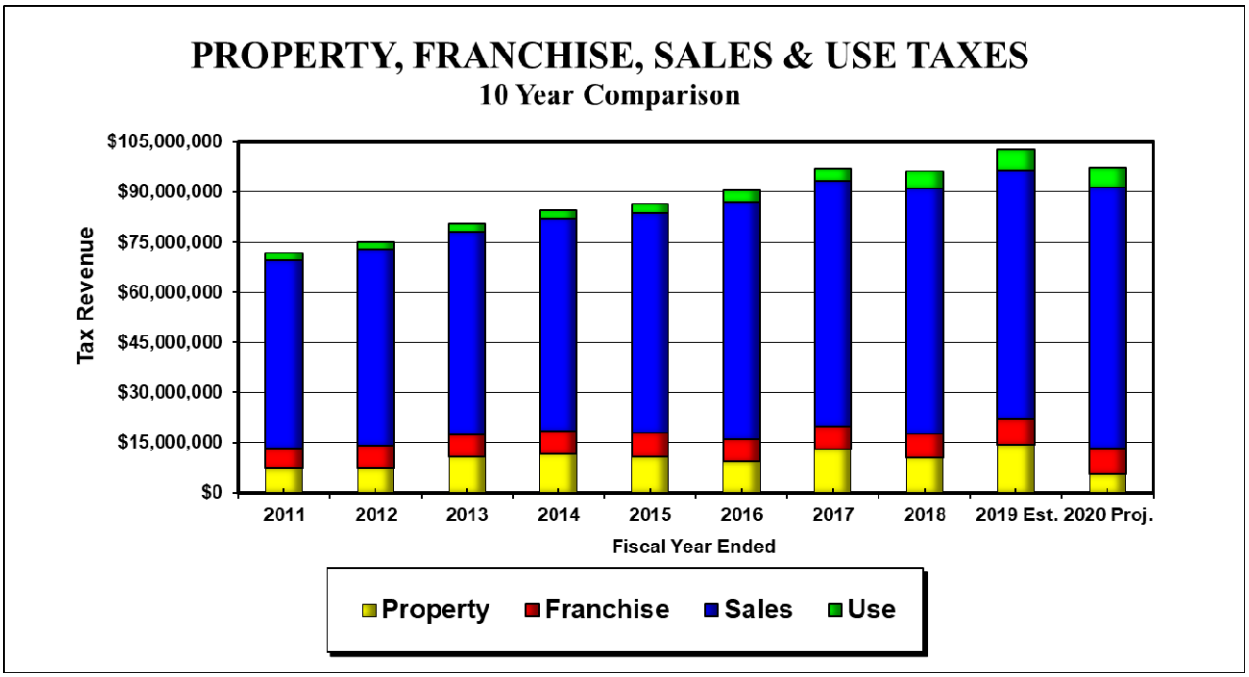
The City portion of actual property taxes levied in Norman in 2018 were 10.02 mills or $9,665,919 which is 1% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated $154,700.





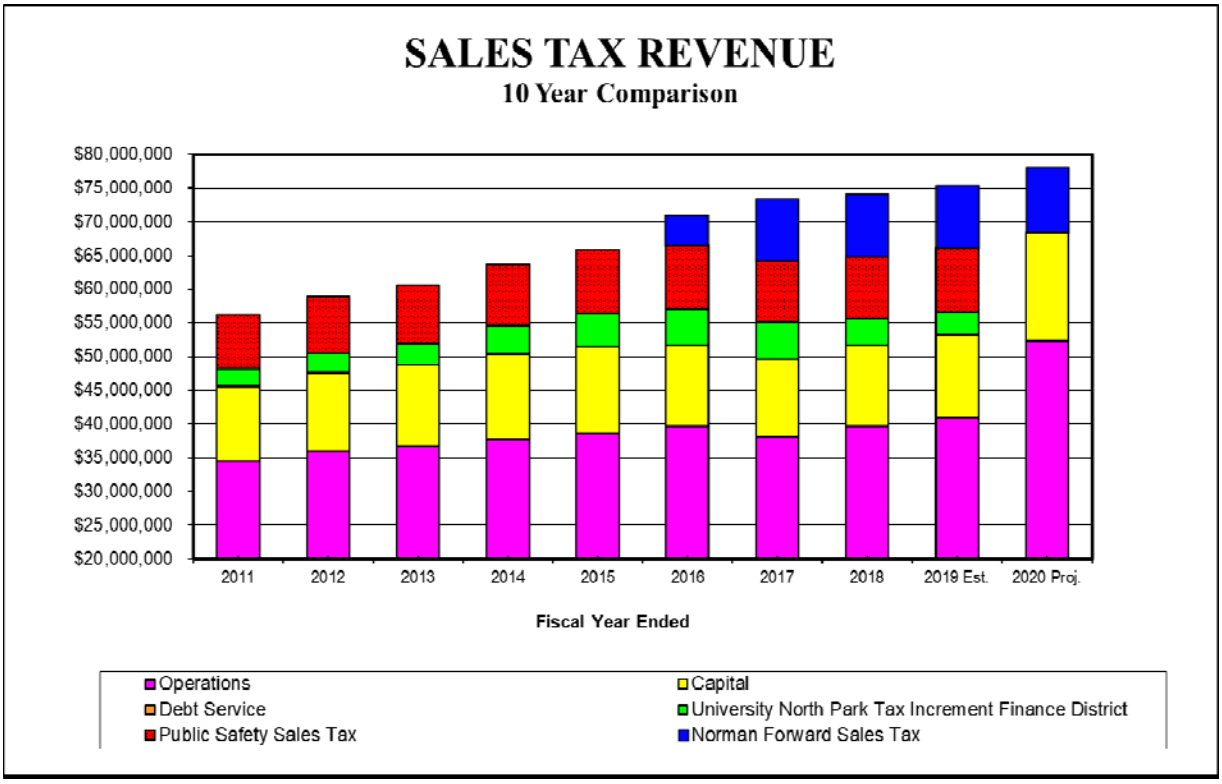
Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. In 2010, the City of Norman economy followed the U.S. economy recession. In 2013 and 2014, the permit values increased significantly from 2010. Beginning in 2015, residential construction levels dropped and continued to drop in 2016. In 2017, residential construction began to increase and the average permit value jumped by about $20,000 per unit from fiscal year 2017 to 2018.



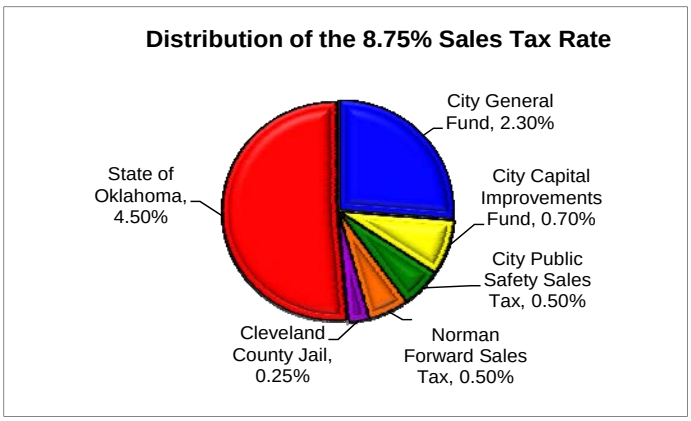
Discussion of the Graph

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). 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. On October 13, 2015, the citizens approved a one half of one percent (.5%) sales tax for NORMAN FORWARD quality of life projects. This tax became effective January 1st of 2016. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.

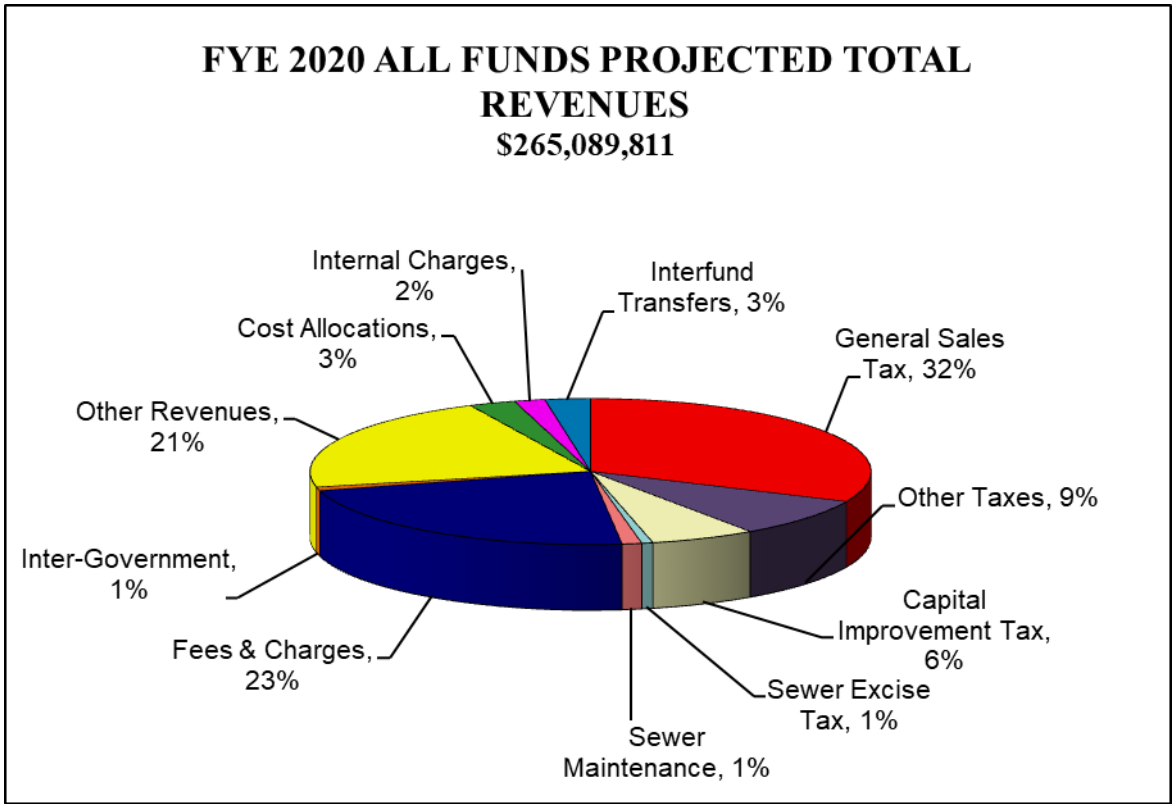


Discussion of the Graph

The City of Norman currently has a 4.0% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. 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 2010 to 2015. On May 13, 2008 Norman citizens approved a 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 is no longer be needed. The bond was completely paid off. In October of 2015, citizens approved a 1/2 percent (0.5%) new sales tax called NORMAN FORWARD Sales Tax. The NORMAN FORWARD initiative provides for funding for recreational, athletic, library, park and infrastructural improvements.



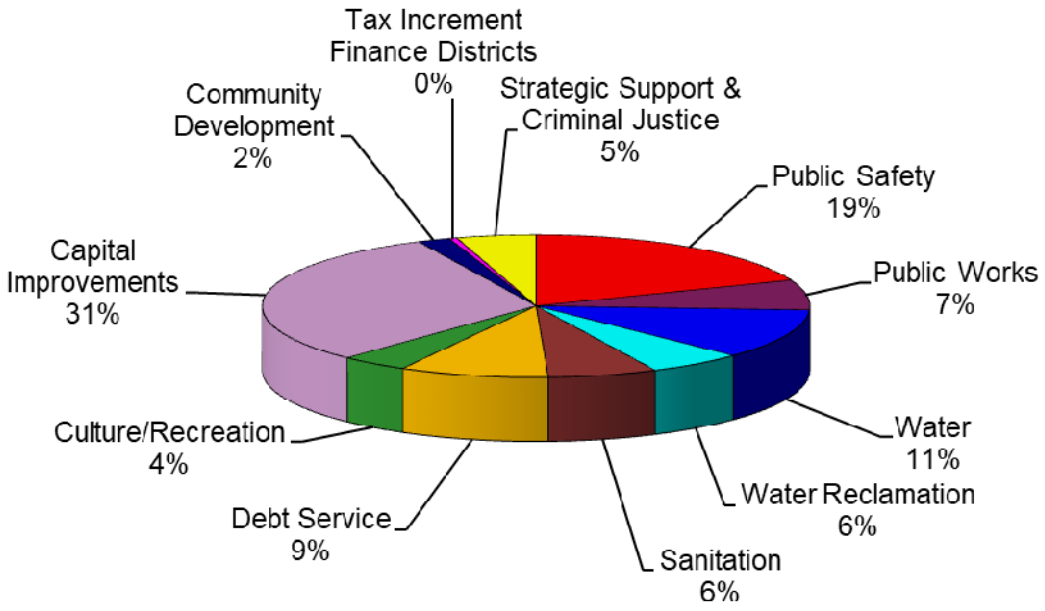
FYE 2020 Projected Figures:	
Operations	$52,279,424
Capital	$16,049,895
NORMAN FORWARD	$ 9,634,945
Total	$77,964,264



Discussion of the Graph

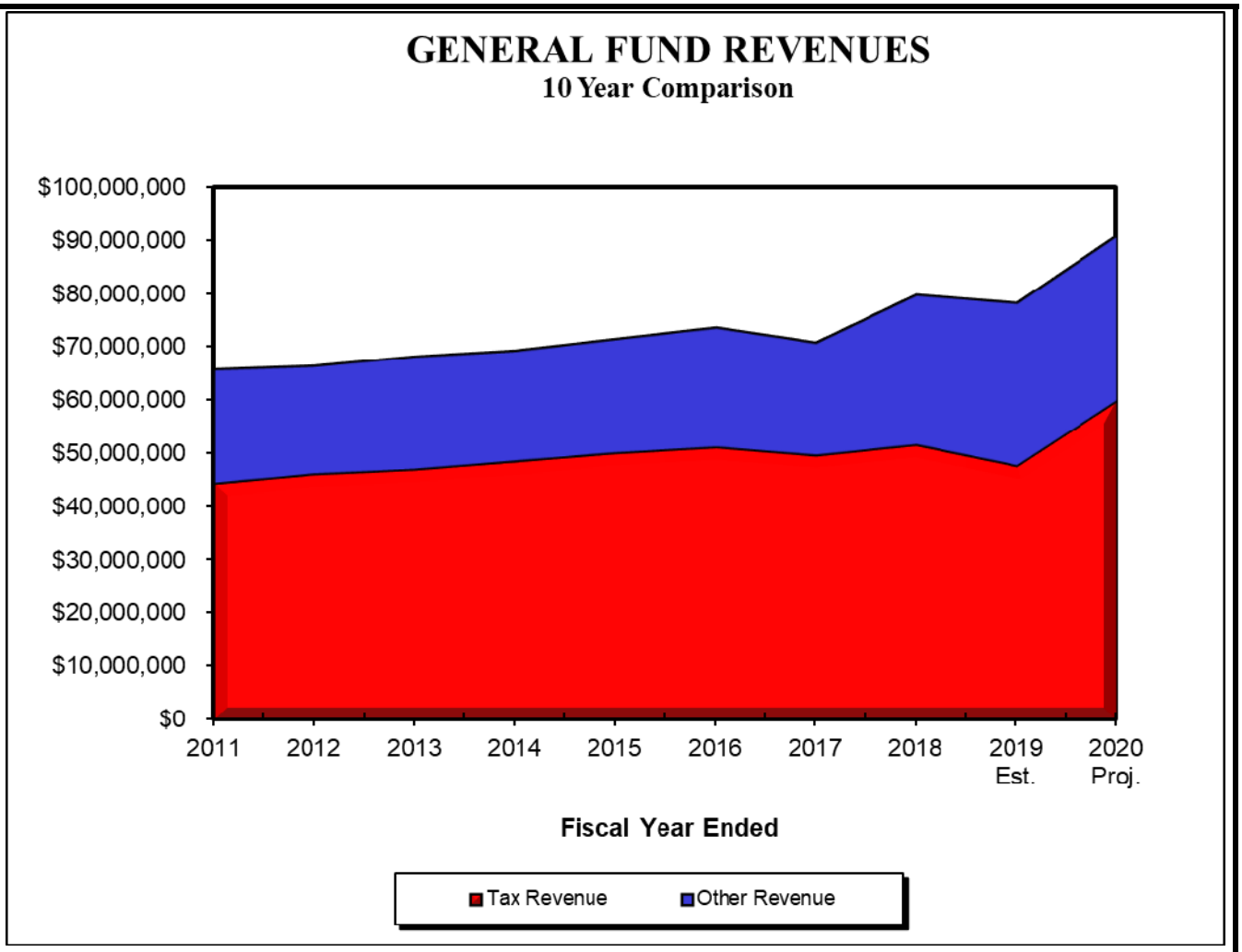
Budgeted revenues for FYE 2020 of $265,089,811 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. 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.

FYE 2020 ALL FUNDS PROJECTED TOTAL EXPENDITURES
$264,188,731



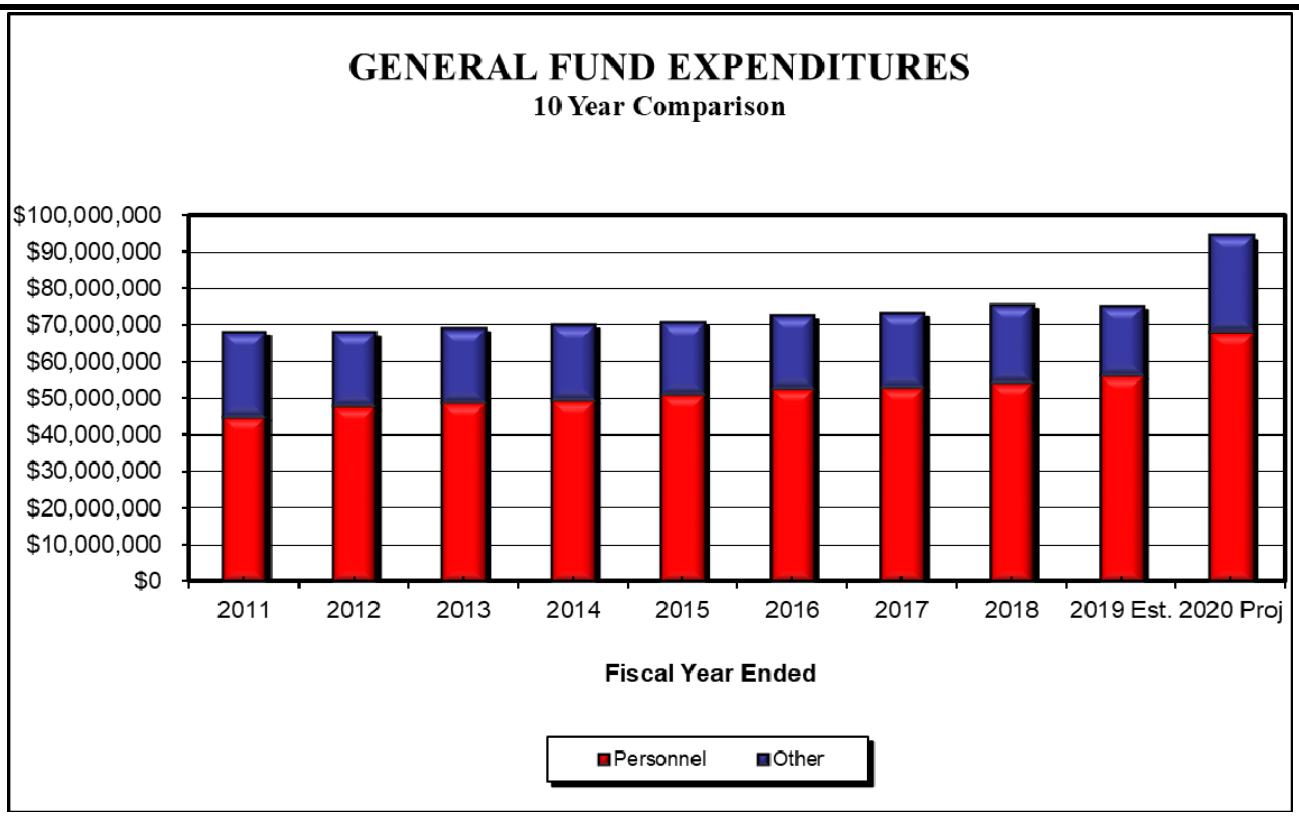
Discussion of the Graph

Budgeted expenditures for FYE 2020 of $264,188,731 are derived from several uses. The largest portion is Public Safety at 19%. The City of Norman is known for being a safe community and the citizens place a high importance on public safety.



Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 67% of total revenues in FYE 2011 to an estimated 61% of total revenues in FYE 2019 and a projected 66% in FYE 2020. Between FYE 11 and FYE 19, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. Beginning in FYE 20, the Public Safety Sales Tax and the University North Park sales tax apportionment will be accounted for in the General Fund and the Capital Fund in the same proportion as all general sales taxes. The associated increase in General Fund tax revenues is illustrated on the chart above.

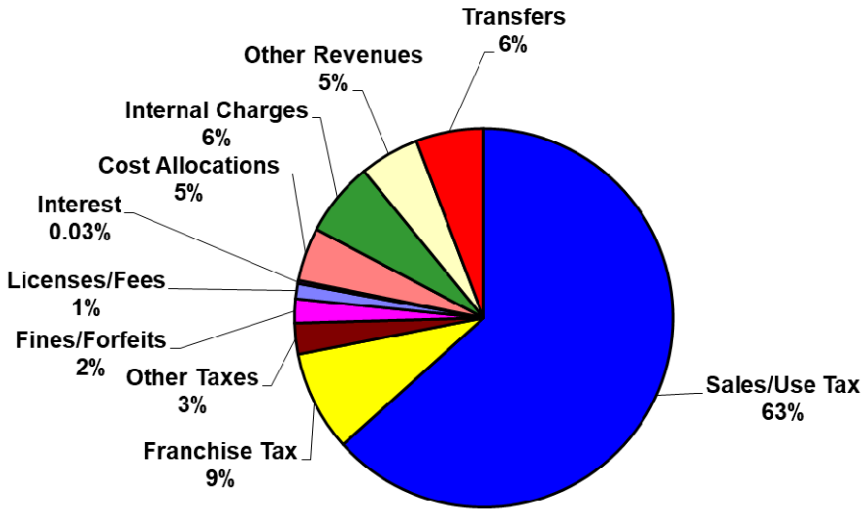


Discussion of the Graph

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 2011 and are projected to comprise about 73% of General Fund expenditures in FYE 2020. The FYE 2020 increasese in overall expenditures is largely due to the transfer of the Public Safety Sales Tax personnel and other expenditures to the General Fund.

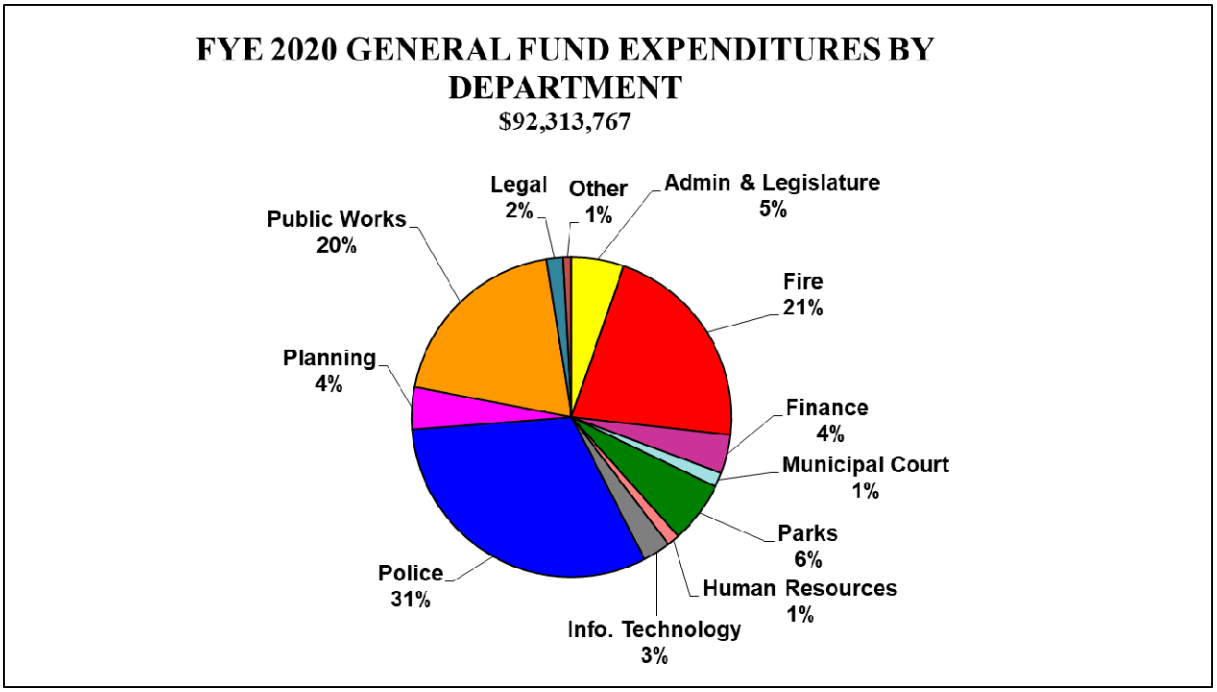
FYE 2020 GENERAL FUND REVENUES BY SOURCE

$91,084,526



Discussion of the Graph

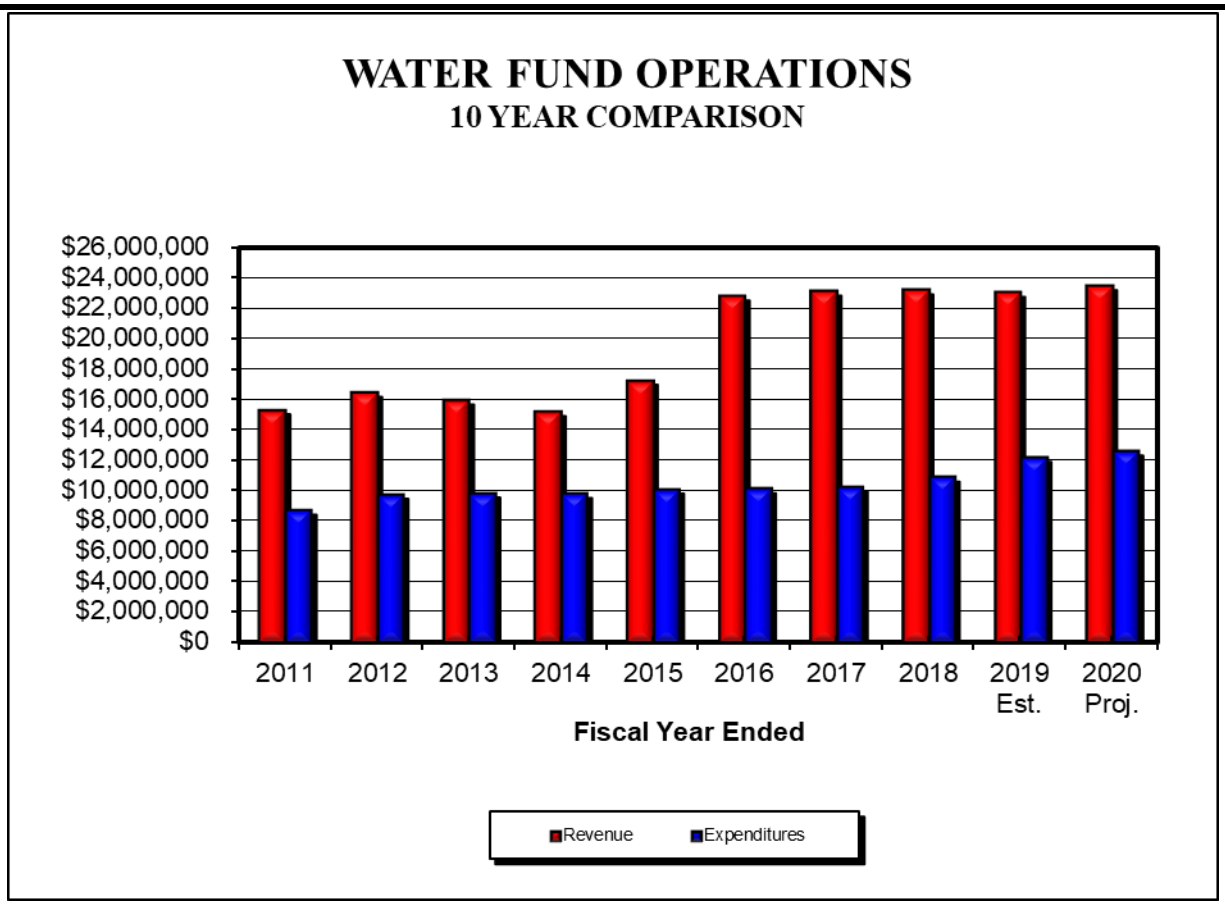
Taxes comprise approximately 75% of the General Fund's revenue; sales and use tax represents 63% while franchise fees represent 9% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting 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 the 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

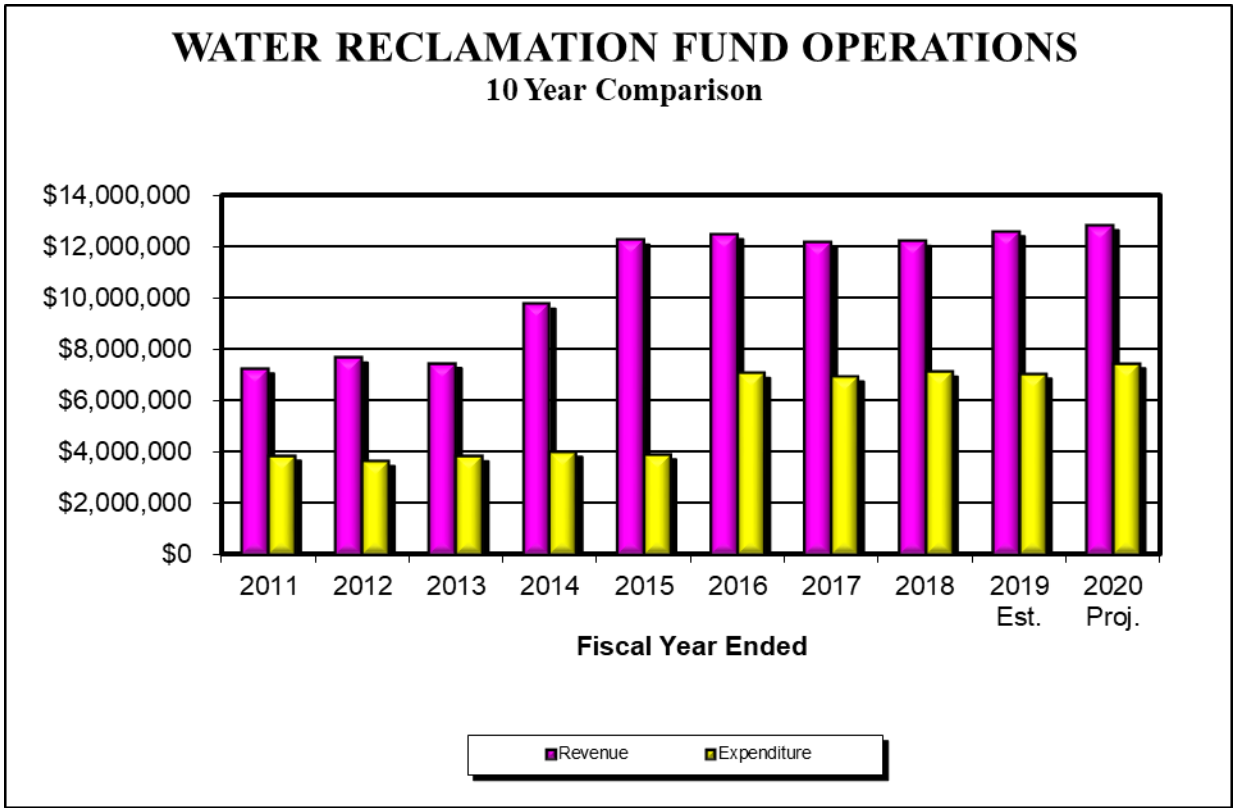
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $28,914,674 or 31% of total General Fund expenditures. The Fire Department has the next highest amount of General Fund expenditures accounting for 21% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 72% of General Fund expenditures.

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



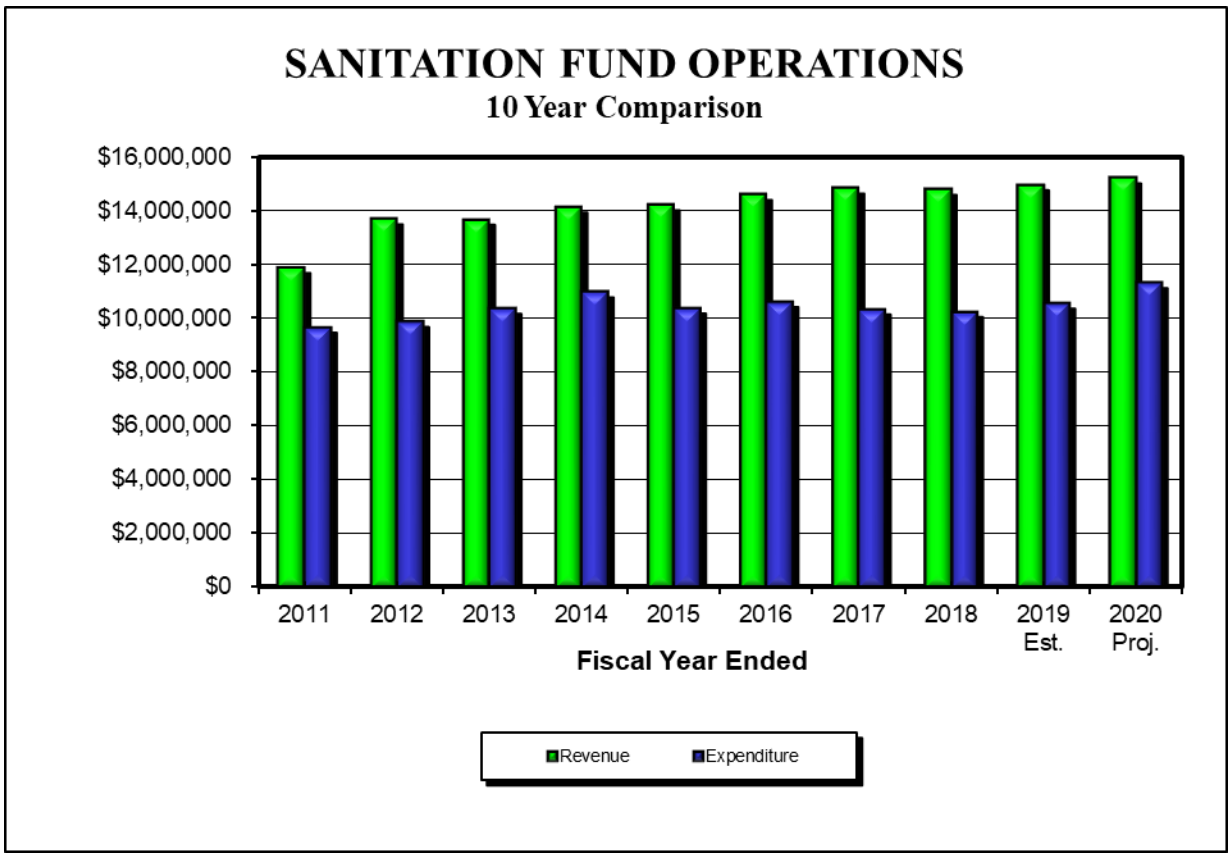
Discussion of the Graph

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 Maintenace 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 17 Actual		FYE 18 Actual		FYE 19 Budget		FYE 19 Est.		FYE 20 Proj.
Total Combined Fund Revenues									
Sales Tax	$ 77,142,583	9.2%	$ 79,116,026	6.5%	$ 79,090,834	3.0%	$ 81,452,473	3.4%	$ 84,240,768
Property Tax	14,739,604	-39.1%	11,971,525	-25.1%	16,037,531	0.0%	16,037,531	-44.1%	8,972,443
Other Taxes	12,350,073	12.0%	12,527,104	10.5%	13,464,184	-3.7%	12,969,184	6.7%	13,836,888
Fees,User Charges & Fines	58,581,726	1.9%	59,641,562	0.1%	59,668,683	-1.9%	58,552,472	2.0%	59,705,084
Federal Funds	5,916,935	-65.9%	7,729,302	-73.9%	1,267,178	591.5%	8,762,873	-77.0%	2,018,769
State Funds	55,633	165.9%	76,339	93.8%	62,834	0.0%	31,177	374.5%	147,949
Interest Income	795,481	20.1%	1,724,026	-44.6%	688,640	104.8%	1,410,640	-32.3%	955,640
Cost Allocations	9,543,898	-25.7%	8,563,626	-17.2%	5,453,641	25.9%	6,867,537	3.2%	7,087,686
Internal Services	15,394,561	-69.7%	15,351,974	-69.6%	6,034,479	-23.4%	4,620,583	1.1%	4,672,121
Interfund Transfers	11,756,664	-41.0%	20,217,089	-65.7%	6,380,221	106.3%	13,162,771	-47.3%	6,937,625
Bond/Loan Proceeds	38,626,622	49.5%	21,648,415	166.8%	9,795,000	0.0%	63,968,042	0.0%	57,750,000
Other	4,616,604	306.5%	4,394,285	327.0%	16,848,287	4.8%	17,650,917	6.3%	18,764,838
	$ 249,520,384	6.2%	$ 242,961,273	9.1%	$ 214,791,512	32.9%	$ 285,486,200	-7.1%	$ 265,089,811
Total Combined Fund Expenditures									
Salary / Benefits	$ 75,323,973	12.5%	$ 77,234,019	9.8%	$ 80,398,705	-0.8%	$ 79,722,286	6.3%	$ 84,769,656
Supplies / Materials	7,922,333	42.5%	8,612,281	31.1%	10,850,251	2.3%	11,098,379	1.8%	11,292,705
Services / Maintenance	30,617,013	23.5%	34,950,348	8.2%	38,810,086	3.3%	40,105,974	-5.7%	37,814,410
Internal Services	3,547,478	4.7%	3,198,475	16.1%	3,547,801	-0.1%	3,544,151	4.8%	3,713,219
Capital Equipment	8,185,226	11.2%	5,889,784	54.5%	7,372,526	39.7%	10,296,774	-11.6%	9,102,162
Capital Projects	56,184,901	45.1%	58,526,851	39.3%	85,684,676	138.6%	204,406,429	-60.1%	81,529,915
Interfund Transfers	11,756,664	-41.0%	20,217,089	-65.7%	6,380,221	106.3%	13,162,771	-47.3%	6,937,625
Cost Allocation Charges	6,095,336	-10.6%	5,986,469	-9.0%	5,453,641	0.0%	5,453,641	-0.1%	5,448,573
Federal Grants	6,529,708	-80.2%	7,778,114	-83.3%	1,330,012	492.0%	7,873,646	-83.5%	1,295,219
Debt Service	24,332,364	-4.6%	27,510,470	-15.6%	31,024,370	30.7%	40,559,672	-42.8%	23,206,991
Other	3,335,072	-127.6%	(820,526)	12.3%	(2,566,020)	-0.5%	(2,553,092)	-63.9%	(921,744)
	$ 233,830,068	13.0%	$ 249,083,374	6.1%	$ 268,286,269	54.2%	$ 413,670,631	-36.1%	$ 264,188,731
Net Difference	**$ 15,690,316**		**$ (6,122,101)**		**$ (53,494,757)**		**$ (128,184,431)**		**$ 901,080**

NET CITY BUDGET
FISCAL YEAR ENDING 2020

FUND	% TOTAL	FYE 20 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 20 BUDGET	NET FYE 19 BUDGET	% CHANGE
General	35.0%	$92,389,622		$3,855,470	$575,800	$87,958,352	$73,693,122	19.4%
Public Safety Sales Tax	0.0%	0		0		0	22,263,695	-100.0%
Community Development	0.4%	1,147,270		1,267		1,146,003	1,265,709	-9.5%
Special Grants	0.1%	147,949				147,949	62,834	135.5%
Room Tax	0.7%	1,754,924	76,792		205,882	1,472,250	1,562,500	-5.8%
Seizures and Restitutions	0.1%	181,360				181,360	294,925	-38.5%
Cleet	0.0%	30,505				30,505	30,605	-0.3%
Art In Public Places	0.0%	16,000				16,000	10,600	50.9%
Westwood Park	0.9%	2,329,802		32,405		2,297,397	1,960,382	17.2%
Water	11.3%	29,882,048	1,971,265	289,573	1,067,000	26,554,210	18,354,692	44.7%
Water Reclamation	5.6%	14,778,905	1,891,828	241,915	601,455	12,043,707	11,069,661	8.8%
Sewer Maintenance	1.1%	2,874,606		2,681		2,871,925	2,895,213	-0.8%
New Development Excise	1.0%	2,584,269				2,584,269	2,124,523	21.6%
Sanitation	6.4%	16,985,030	1,508,688	1,887,723		13,588,619	13,362,679	1.7%
Risk Management	6.2%	16,254,200				16,254,200	17,487,681	-7.1%
Capital Improvement	15.9%	42,052,189		200	3,439,793	38,612,196	17,058,917	126.3%
Norman Forward	12.5%	32,911,274			222,695	32,688,579	51,299,518	-36.3%
Park Land and Development	0.0%	0				0	0	
University North Park TIF	0.5%	1,228,356				1,228,356	3,076,595	-60.1%
General Debt Service	2.5%	6,640,422			825,000	5,815,422	12,544,077	-53.6%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	$264,188,731	$5,448,573	$6,311,234	$6,937,625	$245,491,299	$250,417,928	-2.0%

Explanation of Significant Changes

Public Safety Sales Tax	-100% decrease due to the transfer of expenditures to the General Fund
Special Grants	135.5% increase due to increased DUI fine revenue
Seizures and Restitutions	-38.5% decrease due to reduced capital equipment funding
Art in Public Places	50.9% increase due to a projected increase in citizen donations
Water	44.7% increase due to and increase in capital projects
Capital Improvement	126.3% increase due to an increase in bond funded capital projects
Norman Forward	-36.3% decrease due to the completion of bond-funded capital projects
University North Park TIF	-60.1% decrease due to debt retirement and reduced capital projects
General Debt Service	-53.6% decrease due to thr retirement of debt

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2020 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	$6,208,279	$85,806,584	$5,277,943	$91,084,527	$92,613,822	$575,800	$93,189,622	($800,000)	$92,389,622	(1,305,095)	4,903,184
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	0	0		0	0		0		0	0	0
Room Tax	51,570	1,919,792		1,919,792	1,549,042	205,882	1,754,924		1,754,924	164,868	216,438
Seizures and Restitutions	203,874	15,500		15,500	181,360		181,360		181,360	(165,860)	38,014
Cleet	8,170	32,000		32,000	30,505		30,505		30,505	1,495	9,665
Art in Public Places	0	16,000		16,000	16,000		16,000		16,000	0	0
Park Land and Development	866,320	95,000		95,000			0		0	95,000	961,320
Westwood Park	0	1,495,120	834,682	2,329,802	2,329,802		2,329,802		2,329,802	0	0
Net Revenue Stabilization	3,703,324	15,000		15,000			0		0	15,000	3,718,324
GRANT FUNDS											
Community Development	408,049	2,018,769		2,018,769	1,147,270		1,147,270		1,147,270	871,499	1,279,548
Special Grants	1,832,630	147,949		147,949	147,949		147,949		147,949	0	1,832,630
ENTERPRISE FUNDS											
Water	14,824,710	23,600,926		23,600,926	28,883,241	1,067,000	29,950,241	(68,193)	29,882,048	(6,281,122)	8,543,588
Water Reclamation	7,825,920	13,416,733		13,416,733	14,231,000	601,455	14,832,455	(53,550)	14,778,905	(1,362,172)	6,463,748
Sewer Maintenance	766,455	3,001,979		3,001,979	2,874,606		2,874,606		2,874,606	127,373	893,828
New Development Excise	9,501,985	1,770,000		1,770,000	2,584,269		2,584,269		2,584,269	(814,269)	8,687,716
Sanitation	9,322,503	15,321,874		15,321,874	16,985,030		16,985,030		16,985,030	(1,663,155)	7,659,347
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	2,338,528	15,073,450	825,000	15,898,450	16,254,200		16,254,200		16,254,200	(355,750)	1,982,778
CAPITAL PROJECTS FUND											
Capital Improvements	20,588,281	37,070,576		37,070,576	38,612,396	3,439,793	42,052,189		42,052,189	(4,981,613)	15,606,668
University North Park TIF	10,832,329	2,290,000		2,290,000	1,228,356	0	1,228,356		1,228,356	1,061,644	11,893,973
Norman Forward	4,740,768	48,047,491		48,047,491	32,688,579	222,695	32,911,274		32,911,274	15,136,217	19,876,985
Arterial Roads Recoupment	704,779			0			0		0	0	704,779
Center City TIF	17,718			0			0		0	0	17,718
DEBT SERVICE FUNDS											
General Debt Service	6,753,049	6,997,443		6,997,443	5,815,422	825,000	6,640,422		6,640,422	357,021	7,110,070
G. O. Bonds	0			0			0		0	0	0
GRAND TOTAL ALL FUNDS	$101,499,241	$258,152,186	$6,937,625	265,089,811	$258,172,849	$6,937,625	$265,110,474	($921,743)	$264,188,731	$901,081	$102,400,321
Less: Interfund Transfers	0	0	(6,937,625)	(6,937,625)	0	(6,937,625)	(6,937,625)	0	(6,937,625)	0	0
Internal Service Charges	0	(6,311,234)		(6,311,234)	(6,311,234)	0	(6,311,234)	0	(6,311,234)	0	0
Cost Allocation Charges	0	(5,448,573)	0	(5,448,573)	(5,448,573)	0	(5,448,573)	0	(5,448,573)	0	0
Total Deductions	$0	($11,759,807)	($6,937,625)	(18,697,432)	($11,759,807)	($6,937,625)	($18,697,432)	$0	($18,697,432)	$0	$0
NET TOTAL ALL FUNDS	$101,499,241	$246,392,379	$0	246,392,379	$246,413,042	$0	$246,413,042	($921,743)	$245,491,299	$901,081	$102,400,321

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2020

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$67,917,947	$4,546,997		$250,000	$3,147,723	$4,152,402	$5,791,515	$5,277,943	$91,084,527	$1,305,095	$92,389,622
Net Revenue Stabilization				$15,000					15,000		15,000
Public Safety Sales Tax									0		0
Community Development			2,018,769						2,018,769		2,018,769
Special Grants			147,949						147,949		147,949
Room Tax	1,917,152			2,640					1,919,792		1,919,792
Seizures and Restitutions			15,000	500					15,500	165,860	181,360
CLEET			32,000						32,000		32,000
Art in Public Places					16,000				16,000		16,000
Westwood Park		1,487,620		7,500				834,682	2,329,802		2,329,802
Water		22,706,313		120,000		774,613			23,600,926	6,281,122	29,882,048
Water Reclamation		12,845,175		50,000		521,558			13,416,733	902,171	14,318,904
Sewer Maintenance		3,001,979							3,001,979		3,001,979
New Development	1,700,000			70,000					1,770,000	814,269	2,584,269
Sanitation		15,000,000		100,000	221,874				15,321,874	1,663,156	16,985,030
Capital Improvement	16,260,066			150,000	20,660,510				37,070,576	4,981,613	42,052,189
Norman Forward	10,282,491			15,000	37,750,000				48,047,491		48,047,491
Park Land and Development		85,000		10,000					95,000		95,000
Univesity North Park TIF	2,000,000			140,000	150,000				2,290,000		2,290,000
General Debt Service	6,972,443			25,000					6,997,443		6,997,443
Arterial Roads Recoupment									0		0
Risk Management / Insurance					14,553,731		519,719	825,000	15,898,450	355,750	16,254,200
	$107,050,099	$59,673,084	$2,213,718	$955,640	$76,499,838	$5,448,573	$6,311,234	$6,937,625	$265,089,811	$16,469,036	$281,558,847

CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2020

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	$ 68,360,019	$ 5,119,738	$ 11,926,802	$ 3,351,793	$	$ 3,855,470	$	$ 575,800	$ (800,000)	$ 92,389,622
Public Safety Sales Tax	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$	$	$ 0	$ 0
Community Development	$ 314,690	$ 0	$ 831,313	$	$	$ 1,267	$	$	$	$ 1,147,270
Special Grants	$ 128,449	$ 1,000	$ 18,500	$	$	$	$	$	$	$ 147,949
Room Tax	$	$	$ 1,382,250	$	$ 90,000	$	$ 76,792	$ 205,882	$	$ 1,754,924
Seizures & Restitutions	$	$ 8,000	$ 173,360	$	$	$	$	$	$	$ 181,360
CLEET	$	$	$ 30,505	$	$	$	$	$	$	$ 30,505
Art In Public Places	$	$	$ 16,000	$	$	$	$	$	$	$ 16,000
Westwood Park	$ 1,444,073	$ 319,239	$ 310,203	$ 18,000	$	$ 32,405	$	$	$ 205,882	$ 2,329,802
Water	$ 4,546,199	$ 2,648,466	$ 3,184,838	$ 925,698	$ 10,192,130	$ 289,573	$ 1,971,265	$ 1,067,000	$ 5,056,879	$ 29,882,048
Water Reclamation	$ 3,570,057	$ 511,010	$ 1,487,711	$ 223,020	$ 4,179,000	$ 241,915	$ 1,891,828	$ 601,455	$ 2,072,909	$ 14,778,905
Sewer Maintenance	$ 67,100	$ 600	$ 2,425	$ 1,800	$ 2,800,000	$ 2,681	$	$	$ 0	$ 2,874,606
New Development Excise	$	$	$	$	$ 939,700	$	$	$	$ 1,644,569	$ 2,584,269
Sanitation	$ 4,569,049	$ 88,904	$ 3,878,838	$ 4,522,060	$ 210,000	$ 1,887,723	$ 1,508,688	$	$ 319,768	$ 16,985,030
Capital Improvement	$ 1,235,582	$	$ 16,499	$ 59,789	$ 33,626,225	$ 200	$	$ 3,439,793	$ 3,674,101	$ 42,052,189
Norman Forward	$	$	$	$	$ 28,392,861	$	$	$ 222,695	$ 4,295,718	$ 32,911,274
Park Land & Development	$	$	$	$	$	$	$	$	$	$ 0
University North Park TIF	$	$	$ 128,356	$	$ 1,100,000	$	$	$	$	$ 1,228,356
General Debt Service	$	$	$	$	$	$	$	$ 825,000	$ 5,815,422	$ 6,640,422
Risk Management / Insurance	$ 977,577	$	$ 15,276,623	$	$	$	$	$	$	$ 16,254,200
Arterial Roads Recoupment	$	$	$	$	$	$	$	$	$	$ 0
Total	$ 85,212,795	$ 8,696,957	$ 38,664,223	$ 9,102,160	$ 81,529,916	$ 6,311,234	$ 5,448,573	$ 6,937,625	$ 22,285,248	$ 264,188,731



Holiday Parade



Financial Policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 20) 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.

Ordinance O-1819-10, approved by the Council in fiscal year 2019, reduced the budgeted Emergency Reserve allocation requirement from 2% to 1% in each future budget year. Once the 3% Operating Reserve and the 1% Emergency Reserve have been met, this Ordinance also increases the "Rainy Day Fund" minimum balance to 4% and maximum balance to 7% of annual budgeted General Fund expenses. The new targeted balance set by this Ordinance is 5% of annual budgeted General Fund expenses.

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 2018 legal debt limit is approximately $99,391,400, 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 Aa3 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 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 2020

September	20	Finance Committee meeting to discuss budget process for FYE 2020
November	20	Council Work Session on Capital Budget to identify Council priorities
December	5	I.T. critical computer replacement list due
	6	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	4	First Draft Capital Project forms due to Planning
		Send out Outside Agency Letters requesting funding
	7-11	Budget Staff meets with individual departments
	15	All Computer/I.T. related request forms due to Budget for disbursement to I.T.
		All Fleet related request forms due to Budget for disbursement to Fleet
	18	Finance/City Manager begin review of reserve/budget policies
	24	Base Budget Adjustment Requests due
	31	Last day to make changes to Base Budgets
February	1	Personnel Adjustment 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
		Mid-Year Amendments/Adjustments meeting with Council Finance Committee
	15	Preliminary Fund Summaries due
	20	Fleet Capital Equipment/Vehicle recommendations due to Finance
		Personnel Adj. recommendations due to Budget from Human Resources
		Computer Equipment recommendations and inventory list due to Budget from I.T.
		Health Insurance recommendation
	21	Council Finance Committee meeting for outside agency funding requests
	26	Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)
	28	Updated Dept./Div. Summary forms & Performance Measurement forms due
		Final Capital Project forms due to Planning (last day to make changes)
		Send out inter-city surveys and notices to NCVB and NAC
March	1	Management Team Budget Retreat to prioritize and rank department requests
	4-8	City Manager review of all Funds
		City Manager meets with department heads to review budget
	11	Finance begins compilation of budget data
	21	Mid-Year Amendments/Adjustments meeting with Council Finance Committee
	25	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
	27	Meet w/ NPS for SRO Program costing for FY20
April	5	Preliminary Budget to Print Shop
	12	Council & Staff receive preliminary budget document
	16	Council Study Session - Overview, General Fund and Special Revenue Funds
	23	Council Study Session for Capital Funds
	25	1st Public Hearing
	30	Council Study Session for Enterprise Funds
May	14	Publish budget summary in newspaper announcing Public Hearing
	21	2nd Public Hearing at Council meeting
June	4	Council Study Session (if necessary)
	11	Council considers budget for adoption
	21	Final Budget to Print Shop for printing/binding
	27	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2020

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 adopted 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.

   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				
Room Tax		SR				
Seizures & Restitution		SR				
Special Grants		SR				
Art in Public Places		SR				
Westwood Park		SR				
Sanitation					EN	
Water Reclamation					EN	
Sewer Maintenance					EN	
New Development Excise					EN	
Water					EN	
Risk Management						IS
Capital Projects				CA		
Norman Forward Sales Tax				CA		
Hall Park Assessment District				CA		
University North Park TIF District				CA		
Center City 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).



Valentine's Day Daddy Daughter Dance

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 Compliance
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation
- Stormwater 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 the 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	3%
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 20 Budget

The Fiscal Year Ending June 30, 2020 (FYE 20) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 6,208,279
Current Revenues & Interfund Transfers	91,084,527
Total Available Resources	97,292,806
Current Expenditures & Interfund Transfers	(92,389,622)
Estimated Ending Fund Balance	$4,903,184

In the City's Comprehensive Annual Financial Report, (page 82) for Fiscal Year ending June 30, 2018, 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, 2018	$ 5,396,381
Encumbrances outstanding	2,516,062
Fund summary cash balance (see page 57)	7,909,443
Current year accruals	7,662,098
"Rainy Day" Fund Balance	3,331,295
Total fund balances – fund balance sheet, June 30, 2018	$ 18,905,836

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. Due to variability in recent collection trends, FYE 20 sales tax is being projected at a 3% increase over estimated FYE 19 collections. Other revenues such as use tax, and other taxes are projected at a 3% increase from FYE 19 estimated figures. Franchise fees are projected at a 3% increase from FYE 19 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 19 estimated figures. Fines and forfeitures are estimated at a 3% increase and service fees and charges are estimated at a 1% increase from FYE 19 estimated figures.

FYE 20 expenditures are projected based on a line-item analysis within each department. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but do include merit increases.

A 21% increase in salaries and benefits, a 4 % increase in supplies and materials and a -8.9% decrease in services and maintenance cost from FYE 19 estimated figures are proposed for FYE 20. The salary and benefit increase is largely attributable to the transfer of Public Safety Sales Tax personnel into the General Fund. Internal service costs were increased by 11% from the FYE 19 estimated figures.

For the FYE 20 General Fund Budget, several positions were changed as follows:

Department / Division	Added Positions
City Clerk	HVAC Tradesworker
Information Systems	System Administrator
Finance	Budget Technician
Finance	Customer Service Representative
Parks and Recreation	(2) Maintenance Worker II
Parks and Recreation	Forester

During FYE 19 the following changes were made

Police	Added Victim Advocate
Fire	Added Assistant Fire Chief
Westwood Park	Added Recreation Food & Beverage Manager
Parks/Recreation	Cut PPT Recreation Technician
Water	Cut PPT Custodian

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 3% from FYE 19 Estimate to FYE 20. Projections for FYE 21 through FYE 24 are projected on an average annual growth rate of 4%.
- State use tax, are projected to increase at an average rate of 4% and franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 20 through FYE 24, 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 20 net expenditures represent an approximate 15% increase from FYE 19 Budget. Total expenditures are projected to increase an average of 4.% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 20, except Internal Services, which is projected at a 2% increase after FYE 20. Salaries and Benefits are projected at a 21% increase from FYE 19 to FYE 20 and a 5% annual increase after FYE 20.

Summary

The FYE 20 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by $1,305,095. Based on Council direction, this shortfall of current-year revenues compared to current-year expenses is projected to be made up from savings in the Emergency Reserve and other operational allocations. Estimated year-end reserves of $4,903,184 exceed the 3% required operating reserve level.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
Beginning Fund Balance	$ 2,424,696	$ 5,174,958	$ 7,912,443	$ 6,208,279	$ 4,903,184	$ 3,449,674	$ (271,622)	$ (6,450,618)
Revenues:								
Sales Tax	$ 39,638,374	$ 39,313,117	$ 40,886,900	$ 52,279,424	$ 54,370,600	$ 55,079,129	$ 55,757,349	$ 57,987,643
State Use Tax	3,792,258	3,772,109	4,648,811	5,418,787	5,845,708	6,070,877	6,304,793	6,547,798
Franchise Fees	7,094,490	7,579,403	7,579,403	7,806,785	8,040,989	8,282,219	8,530,685	8,786,606
Other Tax	2,233,276	2,342,671	2,342,671	2,412,951	2,485,340	2,559,900	2,636,697	2,715,798
Fines/Forfeitures	2,365,632	2,420,121	1,815,091	1,869,544	1,925,630	1,983,399	2,042,901	2,104,188
Interest/Investment Income	36,292	25,000	155,000	250,000	100,000	100,000	100,000	100,000
Other Revenues	2,019,711	2,464,288	2,464,288	2,488,931	2,513,820	2,538,958	2,564,348	2,589,991
License/Permit Fees	1,103,706	1,230,348	1,168,831	1,180,519	1,192,324	1,204,247	1,216,289	1,228,452
Service Fees and Charges	2,051,469	1,482,113	1,482,113	1,496,934	1,511,903	1,527,022	1,542,292	1,557,715
SRO Reimbursement - NPS	-	-	-	658,792	691,732	726,318	762,634	800,766
Cost Allocation Chrgs.	4,566,796	4,194,241	4,194,241	4,152,402	4,193,926	4,235,865	4,278,224	4,321,006
Internal Chrgs.	4,969,445	5,608,137	5,608,137	5,791,515	5,907,345	6,025,492	6,146,002	6,268,922
Subtotal	$ 69,871,449	$ 70,431,549	$ 72,345,486	$ 85,806,584	$ 88,779,317	$ 90,333,427	$ 91,882,214	$ 95,008,885
I/F Transf - Water	$ 1,095,963	$ 1,046,250	$ 1,072,107	$ 1,067,000	$ 1,087,500	$ 1,108,500	$ 1,129,500	$ 1,150,500
I/F Transf - Wastewater	613,677	589,662	589,662	601,455	613,484	625,754	638,269	651,034
I/F Transf - Sanitation	46,000	-	-	-	-	-	-	-
I/F Transf - CIP (St Maint)	68,861	285,229	285,229	70,000	73,500	77,175	81,034	85,085
I/F Transf - Capital Outlay	2,818,416	3,266,918	4,068,134	3,351,793	3,577,392	3,720,488	3,869,307	4,024,079
I/F Transf - PSST Fd	-	-	80,958	-	-	-	-	-
I/F Transf - Norman Forward Fd	-	15,000	15,000	187,695	193,330	199,246	205,459	211,981
I/F Transf - Insurance	81,253	-	-	-	-	-	-	-
I/F Transf - Seizures Fd		-	-	-	-	-	-	-
I/F Transf - UNP TIF Fund	4,275,508	-	-	-	-	-	-	-
I/F Transf - Center City TIF Fund	85,888	-	-	-	-	-	-	-
Subtotal	$ 9,085,566	$ 5,203,059	$ 6,111,090	$ 5,277,943	$ 5,545,206	$ 5,731,163	$ 5,923,568	$ 6,122,680
Total Revenue	$ 78,957,015	$ 75,634,608	$ 78,456,576	$ 91,084,527	$ 94,324,523	$ 96,064,590	$ 97,805,782	$ 101,131,565
Expenditures:								
Salary / Benefits	$ 54,467,497	$ 56,512,208	$ 56,474,290	$ 68,360,019	$ 71,778,020	$ 75,366,921	$ 79,135,267	$ 83,092,030
Supplies/Materials	4,688,255	5,960,912	6,085,640	6,353,912	6,417,451	6,481,626	6,546,442	6,611,906
Services/Maintenance	8,479,168	9,982,058	12,123,610	11,050,947	11,161,456	11,273,071	11,385,802	11,499,660
Internal Services	2,137,436	2,364,523	2,361,073	2,621,296	2,673,722	2,727,196	2,781,740	2,837,375
Capital Equipment	2,819,411	3,266,918	4,068,134	3,351,793	3,577,392	3,720,488	3,869,307	4,024,079
Subtotal	$ 72,591,767	$ 78,086,619	$ 81,112,747	$ 91,737,967	$ 95,608,041	$ 99,569,302	$ 103,718,558	$ 108,065,051
Audit Adjustments/Encumbrances	$ 597,414	$ -	$ -	$ -	$ -	$ -	$ -	$ -
I/F Transf - Westwood	-	-	380,529	575,800	369,991	416,585	466,220	519,063
I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
I/F Transf - Rainy Day Fund	-	-	357,029	-	-	-	-	-
I/F Transf - Art in Public Places Fd	-							
I/F Transf - Seizures Fd	-							
I/F Transf - Insurance Fd	80,087		-					
I/F Transf - Center City TIF Fd	200,000		-					
Debt Service	-	-	-	-	-	-	-	-
Emergency Reserve		1,447,354	762,446	875,855	-	-	-	-
Subtotal	$ 877,501	$ 1,447,354	$ 1,500,004	$ 1,451,655	$ 369,991	$ 416,585	$ 466,220	$ 519,063
Total Expenditures	$ 73,469,268	$ 79,533,973	$ 82,612,751	$ 93,189,622	$ 95,978,032	$ 99,985,887	$ 104,184,778	$ 108,584,114
Employee Turnover Savings		(800,000)	(800,000)	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
Supplies/Materials/Svs/Maint Savings		(1,652,011)	(1,652,011)					
Net Expenditures	$ 73,469,268	$ 77,081,962	$ 80,160,740	$ 92,389,622	$ 95,778,032	$ 99,785,887	$ 103,984,778	$ 108,384,114
Net Difference	$ 5,487,747	$ (1,447,354)	$ (1,704,164)	$ (1,305,095)	$ (1,453,510)	$ (3,721,297)	$ (6,178,996)	$ (7,252,549)
Ending Fund Balance	$ 7,912,443	$ 3,727,604	$ 6,208,279	$ 4,903,184	$ 3,449,674	$ (271,622)	$ (6,450,618)	$ (13,703,167)
Reserved for encumbrances	$ 2,503,122							
Reserved for Operations (3%)	2,119,496	2,171,031	2,259,905	2,644,859	2,766,019	2,881,962	3,003,464	3,130,801
Reserve (Deficit)	3,289,825	1,556,573	3,948,375	2,258,325	683,655	(3,153,584)	(9,454,082)	(16,833,968)
Total Reserves	$ 7,912,443	$ 3,727,604	$ 6,208,279	$ 4,903,184	$ 3,449,674	$ (271,622)	$ (6,450,618)	$ (13,703,167)

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 (O-1011-58 effective July 28, 2011) established 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 requires that a two percent (2%) Emergency Reserve allocation be included in annual budgets. Taken together, these codified reserve requirements equal the 8% reserves required by policy in other City funds.

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; or

2.) A natural or man-made disaster has occurred, resulting in a federal or stated disaster declaration in Norman and the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund;

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

Ordinance O-1819-10, approved by the Council in fiscal year 2019, reduced the budgeted Emergency Reserve allocation requirement from 2% to 1% in each future budget year. Once the 3% Operating Reserve and the 1% Emergency Reserve have been met, this Ordinance also increases the "Rainy Day Fund" minimum balance to 4% and maximum balance to 7% of annual budgeted General Fund expenses. The new targeted balance set by this Ordinance is 5% of annual budgeted General Fund expenses.

FYE 20 Budget

The FYE 20 Budget maintains the Rainy Day Fund balance at its targeted (5%) level.

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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 3,302,656	$ 3,344,618	$ 3,331,295	$ 3,703,324	$ 3,718,324	$ 3,733,324	$ 3,748,324	$ 3,763,324
2									
3	Revenues:								
4	Interest Income	28,639	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5									
6	Subtotal	$ 28,639	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
7									
8	I/F Transf - General Fund	-		357,029					
9	I/F Transf - PSST Fund	-		-					
10									
11	Subtotal	$ -	$ -	$ 357,029	$ -	$ -	$ -	$ -	$ -
12									
13	Total Revenue	$ 28,639	$ 15,000	$ 372,029	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
14									
15	Expenditures:								
16	Audit Adjustments/Encumbrances	-	-	-	-	-	-	-	-
17	I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
18									
19	Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20									
21	Net Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22									
23	Net Difference	$ 28,639	$ 15,000	$ 372,029	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
24									
25	Ending Fund Balance	$ 3,331,295	$ 3,359,618	$ 3,703,324	$ 3,718,324	$ 3,733,324	$ 3,748,324	$ 3,763,324	$ 3,778,324
NOTE: Rainy Day Reserve of 5% (deficit)		$ (201,197.85)	$ (258,766.50)	$ (63,184.00)	$ (689,774.70)	$ (876,708.02)	$ (1,054,945.95)	$ (1,242,449.55)	$ (1,439,677.73)
NOTE: Rainy Day Reserve of 4% (deficit)		$ 505,300.72	$ 464,910.40	$ 690,117.60	$ 191,845.04	$ 45,298.38	$ (94,291.96)	$ (241,294.84)	$ (396,077.38)

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 (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 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

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 Center (EOC), and a platform fire truck.

The PSST II Ordinance contemplated the expanded public safety oeprations funded by the tax to be accounted for in the City's General Fund (3/8%) and Capital Fund (1/8%) after the Critical Public Safety Capital Needsd were completed.

FYE 20 Budget

Due to a projected budget deficit in the Public Safety Sales Tax fund in fiscal year 2019-2020 (FYE 20), the budget proposes to move PSST revenues and expenditures to the General Fund and Capital Fund in FYE 20. No major changes to the personnel, projects or programs budgeted in FYE 2019 are proposed, but the General Fund and Capital Fund will absorb the projected deficit of operational and capital costs.

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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 25,263,292	$ 17,466,715	$ 22,455,464	$ 0	$ 0	$ 0	$ 0	$ 0
2									
3	Revenues:								
4	Sales Tax - Dedicated Public Safety	$ 9,257,460	$ 9,264,370	$ 9,557,145	$ -	$ -	$ -	$ -	$ -
5	State Use Tax - Dedicated Public Safety	632,043	628,685	816,196	-	-	-	-	-
6	Interest / Other Income	218,753	50,000	225,000	-	-	-	-	-
7									
8	Subtotal	$ 10,108,256	$ 9,943,055	$ 10,598,341	$ -	$ -	$ -	$ -	$ -
9									
10	Bond Proceeds	-	-	-	-	-	-	-	-
11	I/F Transfer - General Fund	-	-	-	-	-	-	-	-
12	I/F Transfer - Capital Fund	-	-	-	-	-	-	-	-
13	SRO Reimbursement - NPS	648,694	752,794	752,794	-	-	-	-	-
14									
15	Subtotal	$ 648,694	$ 752,794	$ 752,794	$ -	$ -	$ -	$ -	$ -
16									
17	Total Revenue	$ 10,756,950	$ 10,695,849	$ 11,351,135	$ -	$ -	$ -	$ -	$ -
18									
19	Expenditures:								
20	Salary / Benefits	$ 8,857,784	$ 8,763,877	$ 8,763,877	$ -	$ -	$ -	$ -	$ -
21	Supplies/Materials	257,632	334,908	356,740	-	-	-	-	-
22	Services/Maintenance	219,392	269,797	349,588	-	-	-	-	-
23	Internal Service	119,533	137,806	137,806	-	-	-	-	-
24	Capital Equipment	807,593	725,000	2,138,522	-	-	-	-	-
25	Capital Projects	-	-	870,000	-	-	-	-	-
26	Bond Project - '16 Issue	901,092	10,000,000	18,756,480	-	-	-	-	-
27	Bond Issue Costs	-	-	-	-	-	-	-	-
28	Debt Service	2,346,886	2,352,628	2,352,628	-	-	-	-	-
29									
30	Subtotal	$ 13,509,912	$ 22,584,016	$ 33,725,641	$ -	$ -	$ -	$ -	$ -
31									
32	Audit Adjustments/Encumbrances	54,866	-	-	-	-	-	-	-
33	I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
34	I/F Transf - General Fund	-	-	80,958	-	-	-	-	-
35	I/F Transf - Rainy Day Fund	-	-	-	-	-	-	-	-
36									
37	Subtotal	$ 54,866	$ -	$ 80,958	$ -	$ -	$ -	$ -	$ -
38									
39	Total Expenditures	$ 13,564,778	$ 22,584,016	$ 33,806,599	$ -	$ -	$ -	$ -	$ -
40									
41	Net Expenditures	$ 13,564,778	$ 22,584,016	$ 33,806,599	$ -	$ -	$ -	$ -	$ -
42									
43	Net Difference	$ (2,807,828)	$ (11,888,167)	$ (22,455,464)	$ -	$ -	$ -	$ -	$ -
44									
45	Ending Fund Balance	$ 22,455,464	$ 5,578,549	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
46									
47	Reserves:								
48	Reserved for encumbrances	$ 12,615,187	$ -	$ -	$ -	$ -	$ -	$ -	$ -
48	Reserve for Bond Proceeds - 16 Issue	19,897,621	7,298,713	-	-	-	-	-	-
90	Reserved for PSST activities	(10,057,344)	(1,720,164)	-	-	-	-	-	-
51									
52	Total Reserves	$ 22,455,464	$ 5,578,549	$ -	$ -	$ -	$ -	$ -	$ -

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 $48,960,670 in CDBG-HOME Program Funds (CDBG - $37,387,035 and HOME - $11,573,635) has been allocated to the City of Norman since fiscal year 1975-1975 (FYE 76), through FYE 20. The FYE 20 Budget included a grant of $843,653 including the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $423,525.

Community Development Block Grant-Disaster Recovery funds awarded in FYE 16 totaled over $21,000,000 and have been 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. These funds are anticipated to be fully used in FYE 2020, to the great benefit of Norman's rural roads and bridges.

FYE 20 Budget

Expenditures are accounted for based upon program and grant year. Any remaining funds are expected to be expended in FYE 20. Total FYE 2020 revenues are projected at $2,018,769 and total expenditures are projected at $1,147,270.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGETED	FYE 19 ESTIMATED	FYE 20 BUDGETED
1	Beginning Fund Balance	$ 11,605,376	$ 656,028	$ 5,005,777	$ 408,049
2					
3	Revenues				
4	Other Revenues	$ -	$ -	$ -	$ -
5	Grant Revenue	787,386	843,653	2,377,118	1,187,532
6	Home Grant Revenue	197,177	423,525	1,106,972	602,004
7	Emergency Shelter	-	-	-	-
8	CDBG-DR	6,393,268	-	3,357,369	229,233
9	COC Planning Grant	12,015	-	11,875	-
10	County Grant	-	-	1,500,000	
11	I/F Transf - Capital	-	-	-	-
12					
13	Total Revenue	$ 7,389,846	$1,267,178	$ 8,353,334	$ 2,018,769
14					
15	Expenditures				
17	Community Development 08	46,907			
18	Community Development 09	56,672			
19	Community Development 11	16,463			
20	Community Development 12	10,083			
21	Community Development 13	42,199			
22	Community Development 14	9,974		31,610	
23	Community Development 15	-	-	23,024	-
24	CDBG Housing 15	-	-	48,959	-
25	Community Development 16	-	-	13,048	-
26	CDBG Housing 16	-	-	68,476	-
28	Community Development 17	1,835	-	-	-
29	CDBG Housing 17	136,009	-	154,394	-
30	CDBG Public Svs 17	8,455	-	2,941	-
31	Community Development 18	116,855	-	182,500	-
32	CDBG Housing 18	261,970	-	92,428	-
33	CDBG Public Svs 18	80,346	-	32,717	-
34	Community Development 19	-	352,791	352,791	-
35	CDBG Housing 19	-	381,532	388,772	-
36	CDBG Public Svs 19	-	109,330	109,330	-
37	Community Development 20				91,793
38	CDBG Housing 20				158,461
39	CDBG Public Svs 20				65,779
42	FY14 Home Grant	25,136	-	55,955	-
43	FY15 Home Grant	134,696	-	45,449	-
44	FY16 Home Grant	12,373	-	285,020	-
45	FY17 Home Grant	24,971	-	284,747	-
46	FY18 Home Grant	-	423,525	423,525	
47	FY19 Home Grant				602,004
49	Accruals/Adjustments	(322,103)	-	-	-
50	COC Planning Grant	12,015	-	11,875	-
51	CDBG-DR	6,391,525	-	4,857,369	229,233
52					
53	Subtotal	$ 7,066,381	$1,267,178	$ 7,464,930	$ 1,147,270
54	I/F Transf - Capital	6,923,064	0	5,486,132	0
55					
56	Total Expenditures	$ 13,989,445	$1,267,178	$12,951,062	$ 1,147,270
57					
58	Net Difference	$ (6,599,599)	$ -	$ (4,597,728)	$ 871,499
59					
60	Ending Fund Balance	$ 5,005,777	$ 656,028	$ 408,049	$ 1,279,548
61					
62	Reserves:				
63	Reserve for Contingency	5,005,777	656,028	408,049	1,279,548
64	Reserve for Affordable Housing	0	0	0	0
65					
66	Total Reserves	5,005,777	656,028	408,049	1,279,548

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 20 for which the City qualifies.

DUI Enforcement	$103,089
VOCA	$44,860

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 20 expenditures are anticipated to be $103,089.

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 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 BUDGET
1	Beginning Fund Balance	$ 1,964,453	$ 1,964,453	$ 1,832,630	$ 1,832,630
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	$ 44,948	$ -	$ 31,177	$ -
5	County Court DUI Fines	31,391	62,834	63,592	103,089
8	SHPO/CLG Grant	11,250	-	11,250	-
12	Emergency Management Planning Grant	2,080	-	482	-
14	Misc. Police Grants	-	-	96	-
15	Homeland Security	23,450	-	-	-
16	Legacy Trail Improvements	-	-	9,459	-
17	Traffic & Alcohol Enforcement	69,308	-	151,391	-
22	Jag Grant	414	-	30,572	-
27	ACOG Traffic Data Grant	(31,175)	-	-	-
28	ACOG Misc Grant	100,000	-	-	-
30	ACOG Fleet Conversion	(99,978)	-	-	-
36	OK Recreation Trail Fund	160,000	-	-	-
38	School Zone Improvements Grant	-	-	15,000	-
41	Shelter Rebate - Federal	33,587	-	-	-
45	Other Revenue/audit accruals	15,346	-	-	-
47	Firehouse Art Center Grant	-	-	25,000	-
48	Traffic Control			14,615	
49	VOCA Grant			56,082	44,860
50					
51	Subtotal	$ 360,621	$ 62,834	$ 408,716	$ 147,949
52					
53	Total Revenue	$ 360,621	$ 62,834	$ 408,716	$ 147,949
54					
55	Expenditures				
56	DUI Enforcement	$ 30,850	$ 62,834	$ 63,592	$ 103,089
57	Okla. Highway Grant-DRE Training	41,463	-	31,177	-
60	SHPO/CLG Grant	11,249	-	11,250	-
63	Misc. Police Grants	-	-	96	-
64	Homeland Security	23,450	-	-	-
65	Traffic & Alcohol Enforcement	69,308	-	151,391	-
67	Audit Adj/Encumbrances	2,814	-	-	-
68	Legacy Trail Improvements	-	-	9,459	-
75	Jag Grant	-	-	30,572	-
81	Traffic Control	10,400	-	14,615	-
88	Emergency Management Grant	2,080	-	482	-
92	Sutton Wilderness	160,000		-	
95	Shelter Rebate - Federal	40,830	-	-	-
96	School Zone Improvements Grant	-	-	15,000	-
99	Firehouse Art Center Grant	-	-	25,000	-
100	VOCA Grant			56,082	44,860
101					
102	Subtotal	$ 392,444	$ 62,834	$ 408,716	$ 147,949
103	I/F Transf - General	-	-	-	-
104	I/F Transf - General (Pet License)	-	-	-	-
105	I/F Transf - Capital	100,000	-	-	-
106					
107	Total Expenditures	$ 492,444	$ 62,834	$ 408,716	$ 147,949
108					
109	Net Difference	$ (131,823)	$ -	$ -	$ -
110					
111	Ending Fund Balance	$ 1,832,630	$ 1,964,453	$ 1,832,630	$ 1,832,630
112					
113	Reserved for County DUI Program	$ 429,011	$ 428,470	$ 429,011	$ 428,470
114	Unreserved	1,403,619	1,535,983	1,403,619	1,404,160
115					
116	Total Reserves	$ 1,832,630	$ 1,964,453	$ 1,832,630	$ 1,832,630

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):	4%
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

Special Revenue Funds account for revenues that have been specifically identified and segregated to be used for special and specific purposes. An operating reserve of 8% of the annual operating cost is targeted for the Room Tax Fund, segregated for each of the three purposes of the Room Tax Funds (Convention and Tourism; Park Development; and Arts and Humanities).

FYE 20 Budget

Revenues from the 5% tax are projected to be 1,917,152, a 4% increase from estimated collections for FYE 19 and a 2% increase from FYE 18 actual collections. In FYE 15, Council directed the administrative cost increase from 3% to 5%. However, in FYE 18, this amount was reduced to 4% due to budgetary constraints.

Expenditures in FYE 20 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2020
	Revenue
	$1,917,152
Administrative Fee - 4%	$ 76,792
Arts & Humanities - 25%	460,750
Parks Development - 25%	90,000
Convention & Tourism - 50%	921,500
	$1,754,924

No Parks capital projects are scheduled in FYE 20.

Five Year Outlook

Over the next five years, projected operating revenue of $10,191,621 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 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1 Beginning Fund Balance	$ 166,685	$ 15,115	$ 404,219	$ 51,570	$ 216,438	$ 330,523	$ 609,850	$ 1,113,266
2								
3 Revenues								
4 Taxes	$ 1,879,453	$ 1,842,110	$ 1,842,110	$ 1,917,152	$ 1,974,667	$ 2,033,907	$ 2,094,924	$ 2,157,772
5 Interest/Investment Income	2,262	2,640	2,640	2,640	2,640	2,640	2,640	2,640
6 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
7								
8 Total Operating Revenues	$ 1,881,715	$ 1,844,750	$ 1,844,750	$ 1,919,792	$ 1,977,307	$ 2,036,547	$ 2,097,564	$ 2,160,412
9								
10 Expenditures								
11 Administration	$ 75,136	$ 73,790	$ 73,790	$ 76,792	$ 79,092	$ 81,462	$ 83,903	$ 86,416
12 Arts & Humanities	427,500	447,500	447,500	460,750	474,554	488,771	503,415	518,499
13 Parks Capital Projects	79,600	220,000	575,427	90,000	155,000	-	-	-
14 Conventions/Visitor Bureau	855,000	895,000	895,000	921,500	949,107	977,542	1,006,830	1,036,998
15 I/F Transf - Westwood	203,619	205,682	205,682	205,882	205,469	209,444	-	-
16 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
17 Carryover Encumbrances/Audit Adj.	3,326	-	-	-	-	-	-	-
18								
19 Total Expenditures	$ 1,644,181	$ 1,841,972	$ 2,197,399	$ 1,754,924	$ 1,863,222	$ 1,757,219	$ 1,594,148	$ 1,641,913
20								
21								
22 Net Difference	$ 237,534	$ 2,778	$ (352,649)	$ 164,868	$ 114,085	$ 279,328	$ 503,416	$ 518,499
23								
24 Ending Fund Balance	$ 404,219	$ 17,893	$ 51,570	$ 216,438	$ 330,523	$ 609,850	$ 1,113,266	$ 1,631,765
25								
26 Reserves:								
27 Reserved for Administration	$ -	$ 1	$ -	$ -	$ -	$ -	$ -	$ -
28 Reserved for Arts & Humanities	27,516	15,265	22,756	22,756.01	22,756	22,756	22,756	22,756
29 Reserved for Parks & Rec.	354,253	4,681	15,884	180,752.01	294,837	574,164	1,077,579	1,596,078
30 Reserved for Conv. & Tourism	22,450	(2,053)	12,930	12,930.02	12,930	12,931	12,931	12,931
31								
32 Total Reserves	$ 404,219	$ 17,893	$ 51,570	$ 216,438	$ 330,523	$ 609,850	$ 1,113,266	$ 1,631,765

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING JUNE 30, 2020 BUDGET

INCOME:

Norman Arts Council Share of City Room Tax Funds	$460,750
TOTAL INCOME	**$460,750**

EXPENSES:

Arts Grants: (54%)	**$250,351**

Project Support

A to Z Productions: Norman Philharmonic
NAMRON Players
Norman Ballet
Children's Chorus: Spring Sing
Children's Chorus: Winter and Spring Concerts
Norman Cultural Connection: African Drumming and Dance
Norman Cultural Connection: Sacred Arts
Norman Film Festival
OU Foundation: Medieval Fair
OU Research: Summer String Academy
OU Research: Native Crossroads Film Festival
OU Research: Meustadt Festival
Pioneer Library System: Black History Month
Pioneer Library System: Jazz at the Library

Operational Support:

Cimarron Opera
Cleveland County Historical Society
Firehouse Art Center
Jazz in June
Norman Music Alliance
Resonator
Sooner Theatre
The Depot

Subtotal	**$250,351**

Norman Arts Council Hotel/Motel Administration: (22%) (estimate of spread of expenses)

Executive Director's Operations Budget	5,000
Payroll	64,000
Insurance	3,000
Communications	3,000
Education (Professional Development)	2,500
Fees and Services (Bank charges, Dues, Legal/accounting)	4,000
Printing (Equipment rental-RK Black)	2,500
Rent	15,000
Office Supplies	4,000

Subtotal	**$103,000**
Norman Arts Council Programs: (16%)	
Second Friday	25,000
Arts Education: Youth scholarships, Poole Travel Scholarships	15,000
Arts Education: Public Art is SmART	9,399
Arts Education: Kids Art is SmART	6,000
MAINSITE Gallery Exhibits	20,000
Subtotal	**$75,399**
Norman Arts Council Marketing (7%)	
NAC Marketing	27,000
KGOU Advertising for arts orgs	5,000
Subtotal	**$32,000.00**
TOTAL EXPENSES	**$460,750**

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2020 BUDGET

INCOME:	
Convention & Visitors Bureau Share of City Room Tax Fund	$ 921,500
Advertising Income	27,000
Special Events	6,750
Souvenirs	4,000
TOTAL INCOME:	**$ 959,250**
EXPENSES:	
Advertising / Marketing	$ 363,741
Operations	118,845
Personnel:	453,639
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	7,000
Membership/Affiliations	16,025
TOTAL EXPENSES	**$ 959,250**

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 20 Budget

Expenditures for operations are projected at $181,360 on revenues of $15,500. No capital expenditures are budgeted for FYE 20.

Available revenues ($203,874) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

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

	FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
Restatement								
Beginning Fund Balance	$ 790,236	$ 513,742	$ 807,955	$ 203,874	$ 38,014	$ 33,011	$ 27,803	$ 22,388
Revenues								
Federal Seizures & Restitutions	$ 68,976	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000
State Seizures & Restitutions	161,754	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Court Fines - Juvenile	-	-	-	-	-	-	-	-
Interest/Investment Income	8,836	500	500	500	500	500	500	500
I/F Transfer - General Fund	-							
Total Revenues	$ 239,566	$ 15,500	$ 15,500	$ 15,500	$ 15,500	$ 15,500	$ 15,500	$ 15,500
Expenditures								
Audit Adjustments	$ (8,369)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies/Materials- State	20,538	13,000	22,141	8,000	-	-	-	-
Services/Maintenance- Federal	493	300	49,300	20,300	20,503	20,708	20,915	21,124
Services/Maintenance- State	107,938	133,060	158,396	153,060	-	-	-	-
I/F Transfer - Capital Fund	82,500	-	-	-	-	-	-	-
I/F Transfer - General Fund			-					
Capital Equipment- State	18,747	148,565	389,744	-	-	-	-	-
Capital Equipment- Federal	-	-	-	-	-	-	-	-
Juvenile Program	-	-	-	-	-	-	-	-
Total Expenditures	$ 221,847	$ 294,925	$ 619,581	$ 181,360	$ 20,503	$ 20,708	$ 20,915	$ 21,124
Net Difference	$ 17,719	$ (279,425)	$ (604,081)	$ (165,860)	$ (5,003)	$ (5,208)	$ (5,415)	$ (5,624)
Ending Fund Balance	$ 807,955	$ 234,317	$ 203,874	$ 38,014	$ 33,011	$ 27,803	$ 22,388	$ 16,764
Reserves								
Reserve for Federal Seizures	$ 274,503	$ 217,420	$ 231,203	$ 216,903	$ 202,400	$ 187,692	$ 172,777	$ 157,653
Reserve for State Seizures	533,452	16,897	(27,329)	(178,889)	(169,389)	(159,889)	(150,389)	(140,889)
Reserve forJuvenile Funds	-	-	-	-	-	-	-	-
Total Reserves	$ 807,955	$ 234,317	$ 203,874	$ 38,014	$ 33,011	$ 27,803	$ 22,388	$ 16,764

CLEET FUND
BUDGET
HIGHLIGHTS

Background

The Council on Law Enforcement Education and Training (CLEET) 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 $10, as a separate penalty assessment.

As an "academy city", the City of Norman has the authority to retain $2 of the $10 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 $10, 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 $10 assessment is retained by the City.

State law also provides for the collection of the Forensic Science Improvement Assessment in the amount of $10, 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 addition, state law provides for a fee assessment of $5 on marijuana and paraphernalia convictions to be collected and reported to the Bureau of Narcotics (BON) 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. Moneys 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 $30 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana/paraphernalia which are $35), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for other fines and penalties provided by law. The money retained by the 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 BON.

FYE 20 Budget

FYE 20 projected revenues are $32,000 with projected expenditures at $30,505, which uses $0 of reserves. This leaves a projected ending fund balance of $9,665.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 13,354	$ 14,435	$ 10,775	$ 8,170	$ 9,665	$ 11,160	$ 12,655	$ 14,150
2									
3	Revenues								
4	CLEET for Police Training	$ 23,087	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
5	CLEET for Court Training	1,738	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6	Misc revenue	371	-	-	-	-	-	-	-
7									
8	Total Revenues	$ 25,196	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000
9									
10	Expenditures								
11	Police Training	$ 27,179	$ 29,105	$ 33,105	$ 29,005	$ 29,005	$ 29,005	$ 29,005	$ 29,005
12	Court Training	610	1,500	1,500	1,500	1,500	1,500	1,500	1,500
13	Audit adjustments	(14)	-	-	-	-	-	-	-
14									
15	Total Expenditures	$ 27,775	$ 30,605	$ 34,605	$ 30,505	$ 30,505	$ 30,505	$ 30,505	$ 30,505
16									
17	Net Difference	$ (2,579)	$ 1,395	$ (2,605)	$ 1,495	$ 1,495	$ 1,495	$ 1,495	$ 1,495
18									
19	Ending Fund Balance	$ 10,775	$ 15,830	$ 8,170	$ 9,665	$ 11,160	$ 12,655	$ 14,150	$ 15,645
20									
21	Reserves								
22	Reserve for Police Training	$ 2,284	$ 7,467	$ (821)	$ 174	$ 1,169	$ 2,164	$ 3,159	$ 4,154
23	Reserve for Court Training	8,491	8,363	8,991	9,491	9,991	10,491	10,991	11,491
24									
25	Total Reserves	$ 10,775	$ 15,830	$ 8,170	$ 9,665	$ 11,160	$ 12,655	$ 14,150	$ 15,645

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

FYE 20 Budget

FYE 20 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 $118,003 in contributions since the beginning of FYE 08.





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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 3,251	$ -	$ 2,329	$ -	$ -	$ -	$ -	$ -
2									
3	Revenues								
4	Citizen Donations	$ 10,491	$ 10,600	$ 10,600	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
5	Interest income	29	-	-	-	-	-	-	-
6									
7	Total Revenues	$ 10,520	$ 10,600	$ 10,600	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
8									
9	Expenditures								
10	Audit adjustments/encumb			$ -					
11	Payment to Arts Board	11,442	10,600	12,929	16,000	16,000	16,000	16,000	16,000
12									
13	Total Expenditures	$ 11,442	$ 10,600	$ 12,929	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
14									
15	Net Difference	$ (922)	$ -	$ (2,329)	$ -	$ -	$ -	$ -	$ -
16									
17	Ending Fund Balance	$ 2,329	$ -	$ -	$ -	$ -	$ -	$ -	$ -

WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS

Background

The Westwood Park Fund is a Special Revenue Fund established to account for the resources used to operate an 18-hole municipal golf course, 18-court municipal tennis center and municipal aquatic center.

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 20 Budget

Statement of Revenues and Expenditures

Revenues for Westwood Golf Course are estimated based on actual current experience in green fees and projected aquatic and tennis center revenue.

Projections for the swimming pool are based upon line-item analysis. 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 ($205,882 in FYE 20) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

During FYE 18, the newly-reconstructed Westwood Aquatic Center re-opened, and the expanded Westwood Tennis Center will begin operations, including new indoor courts which will be available for year-around play. The reconstruction of the Westwood Aquatic Center and the expansion of the Westwood Tennis Center were paid from proceeds of the NORMAN FORWARD Sales Tax (see page 105 for more information). The new Aquatic Center opened in May of 2018, and sell-out attendance has been experienced.

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. Fee levels for use of Westwood Pool and Tennis have been re-set to reflect the expanded operations in the newly-constructed facilities.

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.



WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 12,355	$ 158,715	$ 15,750	$ -	$ -	$ (254,939)	$ (515,493)	$ (781,873)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 1,264,059	$ 1,802,664	$ 1,370,000	$ 1,472,000	$ 1,501,440	$ 1,531,469	$ 1,562,098	$ 1,593,340
5	Service Fees/Chgs	34,920	15,165	15,165	15,620	16,089	16,572	17,069	17,581
6									
7	Total Operating Revenues	$ 1,298,979	$ 1,817,829	$ 1,385,165	$ 1,487,620	$ 1,517,529	$ 1,548,041	$ 1,579,167	$ 1,610,921
8									
9	Operating Expenditures:								
10	Salaries and Benefits	$ 882,912	$ 1,104,360	$ 1,104,360	$ 1,444,073	$ 1,516,277	$ 1,592,090	$ 1,671,695	$ 1,755,280
11	Supplies and Materials	154,654	281,008	385,312	329,945	333,244	336,576	339,942	343,341
12	Services/Maintenance	238,441	268,346	269,479	310,203	313,305	316,438	319,602	322,798
13	Internal Service Fund Chgs	20,729	23,495	23,495	21,699	22,133	22,576	23,028	23,489
14	Cost Allocation Charges	-	-	-	-	-	-	-	-
15	Employee Turnover Savings	-	-	-	-	-	-	-	-
16									
17	Total Operating Expenditures	$ 1,296,736	$ 1,677,209	$ 1,782,646	$ 2,105,920	$ 2,184,959	$ 2,267,680	$ 2,354,267	$ 2,444,908
18									
19	Net Operating Revenue	$ 2,243	$ 140,620	$ (397,481)	$ (618,300)	$ (667,430)	$ (719,639)	$ (775,100)	$ (833,987)
20									
21	Other Revenues:								
22	I/F Transf - Capital Fund - Golf	$ 43,349	$ 111,480	$ 111,480	$ 18,000	$ 61,500	$ 61,500	$ 61,500	$ 61,500
23	I/F Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-
24	I/F Transf - Room Tax	203,619	205,682	205,682	205,882	205,469	209,444	-	-
25	I/F Transf - General Fund	-		380,529	575,800	369,991	416,585	466,220	519,063
26	I/F Transf - Norman Forward Fund		35,000	35,000	35,000	35,000	35,000	35,000	35,000
27	Interest Income	4,224	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28	Misc. revenue	-	-	-	-	-	-	-	-
29									
30	Total Other Revenues	$ 251,192	$ 359,662	$ 740,191	$ 842,182	$ 679,460	$ 730,029	$ 570,220	$ 623,063
31									
32									
33	Other Expenditures:								
34	Audit Accruals/Adj/encumbrances	3,072							
35	Debt Service	$ 203,619	$ 205,682	$ 205,682	$ 205,882	$ 205,469	$ 209,444	$ -	$ -
36	Capital Projects-GOLF	-	-	-	-	-	-	-	-
37	Capital Equipment-GOLF	43,349	41,000	72,298	18,000	19,500	19,500	19,500	19,500
38	Capital Projects-POOL		-	-	-	-	-	-	-
39	Capital Equipment-POOL		-	-	-	-	-	-	-
40	Capital Equipment - Golf Carts	-	65,000	60,000	-	42,000	42,000	42,000	42,000
41	Capital Equipment - Pool	-	5,480	5,480	-	-	-	-	-
42	Capital Equipment - Concessions			15,000					
43	I/F Transf - Parkland	-	-	-	-	-	-	-	-
44									
45	Total Other Expenditures	$ 250,040	$ 317,162	$ 358,460	$ 223,882	$ 266,969	$ 270,944	$ 61,500	$ 61,500
46									
47	Net Revenues (Expenditures)	$ 3,395	$ 183,120	$ (15,750)	$ -	$ (254,939)	$ (260,554)	$ (266,380)	$ (272,424)
48									
49	Ending Fund Balance	$ 15,750	$ 341,835	$ -	$ -	$ (254,939)	$ (515,493)	$ (781,873)	$ (1,054,297)
50									
51	Reserves								
52	Reserve for Operations	$ 103,739	$ 134,177	$ 142,612	$ 168,474	$ 174,797	$ 181,414	$ 188,341	$ 195,593
53	Reserve for Pool Capital Replacement	-	28,375	-	70,000	105,000	140,000	175,000	210,000
54	Reserve for Debt	-	-	-	-	-	-	-	-
55	Reserve for Capital Project	-	50,625	52,800	61,500	61,500	61,500	61,500	61,500
56	Reserve (Deficit)	(87,989)	128,658	(195,412)	(299,974)	(596,236)	(898,407)	(1,206,714)	(1,521,390)
57									
58	Total Reserves	$ 15,750	$ 341,835	$ -	$ -	$ (254,939)	$ (515,493)	$ (781,873)	$ (1,054,297)

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 600 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of April 2019 serves an average of 38,000 customers.

FYE 20 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 April 2019) 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.

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 has begun a $31 million Treatment Plant improvement project 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 (see inside of the back cover).

Additional water is supplied 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 to supplement the water supplied by Norman's ground water and surface water facilities.

FYE 2020 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.

A GIS Utilities Technician and a permanent part time Administrative Technician II have been added for FYE 20.

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 20 ending fund balance is projected to be $8,543,588 with a reserve deficit of $7,433,703, 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 customer water quality demands.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 23,736,594	$ 7,050,535	$ 25,589,280	$ 14,824,710	$ 8,543,588	$ 4,320,948	$ (2,252,342)	$ (12,931,597)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 20,422,474	$ 20,300,000	$ 20,300,000	$ 20,700,000	$ 21,100,000	$ 21,500,000	$ 21,900,000	$ 22,300,000
5	Connection Fee	577,883	625,000	625,000	640,000	650,000	670,000	690,000	710,000
6	Capital Improvement Charge	1,412,719	1,352,785	1,352,785	1,366,313	1,379,976	1,393,776	1,407,714	1,421,791
7	Cost Allocation	780,489	755,969	755,969	774,613	782,359	790,183	798,085	806,066
8									
9	Total Operating Revenues	$ 23,193,565	$ 23,033,754	$ 23,033,754	$ 23,480,926	$ 23,912,335	$ 24,353,959	$ 24,795,799	$ 25,237,857
10									
11	Operating Expenditures:								
12	Salaries / Benefits	$ 3,996,636	$ 4,258,639	$ 4,258,639	$ 4,546,199	$ 4,773,509	$ 5,012,184	$ 5,262,794	$ 5,525,933
13	Supplies / Materials	2,080,867	2,527,301	2,542,486	2,774,159	2,801,901	2,829,920	2,858,219	2,886,801
14	Services / Maintenance	2,592,733	3,269,266	3,381,676	3,184,838	3,216,686	3,248,853	3,281,342	3,314,155
15	Internal Services	164,479	185,523	185,523	163,880	167,158	170,501	173,911	177,389
16	Cost Allocations	2,023,013	1,854,830	1,854,830	1,971,265	1,990,978	2,010,887	2,030,996	2,051,306
17	Employee Turnover Savings		(63,880)	(63,880)	(68,193)	(71,603)	(75,183)	(78,942)	(82,889)
18									
19	Total Operating Expenditures	$ 10,857,728	$ 12,031,679	$ 12,159,274	$ 12,572,148	$ 12,878,629	$ 13,197,163	$ 13,528,319	$ 13,872,696
20									
21	Net Operating Revenue	$ 12,335,837	$ 11,002,075	$ 10,874,480	$ 10,908,778	$ 11,033,706	$ 11,156,796	$ 11,267,480	$ 11,365,161
22									
23	Other Revenues:								
24	Interest Income	$ 224,105	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
25	Other Misc. Revenue	500,256	-	-	-	-	-	-	-
26	I/F Tranfer - Capital Fund	689,265	-	-	-	-	-	-	-
27	Revenue Bond Proceeds	6,891,968	-	36,328,713	-	-	-	-	-
28	Grant Revenue	45,695	-	-	-	-	-	-	-
29									
30	Total Other Revenues	$ 8,351,289	$ 120,000	$ 36,448,713	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
31									
32	Other Expenditures:								
33	Audit Accruals/Adj/Encumbrances	$ (1,560)							
34	Master Conservancy Debt	$ 72,723	$ 72,474	$ 72,474	$ 72,175	$ 71,829	$ 71,523	$ 71,229	$ 70,958
35	Debt Service - 15 Issue	1,561,306	1,479,410	1,479,410	1,477,891	1,470,840	1,478,310	1,480,034	1,476,119
36	Debt Service - 16 Issue	767,015	770,249	770,249	767,147	768,767	770,109	771,060	771,732
37	Debt Service - 17 Issue	30,599	683,413	683,413	2,008,734	2,006,445	2,003,239	2,009,117	2,003,938
38	Debt Service - 18 Issue	-	683,000	683,000	799,125	897,765	899,405	891,295	893,025
39	Debt Service - 21 Issue	-		-		1,155,000	1,155,000	1,155,000	1,155,000
40	Capital Projects	3,572,910	4,385,400	20,335,229	10,192,130	7,688,200	10,134,000	14,329,500	29,907,500
41	Capital Projects - 15 Issue	-	-	-	-	-	-	-	-
42	Capital Projects - 17 Issue	10,929,681	-	19,498,315	-	-	-	-	-
43	Capital Projects - 18 Issue	120,462	-	12,816,054	-	-	-	-	-
44	Capital Projects - 21 Issue	-	-	-	-	-	-	-	-
45	Bond issue costs	-	-	259,956	-	-	-	-	-
46	Capital Equipment	347,219	411,645	417,556	925,698	230,000	230,000	230,000	230,000
47	I/F Transf - General Fund	1,049,963	1,046,250	1,072,107	1,067,000	1,087,500	1,108,500	1,129,500	1,150,500
48	I/F Transf - General Fund - Meter Svs	46,000	-	-	-	-	-	-	-
49	I/F Transf - Capital Fund	338,122	-	-	-	-	-	-	-
50									
51	Total Other Expenditures	$ 18,834,440	$ 9,531,841	$ 58,087,763	$ 17,309,900	$ 15,376,346	$ 17,850,086	$ 22,066,735	$ 37,658,772
52									
53	Net Revenues (Expenditures)	$ 1,852,686	$ 1,590,234	$ (10,764,570)	$ (6,281,122)	$ (4,222,640)	$ (6,573,290)	$ (10,679,255)	$ (26,173,611)
54									
55	Ending Fund Balance	$ 25,589,280	$ 8,640,769	$ 14,824,710	$ 8,543,588	$ 4,320,948	$ (2,252,342)	$ (12,931,597)	$ (39,105,208)
56									
57	Reserves								
58	Reserve for Operations	$ 868,618	$ 962,534	$ 972,742	$ 1,005,772	$ 1,030,290	$ 1,055,773	$ 1,082,266	$ 1,109,816
59	Reserve for Encumbrances	21,365,034	-	-	-	-	-	-	-
60	Reserve for Bond Projects - 15 Issue	-	-	-	-	-	-	-	-
61	Reserve for Bond Projects - 17 Issue	(4,037,713)	40	(4,520)	(4,520)	(4,520)	(4,520)	(4,520)	(4,520)
62	Reserve for Bond Projects - 18 Issue	(120,462)	(40)	(538,761)	(538,761)	(538,761)	(538,761)	(538,761)	(538,761)
63	Reserve for Bond Projects - 21 Issue	-	-	-	-	-	-	-	-
64	Reserve for Capital	14,450,266	10,585,958	14,450,266	15,514,800.00	18,123,667	22,118,500	29,907,500	29,907,500
65	Reserve (Deficit) Surplus	(6,936,463)	(2,907,723)	(55,017)	(7,433,703)	(14,289,728)	(24,883,334)	(43,378,082)	(69,579,243)
66									
67	Total Reserves	$ 25,589,280	$ 8,640,769	$ 14,824,710	$ 8,543,588	$ 4,320,948	$ (2,252,342)	$ (12,931,597)	$ (39,105,208)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2020 BUDGET

INCOME:

Operation & Maintenance Assessments	$ 2,510,900
TOTAL INCOME	**$ 2,510,900**
(Less energy project interest)	

EXPENSES:

Personnel	$ 687,550
Maintenance	179,500
Utilities	34,000
Insurance & Bonds	45,250
Administrative Supplies	15,000
Professional Services	424,550
State & Federal Services	157,600
Pumping Power	525,000
Major Equipment Replacement	442,450
TOTAL EXPENSES	**$2,510,900**

WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS

Background

The Water Reclamation Fund (formerly known as "sewer" or "wastewater") 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.

On November 3, 2001, the Norman Utilities Authority (NUA) adopted an updated Wastewater Master Plan, which directed a system-wide average treatment capacity expansion from 12 million gallons per day (MG/D) to 21.5 MG/D, by the year 2040. A $60 million project to expand the Water Reclamation Facility to 17 MG/D capacity, with significant improvements to treatment standards and odor control, was completed in 2017.

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 507 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. Additional sewer system capital projects are reported in the Sewer Maintenance Fund and Sewer Excise Tax Fund.

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.

FYE 20 Budget

Statement of Revenues and Expenditures

FYE 20 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 19. 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 Fee + $2.70 per 1,000 gallons of treated water

FYE 20 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 20 ending fund balance is projected to be $6,463,749. 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 20 projected revenues are 1.9% higher than FYE 19 budget revenues.

Summary

A major expansion of the Water Reclamation Facility (WRF) was complete in FYE 17. The expansion will allow for treatment capacity to increase and to improve the quality of the reclaimed water from the plant. The below pictures shows the completed expansion project for the Water Reclamation Facility.





Water reclaimed by the Norman Water Reclamation Facility

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 823,400	$ 7,463,574	$ 6,451,051	$ 7,825,920	$ 6,463,749	$ 5,438,855	$ 8,644,714	$ 10,164,431
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 11,353,547	$ 11,793,231	$ 11,793,231	$ 12,029,095	$ 12,269,677	$ 12,515,071	$ 12,765,372	$ 13,020,680
5	Sewer Replacement Charge	96	-	-	-	-	-	-	-
6	Capital Improvement Charge	877,513	808,000	808,000	816,080	824,241	832,483	840,808	849,216
7									
8	Total Operating Revenues	$ 12,231,156	$ 12,601,231	$ 12,601,231	$ 12,845,175	$ 13,093,918	$ 13,347,554	$ 13,606,180	$ 13,869,896
9									
10	Operating Expenditures:								
11	Salaries and Benefits	$ 3,156,681	$ 3,342,024	$ 3,342,024	$ 3,570,057	$ 3,748,560	$ 3,935,988	$ 4,132,787	$ 4,339,427
12	Supplies and Materials	459,649	602,700	575,799	604,765	610,813	616,921	623,090	629,321
13	Services and Maintenance	1,284,855	1,487,262	1,662,933	1,487,711	1,502,588	1,517,614	1,532,790	1,548,118
14	Internal Services	133,232	145,958	145,958	148,160	151,123	154,146	157,229	160,373
15	Cost Allocations	2,020,251	1,777,875	1,777,875	1,891,828	1,910,746	1,929,854	1,949,152	1,968,644
16	Employee Turnover Savings	-	(50,130)	(50,130)	(53,551)	(56,228)	(59,040)	(61,992)	(65,091)
17									
18	Total Operating Expenditures	$ 7,054,668	$ 7,305,689	$ 7,454,459	$ 7,648,970	$ 7,867,602	$ 8,095,482	$ 8,333,056	$ 8,580,791
19									
20	Net Operating Revenue	$ 5,176,488	$ 5,295,542	$ 5,146,772	$ 5,196,205	$ 5,226,316	$ 5,252,072	$ 5,273,124	$ 5,289,105
21									
22	Other Revenues:								
23	Interest Income	$ (45,300)	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
24	Bond Proceeds/Grant Reimb.	5,130,308	-	4,852,867	-	-	-	-	-
25	Misc. Revenue/Cost Allocation	7,604	503,431	503,431	521,558	526,774	532,041	537,362	542,735
26	I/F Transf - Hallpark (capacity)	-	-	-	-	-	-	-	-
27	I/F Transf - Sanitation	-	-	-	-	-	-	-	-
28	I/F Transf - General Fund	-	-	-	-	-	-	-	-
29	I/F Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
30									
31	Total Other Revenues	$ 5,092,612	$ 553,431	$ 5,406,298	$ 571,558	$ 576,774	$ 582,041	$ 587,362	$ 592,735
32									
33									
34	Other Expenditures:								
35	Audit Accruals/Adjustments	$ (1,813,446)							
36	Debt Service-99 SRF Note	251,855	252,796	252,796	127,177	-	-	-	-
37	Debt Service-14 SRF Note	2,158,391	2,360,809	2,360,809	1,870,450	2,002,500	2,002,500	2,002,500	2,002,500
38	Debt Service - 15 Rev. Bonds	273,509	248,997	248,997	128,832	-	-	-	-
39	Capital Projects	2,888,470	2,317,900	5,117,043	4,179,000	4,212,000	-	1,700,000	1,741,000
40	Capital Equipment	268,993	600,843	608,894	223,020	-	-	-	-
43	I/F Transf - General Fund (Dev. Engineer)	-	-	-	-	-	-	-	-
41	I/F Transf - Sewer Maint Fund 321	-	-	-	-	-	-	-	-
45	I/F Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
46	I/F Transf - Hallpark	-	-	-	-	-	-	-	-
42	I/F Transf - General Fund	567,677	589,662	589,662	601,455	613,484	625,754	638,269	651,034
43	I/F Transf - General Fund - Meter Svs	46,000	-	-	-	-	-	-	-
44									
45	Total Other Expenditures	$ 4,641,449	$ 6,371,007	$ 9,178,201	$ 7,129,934	$ 6,827,984	$ 2,628,254	$ 4,340,769	$ 4,394,534
46									
47	Net Revenues (Expenditures)	$ 5,627,651	$ (522,034)	$ 1,374,869	$ (1,362,171)	$ (1,024,894)	$ 3,205,859	$ 1,519,717	$ 1,487,306
48									
49	Ending Fund Balance	$ 6,451,051	$ 6,941,540	$ 7,825,920	$ 6,463,749	$ 5,438,855	$ 8,644,714	$ 10,164,431	$ 11,651,737
50									
51	Reserves								
52	Reserve for Encumbrances	$ 776,625	$ -	$ -	$ -	$ -	$ -	$ -	$ -
53	Reserve for Operations	564,373	584,455	596,357	611,918	629,408	647,639	666,645	686,463
54	Reserve for Capital	2,366,400	2,522,750	2,366,400	1,913,250	1,147,000	1,720,500	1,741,000	1,741,000
55	Reserve (Deficit) Surplus	2,743,653	3,834,335	4,863,163	3,938,581	3,662,447	6,276,575	7,756,786	9,224,274
56									
57	Total Reserves	$ 6,451,051	$ 6,941,540	$ 7,825,920	$ 6,463,749	$ 5,438,855	$ 8,644,714	$ 10,164,431	$ 11,651,737

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 20 and beyond, generally, the oldest lines in the system are scheduled for replacement first ("worst things first").

FYE 20 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 19 extrapolated for a full year.

FYE 20 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 20 total budgeted expenditures are $2,874,606.

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 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1 Beginning Fund Balance	$ 5,714,750	$ 388,867	$ 7,437,413	$ 766,455	$ 893,828	$ 1,049,602	$ 1,232,108	$ 1,441,473
2								
3 Operating Revenues:								
4 Capital Improvement Charge	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5 Sewer Maintenance Rate	3,014,230	2,972,256	2,972,256	3,001,979	3,031,999	3,062,319	3,092,942	3,123,871
7								
8 Total Operating Revenues	$ 3,014,230	$ 2,972,256	$ 2,972,256	$ 3,001,979	$ 3,031,999	$ 3,062,319	$ 3,092,942	$ 3,123,871
9								
10 Operating Expenditures:								
11 Salaries and Benefits	$ 61,369	$ 60,713	$ 60,713	$ 67,100	$ 70,455	$ 73,978	$ 77,677	$ 81,560
12 Supplies and Materials	3,248	2,124	2,124	2,581	2,607	2,633	2,659	2,686
13 Services and Maintenance	873	20,825	20,825	2,425	2,449	2,474	2,498	2,523
14 Internal Services	2,967	100	100	700	714	728	743	758
15 Cost Allocations	-	-	-	-	-	-	-	-
16 Employee Turnover Savings	-	-	-	-	-	-	-	-
17								
18 Total Operating Expenditures	$ 68,457	$ 83,762	$ 83,762	$ 72,806	$ 76,225	$ 79,813	$ 83,577	$ 87,527
19								
20 Net Operating Revenue	$ 2,945,773	$ 2,888,494	$ 2,888,494	$ 2,929,173	$ 2,955,774	$ 2,982,506	$ 3,009,365	$ 3,036,344
21								
22 Other Revenues:								
23 Interest Income	$ 85,541	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24 Misc. Revenue	27,128	-	-	-	-	-	-	-
25 I/F Transf - Wastewater Fund 32	-	-	-	-	-	-	-	-
26								
27 Total Other Revenues	$ 112,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28								
29								
30 Other Expenditures:								
31 Capital Projects	$ 1,335,779	$ 2,800,000	$ 9,546,452	$ 2,800,000	$ 2,800,000	$ 2,800,000	$ 2,800,000	$ 2,800,000
32 Capital Equipment	-	13,000	13,000	1,800	-	-	-	-
33 Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34								
35 Total Other Expenditures	$ 1,335,779	$ 2,813,000	$ 9,559,452	$ 2,801,800	$ 2,800,000	$ 2,800,000	$ 2,800,000	$ 2,800,000
36								
37 Total Revenues	$ 3,126,899	$ 2,972,256	$ 2,972,256	$ 3,001,979	$ 3,031,999	$ 3,062,319	$ 3,092,942	$ 3,123,871
38								
39 Total Expenditures	$ 1,404,236	$ 2,896,762	$ 9,643,214	$ 2,874,606	$ 2,876,225	$ 2,879,813	$ 2,883,577	$ 2,887,527
40								
41 Net Revenues (Expenditures)	$ 1,722,663	$ 75,494	$ (6,670,958)	$ 127,373	$ 155,774	$ 182,506	$ 209,365	$ 236,344
42								
43 Ending Fund Balance	$ 7,437,413	$ 464,361	$ 766,455	$ 893,828	$ 1,049,602	$ 1,232,108	$ 1,441,473	$ 1,677,817

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 $25,355,000 for system expansion and improvement.

FYE 20 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 20.

Five Year Outlook

Excise tax revenues are projected to be the same in years FYE 20 through FYE 24.

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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 5,402,348	$ 10,823,013	$ 7,760,035	$ 9,501,985	$ 8,687,716	$ 8,552,797	$ 7,862,278	$ 7,518,759
2									
3	Operating Revenues:								
4	Excise Tax - Residential	$ 1,136,991	$ 1,300,000	$ 1,025,000	$ 1,300,000	$ 1,300,000	$ 1,300,000	$ 1,300,000	$ 1,300,000
5	Excise Tax - Commercial	182,894	400,000	180,000	400,000	400,000	400,000	400,000	400,000
6									
7	Total Operating Revenues	$ 1,319,885	$ 1,700,000	$ 1,205,000	$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,700,000
8									
9	Total Operating Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10									
11	Net Operating Revenue	$ 1,319,885	$ 1,700,000	$ 1,205,000	$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,700,000
12									
13	Other Revenues:								
14	Interest Income	$ 97,340	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
15	Bond Proceeds/Grant Reimb.	3,521,139	-	3,330,719	-	-	-	-	-
16	SRF Loan Proceeds	-	-	-	-	-	-	-	-
17	I/F Transf - General Fund	-	-	-	-	-	-	-	-
18	Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19									
20	Total Other Revenues	$ 3,618,479	$ 70,000	$ 3,400,719	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
21									
22	Other Expenditures:								
23	Debt Service - 09 SRF	$ 486,260	$ 360,019	$ 360,019	$ 360,019	$ 360,019	$ 360,019	$ 360,019	$ 360,019
24	Debt Service - 14 SRF	1,353,605	1,621,104	1,621,104	1,284,550	1,373,500	1,373,500	1,373,500	1,373,500
25	Services & maintenance	-	-	-	-	-	-	-	-
26	Capital Projects	740,812	143,400	882,646	939,700	171,400	727,000	380,000	3,835,000
27									
28	Total Other Expenditures	$ 2,580,677	$ 2,124,523	$ 2,863,769	$ 2,584,269	$ 1,904,919	$ 2,460,519	$ 2,113,519	$ 5,568,519
29									
30	Net Revenues (Expenditures)	$ 2,357,687	$ (354,523)	$ 1,741,950	$ (814,269)	$ (134,919)	$ (690,519)	$ (343,519)	$ (3,798,519)
31									
32	Ending Fund Balance	$ 7,760,035	$ 10,468,491	$ 9,501,985	$ 8,687,716	$ 8,552,797	$ 7,862,278	$ 7,518,759	$ 3,720,240
33									

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 20 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 20 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.

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 20 ending fund balance is projected to be $7,659,347, 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. The Utility will give a high priority to catching up on its backlogged fleet replacement schedules over time.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 11,271,753	$ 10,473,570	$ 13,148,780	$ 9,322,503	$ 7,659,347	$ 8,500,033	$ 9,290,480	$ 10,028,085
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 14,444,412	$ 14,750,000	$ 14,750,000	$ 15,000,000	$ 15,280,000	$ 15,550,000	$ 15,830,000	$ 15,830,000
5	Other Revenue	355,242	219,677	219,677	221,874	224,093	226,334	228,597	230,883
6									
7	Total Operating Revenues	$ 14,799,654	$ 14,969,677	$ 14,969,677	$ 15,221,874	$ 15,504,093	$ 15,776,334	$ 16,058,597	$ 16,060,883
8									
9	Operating Expenditures:								
10	Salaries / Benefits	$ 4,342,305	$ 4,166,715	$ 4,166,715	$ 4,569,049	$ 4,797,501	$ 5,037,377	$ 5,289,245	$ 5,553,708
11	Supplies / Materials	947,438	1,128,298	1,128,137	1,219,343	1,231,536	1,243,851	1,256,290	1,268,853
12	Services / Maintenance	3,092,505	3,884,162	3,922,693	3,878,838	3,917,626	3,956,802	3,996,370	4,036,334
13	Internal Services	620,099	690,196	690,196	757,284	772,430	787,879	803,637	819,710
14	Cost Allocations	1,553,989	1,412,361	1,412,361	1,508,688	1,523,775	1,539,013	1,554,403	1,569,947
15									
16	Total Operating Expenditures	$ 10,556,336	$ 11,281,732	$ 11,320,102	$ 11,933,202	$ 12,242,868	$ 12,564,922	$ 12,899,945	$ 13,248,552
17									
18	Net Operating Revenue	$ 4,243,318	$ 3,687,945	$ 3,649,575	$ 3,288,672	$ 3,261,225	$ 3,211,412	$ 3,158,652	$ 2,812,331
19									
20	Other Revenue:								
21	Interest Income	$ 106,115	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
22	Bond/Grant Proceeds	-	-	-	-	-	-	-	-
23									
24	Total Other Revenue	$ 106,115	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
25									
26	Other Expenditures:								
27	Audit Accruals/Adjustments	$ 125,223							
28	Capital Equipment	1,584,472	$ 2,095,075	$ 2,508,146	$ 4,522,060	$ 2,200,000	$ 2,200,000	$ 2,200,000	$ 2,200,000
29	Debt Service - 2010 Notes	315,940	318,652	318,652	319,768	320,539	320,965	321,047	320,783
30	Debt Service - 2013 Notes	335,975	168,446	168,446	-	-	-	-	-
31	Capital Projects	64,796	2,652,000	4,580,608	210,000	-	-	-	-
32	I/F Transfer - General Fund - Meter Svs	46,000	-	-	-	-	-	-	-
33									
34	Total Other Expenditures	$ 2,472,406	$ 5,234,173	$ 7,575,852	$ 5,051,828	$ 2,520,539	$ 2,520,965	$ 2,521,047	$ 2,520,783
35									
36	Net Revenues (Expenditures)	$ 1,877,027	$ (1,446,228)	$ (3,826,277)	$ (1,663,156)	$ 840,686	$ 790,447	$ 737,605	$ 391,548
37									
38	Ending Fund Balance	$ 13,148,780	$ 9,027,342	$ 9,322,503	$ 7,659,347	$ 8,500,033	$ 9,290,480	$ 10,028,085	$ 10,419,633
39									
40	Reserves								
41	Reserve for Operations	$ 844,507	$ 902,539	$ 905,608	$ 954,656	$ 979,429	$ 1,005,194	$ 1,031,996	$ 1,059,884
42	Reserve for Capital	2,706,412	2,833,015	2,706,412	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
43	Reserve (Deficit) Surplus	9,597,861	5,291,788	5,710,483	4,504,691	5,320,604	6,085,286	6,796,089	7,159,749
44									
45	Total Reserves	$ 13,148,780	$ 9,027,342	$ 9,322,503	$ 7,659,347	$ 8,500,033	$ 9,290,480	$ 10,028,085	$ 10,419,633

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.

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 20 health claim costs are projected to be $14,118,950.

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 20 is $1,413,500.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 20 estimated cost of unemployment claims is approximately $22,000.

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.

Through Internal Service charges, City departmental budgets are charged "premiums" for each budgeted employee. These charges to City department budgets are accounted for as revenue in the Risk Management Fund for health insurance, workers' compensation, and unemployment benefits.

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. Reserve levels for health insurance and workers' compensation meet and exceed this targeted level.

FYE 20 Budget

After many years of having inadequate revenues to meet expenses or required reserve levels, the workers' compensation and health insurance reserves are now adequate. Much of the credit for this financial improvement goes to the City's Health Insurance Committee and its consultant, and much credit goes to changes in Oklahoma Workers' Statutes.

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 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 5,701,536	$ 3,660,329	$ 2,780,012	$ 2,338,528	$ 1,982,778	$ 1,883,283	$ 1,887,558	$ 1,930,330
2									
3	Revenues								
4	Int Svs Ch - W/C	$ 74,999	$ 75,000	$ 75,000	$ 75,000	$ 430,000	$ 500,000	$ 500,000	$ 900,000
5	Int Svs Ch - Risk	269,635	329,122	329,122	422,499	458,655	473,319	488,633	504,630
6	Int Svs Ch - Unemployment	7,506	22,220	22,220	22,220	22,220	22,442	22,667	22,893
7	Int Svs Ch - Health Ins Prem - City	10,030,389	10,593,232	10,258,435	10,720,065	11,202,467	11,706,579	12,233,375	12,783,876
8	Health Ins Premiums - Employee	2,335,657	2,494,745	2,415,906	2,524,622	2,638,230	2,756,950	2,881,013	3,010,658
9	Health Ins Refunds	873,080	163,750	1,252,674	1,309,044	1,367,951	1,429,509	1,493,837	1,561,060
10	Other Revenues	181,505	-	-	-	-	-	-	-
11	I/F Transfer - Debt Service	651,763	825,000	475,829	825,000	825,000	825,000	825,000	825,000
12	I/F Transfer - General Fd	80,087	-	-	-	-	-	-	-
13									
14	Total Revenues	$ 14,504,621	$ 14,503,069	$ 14,829,186	$ 15,898,450	$ 16,944,523	$ 17,713,799	$ 18,444,524	$ 19,608,118
15									
16	Expenditures								
17	Salary / Benefits - Risk	$ 223,741	$ 233,880	$ 233,880	$ 239,938	$ 251,935	$ 264,532	$ 277,758	$ 291,646
18	Salary / Benefits - Health Ins	88,970	93,704	93,704	85,139	89,396	93,866	98,559	103,487
19	Services / Maintenance	264,460	175,173	175,173	204,673	206,720	208,787	210,875	212,984
20	Judgments / Claims	161,503	170,000	170,000	170,000	320,000	320,000	320,000	320,000
21	Workers' Comp Pymts	1,048,843	2,218,500	1,000,000	1,413,500	1,470,040	1,528,842	1,589,995	1,653,595
22	Unemployment Claims	6,548	22,000	22,000	22,000	22,220	22,442	22,667	22,893
23	Health Insurance Claims	13,349,664	12,579,279	11,609,900	12,074,296	12,557,268	13,059,559	13,581,941	14,125,219
24	Health Insurance Fees	2,278,074	1,995,144	1,966,013	2,044,654	2,126,440	2,211,497	2,299,957	2,391,955
25	I/F Transfer - General Fd	81,253	-	-	-	-	-	-	-
26	I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
27	Audit Accruals / Adjustments	(76,911)	-	-	-	-	-	-	-
28									
29	Total Expenditures	$ 17,426,145	$ 17,487,681	$ 15,270,670	$ 16,254,200	$ 17,044,018	$ 17,709,524	$ 18,401,752	$ 19,121,779
30									
31	Net Difference	$ (2,921,524)	$ (2,984,612)	$ (441,484)	$ (355,750)	$ (99,495)	$ 4,275	$ 42,772	$ 486,339
32									
33	Ending Fund Balance	$ 2,780,012	$ 675,717	$ 2,338,528	$ 1,982,778	$ 1,883,283	$ 1,887,558	$ 1,930,330	$ 2,416,668
34									
35	Reserves:								
36	Reserved for Health Insurance	$ (343,445)	$ (894,413)	$ (86,047)	$ 263,595	$ 699,140	$ 1,227,256	$ 1,855,024	$ 2,589,957
37	Reserved for Unemployment	29,105	13,569	29,325	29,545	29,545	29,545	29,545	29,545
38	Reserved for W/C/Claims/Judgments	2,178,927	895,963	1,559,756	876,256	341,216	(182,626)	(767,621)	(1,016,216)
39	Reserved for Risk Mgmt	915,425	660,598	835,494	813,382	813,382	813,382	813,382	813,382
40									
41	Total Reserves	$ 2,780,012	$ 675,717	$ 2,338,528	$ 1,982,778	$ 1,883,283	$ 1,887,558	$ 1,930,330	$ 2,416,668
42									
43	Targeted Reserves:								
44	Reserve for Health Insurance	$ 2,224,944	$ 2,096,547	$ 1,934,983	$ 2,012,383	$ 2,092,878	$ 2,176,593	$ 2,263,657	$ 2,354,203
45	Reserve for Workers Comp	174,807	369,750	166,667	235,583	245,007	254,807	264,999	275,599
46									
47	Total Targeted Reserves	$ 2,399,751	$ 2,466,297	$ 2,101,650	$ 2,247,966	$ 2,337,885	$ 2,431,400	$ 2,528,656	$ 2,629,802

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) 2020-2024. 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 and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2020-2024 document.

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%
Fleet Replacement Supplement:	7%
Capital Outlay:	27%
Street Maintenance:	25%
Capital Projects:	Balance or 36%

The Capital Fund also includes funding for the following positions that provide support to capital projects: a Capital Projects Manager, two Capital Projects Engineers, a Stormwater Engineer, Traffic Staff Engineer and a Construction Manager, 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 April 5, 2016, the voters of Norman re-authorized a general obligation bond issue for street resurfacing and improvements city wide. This was third renewal of the five-year G.O. Bond program by the voters, based on maintaining the same average property tax levy to repay the bonds. A total of approximately $25,000,000 in projects will be paid for by these bonds over five years, in the following types:

- 36% - Concrete street panel replacement and improvement
- 32% - Asphalt street resurfacing and improvement
- 20% - Major road reconstruction projects
- 12% - Rural road paving and improvement

FYE 20 Budget

The FYE 20 Budget shows total projected resources available of $37,070,576, including beginning fund balance, of $20,588,281 and total expenditures projected at $42,052,189 with an ending fund balance of $15,606,668. Sales tax is projected at a 4% increase from FYE 19 estimated revenue, and an average 4% growth rate in years FYE 20 through FYE 24. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2020 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2020 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 2020-2024 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.

Below is a list of Capital Projects and their associated operating impact.

FYE 2018 projects

Project Title	Project Category	Operating Impact	
Flood Avenue Multimodal Path	Special Traffic Improvement	Negligible	$5,000 per year for electricity and preventive maintenance
State Hwy. 9 Multimodal Path, Phase 2	Special Traffic Improvement	Negligible	$5,000 per year for electricity and preventive maintenance
Large Water Meter Testing	Water Meters	Positive	Improve water meter accuracies lead to more revenue
Water Distribution System Improve.-Seg. B	Water Distribution System	Positive	Will improve water distribution system capabilities, reducing costs
Water Line Segment D, Phase 4	Water Distribution System	Positive	Will improve water distribution system capabilities, reducing costs
Water Line Replacement - Interstate Drive	Water Distribution System	Positive	Reduce maintenance costs
Water Line Replacement - Robinson under I-35	Water Distribution System	Positive	Reduce maintenance costs
Water Line Replacement - W. of Campus	Water Distribution System	Positive	Reduce maintenance costs
Water Line Replacement Gray & Tonhawa	Water Distribution System	Positive	Reduce maintenance costs
Water Metering / Billing Audit	Water Distribution System	Positive	Reduce errors, which reduces operating costs & can bring in more revenue
WTP Backwash Tower - Resurfacing	Water Towers	Negligible	Maintain asset
Water Wells & Supply Lines 2015	Wells & Distribution System	Slight	Annual payments for water rights will increase approximately $11,000 per well per year, but revenue from well water will be generated as well
Urban Service Area Waterlines	Urban Service Area Water	Positive	Reduce maintenance costs
Water Line Replacement	Water Line Replacement - Hot Soils	Positive	Reduce maintenance costs
WRF Dewatering Centrifuge Telemetry	Wastewater Collection System	High	Will increase operating costs for facility
Summit Valley Interceptor	Wastewater Collection System	Positive	More revenue will be produced and will reduce future maintenance costs
WRF Class A Sludge Improvements	Wastewater Improvements	High	Increased treatment costs, but allows marketing of the product
WRF Roof Replacements	Building Improvements	Positive	Reduces energy costs
FYE 17 Lift Station Modifications	Sanitary Sewer Replacements	Positive	Reduce maintenance and personnel costs
Lift Station D Force Main Rehab, Phase 2	Wastewater Improvements	Positive	Prevent imminent failure of force mail, or associated repair costs
Sewer Lift Station Rehabilitation	Line Maintenance	Negligible	Increases reliability of lift station design life
Sewer Maintenance Project FYE 2014	Sanitary Sewer Replacements	Positive	Reduce maintenance and personnel costs
Sewer Maintenance Project FYE 2018	Sanitary Sewer Replacements	Positive	Reduce maintenance and personnel costs
Sanitary Sewer Emergency Repairs	Line Maintenance	Negligible	Maintains a means for emergency system repairs
12th Ave. NE & High Meadows Dr. Intersection	Intersection Widening with new signal	Negligible	$5,000 per year for electricity and preventive maintenance
12th Ave. NW - Rock Creek to Tecumseh	Widening and Reconstruction	Negligible	$5,000 per year for electricity and preventive maintenance
12th Ave. SE & Triad Village	New Signal	Negligible	$5,000 per year for electricity and preventive maintenance
24th Ave. NW & Tee Drive	Intersection Widening with new signal	Negligible	$5,000 per year for electricity and preventive maintenance
Legacy Trail Multi Modal Path Extension	Special Traffic Improvement	Negligible	$5,000 per year for electricity and preventive maintenance
Lindsey St. / SH9 Wayfinding	Signage	Negligible	$3,000 per year for sign maintenance
City Website Redesign	Network Infrastructure	Slight	Website upgrade
Tree Program	Parks & Recreation	Negligible	Irrigation maintenance and pruning
Video Conferencing Expansion	Network Infrastructure	Slight	Increase annual maintenance agreement costs
Drainage Misc. Annual Projects	General Maintenance	Positive	Decrease in overall City effort and expenditures for maintenance
Lake Thunderbird Watershed TMDL Compliance	Storm water Drainage	Positive	Project should have a positive impact on operations. As water quality entering Lake Thunderbird improves, drinking water quality will improve.
Lindsey St. - 24th Ave. SW to Berry Road, Phase 2	Roadway Widening	Negligible	$5,000 per year for electricity and preventive maintenance
Indoor Aquatics Facility - NORMAN FORWARD	New Building	Slight	Increase in ongoing maintenance, utilities and computer services costs
Indoor Sports Facility - NORMAN FORWARD	New Building	Positive	More revenue
Community Sports Park - NORMAN FORWARD	Parks & Recreation	High	New field maintenance, but increase in revenues expected

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 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 36,266,194	$ 9,683,197	$ 42,878,840	$ 20,588,281	$ 15,606,668	$ (1,668,128)	$ (6,583,336)	$ (12,119,868)
2									
3	Revenues:								
4	Sales Tax	$ 12,063,853	$ 11,992,288	$ 12,250,000	$ 16,049,895	$ 16,691,891	$ 16,913,386	$ 17,125,894	$ 17,810,930
5	Use Tax	-	-	-	210,171	216,476	222,970	229,659	236,549
6	Interest/Investment Income	126,213	150,000	400,000	150,000	150,000	150,000	150,000	150,000
7	GO Bond Interest Income	159,172	-	55,000	-	-	-	-	-
8	Donations/Other	768,463	-	-	660,510	-	200,000	-	-
9									
10	Subtotal	$ 13,117,701	$ 12,142,288	$ 12,705,000	$ 17,070,576	$ 17,058,367	$ 17,486,356	$ 17,505,553	$ 18,197,478
11	I/F Transf - General	-	-	-	-	-	-	-	-
12	I/F Transf - Seizures Fund	82,500	-	-	-	-	-	-	-
13	I/F Transf - Special Grant Fund	100,000	-	-	-	-	-	-	-
14	I/F Transf - CDBG Fund	6,923,064	-	5,486,132	-	-	-	-	-
15	I/F Transf - Water Fund	338,122		-					
16	I/F Transf - UNP TIF Fund	1,301,242							
17	Bond Proceeds	6,105,000	9,795,000	19,455,743	20,000,000	-	-	-	-
18									
19	Total Revenue	$ 27,967,629	$ 21,937,288	$ 37,646,875	$ 37,070,576	$ 17,058,367	$ 17,486,356	$ 17,505,553	$ 18,197,478
20									
21	Expenditures:								
22	Salary and Benefits	$ 1,156,124	$ 1,224,084	$ 1,224,084	$ 1,235,582	$ 1,297,361	$ 1,362,229	$ 1,430,341	$ 1,501,858
23	Services and Maintenance	2,273	16,699	25,099	16,699	16,866	17,035	17,205	17,377
24	Capital Outlay (Transfer)	2,818,416	3,266,918	4,068,134	3,351,793	3,577,392	3,720,488	3,869,307	4,024,079
25	Capital Outlay - Capital Fund	-	-	-	2,500	-	-	-	-
26	Capital Outlay - PSST	-	-	-	57,289	310,493	310,493	310,493	310,493
27	Street Maintenance	483,098	2,305,377	6,911,178	2,307,877	2,305,377	2,305,377	2,305,377	2,305,377
28	Capital Projects (See Detail)	5,747,907	4,587,800	17,954,502	5,745,500	3,423,000	3,433,000	3,244,400	1,833,000
29	Capital Projects - PSST	-	-	-	750,000	800,000	750,000	775,000	1,700,000
30	Maintenance of Facilities	330,370	295,300	627,398	185,000	185,000	185,000	185,000	185,000
31	Paygo (Bond Projects)	111,207	-	371,736	-	-	-	-	-
32	New Bond Projects - 08B - 2008 Vote	65,381		113,008					
33	New Bond Projects - 12B - 2010 Vote	1,632,895		78,944	2,000,000	1,086,385			
34	New Bond Projects - 12C	9,394		-		-	-	-	-
35	New Bond Projects - 15 - 2012 Vote	2,406,624	2,417,500	10,438,468	-	570,625			
36	New Bond Projects - 16 - 2016 Vote	3,817,118	4,739,999	10,701,770	-	-	-	-	-
37	New Bond Projects - 18 - ERP	662,242		5,323,298	-				
38	New Bond Projects - 19 - 2016 Vote	-	-	58,748	4,803,302	5,033,934	-	-	-
39	New Bond Projects - 19A - 2008 Vote	-	-	-	9,488,743				
40	New Bond Projects - 19B - 2019 Vote	-	-	-	8,345,803	11,910,326	6,487,434	7,727,035	4,402,382
41	Bond Issue Cost	-	160,000	332,000	-	-	-	-	-
42	Debt Service- ERP	-	1,312,358	1,312,358	1,316,384	1,319,762	1,322,492	664,574	-
43	Debt Service- PSST	-	-	-	2,357,717	2,361,641	2,369,342	2,370,820	2,381,075
44	Audit Accruals/Adj/Encumbrances	791,947	-	-	-	-	-	-	-
45									
46	Subtotal	$ 20,034,996	$ 20,326,035	$ 59,540,725	$ 41,964,189	$ 34,198,162	$ 22,262,889	$ 22,899,552	$ 18,660,641
47	I/F Transf - GF (Storm Water Drainage Labor)	68,861	285,229	285,229	70,000	73,500	77,175	81,034	85,085
48	I/F Transf - GF	-		-					
49	I/F Transf - UNP TIF Fund	518,512		-					
50	I/F Transf - Water Fund	689,265							
51	I/F Transf - Westwood - Golf	43,349	111,480	111,480	18,000	61,500	61,500	61,500	61,500
52									
53	Total Expenditures	$ 21,354,983	$ 20,722,744	$ 59,937,434	$ 42,052,189	$ 34,333,162	$ 22,401,564	$ 23,042,085	$ 18,807,227
54									
55	Net Difference	$ 6,612,646	$ 1,214,544	$ (22,290,559)	$ (4,981,613)	$ (17,274,795)	$ (4,915,208)	$ (5,536,532)	$ (609,748)
56									
57	Ending Fund Balance	$ 42,878,840	$ 10,897,741	$ 20,588,281	$ 15,606,668	$ (1,668,128)	$ (6,583,336)	$ (12,119,868)	$ (12,729,617)
58									
59	Reserves:								
60	General Contingency	844,470	839,460	857,500	1,123,493	1,168,432	1,183,937	1,198,813	1,246,765
61	Reserve for Senior Center	261,770	261,770	261,770	261,770	261,770	261,770	261,770	261,770
62	Reserve for Bond Proceeds - 08B - 2008 Vote	112,293	-	-	-	-	-	-	-
63	Reserve for Bond Proceeds - 12B - 2010 Vote	3,165,329	914,255	3,086,385	1,086,385	-	-	-	-
64	Reserve for Bond Proceeds - 15 - 2012 Vote	6,562,448	(1,974,611)	(3,876,020)	(3,876,020)	(4,446,645)	(4,446,645)	(4,446,645)	(4,446,645)
65	Reserve for Bond Proceeds - 16 - 2016 Vote	10,701,770	1,717,826	-	-	-	-	-	-
66	Reserve for Bond Proceeds - 16 - PSST	-	-	1,141,141	1,141,141	1,141,141	1,141,141	1,141,141	1,141,141
67	Reserve for Bond Proceeds - 18 - ERP	5,442,758		119,460	119,460	119,460	119,460	119,460	119,460
68	Reserve for Bond Proceeds - 19 - 2016 Vote	-	9,635,000	9,576,252	4,772,950	(260,984)	(260,984)	(260,984)	(260,984)
69	Reserve for Bond Proceeds - 19A - 2008 Vote	-	-	9,488,743	-	-	-	-	-
70	Reserve for Bond Proceeds - 19B - 2019 Vote				11,654,197	(256,129)	(6,743,563)	(14,470,598)	(18,872,980)
71	Reserve for Encumbrances	6,775,305	-	-	-	-	-	-	-
72	Available for New Projects	9,012,697	(495,959)	(66,950)	(676,708)	604,827	2,161,548	4,337,175	8,081,856
73									
74	Total Reserves	$ 42,878,840	$ 10,897,741	$ 20,588,281	$ 15,606,668	$ (1,668,128)	$ (6,583,336)	$ (12,119,868)	$ (12,729,617)

NORMAN FORWARD SALES TAX CAPITAL FUND
BUDGET
HIGHLIGHTS

Background

Norman Forward is a citizen-initiative to renovate, expand, construct and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes and other quality of life projects throughout Norman.

On October 13, 2015, the voters of Norman voted on and approved a one half of one percent (1/2%) 15-year temporary sales tax increase to fund Norman Forward Quality of Life Projects. The tax was effective January 1, 2016.

A $43,160,000 revenue note was approved through the Norman Municipal Authority in December 2015 for the financing of these projects, and a second financing, for $30,950,000 was completed in June, 2017.

Some of the projects include:

- New Central and Eastside Branch Libraries - $44,000,000
- James Garner Avenue Extension - $6,000,000
- New Indoor Aquatic Facility - $14,000,000
- Westwood (Outdoor) Pool Reconstruction - $12,000,000
- Westwood Tennis Center Renovation - $1,000,000
- Reaves Park Baseball Complex Renovation - $10,000,000
- Griffin Park Land Purchase - $10,000,000
- Griffin Park Soccer Complex Reconstruction - $11,000,000
- New Football and Softball Complex - $2,500,000
- New Indoor Multi-Sport Facility - $8,500,000
- Neighborhood Park/Trail Development - $14,500,000
- Community Park Development - $9,500,000
- Canadian River Trails Park Development - $2,000,000
- Road and Infrastructure Improvements - $3,000,000
- Senior Citizens Center-TBD

Other authorized NORMAN FORWARD expenditures could include public art, maintenance and support personnel.

FYE 20 Budget

In FYE 20, $10,297,491 in revenue is projected. Expenditures of $32,911,273 are projected with the majority going towards the construction of the Central and Eastside Library projects. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2020.

NORMAN FORWARD SALES TAX CAPITAL FUND (51)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 68,812,899	$ 42,385,779	$ 54,059,452	$ 4,740,768	$ 19,876,985	$ 14,423,923	$ 13,025,367	$ 12,205,154
2									
3	Revenues:								
4	Sales Tax Revenue	9,165,487	9,264,370	9,264,370	9,634,945	10,020,343	10,421,157	10,838,003	11,271,523
5	Use Tax Revenue	724,016	628,685	628,685	647,546	666,972	686,981	707,591	728,818
6	Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7	Interest Income	519,735	-	-	-	-	-	-	-
8	Donations/Other	8,500	-	-	-	2,000,000	-	-	-
9									
10	Subtotal	$ 10,417,738	$ 9,908,056	$ 9,908,056	$ 10,297,491	$ 12,702,315	$ 11,123,138	$ 11,560,594	$ 12,015,342
11									
12	I/F Transf - Capital Fund - 2015 Bds	-	-	-	-	-	-	-	-
13	Bond Proceeds - 2015 Bonds	-	-	-	-	-	-	-	-
14	Bond Proceeds - 2017 Bonds	-	-	-	-	-	-	-	-
15	Bond Proceeds - 2020 Bonds	-	-	-	37,750,000	-	-	-	-
16									
17	Subtotal	$ -	$ -	$ -	$ 37,750,000	$ -	$ -	$ -	$ -
18									
19	Total Revenue	$ 10,417,738	$ 9,908,056	$ 9,908,056	$ 48,047,491	$ 12,702,315	$ 11,123,138	$ 11,560,594	$ 12,015,342
20									
21	Expenditures:								
22	Audit Adjustments/Encumbrances	1,740	-	-	-	-	-	-	-
23	Salary and Benefits	-	-	-	-	-	-	-	-
24	Supplies and Materials	-	-	-	-	-	-	-	-
25	Services and Maintenance	408,421	-	864,632	-	-	-	-	-
26	Capital Projects - Pay Go	633,504	2,950,000	4,647,780	6,100,000	6,300,000	2,000,000	500,000	500,000
27	Capital Projects - 2015 Bonds	21,066,019	-	6,856,561	-	-	-	-	-
28	Capital Projects - 2017 Bonds	-	28,290,492	30,950,000	-	-	-	-	-
29	Capital Projects - 2020 Bonds	-	16,109,508	11,908,249	21,892,860	1,750,000			
30	Issue Costs	-	-	-	400,000				
31	Debt Service - 2015 Bonds	2,270,117	2,236,518	2,236,518	2,606,718	3,157,548	3,097,948	4,003,348	5,250,613
32	Debt Service - 2017 Bonds	791,384	1,713,000	1,713,000	1,689,000	1,863,500	2,333,500	2,781,000	2,721,000
33	Debt Service - 2020 Bonds	-	-	-	-	4,856,000	4,856,000	4,856,000	4,856,000
34	I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
35	I/F Transf - General Fund-East Library	-	15,000	15,000	75,000	75,000	75,000	75,000	75,000
36	I/F Transf - General Fund-Central Library		-	-	112,695	118,330	124,246	130,459	136,981
37	I/F Transf - Westwood Fund	-	35,000	35,000	35,000	35,000	35,000	35,000	35,000
38									
39	Total Expenditures	$ 25,171,185	$ 51,349,518	$ 59,226,740	$ 32,911,273	$ 18,155,378	$ 12,521,694	$ 12,380,807	$ 13,574,594
40									
41	Net Difference	$ (14,753,447)	$ (41,441,462)	$ (49,318,684)	$ 15,136,218	$ (5,453,063)	$ (1,398,556)	$ (820,213)	$ (1,559,253)
42									
43	Ending Fund Balance	$ 54,059,452	$ 944,317	$ 4,740,768	$ 19,876,985	$ 14,423,923	$ 13,025,367	$ 12,205,154	$ 10,645,901
44									
45	Reserves:								
46	General Contingency	641,584	648,506	648,506	674,446	701,424	729,481	758,660	789,007
47	Reserve for Bond Proceeds - 2015 Bonds	6,856,561	-	-	-	-	-	-	-
48	Reserve forBond Proceeds - 2017 Bonds	30,950,000	-	-	-	-	-	-	-
49	Reserve for Bond Proceeds - 2020 Bonds	-	(16,109,508)	(11,908,249)	3,548,891	1,798,891	1,798,891	1,798,891	1,798,891
50	Available for Pay-Go Projects	15,611,307	16,405,319	16,000,511	15,653,648	11,923,608	10,496,995	9,647,603	8,058,003
51									
52	Total Reserves	$ 54,059,452	$ 944,317	$ 4,740,768	$ 19,876,985	$ 14,423,923	$ 13,025,367	$ 12,205,154	$ 10,645,901

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, Ruby Grant, and Legacy Park. There are an additional 56 neighborhood parks.

FYE 20 Budget

There are revenues of $95,000 estimated in FYE 20, which include fees of $85,000.

There is a fund balance of $961,320 projected at the end of FYE 20 that may be utilized for the purposes discussed in the Park Land Ordinance.

No park Capital Projects in FYE 20 are scheduled at this time.

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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 867,141	$ 738,837	$ 891,705	$ 866,320	$ 961,320	$ 1,056,320	$ 1,151,320	$ 1,246,320
2									
3	Revenues								
4	Interest/Investment Income	$ 7,941	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
5	Community Park Fees	29,400	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6	Neighborhood Park Fees	15,900	35,000	35,000	35,000	35,000	35,000	35,000	35,000
7	In-Lieu of/Other	24,908	-	-	-	-	-	-	-
8	I/F Transfer - Capital	-	-	-	-	-	-	-	-
9									
10	Total Revenue	$ 78,149	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000
11									
12	Expenditures								
13	Community Park Projects	$ 28,913	$ -	$ 112,128	$ -	$ -	$ -	$ -	$ -
14	Neighborhood Park Projects	29,380	-	8,257	-	-	-	-	-
15	Parkland acquisition	-	-	-	-	-	-	-	-
16	I/F Transf - Room Tax	-	-	-	-	-	-	-	-
17	I/F Transf - Capital	-	-	-	-	-	-	-	-
18	I/F Transf - GF	-	-	-	-	-	-	-	-
19	Services & maintenance	-	-	-	-	-	-	-	-
20	Audit Accruals/Adjustments	(4,708)	-	-	-	-	-	-	-
21									
22	Total Expenditures	$ 53,585	$ -	$ 120,385	$ -	$ -	$ -	$ -	$ -
23									
24	Net Difference	$ 24,564	$ 95,000	$ (25,385)	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000
25									
26	Ending Fund Balance	$ 891,705	$ 833,837	$ 866,320	$ 961,320	$ 1,056,320	$ 1,151,320	$ 1,246,320	$ 1,341,320
27									
28	Reserves								
29	Reserve for Community Parks	$ 180,145	$ 156,702	$ 118,017	$ 168,017	$ 218,017	$ 268,017	$ 318,017	$ 368,017
30	Reserve for Neighborhood Parks	1,349,091	1,090,317	1,375,834	1,410,834	1,445,834	1,480,834	1,515,834	1,550,834
31	Reserve for Park Land	(637,531)	(413,182)	(627,531)	(617,531)	(607,531)	(597,531)	(587,531)	(577,531)
32									
33	Total Reserves	$ 891,705	$ 833,837	$ 866,320	$ 961,320	$ 1,056,320	$ 1,151,320	$ 1,246,320	$ 1,341,320

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; construction of an overpass of Interstate 35 at Rock Creek Road; and economic development incentives designed to attract quality jobs and higher-end retail establishments to the UNP Development. The majority of the infrastructure and park projects have been completed.

FYE 20 Budget

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID collects assessments from property owners in the UNP development, which are matched by City TIF funds, together totaling $200,000 per year. 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 first entryway sign project was completed in FYE 2018. The FYE 2020 budget includes $150,000 from BID assessments and $116,985 in City TIF funds for these maintenance expenses.

Beginning in Fiscal Year 2020, sales taxes earned in the UNP TIF District will no longer be apportioned to the UNP TIF fund. $2,000,000 in property tax revenues are projected to be apportioned to the UNP TIF Fund in FYE 2020. Council has directed negotiations with the private developers of University North Park to amend the UNP TIF Project Plan so that, by June 30, 2019, projected future property tax apportionments and incremental tax revenues which have already accrued to the UNP TIF Fund will be adequate to pay for the remaining authorized project costs.



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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 23 PROJECTED
1	Beginning Fund Balance	$ 22,170,345	$ 18,831,371	$ 20,194,107	$ 10,832,329	$ 11,893,973	$ 11,984,993	$ 12,073,284	$ 12,157,735
2									
3	Revenues								
4	Sales Tax	$ 3,211,217	$ 3,524,512	$ 2,833,638	$ -	$ -	$ -	$ -	$ -
5	Sales Tax - Economic Dev	631,318	702,698	566,728	-	-	-	-	-
6	Interest Income	131,187	48,000	160,000	140,000	48,000	24,000	24,000	24,000
7	Property Tax	1,567,419	2,000,000	2,000,000	2,000,000	-	-	-	-
8	Bond Proceeds	-	-	-	-	-	-	-	-
9	Loan Proceeds	-	-	-	-	-	-	-	-
10	Misc Income	181,928	9,200	176,543	-	-	-	-	-
11	BID Assessment Receipts	94,614	125,000	100,000	150,000	175,000	200,000	200,000	200,000
12									
13	Subtotal	$ 5,817,683	$ 6,409,410	$ 5,836,909	$ 2,290,000	$ 223,000	$ 224,000	$ 224,000	$ 224,000
14									
15	I/F Transf - Capital	$ 518,512	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	I/F Transf - Debt Service	-							
17									
18	Total Revenue	$ 6,336,195	$ 6,409,410	$ 5,836,909	$ 2,290,000	$ 223,000	$ 224,000	$ 224,000	$ 224,000
19									
20	Expenditures								
21	Services /Maintenance	$ 7,404	$ 9,371	$ 9,371	$ 11,371	$ 11,485	$ 11,600	$ 11,716	$ 11,833
22	Administration	314,080	334,785	334,785	-	-	-	-	-
23	BID Expenses	134,841	116,485	185,735	116,985	120,495	124,110	127,833	131,668
24	Capital Equipment	-		-					
25	Capital Projects	869,196	1,310,000	3,645,270	1,100,000	-	-	-	-
26	Debt Service	1,599,697	1,640,739	11,023,526	-	-	-	-	-
27	Audit adjustments	(189,535)	-	-	-	-	-	-	-
28	I/F Transf - General Fund	4,275,508							
29	I/F Transf - Capital Fund	1,301,242							
30									
31	Total Expenditures	$ 8,312,433	$ 3,411,380	$ 15,198,687	$ 1,228,356	$ 131,980	$ 135,710	$ 139,549	$ 143,501
32									
33	Net Difference	$ (1,976,238)	$ 2,998,030	$ (9,361,778)	$ 1,061,644	$ 91,020	$ 88,290	$ 84,451	$ 80,499
34									
35	Ending Fund Balance	$ 20,194,107	$ 21,829,401	$ 10,832,329	$ 11,893,973	$ 11,984,993	$ 12,073,284	$ 12,157,735	$ 12,238,234
36									
37	Reserves								
38	Reserved for BID	$ 640,038	$ 481,203	$ 629,303	$ 712,318	$ 791,823	$ 867,713	$ 939,880	$ 1,008,212
39	Available for Debt Repayment	10,815,000	9,565,000	-	-	-	-	-	-
40	Unreserved	8,739,069	11,783,198	10,203,026	11,181,655	11,193,170	11,205,571	11,217,855	11,230,022
41									
42	Total Reserves	$ 20,194,107	$ 21,829,401	$ 10,832,329	$ 11,893,973	$ 11,984,993	$ 12,073,284	$ 12,157,735	$ 12,238,234
43									
44	Outstanding Debt		$ 9,565,000	$ -	$ -	$ -	$ -	$ -	$ -

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, 2018, including debt to be paid by City-operated enterprises.

General Government Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
Combined Purpose Bonds of 2008A	Dec. 1, 2018	610,000	3.375% - 4.25 %
Combined Purpose Bonds of 2012D	Dec. 1, 2032	15,830,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	20,155,000	0.5% - 4%
Combined Purpose Bonds of 2016	June 1, 2019	7,500,000	1.5%-2%
Combined Purpose Bonds of 2016A	July 1, 2027	6,265,000	4.0%-5.0%
Total		$ 50,360,000	

Tax Increment Authority Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
TIF Revenue Note of 2013	Sept. 1, 2023	$10,815,000	3.81%
Total		$10,815,000	

Enterprise Fund Debt	Maturity	Outstanding Balance	Interest Rate
Clean Water OWRB SRF Note	Sept. 15, 2019	373,077	.5%
NMA Sales Tax Revenue Note, Series 2017B	Dec. 1, 2022	5,615,000	2.16%
NMA Sanitation Notes	Oct. 1, 2024	1,835,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	705,000	3.5% - 6.125%
Clean Water OWRB SRF Note	March 15, 2031	3,836,337	2.91%
Sanitation System Note	Oct. 1, 2018	165,000	1.1455%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	31,901,414	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	11,795,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	19,150,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	41,660,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	8,340,000	2.23%
NMA Sales Tax Revenue Note, Series 2017	July 1, 2030	30,550,000	3%
Drinking Water OWRB SRF Note	Oct. 1, 2039	6,891,969	2.82%
Total		$162,817,797	
Grand Total			**$223,992,797**

*20 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
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
2015	32,212	14,381	17,831	4,447	2,544	6,991	2.55
2016	37,308	11,657	25,651	6,508	1,287	7,795	3.29
2017	33,834	18,055	15,779	5,943	1,053	6,996	2.26
2018	34,050	17,747	16,303	5,508	1,262	6,770	2.41

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

Source: City of Norman, 2018 Comprehensive Annual Financial Report, p. 120

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, 2018

Assessed Valuation:		
Net Assessed Value		$993,913,000
Section 26 limitation:		
10% of net assessed value	$ 99,391,000	
Section 27 limitation:		
30% of net assessed value		$298,174,000
Debt applicable to limitation:		
Total general bonded debt	$ 50,360,000	
Less amount available for payment	(5,769,000)	
Total debt applicable to limitation	$ 44,591,000	
Legal debt margin		$253,583,000

Source: City of Norman, 2018 Comprehensive Annual Financial Report, p. 119

FYE 20 Budget

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. Norman Forward Sales Tax Notes issued by the Norman Municipal Authority are serviced by Norman Forward Sales Tax Revenues. Revenue Bonds issued by the Norman Tax Increment Finance Authority are repaid from sales tax and property taxes generated in the University North Park Development and apportioned to the University North Park Tax Increment Finance District Fund. The following table illustrates the ratio of General Government debt service to total General Government expenditures.

On April 5, 2016, the voters of Norman re-authorized a General Obligation Bond issue for street resurfacing and improvements citywide. This was the third voter renewal of a five-year G.O. Bond program, maintaining the same average ad valorem levy to repay the bonds.

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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 8,670,288	$ 9,371,369	$ 5,862,938	$ 6,753,049	$ 7,110,070	$ 7,462,546	$ 7,811,057	$ 8,154,156
2									
3	Revenues:								
4	Property Tax	$ 10,404,106	$ 14,037,531	$ 14,037,531	$ 6,972,443	$ 6,876,998	$ 6,793,733	$ 6,680,071	$ 5,670,914
5	Interest/Investment Income	9,449	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6	Assessment District-HP	-	-	-	-	-	-	-	-
7									
8	Subtotal	$ 10,413,555	$ 14,062,531	$ 14,062,531	$ 6,997,443	$ 6,901,998	$ 6,818,733	$ 6,705,071	$ 5,695,914
9	I/F Transf - 92 & 95 Bonds	-	-	-	-	-	-	-	-
10	I/F Transf - GF	-	-	-	-	-	-	-	-
11									
12	Total Revenue	$ 10,413,555	$ 14,062,531	$ 14,062,531	$ 6,997,443	$ 6,901,998	$ 6,818,733	$ 6,705,071	$ 5,695,914
13									
14	Expenditures								
15	Principal Payments	$ 11,085,000	$ 11,130,000	$ 11,085,000	$ 4,025,000	$ 4,030,000	$ 4,035,000	$ 4,035,000	$ 3,240,000
16	Interest Payments	1,606,589	1,409,077	1,606,591	1,785,422	1,689,522	1,605,222	1,496,972	1,330,870
17	Agents Fees	1,400	5,000	5,000	5,000	5,000	5,000	5,000	5,000
18	Assessment District-HP	-	-	-	-	-	-	-	-
19	Audit Accruals/Adjustments	(123,847)	-	-	-	-	-	-	-
20									
21	Subtotal	$ 12,569,142	$ 12,544,077	$ 12,696,591	$ 5,815,422	$ 5,724,522	$ 5,645,222	$ 5,536,972	$ 4,575,870
22	I/F Transf - Insurance	651,763	825,000	475,829	825,000	825,000	825,000	825,000	825,000
23	I/F Transf - UNP TIF	-	-	-	-	-	-	-	-
24									
25	Total Expenditures	$ 13,220,905	$ 13,369,077	$ 13,172,420	$ 6,640,422	$ 6,549,522	$ 6,470,222	$ 6,361,972	$ 5,400,870
26									
27	Net Difference	$ (2,807,350)	$ 693,454	$ 890,111	$ 357,021	$ 352,476	$ 348,511	$ 343,099	$ 295,044
28									
29	Ending Fund Balance	$ 5,862,938	$ 10,064,823	$ 6,753,049	$ 7,110,070	$ 7,462,546	$ 7,811,057	$ 8,154,156	$ 8,449,200
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 20 Budget

The FYE 20 Budget shows a beginning fund balance of $704,779. No expenditures are projected to be made for FYE 20 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2020-2024 discusses planned recoupment projects in detail.

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

		FYE 18 ACTUAL	FYE 19 BUDGET	FYE 19 ESTIMATED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED
1	Beginning Fund Balance	$ 693,245	$ 693,245	$ 704,779	$ 704,779	$ 704,779	$ 704,779	$ 704,779	$ 704,779
2									
3	Revenues								
4	Reimbursements/Interest	$ 3,416	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
6									
7	Total Revenues	$ 3,416	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8									
9	Expenditures								
10	Capital Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	Audit Adjustments	(8,118)	-	-	-	-	-	-	-
12									
13	Total Expenditures	$ (8,118)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14									
15	Net Difference	$ 11,534	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16									
17	Ending Fund Balance	$ 704,779	$ 693,245	$ 704,779	$ 704,779	$ 704,779	$ 704,779	$ 704,779	$ 704,779

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 20 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 July 1, 2017, the Plan included 8 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.

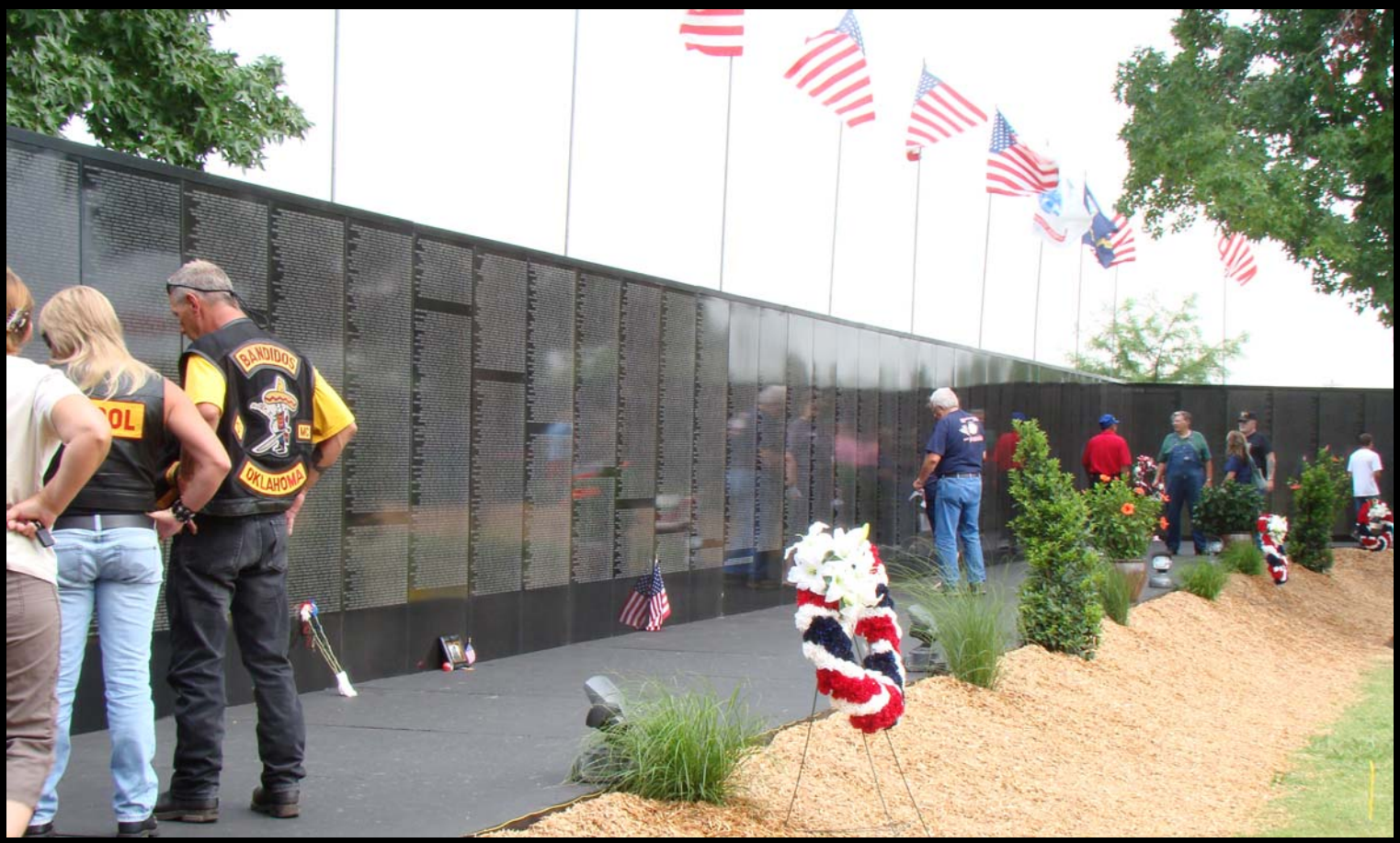
Oklahoma Police Pension and Retirement System

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.





Veteran's Day Parade and Ceremony



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:

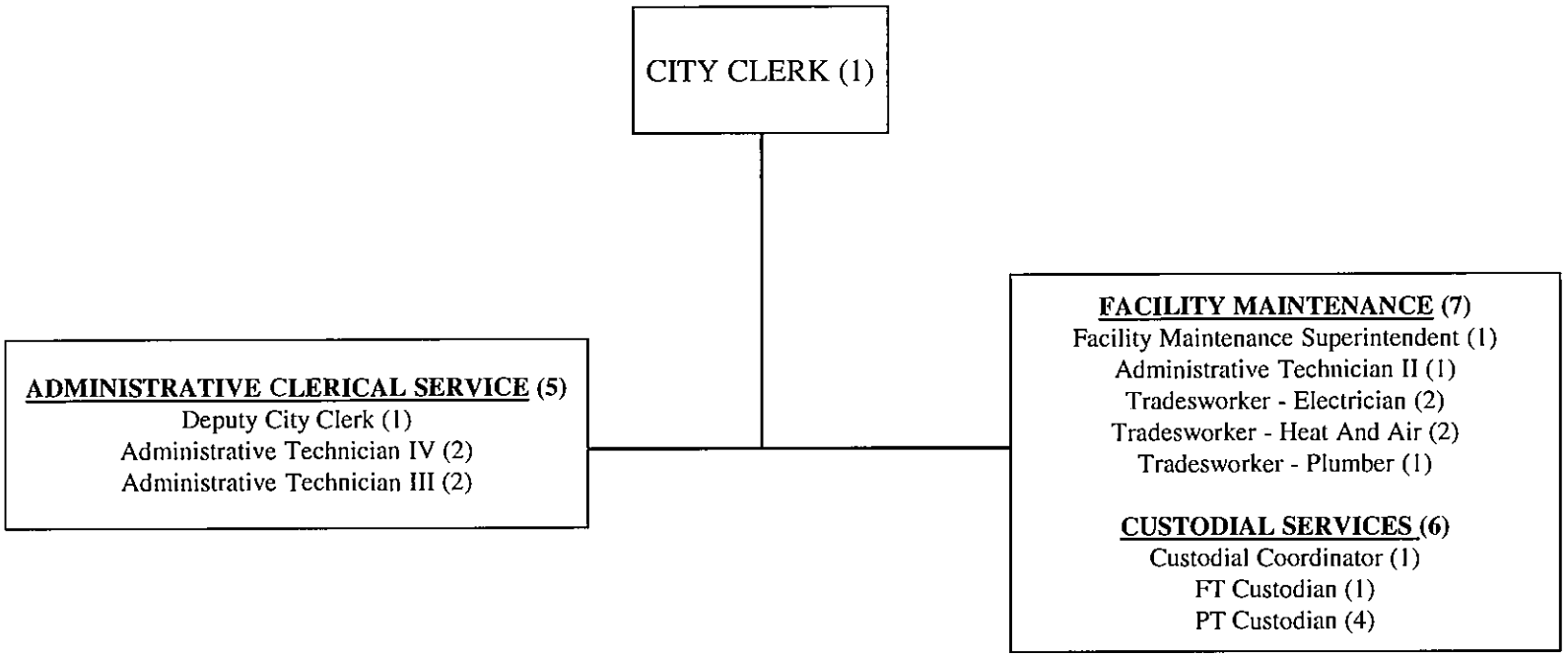
	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	596	601	604	604	609
Part-time Positions	24	23	23	23	23
Total Budgeted Positions	620	624	627	627	632

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	54,467,497	56,512,208	56,474,290	56,474,290	68,360,019
Supplies & Materials	4,688,255	5,960,912	6,085,640	6,085,640	6,353,912
Services & Maintenance	8,479,168	9,982,058	12,123,610	12,123,610	11,050,947
Internal Services	2,137,436	2,364,523	2,361,073	2,361,073	2,621,296
Capital Equipment	2,819,411	3,266,918	4,068,134	4,068,134	3,351,793
Subtotal	72,591,767	78,086,619	81,112,747	81,112,747	91,737,967
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	280,087	0	737,558	737,558	575,800
Audit Adjust/Encumbrances	597,414	0	0	0	0
Subtotal	877,501	0	737,558	737,558	575,800
Fund Total	73,469,268	78,086,619	81,850,305	81,850,305	92,313,767

OFFICE OF THE CITY CLERK

19 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.

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 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

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	14	14	14	14	15
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	18	18	18	18	19

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,066,476	1,105,038	1,105,038	1,105,038	1,207,352
Supplies & Materials	96,903	106,206	106,577	106,577	136,713
Services & Maintenance	206,270	246,901	247,179	247,179	246,338
Internal Services	26,373	28,989	28,989	28,989	31,424
Capital Equipment	112,894	91,145	94,012	94,012	112,426
Subtotal	1,508,916	1,578,279	1,581,795	1,581,795	1,734,253
Department Total	1,508,916	1,578,279	1,581,795	1,581,795	1,734,253

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. 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 Divison
- 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
- Maintains quality maintenance for all City buildings, ball fields, tennis courts, water wells, and lift stations
- Administers repair and renovation projects for City facilities

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	488,823	482,859	482,859	482,859	507,750
Supplies & Materials	4,269	6,378	6,307	6,307	5,528
Services & Maintenance	73,704	77,213	77,373	77,373	78,864
Internal Services	15,446	15,654	15,654	15,654	16,281
Capital Equipment	0	2,400	2,880	2,880	9,000
Subtotal	582,242	584,504	585,073	585,073	617,423
Division Total	582,242	584,504	585,073	585,073	617,423

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 channels
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	95%	90%	90%
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%	90%	90%	80%	90%
Percentage of Council items indexed and distributed within 3 days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 5 days of Council meeting	95%	95%	90%	75%	50%
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%	95%	95%
Number of special events and festival permits issued	15	18	25	25	25

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	74,053	82,675	82,675	82,675	83,891
Supplies & Materials	1,210	2,323	2,323	2,323	11,445
Services & Maintenance	30,960	35,399	35,400	35,400	34,285
Internal Services	1,768	2,290	2,290	2,290	3,087
Capital Equipment	0	0	0	0	0
Subtotal	107,992	122,687	122,688	122,688	132,708
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	107,992	122,687	122,688	122,688	132,708

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

- Computerize records for day to day tasks with the ability to access this information for report and budget purposes.
- 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 verses temporary repairs.
- Incorporate sustainable energy and equipment practices.
- Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
- Provide enough resources to the division to accomplish the mission.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	90%	95%	95%	100%	95%
Percentage of repeat calls for same problem	10%	10%	10%	25%	10%

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

- Oversee in-house custodial services for the City of Norman Complex.
- Stock cleaning supplies and dispense from warehouse to City Facilities.
- Perform custodial setup work as needed.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	159,882	189,256	189,256	189,256	183,532
Supplies & Materials	29,039	39,711	39,711	39,711	45,286
Services & Maintenance	398	400	400	400	400
Internal Services	1,444	1,807	1,807	1,807	1,856
Capital Equipment	0	0	0	0	0
Subtotal	190,763	231,174	231,174	231,174	231,074
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	190,763	231,174	231,174	231,174	231,074

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

- Plan and coordinate custodial functions to have minimal disruption during working hours.
- Anticipate needs for janitorial supplies for the Municipal Complex and Fire Department to eliminate return trips for pick up of 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.
- Address day porter needs that can bot be accomplished with the nighttime custodians.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time products are available	100%	100%	100%	95%	95%
Number of work orders processed for daytime activities	1125	1016	1200	1250	1300

DIVISION SUMMARY

010-2032 FACILITY MAINTENANCE

MISSION:

- To service City facilities
- Complete repairs as requested with a high level of competence and safety
- Schedule preventative maintenance for City facilities in order to sustain cost effective maintenance and energy savings for the City of Norman

DESCRIPTION:

- Maintain a high level of efficient quality repair for City facilities
- Responsible for maintenance repairs for over 67 City buildings, 10 accessory buildings, 36 restrooms, 41 ball fields, 17 tennis courts, 38 water wells, 17 lift stations, 6 trash compactors, water and wastewater plants, parks, Sprinkler systems-downtown parking lot, North Base, Municipal Complex, Westwood Golf Course, medians on Main, Flood, and Classen, etc.
- Proactively schedule preventative maintenance for City facilities to prevent failure

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	4	4	4	4	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	5

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	343,718	350,248	350,248	350,248	432,179
Supplies & Materials	62,385	57,794	58,236	58,236	74,454
Services & Maintenance	32,613	41,774	41,890	41,890	50,674
Internal Services	7,715	9,238	9,238	9,238	10,200
Capital Equipment	112,894	88,745	91,132	91,132	103,426
Subtotal	559,325	547,799	550,744	550,744	670,933
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	559,325	547,799	550,744	550,744	670,933

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
HVAC work orders processed	428	439	450	450	500
Electric work orders processed	670	541	550	575	600
Plumbing work orders processed	702	598	500	450	500
Miscellaneous work orders processed	228	331	350	325	350

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. By resolution adopted each year, the City Council shall designate a date in the following year, which is approved under then-current state law, for the holding of Norman's municipal elections and Municipal runoff elections. If allowed by then-current state law, the date for municipal elections shall be in February and the Municipal runoff elections shall be in April.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	68,595	92,115	92,116	92,116	82,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	68,595	92,115	92,116	92,116	82,115
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	68,595	92,115	92,116	92,116	82,115

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	2	2	2	2

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	10,532	92,351	92,351	92,351	246,398
Supplies & Materials	9,446	17,425	17,396	17,396	11,255
Services & Maintenance	991,022	2,535,164	2,549,838	2,549,838	1,219,359
Internal Services	22,675	39,503	39,503	39,503	39,093
Capital Equipment	1,211	70,500	16,295	16,295	0
Subtotal	1,034,887	2,754,943	2,715,383	2,715,383	1,516,105
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	1,034,887	2,754,943	2,715,383	2,715,383	1,516,105

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 20 General Fund allocation to the City Council includes funding in the amount of $1,050,076 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Campus Area Rapid Transit (CART) - $635,500
Norman Economic Development Coalition (NEDC) - $125,000
Center for Children & Families, Inc. (CCFI) - $120,000
Association of Central Oklahoma Governments (ACOG) – Membership – $66,126
Oklahoma Municipal League (OML) – Membership - $80,000
Oklahoma Municipal Management Services – Membership - $5,000
Kiwanis Kruiser - $14,500
Performing Arts Studio - $3,500
Veterans Day Parade - $450

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	2	2	2	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	2	2	2	0

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	10,532	92,351	92,351	92,351	11,627
Supplies & Materials	9,446	17,425	17,396	17,396	10,255
Services & Maintenance	991,022	2,535,164	2,549,838	2,549,838	1,044,359
Internal Services	22,675	39,503	39,503	39,503	39,093
Capital Equipment	1,211	70,500	16,295	16,295	0
Subtotal	1,034,887	2,754,943	2,715,383	2,715,383	1,105,334
Division Total	1,034,887	2,754,943	2,715,383	2,715,383	1,105,334

*FYE 20 includes a 1% Emergency Reserve of $875,855 and FYE 19 included a 2% Emergency Reserve of $1,447,354.

DIVISION SUMMARY

010-1005 INTERNAL AUDIT

MISSION:

The Internal Audit Division provides objective and independent audit, investigative, analytic and advisory information to the public, City Council, and City management at the direction of the City Council to improve City operations and public services.

DESCRIPTION:

Based on an annual work plan prepared in consultation with the City Council and City Manager, the Internal Audit staff will conduct studies, investigations, and performance, compliance and management audits of various City functions and programs impacting on Cuty operations and public services.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	2	2	2	2

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	234,771
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	234,771
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	234,771

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	1,000	0	0	1,000
Services & Maintenance	2,570	0	1,000	1,000	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,570	1,000	1,000	1,000	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	2,570	1,000	1,000	1,000	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:

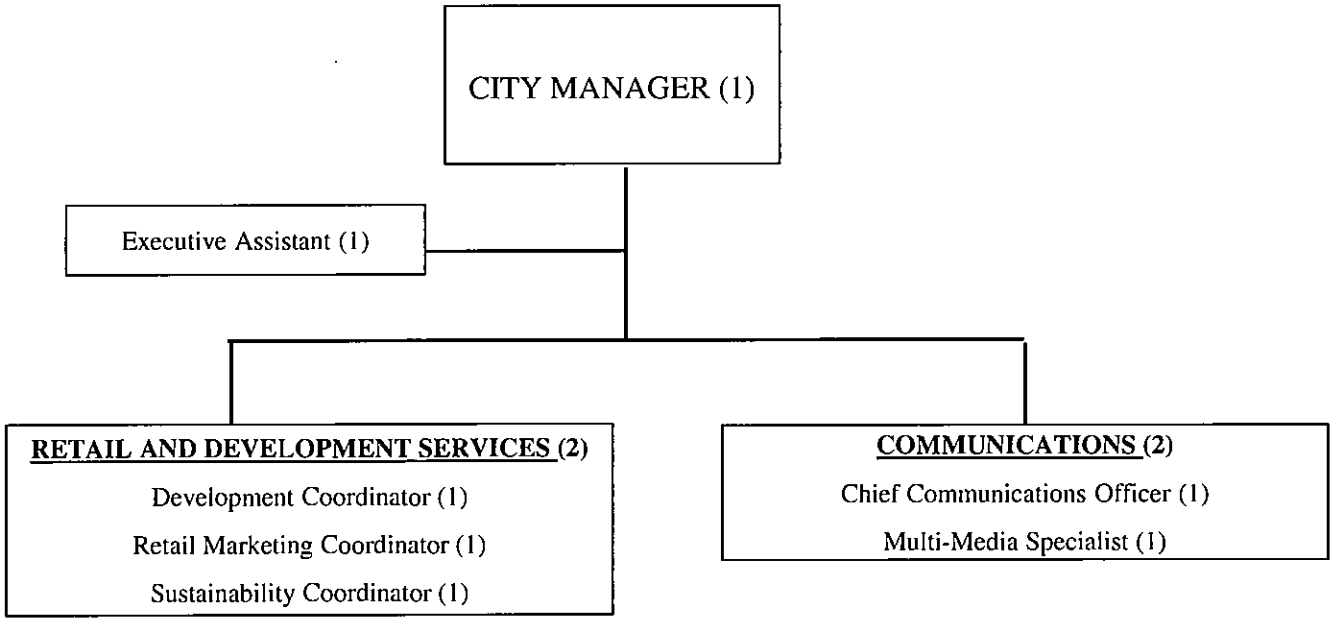
	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	164,576	175,000	198,539	198,539	175,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	164,576	175,000	198,539	198,539	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	164,576	175,000	198,539	198,539	175,000

OFFICE OF THE CITY MANAGER

7 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	6	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	7	7	7	7

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	662,573	763,187	763,187	763,187	773,796
Supplies & Materials	6,416	14,667	14,747	14,747	14,017
Services & Maintenance	140,244	192,861	266,701	266,701	103,643
Internal Services	11,531	31,917	31,917	31,917	32,207
Capital Equipment	13,087	100,936	101,157	101,157	1,800
Subtotal	833,850	1,103,568	1,177,709	1,177,709	925,463
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	833,850	1,103,568	1,177,709	1,177,709	925,463

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	321,855	324,929	324,929	324,929	382,021
Supplies & Materials	2,176	6,993	6,993	6,993	6,718
Services & Maintenance	24,552	20,784	24,084	24,084	21,566
Internal Services	11,088	31,368	31,368	31,368	31,656
Capital Equipment	1,155	92,256	92,256	92,256	1,800
Subtotal	360,825	476,330	479,630	479,630	443,761
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	360,825	476,330	479,630	479,630	443,761

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

PERFORMANCE MEASUREMENTS-RESULTS REPORT:

- Continue implementation of the Stormwater Master Plan Action Plan including creation of a stormwater utility rate system.
- 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.
- Construction of the new Emergency Communications Center and construction of the new City-wide emergency radio communication system.
- Support the continuing collaboration between the City and the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS).
- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Implementation of the street projects in east Norman funded by the $17 million CDBG Disaster Recovery Grant.
- Complete the Comprehensive Plan update.
- Development of a new stand-alone Senior/Cultural Center.
- Work to end the Tax Increment Financing District #2 by June 30, 2019, in collaboration with other development parties.

DIVISION SUMMARY

010-1013 COMMUNICATIONS

MISSION:

The mission of the Communications Division of the City Manager's office is to encourage transparency and enhance public trust through consistent, timely communication with City of Norman residents, businesses and stakeholders.

DESCRIPTION:

The Chief Communications Officer establishes and maintains effective communications and community relations through media relations, public information activities, and community outreach.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	126,200	179,294	179,294	179,294	165,501
Supplies & Materials	2,191	4,335	4,415	4,415	4,210
Services & Maintenance	12,404	62,823	62,743	62,743	22,823
Internal Services	148	183	183	183	183
Capital Equipment	10,677	6,430	6,430	6,430	0
Subtotal	151,620	253,065	253,065	253,065	192,717
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	151,620	253,065	253,065	253,065	192,717

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNICATIONS

GOALS:

- To effectively promote City services to Norman residents.
- To educate citizens regarding City news and important community issues.
- To foster citizen engagement with the City of Norman.
- To provide media relations and community engagement council to other City departments.

OBJECTIVES:

- Coordinate the production of short videos for public education/public information
- Establish and build positive relationship with representatives of the local media
- Develop positive relationships with counterparts in the public school system, university, and other community organizations to enhance community outreach.
- Coordinate groundbreakings, ribbon cuttings, grand openings and other promotion for NORMAN FORWARD projects
- Keep the community informed about the progress of the NORMAN FORWARD projects.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Send quarterly NORMAN FORWARD updates to stakeholders	4	4	4	2	4
Produce/send a weekly City Manager's report electronically to staff, elected officials, and local media	51	50	50	50*	50
Provide media relations training for Staff	1	1	1	0	1
Report the number of press releases	153	101	101	131	130
Report the number of visits to the City of Norman website (total visits listed)	2,167,443	2,137,154	2,138,000	2,158,205	2,200,000
Report Facebook followers	n/a	7850	9000	9699	12000
Report Twitter followers	n/a	3850	4500	4672	7000
Produce short, public information videos	n/a	n/a	24	21	24
Election Education	n/a	n/a	1	1	1

Notes to Results Report: *No manager's weekly report the weeks of Thanksgiving and Christmas

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. The Sustainability Coordinator is focused on efficient energy and environmentally-conscious practices throughtout the City.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	214,518	258,424	258,964	258,964	226,274
Supplies & Materials	2,049	3,139	3,139	3,139	2,889
Services & Maintenance	13,841	50,728	74,528	74,528	50,728
Internal Services	295	366	366	366	368
Capital Equipment	1,255	2,250	2,471	2,471	0
Subtotal	231,958	314,907	339,468	339,468	280,259
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	231,958	314,907	339,468	339,468	280,259

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).
- 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:

- Finalize items of common building/fire code concerns and finalize Code Clarification document for non-residential projects.
- Revise Building Permit section of Development Services webpage to clarify building permit requirements for users.
- Coordination of additional NORMAN FORWARD Projects with Staff and Program Management Firm.
- Continue recruitment of targeted retailers based on updated retail leakage reports and community needs.
- Represent Norman at industry events, specifically the International Council of Shopping Centers (ICSC), both regionally and nationally.
- Develop a program aimed at assisting small business in Norman.
- 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:

- Finalize items of common building/fire code concerns and finalize Code Clarification document for non-residential projects.
- Assessment of Building Permitting and Inspection Processes; assessment of Code Enforcement practices and Stormwater Inspections.
- Revise Building Permit section of Development Services webpage to clarify building permit requirements for users.
- Coordination of additional NORMAN FORWARD Projects with Staff and Program Management Firm.
- Update City Fire Vault Requirements.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
DestinationNorman.com website traffic (launched January 2015)	2,800 visits	3,198	3,250	2,500	3,000
LindseyStreetNorman.com website traffic (launched February 2015)	15,308 visits	6,431	0*	588	0*
Meetings with local business community & community partners	192	190	160	160	160
Local Outreach Events (presentations given & workshops hosted)	8	7	6	6	6
Regional/National Outreach Events	31	24	24	24	24

Notes to Results Report: ***Website for Lindsey Street project will end as construction nears completion.**

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	200	200	200	200
Services & Maintenance	6,177	3,526	1,026	1,026	3,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	6,177	3,726	1,226	1,226	3,726
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	6,177	3,726	1,226	1,226	3,726

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:

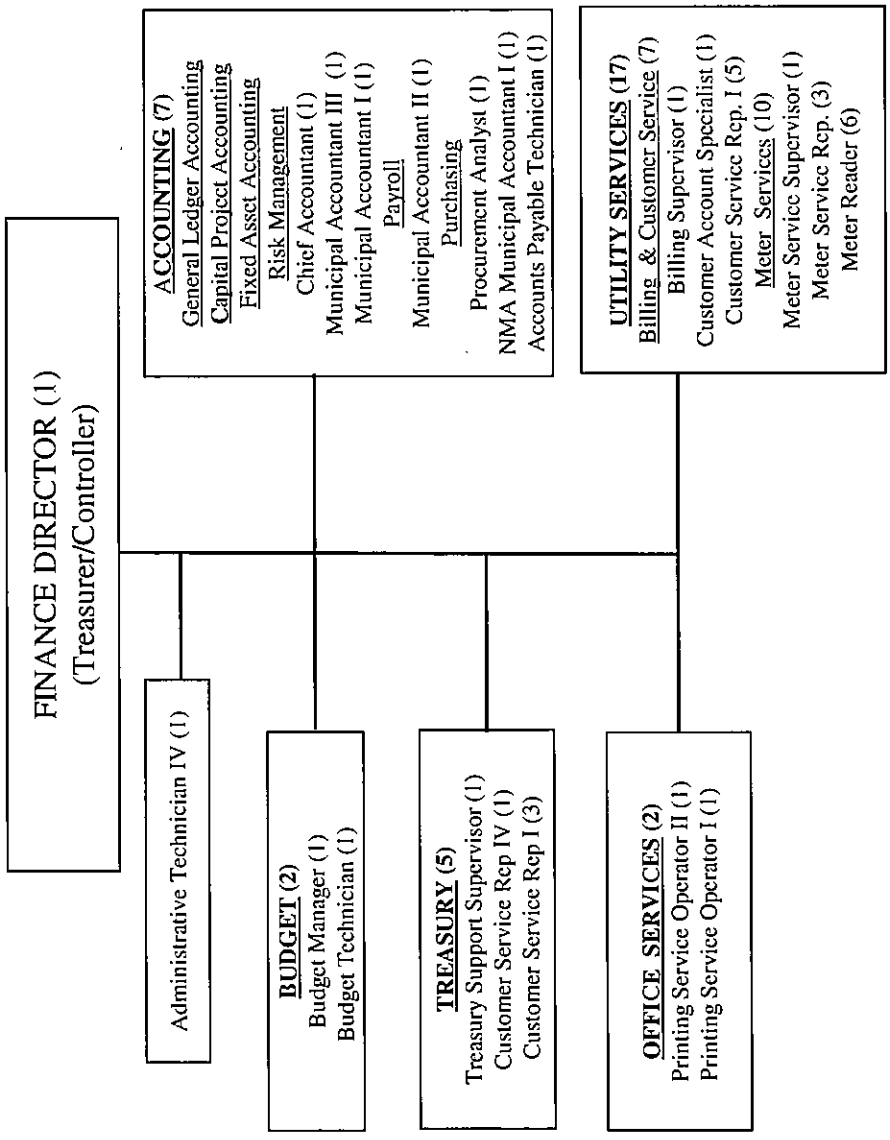
	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	83,270	55,000	104,320	104,320	5,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	83,270	55,000	104,320	104,320	5,000
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	83,270	55,000	104,320	104,320	5,000

FINANCE DEPARTMENT

35 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	31	32	32	32	35
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	31	32	32	32	35

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	2,233,198	2,229,262	2,229,262	2,229,262	2,335,169
Supplies & Materials	61,027	65,894	68,458	68,458	67,948
Services & Maintenance	963 965	983,762	995,907	995,907	1,000,824
Internal Services	173 367	215,262	215,262	215,262	201,977
Capital Equipment	66,652	59,155	60,737	60,737	15,620
Subtotal	3,498,209	3,553,335	3,569,626	3,569,626	3,621,538
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			
Subtotal	0	0	0	0	0
Department Total	3,498,209	3,553,335	3,569,626	3,569,626	3,621,538

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	6	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	7	7	7	7

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	516,562	605,198	605,198	605,198	631,087
Supplies & Materials	4,282	3,172	5,049	5,049	4,397
Services & Maintenance	122,958	142,536	154,359	154,359	154,036
Internal Services	11,510	13,446	13,446	13,446	15,824
Capital Equipment	0	14,010	14,010	14,010	8,100
Subtotal	655,312	778,362	792,062	792,062	813,444
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	655,312	778,362	792,062	792,062	813,444

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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	26	27	28	28	29

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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	3 days	3 days	3 days	3 days	3 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	100%	100%	100%	100%	100%
Purchasing:					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	98%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	69%	69%	69%	69%	69%

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 and investment activities of the City is conducted within the Administration Division.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	229,970	232,979	232,979	232,979	237,433
Supplies & Materials	834	930	930	930	680
Services & Maintenance	14,306	22,873	21,874	21,874	23,096
Internal Services	63,816	57,162	57,162	57,162	56,679
Capital Equipment	0	0	0	0	0
Subtotal	308,926	313,944	312,945	312,945	317,888
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	308,926	313,944	312,945	312,945	317,888

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	80%	100%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	65%	100%	100%	75%	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	122,384	121,196	121,196	121,196	173,956
Supplies & Materials	461	348	858	858	473
Services & Maintenance	4,404	5,012	7,202	7,202	6,612
Internal Services	4,581	12,399	12,399	12,399	11,006
Capital Equipment	1,638	0	0	0	4,520
Subtotal	133,468	138,955	141,655	141,655	196,567
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	133,468	138,955	141,655	141,655	196,567

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	26	26	27	28	29
City Manager's proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	80 days	80 days	79 days	79 days	80 days
Respond to requests for information within required time limit, 95% of the time	98%	98%	98%	98%	98%
Number of Training Workshops conducted/ attended	1/25	2/3	1/8	1/6	1/4
Number of budget transfer requests annually	1,552	1,100	1,650	1,300	1,300
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	95%	95%
Actual revenues received vs. budget	+56.48%	-7.64%	n/a	+3.73%	n/a
Actual expenditures vs. budget	+30.49%	+46.99%	n/a	-3.88%	n/a

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	95,410	119,391	119,391	119,391	97,379
Supplies & Materials	23,848	24,726	24,833	24,833	24,276
Services & Maintenance	81,417	117,481	117,481	117,481	117,920
Internal Services	882	1,063	1,063	1,063	1,293
Capital Equipment	1,020	0	0	0	1,800
Subtotal	202,578	262,661	262,768	262,768	242,668
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	202,578	262,661	262,768	262,768	242,668

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	5%	>5%	10%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	97%	100%	95%	95%	100%
Reduce follow up time	10%	10%	7%	8%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	96%	100%	95%	93%	100%
Reduce outside printing costs by specified percentage	9%	10%	10%	>5%	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 and the Transfer Station.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	326,663	343,273	343,273	343,273	348,921
Supplies & Materials	1,970	2,875	2,888	2,888	4,675
Services & Maintenance	492,006	428,563	429,152	429,152	431,863
Internal Services	5,285	5,212	5,212	5,212	7,053
Capital Equipment	1,536	1,600	1,600	1,600	0
Subtotal	827,459	781,523	782,125	782,125	792,512
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	827,459	781,523	782,125	782,125	792,512

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 error

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	98%	98%	98%
Number of hours spent in cross training per clerk/per year	10	10	80	80	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	15 hours	15 hours	40 hours	40 hours	40 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

The mission of the Utility Services division is 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. The customer service area strives to educate customers regarding operating procedures, and 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, closes, connects and disconnects utility accounts, notifies customers of delinquencies, reads meters, verifies and investigates unusual water consumption, provides customer service for all City utility accounts, produces accurate and timely billings of all utilities offered by the City, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	16	16	16	16	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	16	16	16	16	17

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	942,209	807,225	807,225	807,225	846,393
Supplies & Materials	29,632	33,843	33,900	33,900	33,447
Services & Maintenance	248,874	267,297	265,839	265,839	267,297
Internal Services	87,293	125,980	125,980	125,980	110,122
Capital Equipment	62,458	43,545	45,127	45,127	1,200
Subtotal	1,370,466	1,277,890	1,278,071	1,278,071	1,258,459
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	1,370,466	1,277,890	1,278,071	1,278,071	1,258,459

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

- Accommodate customers by providing billing options
- Begin preparing for billing system conversion
- Establish a collection process for bad debt
- Read meters in a timely and accurate manner
- Increase number of delinquent cutoffs
- Produce billings in accordance to cycle schedule
- Increase ACH billing participation
- Increase electronic billing participation
- Review processes and procedures for efficiencies
- Review customer accounts for conversion issues
- Contract with a collection agency
- Maintain meter boxes in order to accurately read meters
- Reduce errors and re-reads
- Cutoff service to more delinquent customers

OBJECTIVES:

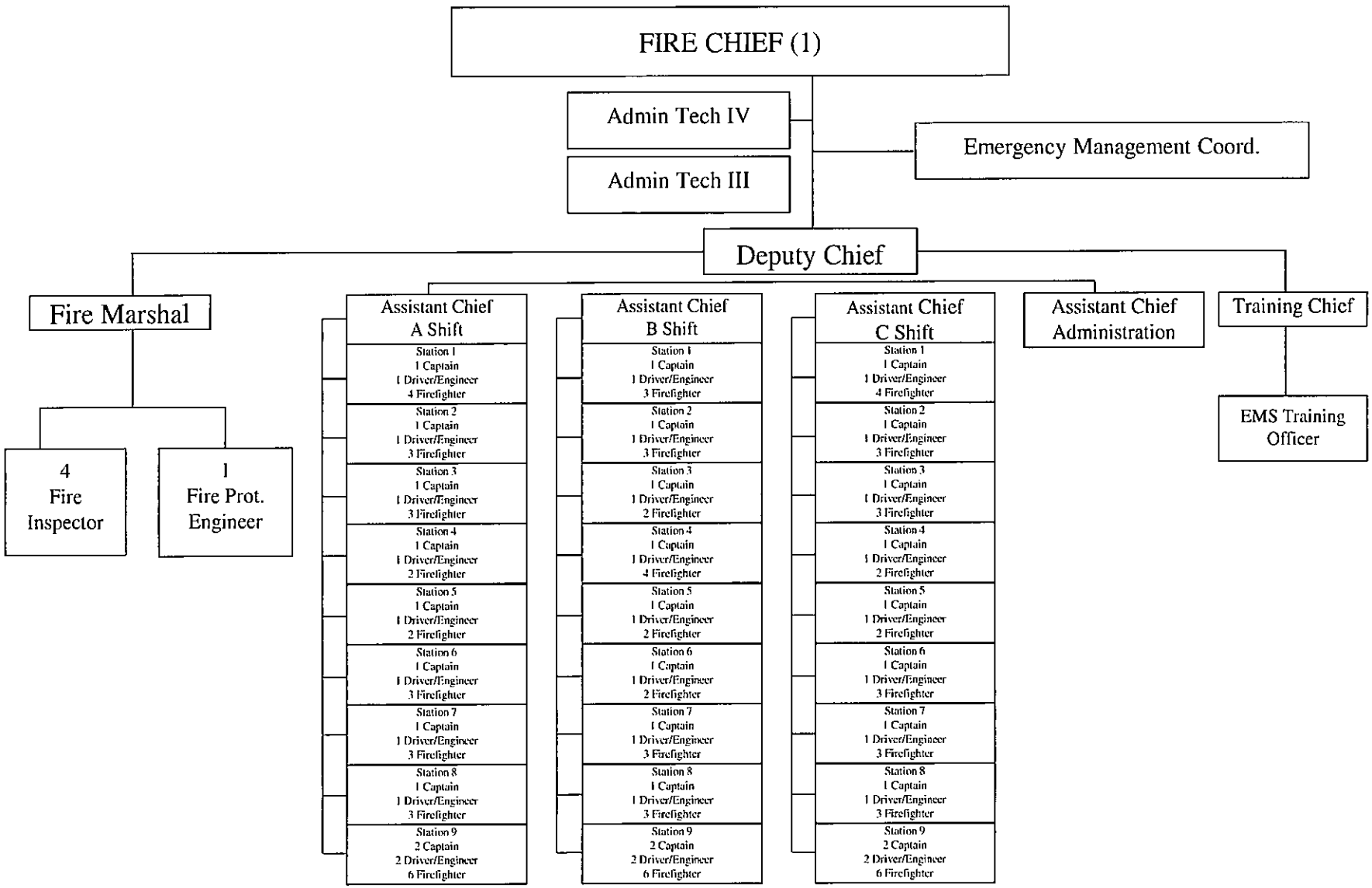
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Customer Service/Billing:					
Number of billings produced and mailed on time	503,407	501,082	525,000	509,000	512,000
Ratio of ACH billing customers to total	17%	19%	23%	20%	22%
Ratio of Electronic billing customers to total	7.1%	9.3%	10%	9%	10%
Percentage of utility accounts reviewed for conversion	n/a	10%	10%	10%	10%
Accounts <90 days turned over to collection agency	n/a	75%	20%	100%	100%
Meter Reading Services:					
Percentage of routes read on time (every 28 to 31 days)	54%	61%	75%	50%	70%
Meter reading error rate	n/a	5%	5%	5%	5%
Average number of meters read per month	n/a	38,466	39,790	39,325	39,800
Percentage actual cutoffs to total	16%	16%	20%	18%	20%

FIRE DEPARTMENT

164 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	133	133	134	134	134
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	134	134	134

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	17,194,071	17,646,545	17,646,545	17,646,545	18,113,757
Supplies & Materials	367,678	505,207	528,809	528,809	512,616
Services & Maintenance	426,501	562,586	632,564	632,564	528,927
Internal Services	303,752	352,080	352,080	352,080	368,336
Capital Equipment	929,720	1,207,890	2,285,710	2,285,710	297,771
Subtotal	19,221,722	20,274,308	21,445,708	21,445,708	19,821,407
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	19,221,722	20,274,308	21,445,708	21,445,708	19,821,407

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	3	3	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	5	5	5

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	483,499	505,669	505,669	505,669	519,863
Supplies & Materials	12,252	10,222	11,528	11,528	10,237
Services & Maintenance	108,876	140,508	145,218	145,218	129,633
Internal Services	7,989	9,918	9,918	9,918	10,310
Capital Equipment	5,166	3,600	3,600	3,600	7,200
Subtotal	617,782	669,917	675,933	675,933	677,243
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	617,782	669,917	675,933	675,933	677,243

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- To continue to supervise and oversee all Fire Department activities in order to assure effective service to the public.
- To continue to 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.
- To continue to review and update policy, procedures, rules and regulations for the Fire Department

OBJECTIVES:

- Continue to look at, manage and implement our growth and apparatus plans.
- Continue to oversee implementation and improvement of CAD/RMS with Prevention for Fire Department use as well as all other divisions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Apparatus replacement overhaul	100%	100%	100%	100%	100%
Future growth and management	100%	100%	100%	100%	100%
CAD/RMS implementation and Improv.	100%	100%	100%	100%	100%

Notes to Results Report:

CAD/RMS – Computer Aided Dispatch/Records Management System

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	112,255	113,260	113,260	113,260	115,433
Supplies & Materials	24,865	36,440	38,336	38,336	46,131
Services & Maintenance	49,143	16,591	53,638	53,638	16,591
Internal Services	5,215	5,809	5,809	5,809	7,678
Capital Equipment	21,100	0	0	0	1,800
Subtotal	212,578	172,100	211,043	211,043	187,633
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	212,578	172,100	211,043	211,043	187,633

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY MANAGEMENT

GOALS:

- To keep all Outdoor Warning Sirens operational
- To plan for and coordinate mitigation, preparedness, response, and recovery operations throughout the City
- To give warning to the community in case of impending natural, man-made, or technological emergency
- To continue integration of the National Incident Management System (NIMS) into the City Emergency Operations Plan
- Maintain a Community Emergency Response Volunteer Program

OBJECTIVES:

- To increase public awareness of severe weather safety
- To coordinate staff activities in review and update of the Emergency Operations Plan
- To coordinate and present applicable NIMS training
- To provide community outreach concerning severe weather warning and expected actions

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	0	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	0	n/a	n/a	0	0
Audible tone warning system tested	40	40	40	40	40
Training attended	6	6	5	5	6
Public awareness activities	4	4	4	4	4
Staff exercises	0	0	1	0	1

Notes to Results Report: Audible warning planned reduced due to home football games, severe weather, and other community events.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	7	7	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	6	6	6

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	788,551	741,644	741,644	741,644	766,972
Supplies & Materials	18,907	19,287	20,107	20,107	16,987
Services & Maintenance	9,137	12,065	17,165	17,165	12,065
Internal Services	14,790	21,793	21,793	21,793	23,275
Capital Equipment	55,718	59,378	59,978	59,978	61,450
Subtotal	887,103	854,167	860,687	860,687	880,749
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	887,103	854,167	860,687	860,687	880,749

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

- Get all inspections and investigations in New World
- To request and receive Dell lap top computers so that the Fire Inspectors can enter data for the Police side of New World as well as the Fire side of New World
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	55	82	100	70	65
Personnel fully certified	4	3	4	3	4
Code Enforcement inspections	3,153	2,299	2,000	3,000	2,500
Plans reviewed	509	478	600	600	600
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%

Notes to Results Report: Inspection number is indicative of 1 man attending Police Academy for six months.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	12,302,322	12,757,929	12,757,929	12,757,929	13,079,963
Supplies & Materials	207,843	282,795	290,869	290,869	287,395
Services & Maintenance	146,559	233,750	251,001	251,001	234,300
Internal Services	220,234	249,957	249,957	249,957	246,937
Capital Equipment	349,272	419,912	586,305	586,305	225,521
Subtotal	13,226,230	13,944,343	14,136,061	14,136,061	14,074,116
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	13,226,230	13,944,343	14,136,061	14,136,061	14,074,116

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	365	351	425	350	400
Emergency medical calls answered	9,393	9,965	9,550	9,965	10,000
Average response time (urban area)	5.55 minutes	5.81 minutes	5.0 minutes	5.65 minutes	5.0 minutes
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-6543 SUPPRESSION – Public Safety Sales Tax

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. 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	3,239,263	3,257,092	3,257,092	3,257,092	3,354,570
Supplies & Materials	98,381	144,647	156,153	156,153	140,946
Services & Maintenance	88,417	102,852	108,241	108,241	105,018
Internal Services	47,629	54,302	54,302	54,302	71,369
Capital Equipment	483,484	725,000	1,635,827	1,635,827	0
Subtotal	3,957,174	4,283,893	5,211,615	5,211,615	3,671,903
Capital Projects	0	0	870,000	870,000	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	870,000	870,000	0
Division Total	3,957,174	4,283,893	6,081,615	6,081,615	3,671,903

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION – PUBLIC SAFETY SALES TAX

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	423	365	600	400	425
Emergency medical calls answered	9,500	9,393	9,500	9,500	9,550
Average response time (urban area)	5.12 minutes	5.55 minutes	5.00 minutes	5.00 minutes	5.00 minutes
Fire loss per capita	$37.33	$72.45	$35.00	$35.00	$35.00
Ratio to national per capita loss	83%	n/a	90%	90%	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	268,181	270,951	270,951	270,951	276,956
Supplies & Materials	5,430	11,816	11,816	11,816	10,920
Services & Maintenance	24,369	56,820	57,301	57,301	31,320
Internal Services	7,895	10,301	10,301	10,301	8,767
Capital Equipment	14,980	0	0	0	1,800
Subtotal	320,855	349,888	350,369	350,369	329,763
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
Division Total	320,855	349,888	350,369	350,369	329,763

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency.
- Improve pre-hospital care and proficiency
- Expand local training opportunities.
- To aid Administration in ISO efforts.
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	25,752	30,231	30,000	30,000	30,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	120	120	120	120	120
Total EMT members	104	95	107	10	110
Total A-EMT members	17	15	20	20	20
Total Paramedic members	20	20	24	20	20

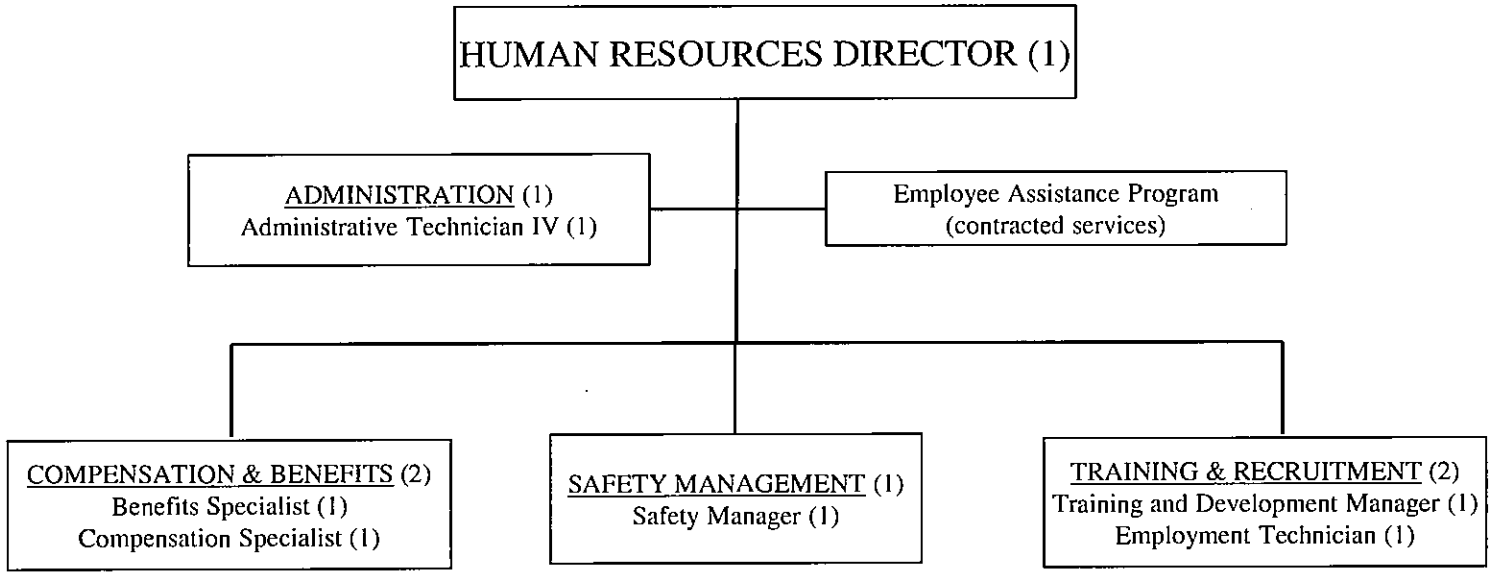
Notes to Results Report:

EMT – Emergency Medical Technician-Basic

A-EMT – Advanced Medical Technician

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	599,956	608,221	608,221	608,221	638,215
Supplies & Materials	28,272	26,197	30,993	30,993	31,772
Services & Maintenance	213,048	259,773	262,095	262,095	418,062
Internal Services	34,042	39,738	39,738	39,738	38,896
Capital Equipment	17,409	10,293	10,259	10,259	38,957
Subtotal	892,727	944,222	951,306	951,306	1,165,902
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	892,727	944,222	951,306	951,306	1,165,902

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	524,044	530,158	530,158	530,158	558,384
Supplies & Materials	19,652	16,900	20,862	20,862	18,600
Services & Maintenance	144,957	164,907	166,450	166,450	323,196
Internal Services	34,042	39,738	39,738	39,738	38,896
Capital Equipment	14,209	3,900	3,866	3,866	10,350
Subtotal	736,905	755,603	761,074	761,074	949,426
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	736,905	755,603	761,074	761,074	949,426

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.
- 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 training programs on employment law, City policy, leadership and supervisory topics.
- Provide Computer Training Lab services for software training, development, testing, and project support.
- Expand interactive Human Resources Website to meet needs of internal and external customers.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved or pending resolution prior to arbitration to number of grievances.	100%	100%	100%	100%	100%
# of grievances / % total employees	3/.35%	10/1.16%	6/ .69%	15/1.72%	12/1.36%
Percent of new hires successfully completing	89.55%	90%	85%	85%	85%

six-month probation					
Percent of promotions successfully completing 60-day probation	96.67%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name	80.4%	82%	82.5%	83%	83.5%
Total prescription plan cost	$2,442,388	$2,606,949	$2,500,000	$2,800,000	$2,850,000
# of employees/spouses participating in the Wellness Plan	1138	1164	1300	1205	1240
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	98%	99%	99%	99%	99%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$64,800	$74,880	$75,000	$93,600	$98,280
Number of training hours provided in the Computer Training Lab	4320	4992	5000	6240	6552
Website utilization/average number of visits per month					
to Human Resources site:	8402	9298	9343	9530	9768
to Job Posting Site/% of HR site visits	6959/82.83%	7897/84.93%	8061/86.28%	8292/87.01%	8707/89.14%
Total number of employees participating in multipal special events and programs	631	1286	900	900	900

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	44	44	44	44
Services & Maintenance	29,400	29,400	29,400	29,400	29,400
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	29,400	29,444	29,444	29,444	29,444
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	29,400	29,444	29,444	29,444	29,444

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	75,912	78,063	78,063	78,063	79,831
Supplies & Materials	8,620	9,253	10,087	10,087	13,128
Services & Maintenance	38,691	65,466	66,245	66,245	65,466
Internal Services	0	0	0	0	0
Capital Equipment	3,200	6,393	6,393	6,393	28,607
Subtotal	126,422	159,175	160,788	160,788	187,032
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	126,422	159,175	160,788	160,788	187,032

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

- Promote effective safety practices for all employees to help reduce accidents and injuries
- Inspect facilities making sure employees are safe and free from workplace hazards
- Provide training opportunities which will benefit employees by improving their own personal safety efforts
- Promote a safety culture where all City employees have buy-in to having a safe workplace at all times.

OBJECTIVES:

- Conduct monthly safety meetings at each CON facility and train to OSHA standards.
- Facilitate a safety committee to promote safer work environments.
- Correct any hazardous action or environment to help maintain safe work efforts.
- Conduct First Aid/CPR/AED certification training to employees

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

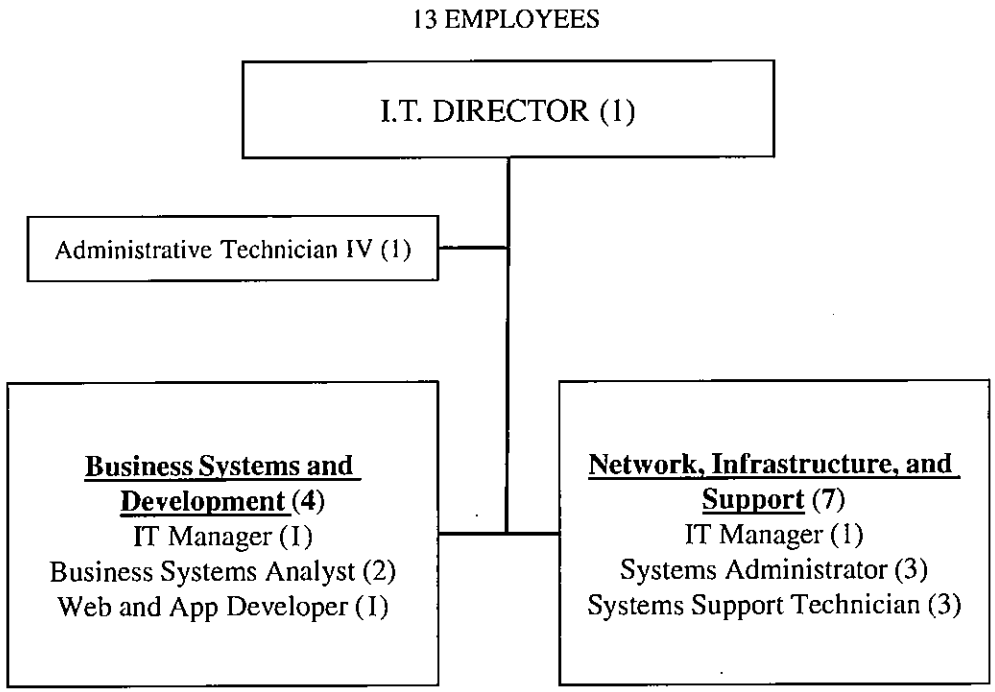
	FYE 2017 ACTUAL	FYE 2018 ACTUAL	FYE 2019 PLAN	FYE 2019 ESTIMATE	FYE 2020 PROJECTED
PERFORMANCE INDICATORS:					
Certification of employees in First Aid/CPR/AED	40	40	40	45	45
Cost savings of certifying employees in First Aid/CPR/AED	2,520.00	2,700.00	2,520.00	2,700.00	2,700.00
Conduct safety meetings at CON facilities in compliance with OSHA standards to help minimize accidents/injuries	110 Meetings	110 Meetings	120 Meetings	120 Meetings	120 Meetings
Perform Job Hazard Analyses at work sites and correct or improve hazards if applicable	20 JHA's	20 JHA's	20 JHA's	20 JHA's	30 JHA's
Implementation of CON Safety Committee team working together collectively to discuss hazards and make safety improvements as needed	n/a	3 Meetings	1 Meetings	5 Meetings	5 Meetings
Inspect CON facilities to mitigate any hazards	10	10	10	15	10
Invite Oklahoma Rural Water Association Representative to conduct training for employees in need of education credits for certifications	n/a	2 Training sessions	2 Training sessions	n/a	2 Training sessions

Notes to Results Report:

CON – City of Norman

JHA – Job Hazard Analysis

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 28 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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	12	12	12	12	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	13

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,246,150	1,326,352	1,326,352	1,326,352	1,479,658
Supplies & Materials	40,761	76,873	80,007	80,007	23,264
Services & Maintenance	781,184	958,667	1,057,373	1,057,373	897,995
Internal Services	13,955	15,149	15,149	15,149	16,070
Capital Equipment	257,939	273,800	276,105	276,105	182,295
Subtotal	2,339,989	2,650,841	2,754,986	2,754,986	2,599,282
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	2,339,989	2,650,841	2,754,986	2,754,986	2,599,282

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, network security, network infrastructure design/support, and process improvement/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.
- Ensure that the City's employees have complete support and training for any and all IT systems utilized.
- Strive for standardization of systems and processes when and where applicable.
- Work with other municipalities to create a broader range of technology solutions that are more robust and secure.

OBJECTIVES:

- Sustain and monitor filters for email tracking, web filtering appliance, and infrastructure protection to reduce system intrusion and to help create a solid sustainment strategy. This includes the implementation of a new enhanced SIEM (Security Information and Event Manager) appliance to be monitored by IT Department System Administrators and their supervisor. This will enhance security while minimizing data loss and maximizing data protection.
- Continue to educate and partner with end users via the IT Support Center for quick response to breaks, problems, and technical assistance requests. Utilize the SLA (Service Level Agreement) to help organize IT trouble tickets and communicate fix times with the end users. This keeps the flow of work between the IT staff and City employees organized and well communicated.
- Enhance the disaster recovery strategy by expanding backup services to additional critical data points. Partner with the EOC (Emergency Operations Center) team to build a world class data center with a focus on redundancy, uptime, and seamless failover to keep critical Public Safety technology operational in the instance of power loss and/or a major disaster.
- Continue momentum generated over the previous years to improve data center wiring, electric wiring, fire suppression, and cooling systems in the various data centers. This will protect the public's investment in the critical technologies that keep the City's services operational.
- Engage various City departments and divisions in the continuing effort to secure the City's physical locations with camera systems, building access management, and monitoring systems. This team effort by City staff will create a more secure environment to protect the valuable physical assets and people that the City has invested in.
- Enhance the City's Enterprise Resource Planning (ERP) system which is the software responsible for data and management related to budgeting, accounts payable, accounts receivable, assets, inventory, purchasing, payroll, personnel, permits, code enforcement, land/parcel management, courts, and utility billing. Improve the business process by implementing a modern ERP solution.

Plan, manage, and commit to learning the new software and teach the new business process to all ERP system users. Reduce waste by automating currently manual processes and digitizing forms, documents and records.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

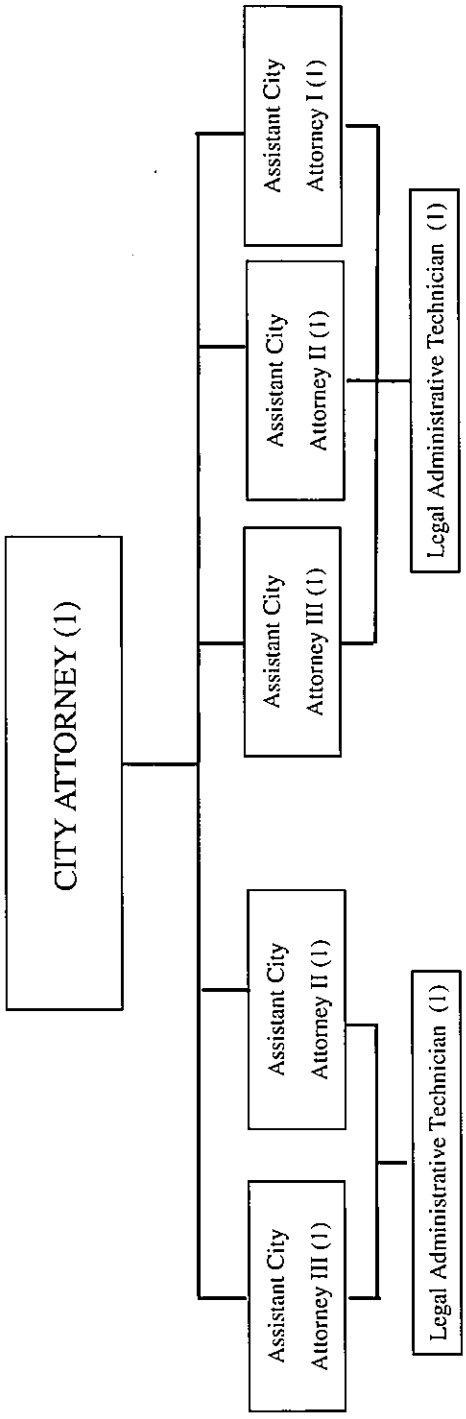
	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
Performance Indicators:					
Number of IT work requests completed	3,684	2,947	3,800	3,300	3,600
Number of public safety users supported	352	419	410	419	425
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones) VOIP Phones Cell Phones/Devices Access Control (Doors/Cameras) Tablets	1170	1183	1250	1200	1250
Number of public safety vehicles outfitted with IT supported equipment	144	152	152	152	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	203	208	219	210	210
Number of public safety work requests resolved	1,345	1,152	1,500	1,350	1,480
Number of department system users supported (excluding public safety)	350	486	328	488	490
Number of department devices supported (excluding public safety) VOIP Phones Cell Phones/Devices Access Control (Doors, Cameras) Tablets	1,535	1,547	1,575	1,550	1,575
Number of business applications supported	364	368	380	370	380
Number and type of major projects launched	16	17	18	15	18
Percent of servers virtualized	68%	96%	92%	99%	100%
Data growth in Terabytes**	270 TB	320 TB	450 TB	400 TB	450 TB

Notes to Results Report:

**1Terabyte is equivalent to 1,024 Gigabytes and 1 Gigabyte is equivalent to a 65,000 page MS Word document. PD Body Cam will increase growth significantly.

LEGAL DEPARTMENT

8 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	924,619	985,606	985,606	985,606	1,189,078
Supplies & Materials	8,107	12,898	8,378	8,378	11,598
Services & Maintenance	473,152	179,848	183,959	183,959	274,242
Internal Services	22,004	21,962	21,962	21,962	23,729
Capital Equipment	1,852	13,200	13,200	13,200	1,800
Subtotal	1,429,734	1,213,514	1,213,105	1,213,105	1,500,447
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	1,429,734	1,213,514	1,213,105	1,213,105	1,500,447

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:

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	924,619	985,606	985,606	985,606	1,189,078
Supplies & Materials	7,866	12,798	8,148	8,148	11,498
Services & Maintenance	473,152	179,542	183,783	183,783	273,936
Internal Services	22,004	21,962	21,962	21,962	23,729
Capital Equipment	1,852	13,200	13,200	13,200	1,800
Subtotal	1,429,493	1,213,108	1,212,699	1,212,699	1,500,041
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	1,429,493	1,213,108	1,212,699	1,212,699	1,500,041

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
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property
- Develop and produce a departmental policies/procedures handbook

OBJECTIVES:

- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish databases and tracking mechanism for workers' compensation cases, pre and post February 1, 2014
- Maintain database and streamline tracking mechanism for expungements
- Establish database and streamline tracking mechanism for collection process
- Allow easier transition and cross-training for departmental staff

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	75%	75%	75%	50%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	75%	75%	78%	75%	75%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	98%	98%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	98%	98%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	98%	98%	98%	95%	98%
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	50%	50%	50%	40%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	95%	98%	98%	95%	98%
Develop departmental policy/procedures handbook	n/a	75%	75%	50%	75%

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	175	100	100	100	100
Services & Maintenance	0	76	76	76	76
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	175	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	175	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:

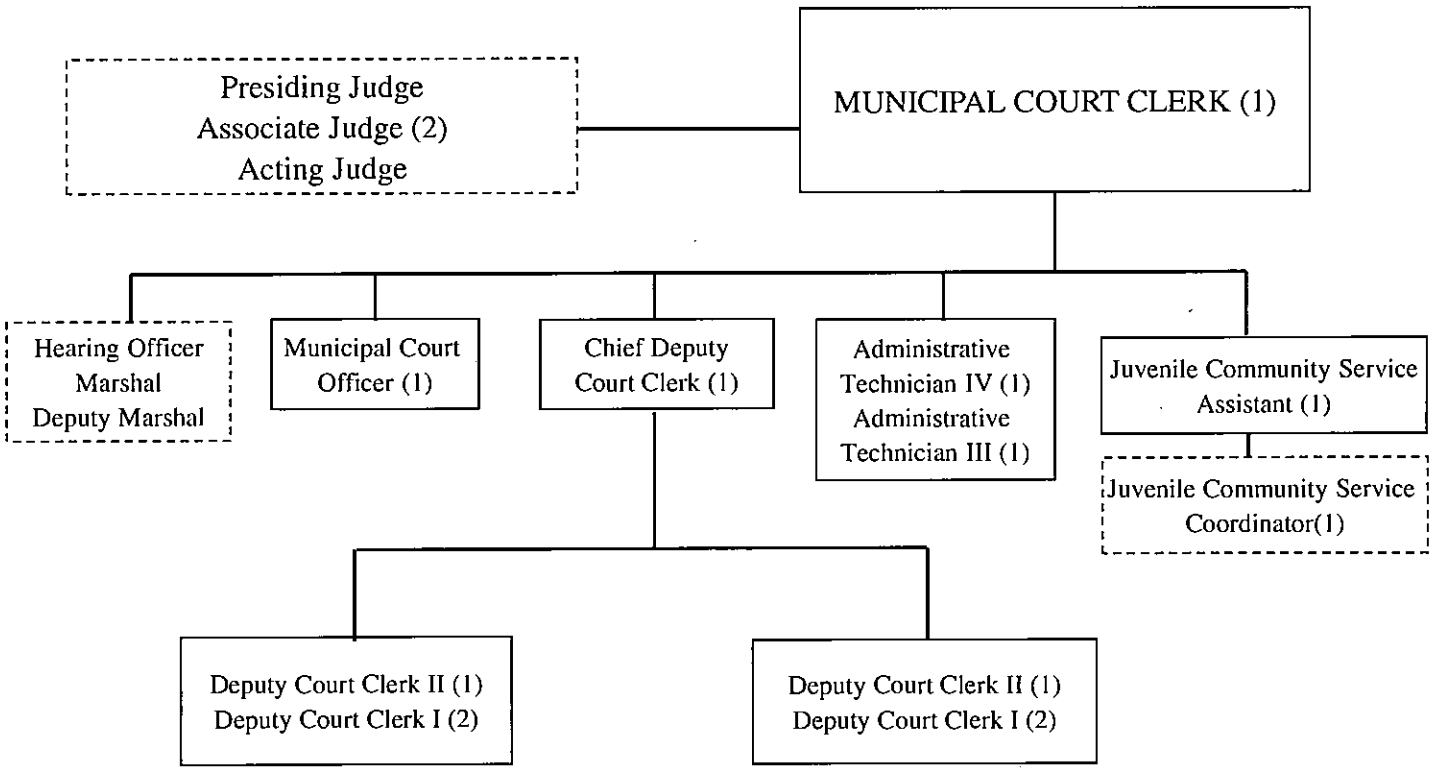
	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	66	0	130	130	0
Services & Maintenance	0	230	100	100	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	66	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	66	230	230	230	230

MUNICIPAL COURT

12 EMPLOYEES



The positions in the dashed boxes are not considered full-time or permanent part-time employees.
We only include full-time and permanent part-time positions in the employee count.

DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,011,271	1,098,505	1,063,189	1,063,189	1,205,284
Supplies & Materials	10,603	19,538	17,146	17,146	13,808
Services & Maintenance	29,671	67,601	58,393	58,393	58,877
Internal Services	27,015	29,357	29,171	29,171	32,289
Capital Equipment	7,707	32,035	32,035	32,035	40,997
Subtotal	1,086,267	1,247,036	1,199,934	1,199,934	1,351,255
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	1,086,267	1,247,036	1,199,934	1,199,934	1,351,255

DIVISION SUMMARY

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	989,800	1,063,189	1,027,873	1,027,873	1,176,788
Supplies & Materials	8,560	15,968	13,576	13,576	10,238
Services & Maintenance	27,334	59,571	50,363	50,363	50,847
Internal Services	27,015	29,171	28,985	28,985	32,103
Capital Equipment	7,707	32,035	32,035	32,035	40,997
Subtotal	1,060,416	1,199,934	1,152,832	1,152,832	1,310,973
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	1,060,416	1,199,934	1,152,832	1,152,832	1,310,973

DIVISION 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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	1	2	2	2	2
Expedition and Timeliness:					
Cases disposed of within 90 days	87%	89%	90%	91%	90%
Administrative Deferred Sentence Program	846	959	825	674	825
Disposition rate of traffic and non-traffic cases	78%	90%	95%	95%	95%
Recovered costs for prisoner care	9%	15%	22%	17%	22%
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	88%	91%	82%	86%	82%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions	1	1	2	2	2
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)*	55	55	45	21	45

Notes to Results Report:

*Tracked by fiscal year.

DIVISION SUMMARY

010- 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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	21,471	35,316	35,316	35,316	28,496
Supplies & Materials	2,043	3,570	3,570	3,570	3,570
Services & Maintenance	2,337	8,030	8,030	8,030	8,030
Internal Services	0	186	186	186	186
Capital Equipment	0	0	0	0	0
Subtotal	25,850	47,102	47,102	47,102	40,282
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	25,850	47,102	47,102	47,102	40,282

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)

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of students referred to TEG	9	3	25	0	0
Number of community agencies contacted for community service projects	14	10	10	10	10
Number of students assigned to TAPP	66	34	50	42	50

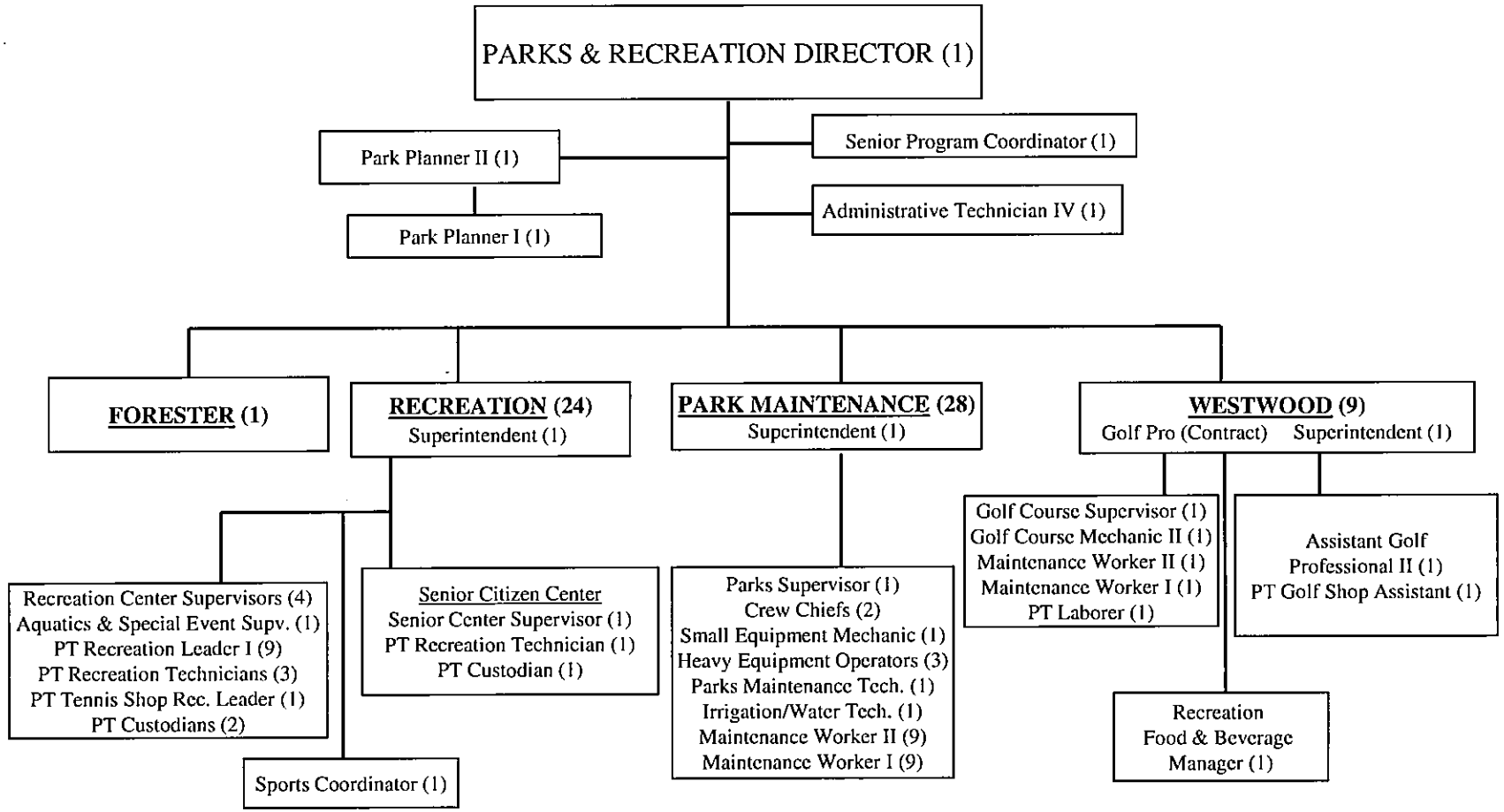
Notes to Results Report:

Citations are not being issued to juveniles for smoking. Accordingly, there are no referrals to the TEG Program.

There were 14,836 parking violations filed in 2018.

PARKS & RECREATION DEPARTMENT

67 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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	38	39	39	39	42
Part-time Positions	17	17	16	16	16
Total Budgeted Positions	55	56	55	55	58

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	3,208,512	3,571,407	3,446,840	3,446,840	3,808,638
Supplies & Materials	289,282	433,849	377,826	377,826	460,208
Services & Maintenance	412,657	678,250	662,462	662,462	812,357
Internal Services	233,488	237,345	237,345	237,345	249,160
Capital Equipment	67,837	136,725	154,866	154,866	170,701
Subtotal	4,211,777	5,057,576	4,879,339	4,879,339	5,501,064
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	4,211,777	5,057,576	4,879,339	4,879,339	5,501,064

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	415,475	413,666	413,666	413,666	425,403
Supplies & Materials	3,988	5,647	5,703	5,703	4,897
Services & Maintenance	157,021	176,240	176,240	176,240	190,473
Internal Services	13,932	14,572	14,572	14,572	14,378
Capital Equipment	1,195	0	0	0	3,600
Subtotal	591,612	610,125	610,181	610,181	638,751
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	591,612	610,125	610,181	610,181	638,751

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	0	75,000	110,000	115,000	110,000
Westwood Golf participants	33,388	33,142	34,125	31,831	33,108
Forestry Programs participants	100	100	175	186	200
Recreation Programs participants	234,677	235,348	236,500	236,000	237,000
Youth Baseball/Softball participants	1,900	1,859	1,000*	973*	0*
Senior Center participants	11,312	10,800	18,000	16,000	18,000
Total number of participants in activities listed above	281,377	356,249	399,800	399,990	398,308

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	0	0	0	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	1

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	80,083
Supplies & Materials	3,456	9,642	9,642	9,642	26,192
Services & Maintenance	7,024	11,202	11,202	11,202	36,068
Internal Services	5	0	0	6	5
Capital Equipment	0	0	0	0	57,025
Subtotal	10,484	20,844	20,844	20,844	199,373
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	10,484	20,844	20,844	20,844	199,373

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Hazardous Tree Removals	10	10	10	10	10
Number of volunteers during the Earth Day Festival	120	112	115	115	120
Number of Trees planted through the Norman Forward Initiative and other City Projects	0	50	1300	2365	2000
Number of Tree Seedlings Donated for Earth Day	500	500	500	500	500
Number of citizen advised regarding tree issues: civic groups and individuals	*	*	*	*	*

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	4,248	5,230	5,230	5,230	5,230
Services & Maintenance	20,522	21,500	21,985	21,985	21,500
Internal Services	66	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	24,836	26,730	27,215	27,215	26,730
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	24,836	26,730	27,215	27,215	26,730

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	8,827	8,827	8,827	17,027
Supplies & Materials	3,999	6,350	6,350	6,350	6,350
Services & Maintenance	125	800	800	800	800
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	4,124	15,977	15,977	15,977	24,177
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	4,124	15,977	15,977	15,977	24,177

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	245	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	245	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	245	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	26	26	26	26	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	28

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,713,538	1,881,503	1,881,503	1,881,503	2,170,859
Supplies & Materials	160,420	220,498	219,437	219,437	226,151
Services & Maintenance	64,441	133,040	165,546	165,546	218,465
Internal Services	150,369	158,998	158,998	158,998	165,039
Capital Equipment	65,447	67,500	85,640	85,640	110,076
Subtotal	2,154,216	2,461,539	2,511,124	2,511,124	2,890,590
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	2,154,216	2,461,539	2,511,124	2,511,124	2,890,590

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%	90%
On the job injuries	4	3	2	2	0

DIVISION SUMMARY

010-7021 RECREATION ADMINISTRATION

MISSION:

The Recreation Administration 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 Administration 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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	6	7	3	3	3
Part-time Positions	15	2	2	2	2
Total Budgeted Positions	21	9	5	5	5

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	926,239	696,739	696,739	696,739	520,963
Supplies & Materials	111,388	74,641	72,500	72,500	118,974
Services & Maintenance	159,266	244,252	248,913	248,913	268,426
Internal Services	58,900	54,487	54,487	54,487	60,672
Capital Equipment	0	69,225	69,226	69,226	0
Subtotal	1,255,792	1,139,344	1,141,865	1,141,865	969,035
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	1,255,792	1,139,344	1,141,865	1,141,865	969,035

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RECREATION ADMINISTRATION

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	201,000	201,500	201,000	201,000	200,000
Tennis lessons, open court and tournament participants	30,500	30,000	31,000	31,000	33,000
Daddy-Daughter Dance participants	4,278	4,348	4,200	4,225	4,200
Total recreation revenue	528,419	536,104	698,700	*540,000	*540,000

DIVISION SUMMARY

010-7025 12th AVENUE RECREATION CENTER

MISSION:

The Recreation Administration 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:

12th Avenue Recreation Center is a multi-purpose center. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	0	1	1	1
Part-time Positions	0	5	5	5	5
Total Budgeted Positions	0	5	6	6	6

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	6,886	110,559	110,559	110,559	176,547
Supplies & Materials	0	19,300	19,300	19,300	19,300
Services & Maintenance	0	13,500	13,500	13,500	14,300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	6,886	143,359	143,359	143,359	210,147
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	6,886	143,359	143,359	143,359	210,147

DIVISION SUMMARY

010-7026 IRVING RECREATION CENTER

MISSION:

The Recreation Administration 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:

Irving Recreation Center is attached to Irving Middle School. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	1	1	1	1
Part-time Positions	0	2	4	4	4
Total Budgeted Positions	0	3	5	5	5

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	5,386	95,458	95,458	95,458	155,822
Supplies & Materials	0	21,500	21,500	21,500	21,500
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,386	116,958	116,958	116,958	177,322
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	5,386	116,958	116,958	116,958	177,322

DIVISION SUMMARY

010-7027 WHITTIER RECREATION CENTER

MISSION:

The Recreation Administration 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:

Whittier Recreation Center is attached to Whittier Middle School. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	0	1	1	1	1
Part-time Positions	0	2	4	4	4
Total Budgeted Positions	0	3	5	5	5

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	3,309	96,898	96,898	96,898	123,665
Supplies & Materials	0	16,500	16,500	16,500	27,000
Services & Maintenance	0	14,000	14,000	14,000	39,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	3,309	127,398	127,398	127,398	189,665
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	3,309	127,398	127,398	127,398	189,665

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	1	1	2	2	2
Part-time Positions	2	2	1	1	1
Total Budgeted Positions3	3	3	3	3	3

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	137,679	143,190	143,190	143,190	138,269
Supplies & Materials	1,538	2,278	978	978	3,928
Services & Maintenance	4,258	8,895	10,195	10,195	23,244
Internal Services	10,216	9,288	9,288	9,288	9,066
Capital Equipment	1,195	0	0	0	0
Subtotal	154,887	163,651	163,651	163,651	174,507
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	154,887	163,651	163,651	163,651	174,507

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:

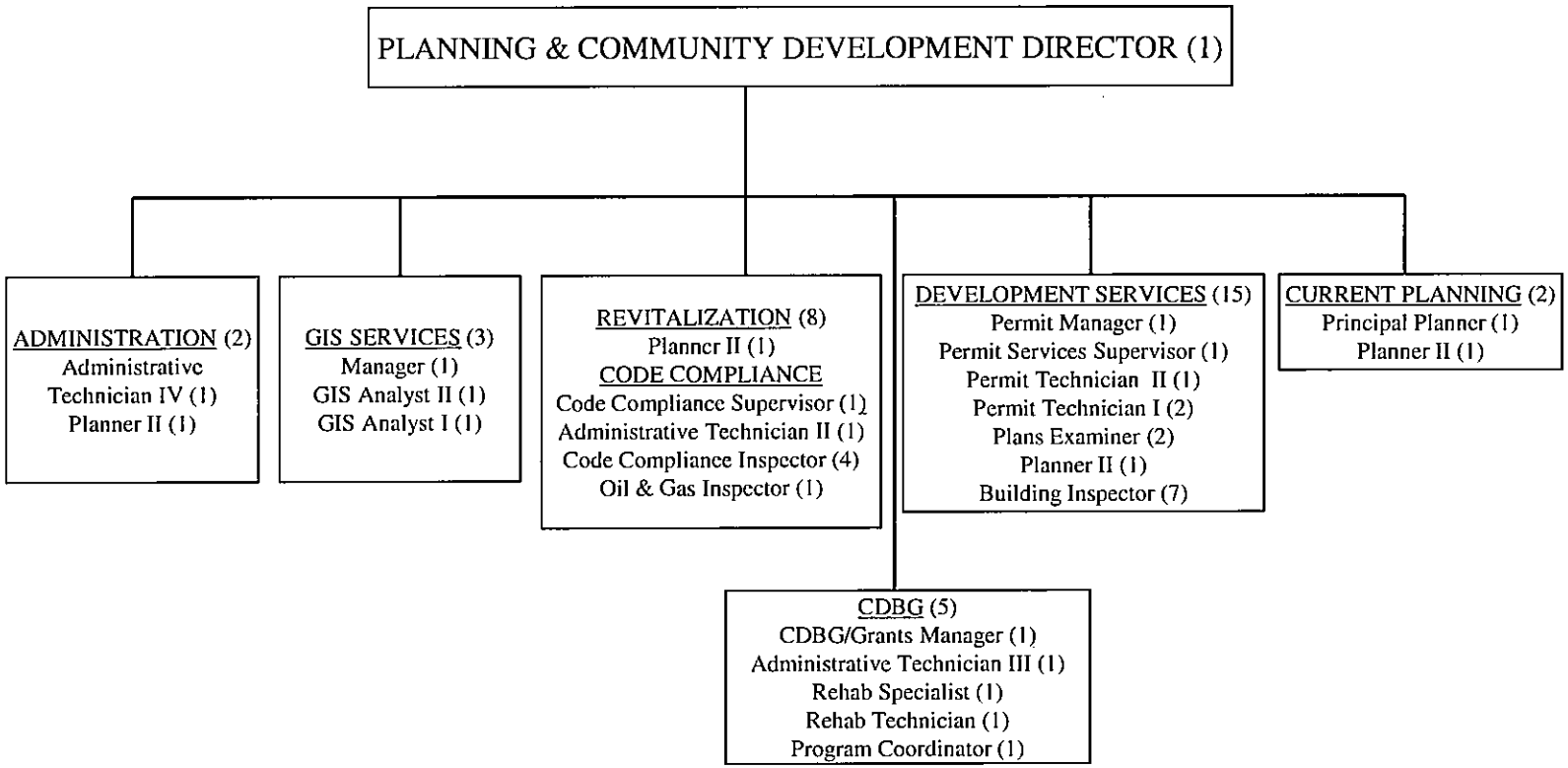
- To involve an ever-increasing number of seniors in the programs and services offered through publications such as newspaper articles, brochures and monthly activity calendars.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	$3,154	$2,496	$3,500	$3,000	$3,500
Annual participants including congregate meals program and special events	31,234	31,000	31,000	31,500	32,500

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	31	31	31	31	31
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	31	31	31	31	31

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	3,083,164	3,156,859	3,156,859	3,156,859	3,352,248
Supplies & Materials	45,168	49,627	52,101	52,101	47,759
Services & Maintenance	159,952	243,232	246,717	246,717	274,042
Internal Services	106,163	109,423	109,423	109,423	114,953
Capital Equipment	72,163	0	13,501	13,501	128,420
Subtotal	3,466,608	3,559,141	3,578,601	3,578,601	3,917,422
Department Total	3,466,608	3,559,141	3,578,601	3,578,601	3,917,422

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	479,109	485,561	485,561	485,561	705,553
Supplies & Materials	3,982	4,831	4,795	4,795	4,378
Services & Maintenance	27,454	49,855	50,924	50,924	50,705
Internal Services	62,753	59,876	59,876	59,876	57,079
Capital Equipment	3,803	0	0	0	6,090
Subtotal	577,102	600,123	601,156	601,156	823,805
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	577,102	600,123	601,156	601,156	823,805

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.
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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

010-4052 CODE COMPLIANCE

MISSION:

To provide a higher quality of life in Norman by protecting and ensuring the continued health, safety and welfare of the citizens of Norman and to achieve compliance with City Codes through prevention by educating residents and property owners, and then encouraging them to voluntarily comply when there is a violation and notification or enforcement action becomes necessary.

DESCRIPTION:

The Code Compliance Section is responsible for the enforcement of codes in Chapters 5, 10, 13, 15, 18 and 22 of the City of Norman Code of Ordinances, which include nuisance codes, signs, zoning, and property maintenance, all of which directly affect the health, safety and welfare of the citizens of Norman. The Section is also responsible for annual inspections in order to ensure the health and safety of hotels and motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage yards, and operating oil and gas wells.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	607,686	644,433	644,433	644,433	571,835
Supplies & Materials	12,120	12,708	12,614	12,614	13,410
Services & Maintenance	55,237	96,771	96,866	96,866	96,771
Internal Services	13,792	14,911	14,911	14,911	16,561
Capital Equipment	8,440	0	0	0	1,800
Subtotal	697,275	768,823	768,824	768,824	700,377
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	697,275	768,823	768,824	768,824	700,377

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CODE COMPLIANCE

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 ensure the health and safety of hotels/motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage 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 increase the quality of life in Norman neighborhoods.

OBJECTIVES:

- To 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification	85%	78%	80%	80%	80%
Percent of abatement work orders voluntarily abated after work order issued to contractor	38%	28%	25%	25%	25%
Percentage of code cases that are proactive	59%	56%	56%	53%	53%
Percent of total compliance rate	96%	94%	92%	94%	94%

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	230,588	237,901	237,901	237,901	208,127
Supplies & Materials	0	75	75	75	0
Services & Maintenance	0	2,373	2,373	2,373	2,373
Internal Services	1,293	1,584	1,584	1,584	1,931
Capital Equipment	0	0	0	0	1,800
Subtotal	231,881	241,933	241,933	241,933	214,231
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	231,881	241,933	241,933	241,933	214,231

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.
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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	1000%	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.	100%	100%	100%	100%	100%

Notes to Results Report: All measurements are calculated on a calendar year basis.

DIVISION SUMMARY

010-4051 DEVELOPMENT SERVICES

MISSION:

The mission of the Development Services Division of the Planning Department is to provide professional support to the community involved with building or altering the built environment of the community to protect health, safety, and public welfare by enforcing the currently adopted building, state, and local codes consistent with the policies and ordinances adopted by the Norman City Council.

DESCRIPTION:

The Development Services Division provides services that impact all construction activities in the community including providing guidelines to individuals and businesses interested in all aspects of construction while maintaining the highest standard of professionalism and customer service. The Division is responsible for plan review, permitting and appropriate field inspections to conclude the construction activities with a Certificate of Occupancy (CO), or Certificate of Occupancy (CO) upon completion of construction of all types of building permits for lawful occupancy. Construction permit applications for industrial, commercial and multi-family projects include but are not limited to new construction, new shell, new shell interior finish, addition/alteration, new multi-family, multi-family addition/alterations, temporary construction, construction trailer, swimming pool, and paving. Construction permit applications for One and Two Family dwelling and related residential include but are not limited to new single-family, two-family, townhome, addition/alterations, two-family addition/alterations, manufactured home, storage building, storm shelter, carport, garage, and swimming pool.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	15	15	15	15	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	15	15	15	15	15

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,433,212	1,447,525	1,447,525	1,447,525	1,517,119
Supplies & Materials	23,140	25,258	28,825	28,825	23,791
Services & Maintenance	15,505	20,134	21,492	21,492	20,134
Internal Services	19,341	22,734	22,734	22,734	28,571
Capital Equipment	51,696	0	13,501	13,501	109,130
Subtotal	1,542,893	1,515,651	1,534,077	1,534,077	1,698,745
Division Total	1,542,893	1,515,651	1,534,077	1,534,077	1,698,745

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

- Ensure that all applications submitted for permit receive plan review within specific performance targets with good communication and coordination with the applicant and facilitation with other department/division involved in the review of applications.
- Ensure that all field inspections are completed within a specific performance target as established by policy.
- Continue to enhance inspection services by utilizing all available technology by the staff, citizens, and building community.
- Continue staff training to maintain current licensure and updated knowledge of the building codes to ensure consistent administration of the adopted codes.

OBJECTIVES:

- Continue to refine the permitting processes to make all areas more easily understood by the public, while still adhereing to the currently adopted building, state, and local codes, and City/Department policies.
- 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 building inspection staff.
- Continue to refine the non-residential project plan review processes.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 18 average review days: 19 FYE 19 to date average review days: 12	52%	52%	75%	68%	68%
Non-residential permits reviewed within 28 days.	84%	84%	90%	95%	95%
Residential permits issued within 1 hour as a % of all residential permits	54%	54%	60%	48%	54%
Residential permits issued within 2 days FYE 19 to date average review days: 2.4	64%	66%	98%	60%	90%
Residential permits issued within 4 days	83%	82%	90%	80%	90%
Inspections performed within 48 hours. FYE 18 average inspection time: 1 day	96%	85%	99%	92%	92%

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	332,569	341,439	341,439	341,439	349,614
Supplies & Materials	5,926	6,375	5,412	5,412	5,800
Services & Maintenance	59,670	70,998	71,961	71,961	100,958
Internal Services	8,863	10,247	10,247	10,247	10,643
Capital Equipment	8,224	0	0	0	9,600
Subtotal	415,250	429,059	429,059	429,059	476,615
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	415,250	429,059	429,059	429,059	476,615

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	91.3%	90.5%	100%	100%	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%

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. The Commission comments on Greenbelt Enhancement Statements submittal with development plats and Norman Rural Certificates of Survey.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,776	2,644	2,644	2,644	2,644
Internal Services	121	71	71	71	168
Capital Equipment	0	0	0	0	0
Subtotal	1,897	2,715	2,715	2,715	2,812
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	1,897	2,715	2,715	2,715	2,812

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	90	90	90	90
Services & Maintenance	310	257	257	257	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	310	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	310	347	347	347	347

POLICE DEPARTMENT

251 EMPLOYEES

CHIEF OF POLICE (1)

ADMINISTRATION (3)
Police Standards Administrator (1)
Public Information Officer (1)
Administrative Technician IV (1)

STAFF SERVICES (23)
Major (1)
Captain (2)
Lieutenant (3)
Crime Analyst – FOP (1)
Sgt/MPO/PO (3)
Administrative Technician III (4)
Administrative Technician II (1)
Records Supervisor (1)
Records Clerk I (7)

PSST: STAFF SERVICES (0)

PATROL (97)
Major (1)
Captain (4)
Lieutenant (12)
Sgt/MPO/PO (74)
Crime Analyst II (1)
Parking Service Officers (4)
PT Parking Service Officer (1)

PSST: PATROL (45)
Lieutenant (2)
Sgt/MPO/PO(30)

Traffic
Sgt/MPO/PO (2)

Crime Prevention
Sgt/MPO/PO (2)

School Resource Officers
Lieutenant (1)
Sgt/MPO/PO (8)

CRIMINAL INVESTIGATIONS (26)
Major (1)
Captain (1)
Lieutenants (2)
Detectives – Sgt/MPO/PO (15)
Administrative Technician III (1)
Crime Analyst I (1)
Forensic Technicians (2)
Property Custody Officers (2)
Victim Advocate (1)

PSST: CRIMINAL INVESTIGATIONS (5)
Detectives – Sgt/MPO/PO (5)

SPECIAL INVESTIGATIONS (9)
Licutenant (1)
Detectives – Sgt/MPO/PO (8)

PSST: SPECIAL INVESTIGATIONS (0)

EMERGENCY COMMUNICATIONS (24)
Communications Systems Mngr. (1)
Communications Supervisor (4)
Communications System Tech (1)
Communications Officers III (3)
Communications Officers II (13)
Communications Officers I (2)

PSST: ERMERGENCY COMMUNICATIONS (2)
Communications Officers II (2)

ANIMAL WELFARE (16)
Shelter Manager (1)
Animal Welfare Supervisor (1)
Veterinarian (1)
Registered Vet. Tech (1)
Animal Welfare Officers (5)
Animal Welfare Tech. (7)

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

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 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	197	197	198	198	198
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	198	198	199	199	199

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	24,043,817	24,089,921	24,054,253	24,054,253	24,889,071
Supplies & Materials	809,092	977,139	1,031,782	1,031,782	906,557
Services & Maintenance	1,088,615	1,421,240	1,594,733	1,594,733	1,462,488
Internal Services	626,054	695,226	691,426	691,426	764,047
Capital Equipment	749,695	274,432	905,186	905,186	892,511
Subtotal	27,317,273	27,457,958	28,277,380	28,277,380	28,914,674
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	27,317,273	27,457,958	28,277,380	28,277,380	28,914,674

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	12	12	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	4	4	4

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,360,764	1,213,293	982,409	982,409	714,624
Supplies & Materials	10,393	8,668	8,907	8,907	7,914
Services & Maintenance	138,017	155,899	153,719	153,719	181,114
Internal Services	81,027	71,745	71,745	71,745	74,299
Capital Equipment	4,273	3,800	3,800	3,800	5,400
Subtotal	1,594,474	1,453,405	1,220,580	1,220,580	983,351,
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	1,594,474	1,453,405	1,220,580	1,220,580	983,351

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships and build trust between citizens and officers.
- Identify specific and increase shared mutual respect needs for our growing community and department, and develop long term solutions to increasing our preparedness, resilience, accountability, and transparency.
- Improve information gathering and sharing to best allocate resources, reduce social harms, and improve quality of life for our community, its residents, and its visitors.
- Develop leadership, support and direction to all employees so that we may improve their overall emotional and physical wellness so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing numer of homeless, substance dependent, and mental health consumers.

OBJECTIVES:

- Increase the number of active Police Athletics and Activities League instructors by three by May 1 to allow for expansion of the program and its positive impact with the community. Identify the most common vehicular safety concerns involving students near the high schools and develop and implement a specific plan for attempting to mitigate and improve the concerns by March 1.
- Complete the ongoing evaluation of e-ticket writing options and continue expansion of the program through purchase of at least ten additional devices by November 1 while ensuring maintenance of this program is planned for in future department budgeting and strategic plans. Complete the original SRO implementation plan by adding four additional officers to the program, bringing total number of SRO's to 12. Strive to gain full staffing to traffic unit for full implementation of DDACTS and community vehicular safety efforts as soon as possible.
- Identify the three most prominent parking issues within the city and develop a proactive educational and enforcement campaign to address the concerns by June 1. Partner with Norman Public Schools to complete security evaluations for every educational facility within the district with the expectation of correcting all possible deficiencies within our departments ability and providing input to the district for further follow-up by June 1. The Traffic Unit will work in cooperation with patrol to plan and execute at least one DDACTS project per week.
- CIT certify three additional Lieutenants and three additional Captains to better guide officers when contacting citizens suffering through a mental health crisis by June 1. Develop a program to allow officers the opportunity to attend a mental health wellness evaluation every five years if they choose to participate throughout the year.
- Increase frequency of Homeless Resource Expo to once event each quarter of the year. Develop a system for identifying and mapping historical and active areas where members of the homeless population often congregate and sleep to assist in emergency responses, planning, and identifying necessary resources they may be in need of.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Implement 3 PAL instructors by May 1	n/a	n/a	100%	100%	100%
Identify and rectify the most common vehicular concerns around the city's high schools and mitigation of those issues by May 1	n/a	n/a	100%	100%	100%
Evaluate E-ticket writing options and purchase of 10 additional devices by November 1	n/a	n/a	50%	50%	50%
Add 4 SROs per PSST bringing the total from eight to twelve	n/a	n/a	50%	50%	50%
Fill Traffic Unit to full staffing for DDACTS efficiency	n/a	n/a	100%	100%	100%
Three most prominent parking issues and educate the public by June 1	n/a	n/a	50%	50%	50%
Partner with NPS to identify and evaluate security concerns around schools by June 1	n/a	n/a	50%	50%	50%
CIT certify 3 additional Lieutenants and 3 additional Captains by June 1	n/a	n/a	75%	75%	75%

Notes to Results Report:

DIVISION SUMMARY

010-6070 ANIMAL WELFARE

MISSION:

The mission of Norman Animal Welfare is to encourage responsible pet ownership by promoting and protecting the health, safety, and welfare of the residents and pets of Norman through education, enforcement, and community partnership.

DESCRIPTION:

Norman Animal Welfare is comprised of two sections: Animal Welfare Response and Animal Welfare Facility. Animal Welfare Officers respond to citizen complaints, apprehend dangerous animals, confiscate and render aid to animals in need of care, pick up stray or deceased animals, handle loose livestock or nuisance wildlife, conduct animal cruelty investigations, and provide education to the public.

Animal Welfare Facility staff provides customer service to citizens in person, over the phone, or through electronic communication, intake animals at the facility, provide medical evaluation and treatment, conduct behavior evaluations, provide care to animals housed at the facility, maintain and clean the facility, provide education to the public, and work towards positive animal outcomes through transfer, foster, and adoption.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	17	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	16	16	16	16

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,111,397	1,230,348	1,182,348	1,182,348	1,127,598
Supplies & Materials	169,932	171,754	180,197	180,197	171,209
Services & Maintenance	64,728	87,454	152,766	152,766	97,134
Internal Services	34,256	39,243	39,243	39,243	54,106
Capital Equipment	5,915	0	28,631	28,631	0
Subtotal	1,386,228	1,528,799	1,583,185	1,583,185	1,450,047
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	1,386,228	1,528,799	1,583,185	1,583,185	1,450,047

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Utilize innovative strategies to improve the quality of life for both citizens and animals in Norman.
- Improve and increase information sharing and education programs for the public, internal partners, and employees.
- Increase the number of hours and duties performed by volunteers.

OBJECTIVES:

- Reduce the average shelter stay length for both dogs and cats to 10 days or less.
- Complete 1 public education program and 1 internal partner program per quarter.
- Conduct 1 targeted program per quarter in high stray animal areas.
- Increase the total number of volunteer hours by 5%.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Intakes-Strays (cats and dogs)	2051	2542	2600	n/a	2800
Intakes-owner relinquishments	578	413	450	n/a	500
Total intakes of all animals	2925	3420	3500	n/a	3800
Outcomes-adoptions	1659	1992	2000	n/a	2200
Outcomes-Animals returned to Owner	517	673	700	n/a	750
Live Release Rate * Based on calendar years	91.9%	93%	92%	n/a	92%
Presentations	10	11	12	n/a	12
Volunteer Hours	n/a	1218	1300	n/a	1550

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	23	24	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	23	24	26	26	26

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	2,501,646	2,425,133	2,589,791	2,589,791	2,249,242
Supplies & Materials	36,454	48,078	48,556	48,556	45,889
Services & Maintenance	65,148	96,467	108,906	108,906	101,452
Internal Services	60,652	68,334	68,334	68,334	73,200
Capital Equipment	109,567	36,145	83,424	83,424	200,868
Subtotal	2,773,467	2,674,157	2,899,011	2,899,011	2,670,651
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	2,773,467	2,674,157	2,899,011	2,899,011	2,670,651

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Establish the victim advocacy program to assist the investigative process for members of the community.
- Implementation of Multi-Jurisdiction Critical Incident Team-Investigative group used to investigate critical incidents within Cleveland County.
- Implement and formalize a CIS Shadowing and Mentorship Program that will assist in developing Patrol Officers in performing better field level investigations and writing better reports. This will, in turn, develop trust and confidence with citizens.
- Plan and execute a bi-annual CIS specific in-service where personnel can receive training for CIS specific issues and physical, mental, and emotional health.
- Develop partnerships and train with other local, state, and federal law enforcement agencies that will enhance the abilities of individual detectives, section, ad agency.
- Formalize the process of working with the Operations Bureau through patrol shift briefings to share information and develop working relationships.
- CIS personnel will make an effort to contact every homeless person who is a reported victim of a part one crime.

OBJECTIVES:

- Fill two (2) vacant Detective Positions in (CIS) FYE 2020
- Create permanent part time position for Cold Case Detective.
- Increase deficient funding to optimize capabilities and service to the community increasing productivity and quality of work product.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PEFORMANCE INDICATORS:					
Investigators	18	17	18	18	19
Cases closed by arrest	242	292	300	300	350
C.O.P. Follow-up	346	412	400	400	450
Cases Investigated	1,812	1,941	1,950	1,950	2,000

Notes to Results Report:
COP-Community Oriented Policing
CID-Criminal Investigations Division

DIVISION SUMMARY

010-6121 CRIMINAL INVESTIGATIONS – Public Safety Sales Tax

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	616,325	595,954	595,954	595,954	623,492
Supplies & Materials	4,306	5,295	5,295	5,295	5,188
Services & Maintenance	0	2,160	11,184	11,184	2,160
Internal Services	8,078	10,245	10,245	10,245	7,785
Capital Equipment	6,188	0	39,080	39,080	0
Subtotal	634,897	613,654	661,758	661,758	638,625
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	634,897	613,654	661,758	661,758	638,625

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

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 2019
- Increase the number of Forensic Video Analyst to two (2) FYE 2019
- Increase the number of Forensic Computer Analyst to two (2) FYE 2019
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	18	*	18	18	19C
Cases closed by arrest	279	*	400	400	400
C.O.P. Follow-up	291	*	300	300	300
Cases investigated	1555	*	1600	1600	1500

Notes to Results Report:
*Currently, information extrapolated from New World is not accurate. Working on a fix for this issue.

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

DIVISION SUMMARY

010-6039 EMERGENCY COMMUNICATIONS

MISSION:

To maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, courteous and professional manner; thereby protecting lives, and property while providing accurate information to our responders.

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,710,841	1,733,412	1,733,412	1,733,412	1,736,051
Supplies & Materials	35,475	30,736	29,596	29,586	29,552
Services & Maintenance	151,651	216,669	243,763	243,763	219,169
Internal Services	21,530	24,973	24,973	24,973	27,848
Capital Equipment	4,570	4,000	4,000	4,000	29,400
Subtotal	1,924,068	2,009,790	2,035,744	2,035,744	2,042,020
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	1,924,068	2,009,790	2,035,744	2,035,744	2,042,020

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing. (DDACTS Guiding Principal I and COP Section IV)
- Increase strategic planning to clarify problems and identify long-term solutions. (DDACTS Guiding Principal II and IV and COP Section III)
- Improve information sharing and outreach to reduce social harm and improve the quality of life. (DDACTS Guiding Principal V and COP Section III)
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services. (COP Section V)
- Build trust between citizens and our officers, maintaining public safety in an atmosphere of mutual respect (21st Century policing).
- Provide leadership, support and direction of operations to facilitate overall officer emotional wellness.

OBJECTIVES:

- Establish a Community Education Program to increase the understanding of the activities and roles of the Norman Communications Center, accept feedback and correct problems that may contribute to community grievances against the departments we serve.
- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with region.
- Hire and train the Communications Center to full staffing.
- Increase Mobile Command Post Deployments to educational events.
- Train all Dispatchers in CIT awareness.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	20%	20%	75%	50%	75%
Interoperability solutions	30%	80%	100%	50%	90%
Text to 911	30%	30%	100%	50%	100%
Recruit and train	90%	90%	98%	98%	98%
Increased Deployment of Mobile CP	10%	25%	75%	75%	100%
Train all Call takers in CIT awareness	10%	73%	90%	90%	100%

Notes to Results Report:

Presenting at Leadership Norman and CPA are current strategies, getting involved back in TEAM presentations and deploying the Mobile Command Post to local events will increase our exposure.
With the purchase of a new radio system, new iteroperabillity plans will need to be established. Objective 1 is based on staffing levels and availability; we are in discussion with the State OKWIN managers and OKC radio system manager to put interoperability agreements in place.

Text to 911 is ready to deploy; however, Oklahoma City is not and this needs to be a metro wide initiative.
Through Rave911 we are able to initiate texting "back" to 911 hang-up calls. This has been instrumental in keeping the number to officer responses to hang ups down.
Mobile CP will be deployed at all multiple "touch a truck" events in order to increase exposure.
CIT Training officer has been identified and trained in the 40 hour class; all new incoming Comminications Officers will attend a 2 day awareness level class. As staffing allows, dispatchers that have not received CIT training in the past will also attend.

DIVISION SUMMARY

010-6139 EMERGENCY COMMUNICATIONS – Public Safety Sales Tax

MISSION:

To maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriated emergency services in a prompt, courteous and professional manner; thereby protecting lives, and property while providing accurate information to our responders.

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	129,747	112,781	112,781	112,781	126,554
Supplies & Materials	0	150	150	150	0
Services & Maintenance	619	1,200	1,200	1,200	1,200
Internal Services	17	382	382	382	381
Capital Equipment	0	0	0	0	0
Subtotal	130,383	114,513	114,513	114,513	128,135
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	130,383	114,513	114,513	114,513	128,135

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS – PUBLIC SAFETY SALES TAX

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing (DDACS Guiding Principle I and COP Section IV).
- Increase strategic planning to clarify problems and identify long-term solutions (DDACTS Guiding Principle II and IV and COP Section III).
- Improve information sharing and outreach to reduce social harm and improve the quality of life (DDACTS Guiding Principle V and COP Section III).
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services (COP Section V).
- Build trust between citizens and our officers, maintaining public safety in an atmosphere of mutual respect. (21st Century Policing)
- Provide leadership, support and direction of operations to facilitate overall officer emotional wellness.

OBJECTIVES:

- Establish a Community Education Program to increase the understanding of the activities and roles of the Norman Communications Center, accept feedback and correct problems that may contribute to community grievances against the departments we serve.
- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with the region
- Hire and train the Communications center to full staffing

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	0	20%	50%	50%	75%
Interoperability solutions	30%	30%	80%	80%	100%
Text to 911	30%	30%	30%	30%	100%
Recruit and train	90%	92%	95%	96%	98%

Notes to Results Report:

Text to 911 is ready to deploy however Oklahoma City is not and this needs to be a metro wide initiative. With the purchase of a new radio system new interoperability plans will need to be established. Objective 1 is based on staffing levels and availability.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	95	96	96	96	96
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	96	97	97	97	97

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	8,983,114	9,386,717	9,450,201	9,450,201	10,541,376
Supplies & Materials	270,254	343,128	340,848	340,848	309,891
Services & Maintenance	80,042	105,186	105,671	105,671	105,786
Internal Services	270,033	309,820	306,020	306,020	333,604
Capital Equipment	173,990	110,370	126,557	126,557	397,398
Subtotal	9,777,432	10,255,221	10,329,297	10,329,297	11,688,055
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	9,777,432	10,255,221	10,329,297	10,329,297	11,688,055

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships and build trust between citizens and officers.
- Identify specific and increase shared mutual respect needs for our growing community and department, and develop long term solutions to increasing our preparedness, resilience, accountability, and transparency.
- Improve information gathering and sharing to best allocate resources, reduce social harms, and improve quality of life for our community, its residents, and its visitors.
- Develop leadership, support and direction to all employees so that we may improve their overall emotional and physical wellness so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing numer of homeless, substance dependent, and mental health consumers.

OBJECTIVES:

- The Patrol Divison will increase participation in community policing activities and will participate in community activities to include "Coffee with a Cop", "National Night Out", and community events throughout the year.
- Enhance and expand the Out of Class Supervisor program through identification of position responsibilities, establishment of selection process, and completion of training program by October 1.
- Develop and implement a standardized performance matrix to fully measure officers contributions to the community incorporating both COP problem solving and intelligence led policing (DDACTS) efforts by June 1.
- Develop and implement an Employee Wellness Committee designed to identify concerns related to employee's mental health, wellbeing, and overall wellness with a goal of creating effective strategies to address the identified concerns by October 1.
- Review and improve the current process for mental health transports to reduce impacts on both patrol officers and the involved subjects in crisis by September 1.
- Establish and implement processes to ensure accurate identification of members of our community who may be homeless, substance dependent, or mental health consumers when they are contacted during routine patrol activities and ensure documentation of crimes committed against them and areas in which they may be in need of assistance by July 1.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Participate in community events (i.e. Coffee with a Cop and National Night Out) throughout year	n/a	n/a	100%	100%	100%
Enhance and expand Out of Class Supervisor program by October 1	n/a	n/a	100%	100%	100%

Develop standardized performance matrix to capture officers contributions to COP and DDACTS	n/a	n/a	50%	50%	50%
Develop and implement an Employee Wellness survey by October 1	n/a	n/a	100%	100%	100%
Improve mental health transport to mitigate impact to patrol by September 1	n/a	n/a	50%	50%	50%
Ensure and implement a process to accurately identify members in the community that are homeless and substance dependent by July 1	n/a	n/a	100%	100%	100%

DIVISION SUMMARY

010-6122 PATROL – Public Safety Sales Tax

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 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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	45	45	45	45	45
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	45	45	45	45	45

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	4,872,449	4,798,050	4,798,050	4,798,050	5,037,651
Supplies & Materials	151,391	184,816	188,870	188,870	186,954
Services & Maintenance	85,050	113,558	130,413	130,413	113,558
Internal Services	63,809	72,877	72,877	72,877	85,840
Capital Equipment	288,019	0	93,658	93,658	0
Subtotal	5,460,718	5,169,301	5,283,868	5,283,868	5,424,003
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	5,460,718	5,169,301	5,283,868	5,283,868	5,424,003

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL – PUBLIC SAFETY SALES TAX

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.
- Build trust between citizens and officers, maintaining public safety in an atmosphere of mutual respect.

OBJECTIVES:

- Protect life, by proactively enforcing traffic ordinances in locations identified through data analysis as harmful to citizens.
- Protect liberty by maintaining citizen satisfaction and minimizing founded complaints.
- Protect property by proactively deploying resources in locations identified through data analysis as harmful to citizens.
- Protect peace by proactively engaging community members in community building and problem solving efforts based on citizen perception, people and locations identified through data analysis as above average in likelihood to be involved in social harm.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers complaince	100%	100%	100%	100%	100%
Increase traffic enforcement to reduce collisions.	n/a	52,999	10%	58,298	5%
Decrease collisions in Norman.	n/a	2,454	3%	2,380	3%
Decrease DDACTS focused crimes in Norman.	n/a	3,208	3%	3,112	3%
Increase Community Policing activity hours.	n/a	7,400	10%	8,140	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,176,493	1,047,368	1,047,368	1,047,368	894,625
Supplies & Materials	33,975	40,580	44,174	44,174	41,352
Services & Maintenance	21,783	35,158	35,623	35,623	35,158
Internal Services	30,924	37,563	37,563	37,563	40,888
Capital Equipment	9,530	4,200	4,200	4,200	0
Subtotal	1,272,704	1,164,869	1,168,928	1,168,928	1,012,023
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	1,272,704	1,164,869	1,168,928	1,168,928	1,012,023

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- Prioritize drug investigations to focus on problems where children are at risk or in dangerous environments in our community.
- Address specific problems, social harms, crime trends identified through DDACTS or any other current issue in the community that needs the special resources of this section to solve a problem.
- Detectives will be the department's subject matter experts in the area of undercover/covert operations, surveillance, and the use of technology and equipment in these areas.
- Manage all confidential informants for the department.
- Gather, maintain, and disseminate criminal intelligence.
- Develop partnerships and train with other local, state, and federal law enforecement agencies that will enhance the abilities of individual detectives, section, and agency.
- Formalize the process of working with the Operations Bureau through patrol shift briefings to share information and develop working relationships.

OBJECTIVES:

- Fill one vacant detective position in SIS for FYE20.
- Increase funding for updated surveillance equipment.
- Increase deficient funding to optimize capabilities and service to the community increasing productivity and quality of work product.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	*56	108	150	150	150
Number of cases investigated	*43	144	150	150	150
Number of COP presentations	*18	42	40	40	40
Number of hours in specialized training	-656	698	700	700	700

*Numbers may not be accurate for FYE 17, and revamping of captured statistics due to Lieutenant changes in SIS, May of 2017.

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 three sections: Planning and Logistics, Training, and Records.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	17	16	23	23	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	16	23	23	23

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,581,041	1,546,865	1,561,939	1,561,939	1,837,858
Supplies & Materials	93,359	143,934	174,717	174,717	108,608
Services & Maintenance	436,273	557,462	557,138	557,138	555,730
Internal Services	55,728	60,044	60,044	60,044	66,096
Capital Equipment	117,741	115,917	151,879	151,879	259,445
Subtotal	2,284,142	2,424,222	2,505,717	2,505,717	2,827,737
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	2,284,142	2,424,222	2,505,717	2,505,717	2,827,737

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect
- Identify specific needs for our growing community and department, and develop long-term solutions to increasing our preparedness, resilience, accountability, and transparency
- Improve information gathering and sharing to best allocate resources, reduce social harms and improve quality of life for our community, its residents and its visitors
- Develop leadership, support and direction to all employees so that we may improve their overall emotional and physical wellness so that they are equipped to care for themselves, their loved ones, each other, and our community
- Work in partnership with local, state and regional partners to identify concerns and develop creative solutions to our communities growing number of homeless, substance dependent, and mental health consumers

OBJECTIVES:

- Develop and implement deployment plan for Rave Alert System (Alert Norman) by July 1 to ensure consistent and accurate communication both internally and externally.
- Increase community and employee awareness and participation of the Rave Alert System (Alert Norman) by 20% by December 1.
- Increase department outreach and engagement statistics via social media (Facebook, Twitter and Instagram) by 15% by December 1.
- Complete monthly audits of the department website to ensure all information, forms and resources are up to date, as well as continue redevelopment of the site to match user trends and usability as the City of Norman works toward a new website platform.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Increase department outreach and engagement statistics via social media by 15% by December 1.	n/a	n/a	28000	28000	32200
Increase community and employee awareness and participation of the Rave Alert System by 20% by December 1.	n/a	n/a	1500	1500	1800

Notes to Results Report:

NPD – Norman Police Department

DIVISION SUMMARY

010-6115 STAFF SERVICES – Public Safety Sales Tax

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,553	0	10,472	10,472	0
Services & Maintenance	45,304	50,027	94,350	94,350	50,027
Internal Services	0	0	0	0	0
Capital Equipment	29,902	0	369,957	369,957	0
Subtotal	78,759	50,027	474,779	474,779	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	78,759	50,027	474,779	474,779	50,027

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES – PUBLIC SAFETY SALES TAX

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Create performance tracking measurements for records
- Implement recruiting strategy for civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Identify Implicit Bias, De-escalation and Emotional Intelligence training
- Extend Active Shooter training to civilian controlled areas and civilian personnel

OBJECTIVES:

Records:

- Provide updated customer service related training to all clerks.
- Identify additional training and training needs for Records Clerks
- 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
- Streamline the Body Worn Camera review/redaction workload

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, quarterly firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence, Implicit bias, Cultural Diversity and De-escalation techniques
- Provide updated Community Oriented Policing training to all commissioned personnel
- Transition from Glock .40 Caliber handguns to 9mm handguns
- Host the Women's Leadership Institute training course
- Develop employee fitness program

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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%	100%	100%	100%
Total number of in-service training hours scheduled for commissioned personnel	30	30	30	30	30

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
Number of outside courses hosted by training section	4	4	4	5	5
Percentage of officers qualified on CLEET firearms	100%	100%	100%	100%	100%
Percentage of officers qualified on the NPD firearms	100%	100%	100%	100%	100%

Notes to Results Report:

NPD – Norman Police Department

PUBLIC WORKS DEPARTMENT

113 EMPLOYEES

PUBLIC WORKS DIRECTOR (3)

- Administrative Technician IV (1)

FLEET (21)
Superintendent (1)
Administrative Technician III (2)

EQUIPMENT SUPPORT
Supervisor (1)

FLEET REPAIR

LIGHT EQUIPMENT
Supervisor (1)
Auto Service Technician (2)
Mechanic II (2)
Mechanic I (2)

HEAVY EQUIPMENT
Supervisor (1)
Auto Service Technician (2)
Mechanic II (3)
Mechanic I (1)
Tire Repair Technician (1)
Field Service Mechanic (1)
Welder (1)

STREETS (33)
Street Superintendent (1)
Pavement Maint. Coordinator (1)
Administrative Technician III (1)

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)

ROADSIDE MAINT. CREW
Crew Chief (1)
Heavy Equipment Operator (2)
Maint. Worker II (3)
Maint. Worker I (2)

TRAFFIC CONTROL (19)
Transportation Engineer (1)
Traffic Engineer (1)
Capital Project Engineer (1)
Administrative Technician III (1)

SIGNING – STRIPING
PARKING METERS-STUDIES
Traffic Control Supervisor (1)
Crew Chief (1)
Traffic Technician (1)
Heavy Equipment Operator (1)
Maintenance Worker II (3)
Maintenance Worker I (2)
Traffic Sign Fabricator (1)

SIGNALIZATION
Traffic Control Supervisor (1)
Traffic Signal Technician (4)

STORMWATER (21)
Stormwater Program Manager (1)
Administrative Technician III (1)

STORMWATER QUALITY
Stormwater Program Specialist (1)
Stormwater Compliance Inspector (2)

STORMWATER MAINTENANCE
Public Works Supervisor (1)
Stormwater Inspector/Locator (1)

INFRASTRUCTURE MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (1)
Maint. Worker I (1)

CHANNEL MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (2)
Maint. Worker I (2)

STREET SWEEPING & LITTER CREW
Maintenance Worker II (4)

ENGINEERING (17)
City Engineer (1)
Engineering Assistant (1)
Administrative Technician III (1)

CAPITAL PROJECTS
Capital Projects Engineer (3)

CONSTRUCTION
Construction Manager (1)
Utility Coordinator (1)
Construction Inspectors (4)

DEVELOPMENT
Subdivision Develop. Manager (1)
Development Engineer (1)
Subdivision Develop. Coord. (1)
City Surveyor (1)
Engineering Technician I (1)

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

The mission of the Public Works Department is to provide exceptional transportation, stormwater/flood control and subdivision development services to the citizens of Norman.

DESCRIPTION:

The Public Works Department is organized into six functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, and Traffic Control. The Department provides transportation, stormwater/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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	108	109	109	109	109
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	108	109	109	109	109

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	8,028,119	8,653,897	8,607,547	8,607,547	8,905,288
Supplies & Materials	3,151,645	3,992,970	4,117,158	4,117,158	4,116,397
Services & Maintenance	2,213,594	2,774,797	3,030,273	3,030,273	3,006,331
Internal Services	438,421	483,446	483,796	483,796	506,627
Capital Equipment	1,329,536	1,787,657	2,243,593	2,243,593	1,468,495
Subtotal	15,161,315	17,692,767	18,482,367	18,482,367	18,003,138
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
Department Total	15,161,315	17,692,767	18,482,367	18,482,367	18,003,138

DIVISION SUMMARY

010-5001 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide management support to the Engineering, Fleet, Street, Stormwater, and Traffic Control Divisions.

DESCRIPTION:

The Administration Division is composed of the Director of Public Works, the ADA Technician, and one Administrative Technician IV.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	2	3	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	2	2	2

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	259,007	300,918	272,568	272,568	271,663
Supplies & Materials	4,217	5,150	10,048	10,048	3,800
Services & Maintenance	24,856	43,209	77,145	77,145	127,992
Internal Services	24,250	21,549	21,549	21,549	21,174
Capital Equipment	1,682	24,050	27,050	27,050	0
Subtotal	314,012	394,876	408,360	408,360	424,629
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	314,012	394,876	408,360	408,360	424,629

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 Stormwater regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations including the Lake Thunderbird TMDL.
- 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 stormwater management and flood control programs through the successful implementation of the Stormwater Master Plan and enforcement of the City's Floodplain Ordinance.
- Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the implementation of a citywide Wayfinding Signage Program.
- Implement the City's first (2014) Comprehensive Transportation Plan "Moving Forward".
- Implement 2012 G.O. Bond Program including eight (8) major Transportation/Stormwater projects.
- Implement the City's adopted Alternative Fuel Program including enhancement of the City's Compressed Natural Gas (CNG) Fueling Facility and Vehicle Conversion Program.
- Implement the City's 2013 Fleet Management Plan to address efficiency and budget issues.
- Serve as the City's liaison to the Association of Central Oklahoma Governments (ACOG) for all transportation issues including acquisition of up to $10 million in federal grants per year for local projects in Norman.
- Serve as a key member of the City's Response and Recovery Team for all weather disasters in Norman, particularly in the repair of damaged public infrastructure and the removal of debris.
- Maintain over 800 miles of public streets in Norman.
- Coordinate the land development, platting and building permit applications for hundreds of new residential, commercial and industrial properties each year.
- Maintain the City's fleet of over 860 vehicle and equipment items to the satisfaction of our customers who are made up on other City department personnel.
- Implement the Council-adopted (June, 2018) Americans with Disabilities Act (ADA) Transiton Plan Update.
- Implement Propositions 1,2 and/or 3 from the April 2, 2019 citywide election that are authorized by Norman voters.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	70%	80%	90%	90%	90%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	40%	45%	50%	50%	60%
Completion of 2016 Street Bond Program	25%	45%	60%	60%	80%
Completion of Comprehensive Transportation Plan	20%	25%	30%	30%	35%
Implementation of Wayfinding plan	15%	20%	25%	25%	30%
Implementation of 2012 Bond program	25%	40%	60%	60%	80%
Implementation of 2018 ADA Transition Plan Update	0%	0%	10%	10%	20%
Implementation of 2019 Transportation Bond					5%
Implementation of 2019 Stormwater Bond Program					5%
Implementation of 2019 Stormwater Utility					5%

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 development services.

DESCRIPTION:

The Engineering Division provides technical and management support for development, infrastructure and construction. Proposed public and private improvements, including platting and infrastructure design, within the City are administered and technically reviewed by Engineering staff. Roadway Capital Projects are administered within the division including design, acquiring right of way, utility relocation and construction of the improvements. The division is also responsible for construction inspection services for new infrastructure constructed as a part of new developments or capital projects.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,027,034	1,110,470	1,110,470	1,110,470	1,131,286
Supplies & Materials	18,575	29,127	31,080	31,080	28,462
Services & Maintenance	43,506	44,603	52,432	52,432	46,478
Internal Services	33,101	39,407	39,407	39,407	40,056
Capital Equipment	48,680	11,800	11,800	11,800	0
Subtotal	1,170,896	1,235,407	1,245,189	1,245,189	1,246,282
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	1,170,896	1,235,407	1,245,189	1,245,189	1,246,282

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 issues in the public Right-of-Way promptly.
- Provide technical advice to other City Departments / Divisions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	95%	80%	95%	95%	95%
Complete projects on time, 75% of the time	95%	80%	75%	85%	100%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	90%	95%	95%	95%	95%
Addresses will be assigned within 5 working days, 70% of the time	60%	80%	95%	80%	95%
Lot line adjustments will be completed within 5 working days, 70% of the time	80%	80%	85%	85%	85%
Public requests for information will be provided within 2 hours, 70% of the time	97%	99%	95%	98%	95%
Will inspect all active projects once a day, 90% of the time	95%	98%	95%	100%	95%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	100%	90%	95%	90%
Will comply with the project plans and specifications, 100% of the time	98%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	100%	75%	95%	100%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	85%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: - Continued

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
The review of construction plans will be completed within 10 working days, 100% of the time	100%	100%	90%	95%	90%
The review of final plats will be completed within 10 working days, 95% of the time	100%	100%	95%	95%	95%

DIVISION SUMMARY

010-5070 FLEET ADMINISTRATION

MISSION:

The mission of the Public Works 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 and to ensure the City's Public Compressed Natural Gas (CNG) fueling facility remains open to the public 24 hours a day. Fleet Administration uses a computer program, Faster Asset Solutions, to ensure accurate mechanic productivity, repair types, work orders, parts issued, inventory, fuel, and equipment replacement needs are posted. In addition, FuelMaster is a fuel management system used by the Fleet Division to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows the Fleet Division to report accurate bi-weekly usage of CNG from the public and private sector to the Internal Revenue Division for tax purposes.

DESCRIPTION:

There are 21 employees within the Fleet Management Administration and Repair Divisions. The Fleet Division provides the administrative, logistical and mechanical support to all City departments who operate City owned equipment/vehicles. In addition, the Fleet Division provides the administrative, logistical, and mechanical support to the public who utilize the City's public compressed natural gas (CNG) fueling facility. Fleet staff is responsible for establishing citywide budget figures based on a five year average usage for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet Administrative staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles. The Equipment Support Supervisor and 2 Light Equipment Technicians are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventative maintenance of the City of Norman's CNG Fueling Facility.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	368,906	369,086	369,086	369,086	407,443
Supplies & Materials	11,373	11,466	12,363	12,363	10,441
Services & Maintenance	32,933	52,865	59,934	59,934	49,000
Internal Services	1,806	3,804	3,804	3,804	3,757
Capital Equipment	437	0	0	0	3,600
Subtotal	415,455	437,221	445,187	445,187	474,241
Division Total	415,455	437,221	445,187	445,187	474,241

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program:	306	306	>250	169	169
(missed or late services)	1244	1484	1365	1313	1399
(completed services)					
Capital Equipment/Vehicle Outlay	4,143,995	2,437,101	3.2 mill	2,045,471	2.6 mill
General Fund (excluding Westwood)					
PSST Fund	537,098	818,791	1.37 mill	725,000	1.84 mill
Water/WRF Utility Funds	520,028	388,535	665,660	741,745	400,000
Sanitation Fund	2,060,550	1,853,000	1.8 mill	1,804,885	2 mill
Vehicle Replacement Report:					
No. of requests received for replacement					
General Fund (excluding Westwood)	138	171	175	171	151
PSST Fund	6	5	2	4	1
Water/WRF Utility Funds	22	11	9	12	7
Sanitation Fund	36	29	26	29	28
No. of requests approved for replacement					
General Fund (excluding Westwood)	33	27	54	29	30
PSST Fund	6	5	2	0	4
Water/WRF Utility Funds	22	14	9	9	16
Sanitation Fund	7	8	8	8	8
No. of requests deferred for replacement					
General Fund (excluding Westwood)	105	143	121	142	130
PSST Fund	0	0	0	4	1
Water/WRF Utility Funds	0	0	0	3	1
Sanitation Fund	29	22	18	21	24

Fuel Report:					
Diesel / gallons dispensed	211,869	245,984	273,410	230,235	273,310
Unleaded gasoline / gallons dispensed	247,610	232,423	244,820	231,046	244,720
Compressed natural gas / gallons dispensed	159,137	214,877	221,725	236,496	221,925
Compressed natural gas sold to public:					
Gallons	83,136	75,849	94,147	66,512	95,411
Dollars	101,360	114,727	126,000	119,184	142,162

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 hours for those with meters) or once a year, whichever comes first

Capital Equipment/Vehicle outlay: Fleet Management uses the Oklahoma State Contract, where applicable, 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 the Fleet Division, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement. FASTER automatically calculates equipment replacement needs based on age, usage, and maintenance dollars spent using a fifteen (15) point system. Items ranked twelve (12) points and above are evaluated for 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.

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	78,669	80,623	80,623	80,623	86,415
Supplies & Materials	183,689	234,632	250,813	250,813	254,985
Services & Maintenance	43,064	109,700	112,809	112,809	109,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	305,422	424,955	444,245	444,245	451,100
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	305,422	424,955	444,245	444,245	451,100

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,936,397	2,309,900	2,317,994	2,317,994	2,399,746
Services & Maintenance	296,446	367,741	416,330	416,330	396,836
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,232,843	2,677,641	2,734,324	2,734,324	2,796,582
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	2,232,843	2,677,641	2,734,324	2,734,324	2,796,582

DIVISION SUMMARY

010-5071 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

MISSION:

The mission of Fleet Automotive/Light Equipment Repair Shop 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 in a timely manner.

DESCRIPTION:

The Fleet Automotive/Light Equipment Repair Division is comprised of 1 shop Supervisor and 6 Technicians: 2 Mechanic II, 2 Mechanic I, and 2 Auto Service Technicians. These 7 Fleet employees are responsible for 578 of the 891 pieces of equipment and automotive units in the City's fleet. The Fleet Automotive/Light Equipment Repair Division has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008.This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it related to personnel, equipment, shop, and environmental safety. The Automotive/Light Equipment Technicians are responsible for the daily maintenance and the periodic repair, including all parts and supplies for both repairs and preventive maintenance of the City's CNG Fueling Facility.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	449,931	468,721	468,721	468,721	463,422
Supplies & Materials	21,934	24,678	24,018	24,018	39,245
Services & Maintenance	8,670	12,214	12,454	12,454	14,444
Internal Services	4,609	6,164	6,164	6,164	11,523
Capital Equipment	2,120	108,524	108,526	108,526	24,856
Subtotal	487,264	620,301	619,883	619,883	553,490
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	487,264	620,301	619,883	619,883	553,490

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

GOALS:

- Provide safe and reliable repairs to all Divisions that the Fleet Automotive/Light Equipment Repair Division represents.
- 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 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of light duty units	558	576	591	578	596
Number of light duty CNG units	69	89	91	93	102
Yearly productive average (national average is 70%)	84%	85%	85%	87%	83%
Benchmark repair standards (average Exceeding industry standard	0.32%	0.41%	0.35%	0.36%	0.35%
Preventive Maintenance Program:					
(missed or late services)	244	146	145	145	146
(completed services)	995	976	927	814	895
Work orders completed	2710	1471	2200	2266	1869
(number of scheduled repairs)	1139	756	1185	2111	1434
(number of unscheduled repairs)	1031	715	930	961	838
Number of Sublet Vendor Repairs	39	50	25	49	30

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5072 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

MISSION:

The mission of the Fleet Truck/Heavy Equipment Repair Division is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other truck-related equipment are available, dependable, and safe to operate in a timely manner.

DESCRIPTION:

The Fleet Truck/Heavy Equipment Repair Division is comprised of 1 Shop Supervisor and 9 Technicians: 1Field Service Mechanic II, 3 Mechanic II, 1 Mechanic I, 2 Service Technicians, 1 Welder and 1 Tire Repair Technician. These 9 Fleet employees are responsible for 313 of the 891 pieces of equipment and truck units in the City's fleet. The Fleet Truck/Heavy Equipment Repair Division has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety. The Truck/Heavy Equipment Technicians are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventive maintenance of the City's Unleaded/Diesel Fueling Facility and the eighteen generators located throughout Norman to ensure no disruptions to electricity occur for essential divisions during emergencies and natural disasters.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	649,736	684,142	684,142	684,142	728,466
Supplies & Materials	33,548	38,302	36,302	36,302	47,202
Services & Maintenance	10,305	16,337	18,437	18,437	16,337
Internal Services	11,274	8,799	8,799	8,799	9,260
Capital Equipment	44,235	0	1,126	1,126	1,800
Subtotal	749,098	747,580	748,806	748,806	803,065
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	749,098	747,580	748,806	748,806	803,065

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES – HEAVY DUTY

GOALS:

- Provide safe and reliable repairs to all Divisions that Heavy Truck/Equipment Repair Services represents.
- 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 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of heavy duty units	266	270	275	313	318
Number of heavy duty CNG vehicles	30	34	36	36	42
Yearly productive average (national standard average is 70%)	85%	83%	>70%	88%	83%
Benchmark vehicle repair standards (average exceeding industry standard)	0.53%	0.58%	0.50%	0.56%	0.50%
Preventive Maintenance Program:					
(missed or late services)	62	22	25	24	23
(completed services)	249	508	500	480	490
Work orders completed	2355	2060	2425	2255	2158
(Number of scheduled repairs)	690	907	805	728	818
(Number of unscheduled repairs)	1665	1153	1620	1527	1340
Number of sublet vendor repairs	81	96	50	96	96

Notes to Results Report:
ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORMWATER MAINTENANCE DIVISION

MISSION:

Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman by the regulation of non-stormwater discharges to the City's municipal separate storm sewer system (MS4), the administration of the floodplain permitting process, and the management, maintenance, and improvement of the MS4. The Stormwater Division exists to control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user, to prvide effective stormwate infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regualtions, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL), and to provide responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers.
- Maintain bridges and culverts.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,073,489	1,219,623	1,219,623	1,219,623	1,308,025
Supplies & Materials	162,610	261,126	260,748	260,748	262,444
Services & Maintenance	132,670	232,648	246,742	246,742	232,502
Internal Services	113,186	124,963	124,963	124,963	120,762
Capital Equipment	745,544	68,605	88,054	88,054	469,695
Subtotal	2,227,499	1,906,965	1,940,130	1,940,130	2,393,428
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	2,227,499	1,906,965	1,940,130	1,940,130	2,393,428

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER MAINTENANCE DIVISION

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman's Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and 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:

- Investigate drainage problems promptly.
- 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 stormwater sewer system.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	95%	99%	95%
Mechanically sweep 500 curb miles per month	44%	76%	50%	60%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	44%	60%	50%	65%	50%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year	59%	77%	90%	80%	90%
Apply chemical vegetative control to open drainage channels, one (1) time per year*	0%	0%	50%	50%	50%

Notes to Results Report:

*N/A –Indicates a new goal established with Division formation in FYE 2017 and projected for FYE 2018.

DIVISION SUMMARY

010-5025 STORMWATER QUALITY DIVISION

MISSION:

Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman by the regulation of non-stormwater discharges to the City's municipal separate storm sewer system (MS4), the administration of the floodplain permitting process, and the management, maintenance, and improvement of the MS4. The Stormwater Division exists to control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user, to prvide effective stormwate infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regualtions, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL), and to provide responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers.
- Maintain bridges and culverts.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	275,961	306,232	306,232	306,232	329,007
Supplies & Materials	52,299	77,189	78,235	78,235	72,350
Services & Maintenance	29,280	43,539	48,402	48,402	50,789
Internal Services	12,318	13,168	13,168	13,168	14,382
Capital Equipment	17,023	0	462	462	3,600
Subtotal	386,881	440,128	446,499	446,499	470,128
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	386,881	440,128	446,499	446,499	470,128

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER QUALITY DIVISION

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman's Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and 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:

- Investigate drainage problems promptly.
- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Permit all earth disturbing operations over ≥1 acre in size	100%	100%	95%	100%	95%
Permit all floodplain activities as appropriate*	100%	100%	95%	100%	95%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of dealines.*	100%	100%	100%	100%	100%
Perform erosion control inspections of permitted sites within 30 days	113%	178%	100%	100%	100%
Respond to stormwater complaints within 24 hours of the time reported	99%	100%	95%	99%	95%
Inspect City facilities identified as potential stormwater pollution sources	20%	0%	50%	40%	50%

*N/A-Indicates a new goal established with Division formation in FYE 2017 and projected for FYE 2018.

DIVISION SUMMARY

010-5021 STREETS DIVISION

MISSION:

The Street 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 1 mile 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 other non-storm related emergeny responses.
- Coordinates rural roadway improvement projects with Cleveland County.
- Mowing Rural and Urban right-of-ways.
- Apply vegetative chemical control to urban and rural right-of-ways.
- Provides snow removal and ice control for all Urban Streets and coordinates with Cleveland County and ODOT for snow and ice control for rural roads and state highways respectively.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	33	33	33	33	33

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	2,278,815	2,506,915	2,506,915	2,506,915	2,546,788
Supplies & Materials	513,484	752,455	753,900	753,900	745,290
Services & Maintenance	166,910	235,274	270,935	270,935	252,565
Internal Services	182,776	202,036	202,386	202,386	228,054
Capital Equipment	237,206	1,088,003	1,473,559	1,473,559	409,317
Subtotal	3,379,191	4,784,683	5,207,695	5,207,695	4,182,014
Division Total	3,379,191	4,784,683	5,207,695	5,207,695	4,182,014

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS DIVISION

GOALS:

- To Manage and perform maintenance and construction of streets, alleys, bridges, culverts.
- To manage and maintain urban and rural roadsides.
- To manage and perform snow/ice control and respond to emergency situations.
- Aid in the Norman City Council strategic plan, 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	100%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	100%
Overlay / pave 10 miles per year	173%	73%	100%	133%	100%
Replace 1,160 square yards of concrete pavement panels	84%	256%	100%	36%	100%
Grade all unpaved alleys two (2) times per year (approx.. 210 blocks)	29%	58%	100%	10%	100%
Mow 15 ROW miles of Urban rights-of-way, eight (8) times per year	196%	346%	100%	102%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year.	242%	246%	100%	221%	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 252 traffic and pedestrian signals, 24,000-plus traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	18	18	19	19	19
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	19	19	19

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,566,571	1,589,167	1,589,167	1,589,167	1,632,773
Supplies & Materials	213,519	248,945	341,657	341,657	252,432
Services & Maintenance	1,424,954	1,616,667	1,714,653	1,714,653	1,709,688
Internal Services	55,101	63,556	63,556	63,556	57,659
Capital Equipment	232,609	486,675	533,016	533,016	555,627
Subtotal	3,492,754	4,005,010	4,242,049	4,242,049	4,208,179
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	3,492,754	4,005,010	4,242,049	4,242,049	4,208,179

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	71,703	80,921	80,921	80,921	74,471
Internal Services	2,872	2,319	2,319	2,319	4,837
Capital Equipment	0	0	0	0	0
Subtotal	74,575	83,240	83,240	83,240	79,308
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	74,575	83,240	83,240	83,240	79,308

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	36,971	42,226	42,226	42,226	38,738
Internal Services	989	912	912	912	2,329
Capital Equipment	0	0	0	0	0
Subtotal	37,960	43,138	43,138	43,138	41,067
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
Division Total	37,960	43,138	43,138	43,138	41,067

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Art in Public Placess	0	0	0	0	0
Rainy Day Fund	0	0	357,029	357,029	0
Westwood	0	0	0	0	575,800
Capital Project Fund	0	0	0	0	0
Special Grant Fund	0	0	0	0	0
Insurance Fund	80,087	0	0	0	0
Seizure Fund	0	0	0	0	0
Center City TIF Fund	200,000	0	0	0	0
Subtotal	280,087	0	357,029	357,029	0
Division Total	280,087	0	357,029	357,029	575,800

DIVISION SUMMARY

010-2080 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Pioneer Library Systems entered into Contract K-1314-88 on November 12, 2013, where the City agreed to provide building maintenance, custodial services and utilities for the Central Library and two branch libraries.

DESCRIPTION:

The Facility Maintenance Division of the City Clerk's Department performs maintenance services and preventive maintenance programs to all three libraries. The City of Norman also provides custodial services to all three facilities. The current Central Library is located at 225 North Webster Avenue. In FYE 2014 Norman Library West was opened in a portion of the Pioneer Library Systems administrative services facility located at 300 Norman Center Court. Norman Library East located at 3051 Alameda Street opened in June 2018. The new Central Library located on Acres Street is scheduled to open by August 2019.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	162,441	233,321	233,321	233,321	538,047
Internal Services	209,690	196,319	196,319	196,319	189,927
Capital Equipment	0	0	0	0	0
Subtotal	372,131	429,640	429,640	429,640	727,974
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	372,131	429,640	429,640	429,640	727,974

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 and evening Amtrak passengers.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	5,726	9,134	9,212	9,212	8,471
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,726	9,134	9,212	9,212	8,471
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	5,726	9,134	9,212	9,212	8,471

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	85,337	88,329	88,329	88,329	87,735
Internal Services	4,581	3,568	3,568	3,568	3,026
Capital Equipment	0	0	0	0	0
Subtotal	89,918	91,897	91,897	91,897	90,761
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	89,918	91,897	91,897	91,897	90,761





Medieval Fair







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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	11,442	10,600	12,929	12,929	16,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	11,442	10,600	12,929	12,929	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	11,442	10,600	12,929	12,929	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	27,789	30,605	34,605	34,605	30,505
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	27,789	30,605	34,605	34,605	30,505
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	-14	0	0	0	0
Subtotal	-14	0	0	0	0
Fund Total	27,775	30,605	34,605	34,605	30,505

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	610	1,600	1,600	1,600	1,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	610	1,600	1,600	1,600	1,500
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	610	1,600	1,600	1,600	1,500

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	27,180	29,005	33,005	33,005	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	27,180	29,005	33,005	33,005	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	27,180	29,005	33,005	33,005	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Community Development	300,988	734,317	602,973	602,973	91,719
HOME	197,176	423,525	1,094,696	1,094,696	602,004
Emergency Shelter	0	0	0	0	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-DR	6,391,525	0	4,857,369	4,857,369	229,233
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	12,015	0	11,875	11,875	0
Public Services	486,780	109,336	898,017	898,017	224,240
Interfund Transfers	6,923,064	0	5,486,132	5,486,132	0
Audit Adjust/Encumbrances	-322,103	0	0	0	0
Fund Total	13,989,445	1,267,178	12,951,062	12,951,062	1,147,196

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 assist social service providers who serve low-to-moderate income persons in the City in finding resources.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to assist in the development of affordable rental housing.
- To provide resources to address the continuum of care for homeless persons by serving as the Collaborative Applicant for the Cleveland County Continuum of Care (OK-504).
- 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 that primarily benefit low and moderate income areas of the City.
- 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 (OK-504); assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	5,397	6,000	6,000	6,000	6,000
Number of households assisted through housing programs	35	35	40	40	40
Awarded contract amounts for homeless Programs:					
Continuum of Care	373,113	408,358	431,668	431,668	450,000
Emergency Shelter Grant	163,269	175,000	175,000	175,000	175,000
Funding application amounts submitted:					
Entitlement CDBG	756,303	766,816	766,816	766,816	766,816
Entitlement HOME	316,657	309,718	309,718	309,718	309,718

Notes to Results Report:

CDBG – Community Development Block Grant

CDBG DR – Community Development Block Grant – Disaster Relief

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Community Park Improve	28,913	0	112,128	112,128	0
Neighborhood Park Improve	29,380	0	8,257	8,257	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	-4,708	0	0	0	0
Fund Total	53,585	0	120,385	120,385	0

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,282,500	1,342,500	1,342,500	1,342,500	1,382,250
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,282,500	1,342,500	1,342,500	1,342,500	1,382,250
Capital Projects	79,600	220,000	575,427	575,427	90,000
Cost Allocation	75,136	73,790	73,790	73,790	76,792
Debt Service	0	0	0	0	0
Interfund Transfers	203,619	205,682	205,682	205,682	205,882
Audit Adjust/Encumb	3,326	0	0	0	0
Subtotal	361,681	499,472	854,899	854,899	372,674
Fund Total	1,644,181	1,841,972	2,197,399	2,197,399	1,754,924

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	75,136	73,790	73,790	73,790	76,792
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	75,136	73,790	73,790	73,790	76,792
Division Total	75,136	73,790	73,790	73,790	76,792

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	427,500	447,500	447,500	447,500	460,750
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	427,500	447,500	447,500	447,500	460,750
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	427,500	447,500	447,500	447,500	460,750

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	855,000	895,000	895,000	895,000	921,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	855,000	895,000	895,000	895,000	921,500
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	855,000	895,000	895,000	895,000	921,500

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 19 - FYE 23 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	79,600	220,000	575,427	575,427	90,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	79,600	220,000	575,427	575,427	90,000
Division Total	79,600	220,000	575,427	575,427	90,000

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	20,538	13,000	22,141	22,141	8,000
Services & Maintenance	108,431	133,360	207,696	207,696	173,360
Internal Services	0	0	0	0	0
Capital Equipment	18,747	148,565	389,744	389,744	0
Subtotal	147,716	294,925	619,581	619,581	181,360
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	82,500	0	0	0	0
Audit Adjust/Encumb	-8,369	0	0	0	0
Subtotal	74,131	0	0	0	0
Fund Total	221,847	294,925	619,581	619,581	181,360

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	45,000	45,000	0
Services & Maintenance	493	300	4,300	4,300	300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	233,338	233,338	0
Subtotal	493	300	282,638	282,638	300
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	82,500	0	0	0	0
Subtotal	82,500	0	0	0	0
Division Total	82,993	300	282,638	282,638	300

DIVISION SUMMARY

25-2135 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Municiple Court to promote education, prevention, and accountablility 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 Municiple 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.

*Beginning FYE 18, this program has been moved to the General Fund under Municipal Court.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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
Audit Adjust/Encumb	-1,680	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	-1,680	0	0	0	0
Division Total	-1,680	0	0	0	0

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	20,537	13,000	22,123	22,123	8,000
Services & Maintenance	107,938	133,060	158,414	158,414	173,060
Internal Services	0	0	0	0	0
Capital Equipment	18,747	148,565	156,406	156,406	0
Subtotal	147,222	294,625	336,943	336,943	181,060
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	147,222	294,625	336,943	336,943	181,060

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	87,991	43,334	246,902	246,902	128,449
Supplies & Materials	31,486	1,000	42,443	42,443	1,000
Services & Maintenance	86,587	18,500	66,206	66,206	18,500
Internal Services	116	0	100	100	0
Capital Equipment	23,450	0	3,606	3,606	0
Subtotal	229,630	62,834	359,257	359,257	147,949
Capital Projects	160,000	0	49,459	49,459	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	100,000	0	0	0	0
Audit Adjust/Encum	2,814	0	0	0	0
Subtotal	262,814	0	49,459	49,459	0
Fund Total	492,444	62,834	408,716	408,716	147,949

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	6	6	7	7	7
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	8	8	9	9	9

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	882,912	1,104,360	1,161,860	1,161,860	1,444,073
Supplies & Materials	154,652	281,008	317,512	317,512	329,945
Services & Maintenance	238,260	268,346	277,779	277,779	310,203
Internal Services	20,729	23,495	25,495	25,495	21,699
Capital Equipment	43,349	111,480	152,778	152,778	18,000
Subtotal	1,339,902	1,788,689	1,935,424	1,935,424	2,123,920
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	203,619	205,682	205,682	205,682	205,882
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	203,619	205,682	205,682	205,682	205,882
Division Total	1,543,521	1,994,371	2,141,106	2,141,106	2,329,802

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	156,734	159,738	159,738	159,738	199,512
Supplies & Materials	5,369	6,585	6,585	6,585	6,135
Services & Maintenance	207,940	160,770	160,769	160,769	160,777
Internal Services	1,737	2,452	2,452	2,452	2,303
Capital Equipment	1,191	5,480	5,480	5,480	0
Subtotal	372,971	335,025	335,024	335,024	368,727
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	372,971	335,025	335,024	335,024	368,727

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.
- Continue the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	33,493	32,923	33,900	31,603	32,867
Men's & Women's Associations	34	34	34	34	34
Outside tournaments	47	47	48	47	48
Junior Academy Participants	54	68	65	70	75
Regular annual memberships	6	6	5	5	5
Regular annual membership w/range	2	2	2	1	2
Regular annual membership w/cart	16	16	18	19	20
Regular annual membership w/cart & w/range	15	15	19	21	22
Senior annual membership	0	0	0	0	0
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	11	11	9	8	9
Senior annual membership w/cart & w/range	2	2	2	2	2
Junior annual membership	2	2	6	5	6
Junior summer membership	6	6	3	4	4
Range only membership	1	1	1	0	1
Additional family member	8	8	12	11	12
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.

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, 12 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	541,040	554,843	554,843	554,843	604,101
Supplies & Materials	69,945	87,098	87,572	87,572	94,235
Services & Maintenance	16,282	6,456	6,575	6,575	6,456
Internal Services	14,641	12,663	12,663	12,663	12,685
Capital Equipment	42,158	106,000	132,298	132,298	0
Subtotal	684,066	767,060	793,951	793,951	717,477
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	684,066	767,060	793,951	793,951	717,477

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.4%	99.4%	100%	99.9%	100%
Turf quality	8.3	8.4	8.7	8.5	8.5
Customer satisfaction	4.4	4.3	4.5	*	*
Satisfaction Survey Participation	**	.1%	.1%	.1%	.2%

Notes to Results Report:

*As the participation by customers has become insignificant (.069%) we are changing this metric to improve customer response and maintain customer satisfaction data.

**No Data

DIVISION SUMMARY

029-7033 WESTWOOD POOL

MISSION:

The Westwood Family Aquatic Center 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 Family Aquatic Center provides a 50 meter lap pool and diving area with a family slide, lazy river, zero depth entry family pool with toddler play features and a wet deck with dumping buckets and spray features similar to a splash pad during the summer months for use by the general public.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	185,138	389,779	389,779	389,779	519,779
Supplies & Materials	79,338	187,325	187,355	187,355	93,900
Services & Maintenance	14,038	101,120	102,135	102,135	109,120
Internal Services	4,351	8,380	8,380	8,380	6,461
Capital Equipment	0	0	0	0	0
Subtotal	282,865	686,604	687,649	687,649	729,260
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	282,865	686,604	687,649	687,649	729,260

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:	17,465	75,722	0	0	0
Revenue in excess of operating cost	675	872	900	900	900
Number of swim lessons sold	0	1	1	1	2
Number of accidents requiring EMS	19,945	114,657	115,000	115,000	117,500
Total season attendance					

Notes to Results Report

EMS – Emergency Medical Services

DIVISION SUMMARY

029-7035 WESTWOOD CONSESSIONS

MISSION:

The Westwood Golf Grill and Aquatic Center Concession is dedicated to providing quality food, drink, snacks, and service in a safe and clean atmosphere for its customers; this is accomplished through the managers and servers teamwork by receiving training, prompt responsiveness, and professionalism.

DESCRIPTION:

The Westwood Golf Grill and Aquatic Center Concession provide food, snacks, and drinks to customers at the Westwood Golf Course and the Westwood Family Aquatic Center.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	57,500	57,500	120,681
Supplies & Materials	0	0	36,000	36,000	135,675
Services & Maintenance	0	0	8,300	8,300	33,850
Internal Services	0	0	2,000	2,000	250
Capital Equipment	0	0	15,000	15,000	18,000
Subtotal	0	0	118,800	118,800	308,456
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	118,800	118,800	308,456

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD CONCESSIONS

GOALS:

- Provide food, drink, and snacks at an affordable cost for the citizens of Norman that visit the Westwood Family Aquatic Center and the Westwood Golf Course.

OBJECTIVES:

- Provide support and supplemental revenue to the aquatic center and golf course through providing food and drink service for activities at Westwood Park.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Projected Revenue	n/a	n/a	103,800	*103,800	290,000

Notes to Results Report; *This was a new cost center in FYE 19 – Council approved this new cost center for Westwood Concessions on 2/12/19 and FYE 19 does not include the Aquatic Center Concession.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	203,619	205,682	205,682	205,682	205,882
Interfund Transfers	0	0	0	0	0
Subtotal	203,619	205,682	205,682	205,682	205,882
Division Total	203,619	205,682	205,682	205,682	205,882



Groove Fest



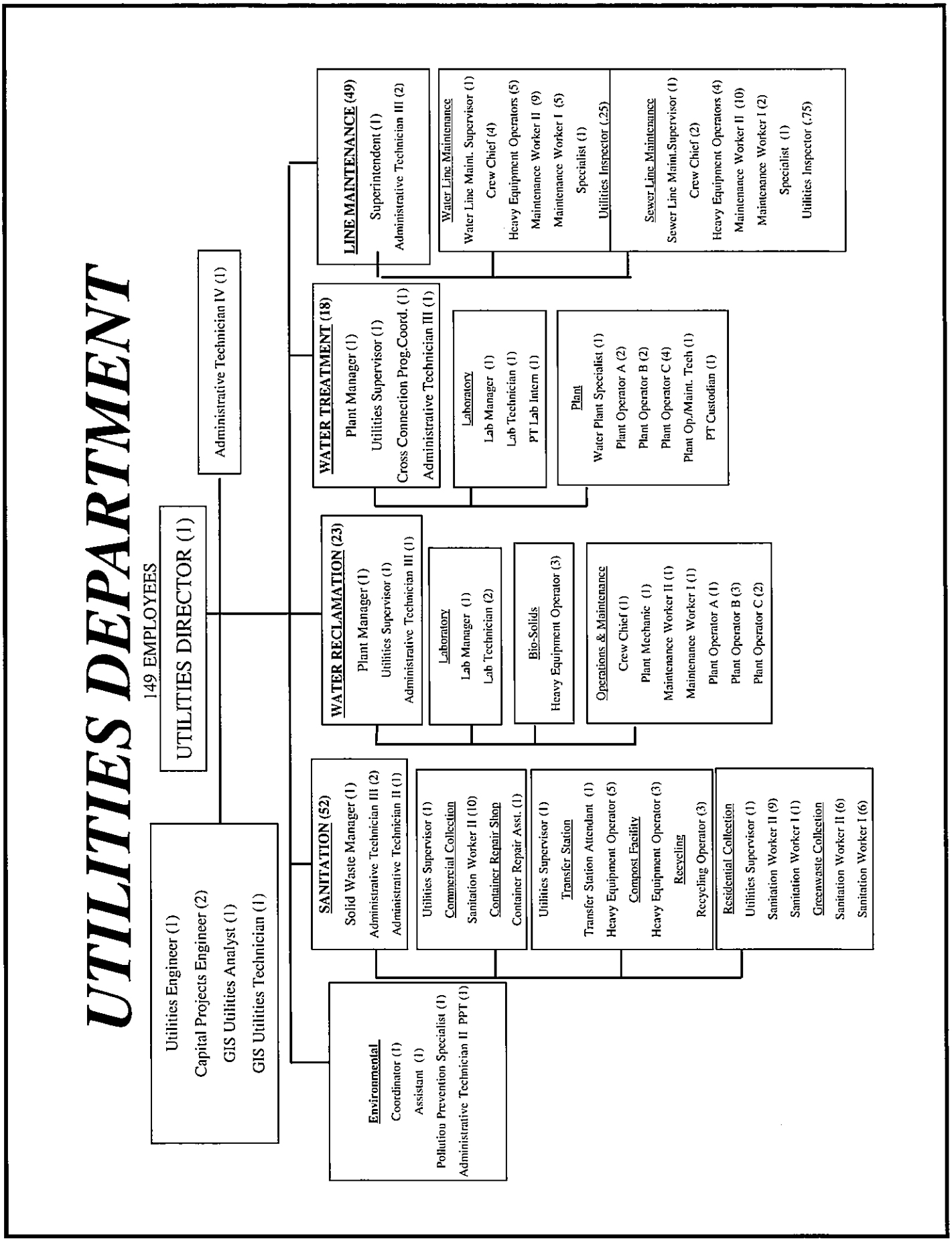


Chocolate Festival

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
149 EMPLOYEES
UTILITIES DIRECTOR (1)
Administrative Technician IV (1)
Utilities Engineer (1)
Capital Projects Engineer (2)
GIS Utilities Analyst (1)
GIS Utilities Technician (1)
LINE MAINTENANCE (49)
Superintendent (1)
Administrative Technician III (2)
Water Line Maintenance
Water Line Maint. Supervisor (1)
Crew Chief (4)
Heavy Equipment Operators (5)
Maintenance Worker II (9)
Maintenance Worker I (5)
Specialist (1)
Utilities Inspector (.25)
Sewer Line Maintenance
Sewer Line Maint.Supervisor (1)
Crew Chief (2)
Heavy Equipment Operators (4)
Maintenance Worker II (10)
Maintenance Worker I (2)
Specialist (1)
Utilities Inspector (.75)
WATER TREATMENT (18)
Plant Manager (1)
Utilities Supervisor (1)
Cross Connection Prog.Coord. (1)
Administrative Technician III (1)
Laboratory
Lab Manager (1)
Lab Technician (1)
PT Lab Intern (1)
Plant
Water Plant Specialist (1)
Plant Operator A (2)
Plant Operator B (2)
Plant Operator C (4)
Plant Op./Maint. Tech (1)
PT Custodian (1)
WATER RECLAMATION (23)
Plant Manager (1)
Utilities Supervisor (1)
Administrative Technician III (1)
Laboratory
Lab Manager (1)
Lab Technician (2)
Bio-Solids
Heavy Equipment Operator (3)
Operations & Maintenance
Crew Chief (1)
Plant Mechanic (1)
Maintenance Worker II (1)
Maintenance Worker I (1)
Plant Operator A (1)
Plant Operator B (3)
Plant Operator C (2)
SANITATION (52)
Solid Waste Manager (1)
Administrative Technician III (2)
Administrative Technician II (1)
Utilities Supervisor (1)
Commercial Collection
Sanitation Worker II (10)
Container Repair Shop
Container Repair Asst. (1)
Utilities Supervisor (1)
Transfer Station
Transfer Station Attendant (1)
Heavy Equipment Operator (5)
Compost Facility
Heavy Equipment Operator (3)
Recycling
Recycling Operator (3)
Residential Collection
Utilities Supervisor (1)
Sanitation Worker II (9)
Sanitation Worker I (1)
Greenwaste Collection
Sanitation Worker II (6)
Sanitation Worker I (6)
Environmental
Coordinator (1)
Assistant (1)
Pollution Prevention Specialist (1)
Administrative Technician II PPT (1)

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 five separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	144	145	145	145	146
Part-time Positions	3	3	2	2	3
Total Budgeted Positions	147	148	147	147	149

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	11,556,991	11,828,091	11,828,091	11,828,091	12,752,405
Supplies & Materials	3,491,202	4,260,423	4,248,546	4,248,546	4,600,848
Services & Maintenance	6,970,967	8,661,515	8,988,127	8,988,127	8,553,812
Internal Services	920,776	1,021,777	1,021,777	1,021,777	1,070,024
Capital Equipment	2,200,684	3,120,563	3,547,596	3,547,596	5,672,578
Subtotal	25,140,620	28,892,369	29,634,137	29,634,137	32,649,667
Capital Projects	19,652,910	14,735,685	73,036,303	73,036,303	18,320,830
Cost Allocation	5,597,253	5,045,066	5,045,066	5,045,066	5,371,781
Debt Service	7,607,178	9,019,369	9,019,369	9,019,369	9,215,868
Interfund Transfers	2,093,762	1,635,912	1,661,769	1,661,769	1,668,455
Audit Adjust/Encumbrances	-1,689,783	0	0	0	0
Subtotal	33,261,320	30,436,032	88,762,507	88,762,507	34,576,934
Department Total	58,401,940	59,328,401	118,396,644	118,396,644	67,226,601

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. Provide safe reliable potable water that meets and exceeds all State and Federal regulations at a reasonable cost for our customers.
  2. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
  3. Eliminate sewer overflows during rainfall and construction.
  4. Eliminate discharges of chlorinated water to drainage systems.
  5. Implement construction related Best Management Practices to protect stormwaters.

- 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.

- 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 can 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
For Construction Projects**:**					
Project completed within contract time, 90% of the time.	100%	100%	90%	80%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	83%	88%	90%	100%	90%
Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	98%	100%	90%	98%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time.	97%	100%	90%	98%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	98%	98%	90%	95%	95%
Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	3	3	1	2
Install temporary flow metering to document reduction of wastewater flow after rehabilitation in sections of the collection system, beginning with the FYE 17 Sewer Maintenance Plan.	n/a n/a	n/a n/a	5% (dry) 25% (wet)	5% (dry) 25% (wet)	5% (dry) 25% (wet)

Notes to Results Report:

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	52	52	52	52	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	52	52	52	52	52

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	4,342,305	4,166,715	4,166,715	4,166,715	4,569,049
Supplies & Materials	947,438	1,128,298	1,128,137	1,128,137	1,219,343
Services & Maintenance	3,092,505	3,884,162	3,922,693	3,922,693	3,878,838
Internal Services	620,099	690,196	690,196	690,196	757,284
Capital Equipment	1,584,472	2,095,075	2,508,146	2,508,146	4,522,060
Subtotal	10,586,819	11,964,446	12,415,887	12,415,887	14,946,574
Capital Projects	64,796	2,652,000	4,580,608	4,580,608	210,000
Cost Allocations	1,553,989	1,412,361	1,412,361	1,412,361	1,508,688
Debt Service	651,915	487,098	487,098	487,098	319,768
Interfund Transfers	46,000	0	0	0	0
Audit Adjust/Encumbrances	125,223	0	0	0	0
Subtotal	2,441,923	4,551,459	6,480,067	6,480,067	2,038,456
Fund Total	13,028,742	16,515,905	18,895,954	18,895,954	16,985,030

DIVISION SUMMARY

033-5560 SANITATION / ADMINISTRATION

MISSION:

The Sanitation Administration's mission is to make safety our first priority; provide a high level of service with high levels of efficiency; provide employees with a sense of ownership; encourage our employees dedication to service to the community; to be good custodians of the community assets; and be good custodians of the community environment.

DESCRIPTION:

Monitor all expenditures of the Sanitation Division. Oversight of all collection service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state and federal regulations.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	375,349	346,659	346,659	346,659	340,495
Supplies & Materials	13,131	14,299	14,199	14,199	13,368
Services & Maintenance	56,447	82,700	88,865	88,865	80,570
Internal Services	11,379	15,129	15,129	15,129	17,559
Capital Equipment	0	0	2,739	2,739	2,625
Subtotal	456,306	458,787	467,591	467,591	454,617
Capital Projects	0	0	0	0	0
Cost Allocation	66,304	60,524	60,524	60,524	64,825
Debt Service	0	0	0	0	0
Interfund Transfers	46,000	0	0	0	0
Subtotal	112,304	60,524	60,524	60,524	64,825
Division Total	568,610	519,311	528,115	528,115	519,442

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / ADMINISTRATION

GOALS:

- Compliance with all federal, state, and local regulations, in both environmental and transportation.
- Protect the citizen's assets by proper care and proper spending.
- Provide a high level of service at a high level of efficiency.
- Continue to divert as tonnage from landfill use as per the expectation of the citizens of Norman.
- Supervise in a dignified manner that lends a sense of ownership to the employees.
- Define performance expectation to all employees.

OBJECTIVES:

- Provide employees with adequate resources for safe efficient operation.
- Emphasize safety as the first priority in every endeavor.
- Coordinate all cleanups and special events.
- Inform the public of all coordinated events.
- Inform the public of all issues relevant to the safe and efficient collection of MSW.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Total Sanitation accounts (residential and commercial)	40,623	40,700	41,760	41,760	42,000
Total tons MSW collected (residential, recycle, commercial, and private businesses)	117,155	109,086	115,000	120,503	122,964
Total annual disposal	$1,740,843	$1,961,355	$1,777,500	$1,856,500	$1,930,000
Total vehicle accidents	23	18	0	12	10

Notes to Results Report:

MSW – Municipal Solid Waste

DIVISION SUMMARY

033-5562 SANITATION / COMMERCIAL COLLECTION

MISSION:

To maximize efficiencies while providing a high level of service to all City of Norman commercial customers. To provide a safe and enjoyable work environment for all employees. To be good stewards of the rate payer's money by incorporating cost efficient methods and equipment. To provide a measurable statistic for down time by category, so that The Sanitation Division can make long term sustainable improvements.

DESCRIPTION:

The Sanitation Division manages all commercial sanitation customers. The Sanitation Division provides routine service, billing and customer service to all City of Norman businesses in need of commercial trash service. The Sanitation Division provides daily collection and disposal of dumpster and roll off containers. The Sanitation Division manage the commercial sanitation fund.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	907,998	878,054	878,054	878,054	970,621
Supplies & Materials	219,489	230,482	231,202	231,202	271,286
Services & Maintenance	35,668	19,740	19,021	19,021	19,556
Internal Services	138,859	166,343	166,343	166,343	185,562
Capital Equipment	199,197	99,270	207,557	207,557	1,199,774
Subtotal	1,501,211	1,393,889	1,502,177	1,502,177	2,646,799
Capital Projects	0	0	0	0	0
Cost Allocation	264,935	241,830	241,830	241,830	259,012
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	264,935	241,830	241,830	241,830	259,012
Division Total	1,766,146	1,635,719	1,744,007	1,744,007	2,905,811

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMMERCIAL COLLECTION

GOALS:

To provide a safe, effective and efficient collectin system for Commercial Solid waste. By dividing the increasing customer base into manageable routes to provide timely customer service, and maintain and improve the appearance of the city.

OBJECTIVES:

To improve the high level of customer service we are providing employees and customer education, on spring and fall clean-up events, vehicle accident and personal injury prevention training, continued monitoring of customer base so as to provide effective and efficient commercial solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,530	2,204	2,185	2,225	2,330
Annual tons collected	42,592	45,222	42,836	45,007	45,500
Annual disposal cost	$813,123	$934,286	$861,003	$889,000	$898,625
Chargeable vehicle accidents	4	10	0	1	0
Percent of hours lost to OJI's	1.2%	1.2%	0%	1.2%	0%

Notes to Results Report:

OJI-on the job injuries

The decrease in commercial accounts from 2017 to 2018 is a result of an actual accounting.

DIVISION SUMMARY

033-5565 SANITATION / COMPOST OPERATIONS

MISSION:

- Provide quality compost in volumes that are sustainable for as close to year round as possible.
- Operate in a safe manner with no lost time due to accidents.
- Provide courteous service.
- Offset as much landfill volume as our space will allow.

DESCRIPTION:

- Composting of yard waste from residential and commercial properties in the City of Norman.
- Diversion from the landfill as many tons as our space will allow.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	344,205	298,020	298,020	298,020	337,928
Supplies & Materials	64,685	69,009	69,009	69,009	70,180
Services & Maintenance	12,637	19,208	19,208	19,208	16,198
Internal Services	23,247	25,405	25,405	25,405	30,774
Capital Equipment	422	585,000	606,364	606,364	79,979
Subtotal	445,196	996,642	1,018,006	1,018,006	535,059
Capital Projects	0	0	0	0	0
Cost Allocation	162,980	142,667	142,667	142,667	148,781
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	162,980	142,667	142,667	142,667	148,781
Division Total	608,176	1,139,309	1,160,673	1,160,673	683,840

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.
- Sell loading services for 14,000 cubic yards of mulch, at $2.00 per yard.

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	17,034	15,856	16,000	17,200	17,000
vs.					
Compost/mulch generated (tons)	6,682	6,156	6,500	7,000	7,000
Savings from landfill (cost avoidance)	$342,383	$318,721	$344,640	$339,700	$335,750
Revenue from sale of Mulch	$22,250	$15,850	$28,000	$18,100	$20,000
Length of time to mature compost	Available 8 mos thru out the year	Available 11 mos thru out the year	Available 9 months	Available 11 months	Available 11 months

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 the 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	99,429	87,626	87,626	87,626	89,841
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	99,429	87,626	87,626	87,626	89,841
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	99,429	87,626	87,626	87,626	89,841

DIVISION SUMMARY

033-5568 SANITATION / GREEN WASTE

MISSION:

To provide an efficient, cost effective, sustainable, integrated green waste management program. The Sanitation Division continues to collect measurable statistics for program enhancement.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential yard waste inside the city, and also once a week curbside collection of residential yard waste in the rural areas of the City of Norman.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	741,465	780,418	780,418	780,418	833,524
Supplies & Materials	104,029	122,816	122,818	122,818	135,273
Services & Maintenance	159,933	173,150	173,150	173,150	173,150
Internal Services	72,397	79,230	79,230	79,230	87,859
Capital Equipment	275,712	0	289,526	289,526	1,620,601
Subtotal	1,353,536	1,155,614	1,445,142	1,445,142	2,850,407
Capital Projects	0	0	0	0	0
Cost Allocation	556,425	507,895	507,895	507,895	543,983
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	556,425	507,895	507,895	507,895	543,983
Division Total	1,909,961	1,663,509	1,953,037	1,953,037	3,394,390

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	37,924	38,593	38,376	38,778	39,747
Annual tons collected	4,317	4,405	3,479	3,960	4,059
Saving from landfill (cost avoidance)	$80,549	$86,117	$69,927	$79,596	$80,200
Percent hours lost to OJI (hours lost/total hours worked)	1.3%	1.2%	0%	1.3%	0%
Chargeable vehicle accidents per year	1	2	0	1	0
Reduce average number of complaints per route per year	23	25	0	15	18
Average number of households per route per day	928	937	961	972	980

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

The mission of the City of Norman Recycling Department is to provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational projcets in waste reduction, reuse, recycling and disposal.

DESCRIPTION:

The Recycling Department of the Sanitation Division collects recyclables from local businesses and recycles centers placed throughout the city. The Recycling Department oversees a private contractor that collects our resident's recyclables at the curb. The Recycling Department holds said contactor to the same standard of services our residents have come to expect from our Sanitation Division.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	264,412	254,115	254,115	254,115	271,165
Supplies & Materials	32,884	59,648	59;648	59;648	57,177
Services & Maintenance	803,784	1,495,150	1,495,150	1,495,150	1,495,150
Internal Services	30,070	40,085	40,085	40,085	34,404
Capital Equipment	30,220	392,495	392,495	392,495	420,835
Subtotal	1,161,370	2,241,493	2,241,493	2,241,493	2,278,731
Capital Projects	0	0	0	0	0
Cost Allocation	44,006	40,172	40,172	40,172	43,026
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	44,006	40,172	40,172	40,172	43,026
Division Total	1,205,376	2,281,665	2,281,665	2,281,665	2,321,757

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 recycled material.
- To ensure employee safety.

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 17 ACTUAL	FYE 18 ACTUAL	PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Total tons of waste recycled(curbside)	5,640	5,652	5,700	5,390	5,700
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	756	782	800	777	810
Aluminum	69	72.13	88	76	90
Steel Cans	128	93.26	132	98	140
Plastic	399	200	447	607	400
OCC	39	516	35	452	450
Mixed Paper	2,397	2,131	1,944	2,175	2,848
Savings of landfill cost avoidance	106,144	116,774	71,954	72,000	112,575
Revenue earned from Recyclables(drop centers)	202,182	153,868	195,000	120,395	120,500
Total tons of waste recycled	2,070	2,027	2,000	2,220	2,200
Collection of the following quantities (tons) of recyclable material					
Aluminum	8.51	8.92	8	8.11	8.50
Plastics	96.3	106.4	50	102.72	101.0
Steel Cans	30.36	27.98	30	24.13	26.0
Clear Glass	146.75	151.60	136.50	157.88	153.0
Green Glass	0	0	0	0	0
Brown Glass	0	0	0	0	0
Mixed Office Paper	313.30	333.46	250	368.06	365.0
Cardboard	880.79	1311.03	750	1504	1510
Newspaper	110.2	75.6	0	54.94	53.0
Recycling Center Totals	1586.21	2014.90	1301	2219.84	2210.0
Savings of landfill cost avoidance	31,878	41,877	26,375	43,845	43,800
Residual Rate-27%					

DIVISION SUMMARY

033-5561 SANITATION / RESIDENTIAL COLLECTION

MISSION:

To provide an efficient, cost effective, and sustainable, integrated solid waste management program. To provide garbage collection, processing, and disposal services for residential customers by friendly, knowledgeable people.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential garbage inside the City and once a week curbside collection of residential garbage in the rural areas of the City of Norman. The Sanitation Division also collects household junk curbside inside the city and rural areas of the City of Norman. The Sanitation Division collects household junk twice a month for a fee. The Sanitation Division collects household junk twice per year, at no charge to the residents, during spring and fall cleanups.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	952,986	877,165	877,165	877,165	998,395
Supplies & Materials	242,092	301,265	301,265	301,265	306,866
Services & Maintenance	13,013	14,539	14,539	14,539	14,539
Internal Services	191,369	229,371	229,371	229,371	216,381
Capital Equipment	795,731	533,785	534,171	534,171	933,378
Subtotal	2,195,191	1,956,125	1,956,511	1,956,511	2,469,559
Capital Projects	0	0	0	0	0
Cost Allocation	326,871	298,359	298,359	298,359	319,558
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	326,871	298,359	298,359	298,359	319,558
Division Total	2,522,062	2,254,484	2,254,870	2,254,870	2,789,117

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	37,924	38,593	38,376	38,874	38,600
Annual tons collected	28,448	28,944	29,310	31,377	32,250
Annual disposal cost	$571,804	$536,003	$605,544	$619,704	$636,950
Percent hours lost to OJI (hours lost/total hours worked)	6%	6.5%	0%	2%	0%
Chargeable vehicle accidents per year	5	6	0	2	0
Reduce average number of complaints per route per year	27	30	25	27	31
Average number of households per route per day	928	937	961	972	980

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-3022 SANITATION / UTILITY SERVICES

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years an interfund transfer from the Sanitation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	46,597	46,597	46,597	69,811
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	1,631
Subtotal	0	46,597	46,597	46,597	71,442
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	46,597	46,597	46,597	71,442

DIVISION SUMMARY

033-5563 SANITATION / WASTE DISPOSAL

MISSION:

The mission of the City of Norman Transfer Station is to provide a convenient, clean and environmentally sound facility for our commercial trucks, as well as all residential homeowners, and commercial customers. This will be accomplished through coordinated administrative, operational, and educational projects in waste reduction, reuse, and recycling.

DESCRIPTION:

The City of Norman Transfer Station receives solid waste including household garbage, yard waste, construction debris, and tires. The City of Norman Transfer Station loads garbage into transfer trailers, and transports it to the Oklahoma City landfill. Yard waste is processed at the compost facility. Tires are collected and transported by a licensed tire processing and recycling facility.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 REVISED	FYE 20 PROPOSED
Salaries & Benefits	657,555	598,061	598,061	598,061	657,269
Supplies & Materials	271,128	330,779	330,715	330,715	365,193
Services & Maintenance	2,011,024	2,079,675	2,112,041	2,112,041	2,079,675
Internal Services	152,777	134,633	134,633	134,633	184,745
Capital Equipment	283,190	484,525	475,294	475,294	263,237
Subtotal	3,375,674	3,627,673	3,650,744	3,650,744	3,550,119
Capital Projects	0	0	0	0	0
Cost Allocation	132,468	120,914	120,914	120,914	129,503
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	132,468	120,914	120,914	120,914	129,503
Division Total	3,508,142	3,748,587	3,771,658	3,771,658	3,679,622

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	94,462	85,821	96,500	94,336	96,000
Disposal Cost	1,898,700	1,275,373	2,078,700	1,648,718	1,896,000
Quantity of municipal solid waste received at transfer station outside of route collections	18,635	20,342	*21,000	*20,701	*21,000
Miles driven per year (transport trucks)	203,000	203,000	203,000	203,000	203,000
Tons of household waste disposed of during spring & fall cleanup	2,168	2,163	2,200	2,150	2,250

- Seasonally adjusted forecast

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 19 - FYE 23 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	64,796	2,652,000	4,580,608	4,580,608	210,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	39,213	2,652,000	4,580,608	4,580,608	210,000
Division Total	39,213	2,652,000	4,580,608	4,580,608	210,000

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	651,915	487,098	487,098	487,098	319,768
Interfund Transfers	0	0	0	0	0
Subtotal	651,915	487,098	487,098	487,098	319,768
Division Total	651,915	487,098	487,098	487,098	319,768

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	42	42	42	42	42
Part-time Positions	1	1	1	1	2
Total Budgeted Positions	43	43	43	43	44

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	3,156,681	3,342,024	3,342,024	3,342,024	3,570,057
Supplies & Materials	459,649	602,700	575,799	575,799	604,765
Services & Maintenance	1,284,855	1,487,262	1,662,933	1,662,933	1,487,711
Internal Services	133,232	145,958	145,958	145,958	148,160
Capital Equipment	268,993	600,843	608,894	608,894	223,020
Subtotal	5,303,410	6,178,787	6,335,608	6,335,608	6,033,713
Capital Projects	2,888,470	2,317,900	5,117,043	5,117,043	4,179,000
Cost Allocations	2,020,251	1,777,875	1,777,875	1,777,875	1,891,828
Debt Service	2,683,755	2,862,602	2,862,602	2,862,602	2,126,459
Interfund Transfers	613,677	589,662	589,662	589,662	601,455
Audit Adjust/Encumbrances	-1,813,446	0	0	0	0
Subtotal	6,392,707	7,548,039	10,347,182	10,347,182	8,798,742
Fund Total	11,696,117	13,726,826	16,682,790	16,682,790	14,832,455

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	331,106	345,427	345,427	345,427	395,607
Supplies & Materials	14,886	12,257	13,407	13,407	11,282
Services & Maintenance	29,676	62,687	95,765	95,765	62,682
Internal Services	2,134	2,502	2,502	2,502	3,522
Capital Equipment	0	0	0	0	8,350
Subtotal	377,802	422,873	457,101	457,101	481,443
Capital Projects	0	0	0	0	0
Cost Allocations	626,587	511,346	511,346	511,346	533,935
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	626,587	511,346	511,346	511,346	533,935
Division Total	1,004,389	934,219	968,447	968,447	1,015,378

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	80%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	8	8	12	12	12
Employees cross-trained	3	2	2	2	2

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	262,080	264,160	264,160	264,160	278,707
Supplies & Materials	167,285	217,259	219,260	219,260	217,521
Services & Maintenance	114,463	204,959	188,306	188,306	204,959
Internal Services	11,627	11,429	11,429	11,429	14,534
Capital Equipment	61,812	0	1	1	9,900
Subtotal	617,267	697,807	683,156	683,156	725,621
Capital Projects	0	0	0	0	0
Cost Allocations	80,342	73,532	73,532	73,532	78,870
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	80,342	73,532	73,532	73,532	78,870
Division Total	697,609	771,339	756,688	756,688	804,491

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 informal training.
- Implement operations of the new centrifuges and associated equipment.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Conduct in-house training sessions on bio-solids process and procedure.
- Increase thickening centrifuge sludge efficiency.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Thickened waste activated sludge percent total solids	5%	6.9%	6.5%	6.2%	6.5%
Number of training hours per employee	*32	16	24	16	16

Notes to Results Report:
*Mainly due to centrifuge training
**New Thickening Equipment Online

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	36,624	36,799	36,799	36,799	37,492
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	36,624	36,799	36,799	36,799	37,492
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	36,624	36,799	36,799	36,799	37,492

DIVISON SUMMARY

032-5543 WATER RECLAMATION / ENVIRONMENTAL SERVICES

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 Services Division provides support to the Water Reclamation 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	1
Total Budgeted Positions	3	3	3	3	4

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	305,210	307,225	307,225	307,225	361,962
Supplies & Materials	7,390	13,914	14,897	14,897	14,143
Services & Maintenance	160,343	160,347	164,491	164,491	170,254
Internal Services	9,617	11,037	11,037	11,037	11,266
Capital Equipment	332	0	0	0	4,650
Subtotal	482,892	492,523	497,650	497,650	562,275
Capital Projects	0	0	0	0	0
Cost Allocations	171,046	153,707	153,707	153,707	164,013
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	171,046	153,707	153,707	153,707	164,013
Division Total	653,938	646,230	651,357	651,357	726,288

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SERVICES

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 Stormwater Program Coordinator to ensure pollution prevention in receiving stream.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 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	$93,312.32	$131,137.86	$83,000	$113,000	$98,000

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	245,095	250,180	250,180	250,180	264,214
Supplies & Materials	21,367	23,870	27,188	27,188	23,870
Services & Maintenance	25,108	33,220	31,220	31,220	33,220
Internal Services	22	0	0	0	25
Capital Equipment	8,620	0	5,960	5,960	9,300
Subtotal	300,212	307,270	314,548	314,548	330,629
Capital Projects	0	0	0	0	0
Cost Allocations	97,887	89,681	89,681	89,681	97,404
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	97,887	89,681	89,681	89,681	97,404
Division Total	398,099	396,951	404,229	404,229	428,033

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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	1	1	0	0	0
Percent compliance with QC standards	100%	100%	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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	712,866	730,660	730,660	730,660	779,095
Supplies & Materials	146,078	170,518	153,817	153,817	170,442
Services & Maintenance	625,575	671,072	705,894	705,894	662,019
Internal Services	26,958	28,129	28,129	28,129	31,706
Capital Equipment	44,769	156,200	156,200	156,200	70,000
Subtotal	1,556,246	1,756,579	1,774,700	1,774,700	1,713,262
Capital Projects	0	0	0	0	0
Cost Allocation	231,265	217,110	217,110	217,110	235,849
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	231,265	217,110	217,110	217,110	235,849
Division Total	1,787,511	1,973,689	1,991,810	1,991,810	1,949,111

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- To comply with all Environmental Protection Agency (EPA) and Oklahoma Department of Environmental Quality (ODEQ) regulations as related to our Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To increase the hours of formal and informal training.
- To efficiently maintain and operate plant equipment.

OBJECTIVES:

- Maintain compliance with OPDES permit to include disinfection.
- Conduct in-house training on plant process amd allow time for off campus training.
- Increase number of standard operating procedures.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	70%	100%	100%	100%	100%
Number of training hours per employee	30	24	24	24	24
Standard Operating Procedures on file	16	16	24	20	24

Notes to Results Report:

DMR – Discharge Monitoring Report

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 510 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,928 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,250,245	1,360,976	1,360,976	1,360,976	1,383,170
Supplies & Materials	102,643	164,882	160,778	160,778	167,507
Services & Maintenance	314,272	354,977	463,709	463,709	354,577
Internal Services	82,873	92,861	92,861	92,861	87,107
Capital Equipment	153,460	444,643	446,733	446,733	119,190
Subtotal	1,903,493	2,418,339	2,525,057	2,525,057	2,111,551
Capital Projects	0	0	0	0	0
Cost Allocation	813,124	732,499	732,499	732,499	781,757
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	813,124	732,499	732,499	732,499	781,757
Division Total	2,716,617	3,150,838	3,257,556	3,257,556	2,893,308

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 85,000 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.44 hour	.43 hour	.40 hour	.46 hour	.40 hour
% hours lost due to OJI per 1,000 hours worked	0	2.2	0	0	.0
Feet of sewer line cleaned	1,449,696	1,148,078	1,800,000	1,351,081	1,800,000
Feet of sewer line roots mechanically removed	43,528	43,380	60,000	41,479	60,000
Feet of sewer pipe treated for roots	90,135	84,301	100,000	83,224	84,000
Feet of sewer pipe CCTV inspected	233,204	241,258	350,000	248,076	350,000
Number of SSOs*:	13	22	15	12	15
City side	9	11	5	8	5
Private	4	11	10	4	10
Lift station preventive maintenance hours	2,167 hrs	2,252 hrs	1,800 hrs	2,595 hrs	2,400 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	3,863	3,353	4,500	3,207	4,000
Number of service requests responded to	310	321	350	220	300

Notes to Results Report:

SSO – Sanitary Sewer Overflows*
OJI – On-the-Job Injuries
CCTV – Closed Circuit Television

DIVISION SUMMARY

032-3022 WATER RECLAMATION / UTILITY SERVICES

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 the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	46,597	46,597	46,597	69,810
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	1,630
Subtotal	0	46,597	46,597	46,597	71,440
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	46,597	46,597	46,597	71,440

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 19 - FYE 23 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	2,888,470	2,317,900	5,117,043	5,117,043	4,179,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,888,470	2,317,900	5,117,043	5,117,043	4,179,000
Division Total	2,888,470	2,317,900	5,117,043	5,117,043	4,179,000

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	2,683,755	2,862,602	2,862,602	2,862,602	2,126,459
Interfund Transfers	613,677	589,662	589,662	589,662	601,455
Subtotal	3,297,432	3,452,264	3,452,264	3,452,264	2,727,914
Division Total	3,297,432	3,452,264	3,452,264	3,452,264	2,727,914

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 358).

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	61,369	60,713	60,713	60,713	67,100
Supplies & Materials	3,248	2,124	2,124	2,124	2,581
Services & Maintenance	873	20,825	20,825	20,825	2,425
Internal Services	2,967	100	100	100	700
Capital Equipment	0	13,000	13,000	13,000	1,800
Subtotal	68,457	96,762	96,762	96,762	74,606
Capital Projects	1,335,779	2,800,000	9,546,452	9,546,452	2,800,000
Cost Allocation	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	1,335,779	2,896,762	9,546,452	9,546,452	2,800,000
Fund Total	1,404,236	2,896,762	9,643,214	9,643,214	2,874,606

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	61,369	60,713	60,713	60,713	67,100
Supplies & Materials	3,248	2,124	2,124	2,124	2,581
Services & Maintenance	873	20,825	20,825	20,825	2,425
Internal Services	2,967	100	100	100	700
Capital Equipment	0	13,000	13,000	13,000	1,800
Subtotal	68,457	96,762	96,762	96,762	74,606
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	68,457	96,762	96,762	96,762	74,606

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.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress.
- Maintain capital project photo library.
- 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	99%	99%	90%	97%	95%
Respond to public requests for information within 4 working hours – 90% of the time	94%	100%	90%	93%	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 19 – FYE 23 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	1,335,779	2,800,000	9,546,452	9,546,452	2,800,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	1,335,779	2,800,000	9,546,452	9,546,452	2,800,000
Division Total	1,335,779	2,800,000	9,546,452	9,546,452	2,800,000

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	740,812	143,400	882,646	882,646	939,700
Cost Allocations	0	0	0	0	0
Debt Service	1,839,865	1,981,123	1,981,123	1,981,123	1,644,569
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	2,580,677	2,124,523	2,863,769	2,863,769	2,584,269
Fund Total	2,580,677	2,124,523	2,863,769	2,863,769	2,584,269

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	49	50	50	50	51
Part-time Positions	2	2	1	1	1
Total Budgeted Positions	51	52	51	51	52

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	3,996,636	4,258,639	4,258,639	4,258,639	4,546,199
Supplies & Materials	2,080,867	2,527,301	2,542,486	2,542,486	2,774,159
Services & Maintenance	2,592,733	3,269,266	3,381,676	3,381,676	3,184,838
Internal Services	164,479	185,523	185,523	185,523	163,880
Capital Equipment	347,219	411,645	417,556	417,556	925,698
Subtotal	9,181,934	10,652,374	10,785,880	10,785,880	11,594,774
Capital Projects	14,623,053	4,385,400	52,909,554	52,909,554	10,192,130
Cost Allocations	2,023,013	1,854,830	1,854,830	1,854,830	1,971,265
Debt Service	2,431,643	3,688,546	3,688,546	3,688,546	5,125,072
Interfund Transfers	1,434,085	1,046,250	1,072,107	1,072,107	1,067,000
Audit Adjust/Encumbrances	-1,560	0	0	0	0
Subtotal	20,510,234	10,975,026	59,525,037	59,525,037	18,355,467
Fund Total	29,692,168	21,627,400	70,310,917	70,310,917	29,950,241

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	713,453	723,262	723,262	723,262	729,031
Supplies & Materials	3,566	5,426	5,526	5,526	4,671
Services & Maintenance	36,607	54,133	54,033	54,033	59,400
Internal Services	10,272	10,457	10,457	10,457	11,249
Capital Equipment	0	0	0	0	9,100
Subtotal	763,898	793,278	793,278	793,278	813,451
Capital Projects	0	0	0	0	0
Cost Allocation	199,828	184,058	184,058	184,058	195,750
Debt Service	0	0	0	0	0
Interfund Transfers	1,434,085	1,046,250	1,046,250	1,046,250	0
Subtotal	1,633,913	1,230,308	1,230,308	1,230,308	195,750
Division Total	2,397,811	2,023,586	2,023,586	2,023,586	1,009,201

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	36,628	36,799	36,799	36,799	37,492
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment					
Subtotal	36,628	36,799	36,799	36,799	37,492
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	36,628	36,799	36,799	36,799	37,492

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 GPS data collection and 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	41,469	42,616	42,616	42,616	80,466
Supplies & Materials	1,362	1,375	1,375	1,375	1,375
Services & Maintenance	1,181	4,000	4,000	4,000	5,475
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	10,000
Subtotal	44,012	47,991	47,991	47,991	97,316
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	44,012	47,991	47,991	47,991	97,316

*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:

- Produce all appropriate informational maps and reports through the GIS system.
- Maintain water and wastewater datasets as current information.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.
- Reduce the time between receipt of as-builts and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Facilitate water and wastewater models.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	5%	5%	50%	15%	25%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Provide data and support to facilitate water and wastewater modeling efforts by specified deadline.	100%	100%	99%	99%	99%
Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

FYE 2017 & 2018-As-built data delayed due to GIS Utilities Analyst remaining primarily focused on project management and support for the updated water distribution modeling project. When backlog as-built entry was possible, focus was placed on the oldest outstanding data.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	274,955	277,028	277,028	277,028	283,056
Supplies & Materials	773	2,198	2,198	2,198	1,689
Services & Maintenance	73,399	105,452	105,452	105,452	110,136
Internal Services	3,927	3,992	3,992	3,992	4,773
Capital Equipment	3,487	0	0	0	0
Subtotal	356,541	388,670	388,670	388,670	399,654
Capital Projects	0	0	0	0	0
Cost Allocation	119,891	110,435	110,435	110,435	117,450
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	119,891	110,435	110,435	110,435	117,450
Division Total	476,432	499,105	499,105	499,105	517,104

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.
- Prepare voluntary CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman for the ODEQ.
- Process all Division-received invoices same day 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 requests.
- 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 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed in 1 day	17	25	25	20	22
% of state and federal regulatory compliance reports mailed within rule specific guidelines	100%	100%	100%	100%	100%
% of invoices processed for payment authorization within 1 day of receipt	95%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,086	1,500	1,500	1,500	1,600
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	98%	85%	95%	100%	90%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
CMOM-Capacity, Management, Operation and Maintenance

DIVISION SUMMARY

031-5551 WATER / LINE MAINTENANCE

MISSION:

The mission of the Water Section of the 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 601 miles of water lines and associated 5,988 fire hydrants and 11,039 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 39,750 existing water meters, are provided by Section staff.

Personnel are on duty from 8 a.m. until 5:00 p.m. Monday-Friday, with all personnel subject to emergency callback to ensure public health and safety.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,734,556	1,843,780	1,843,780	1,843,780	1,941,790
Supplies & Materials	380,711	420,604	411,625	411,625	423,282
Services & Maintenance	26,575	76,806	86,052	86,052	76,406
Internal Services	109,123	123,104	123,104	123,104	110,609
Capital Equipment	202,306	326,240	327,721	327,721	678,889
Subtotal	2,453,271	2,790,534	2,792,282	2,792,282	3,230,976
Capital Projects	0	0	0	0	0
Cost Allocation	999,531	920,649	920,649	920,649	979,128
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	999,531	920,649	920,649	920,649	979,128
Division Total	3,452,802	3,711,183	3,712,931	3,712,931	4,210,104

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 100 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 6,000 linear feet of ductile iron and cast iron pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.17 hours	1.96 hours	2.97 hours	2.50 hours	2.50 hours
Number of AMR meters installed	240	100	200	100	0
Service calls completed	5844	5800	5800	5900	6000
Number of locates completed	4908	4709	5000	5100	5200
Number of valves exercised	2545	1213	2000	2500	2800
Percent hours lost to OJI per 1,000 hours worked	3.53%	.14%	.25%	1.0%	.25%
Fire hydrants maintained	1125	1077	1200	2500	2000
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	2106	1800	2900	2900	4180
Feet of "hot soils" (corrosive soils) pipe replaced	5757	6705	2500	4500	2600

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	3	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	4	4	4	4

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	259,538	298,124	298,124	298,124	358,704
Supplies & Materials	15,897	10,830	12,030	12,030	10,154
Services & Maintenance	28,138	53,404	64,291	64,291	58,101
Internal Services	28,387	32,046	32,046	32,046	29,815
Capital Equipment	0	34,835	34,835	34,835	122,233
Subtotal	331,960	429,239	441,326	441,326	579,007
Capital Projects	0	0	0	0	0
Cost Allocation	703,763	639,688	639,688	639,688	678,937
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	703,763	639,688	639,688	639,688	678,937
Division Total	1,035,723	1,068,927	1,081,014	1,081,014	1,257,944

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- To ensure employee safety and work to maintain an effective training program.
- Develop a public education program that includes: web based social media and public outreach at community events.
- Minimize the cost of water while maintaining quality.
- Develop interaction with staff on ideas to improve water treatment.

OBJECTIVES:

- Work to incorporate the water model into the plant operation.
- Improve the energy efficiency of the facility.
- Minimize the cost of water producted by the division.
- Retain higher skilled workers and cross train workers.
- Protect water levels and water quality in the ground water system.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Safety training	57	47	64	64	64
OJI	0	0	0	0	0
Tours	16	16	10	10	10
Number of people on tours	242	230	120	182	120
Job related training (personnel hours)	780	832	84	800	84
Cross training (personnel hours)	80	192	48	80	60
Million gallon of Well Water Produced	1152	979	1430	979	1430

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	129,324	147,224	147,224	147,224	149,405
Supplies & Materials	54,996	58,026	58,204	58,204	58,302
Services & Maintenance	109,882	223,395	224,677	224,677	90,395
Internal Services	90	229	229	229	71
Capital Equipment	3,145	3,000	3,001	3,001	0
Subtotal	297,437	431,874	433,335	433,335	298,173
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	297,437	431,874	433,335	433,335	298,173

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.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

OBJECTIVES:

- Microbiology 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.
- Staff will fill out calendar with all duties and responsibilities, and check monthly to ensure all tasks are completed.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Micro sample collection	122%	117%	100%	112%	112%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	96%	92%	100%	100%	100%
Performance tests passed	100%	91%	100%	100%	100%
Laboratory inspection deficiencies	No inspection	No inspection	0	0	No inspection
Laboratory inspection corrective actions	No inspection	No Inspection	3	3	No inspection
Compliance Chemistry Well Sample Collection	218%	100%	100%	100%	100%
Number of samples invalidated	0	31	0	15	0

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	0	0	0
Total Budgeted Positions	11	11	10	10	10

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	622,887	698,447	698,447	698,447	741,305
Supplies & Materials	1,542,801	1,916,501	1,948,571	1,948,571	2,160,245
Services & Maintenance	1,799,765	1,954,465	2,028,353	2,028,353	2,095,065
Internal Services	5,267	6,885	6,885	6,885	4,609
Capital Equipment	96,476	9,900	10,728	10,728	62,248
Subtotal	4,067,196	4,586,198	4,692,984	4,692,984	5,063,472
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	4,067,196	4,586,198	4,692,984	4,692,984	5,063,472

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 and monitor cost.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.**
- During construction work with contractor to keep plant operational.
- Continue use of maintenance database to capture more of the maintenance activities of the plant staff.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	99.8%	99.8%	95%	95%	95%
Percent of bacteriologically "Safe" compliance water samples	99.5%	99.8%	99.5%	99.5%	99.5%
Number of complaints on water quality or pressure	50	127	50	100	50
Water production, million gallons per day					
Average day	12.2	12.2	13.2	13.0	13.2
Maximum day	15.6	15.6	22.0	20.5	22.0
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	95.4%	95.4%	98%	98%	98%
Number of months more that 30.4 million gallons of water was purchased from Oklahoma City	0	0	0	3	0
Number of Emergency work orders on plant equipment	Not tracked	Not tracked	0	6	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

031-3022 WATER / UTILITY SERVICES

MISSION:

DESCRIPTION:

In previous years an interfund transfer from the Water Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	48,008	48,008	48,008	71,355
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	1,633
Subtotal	0	48,008	48,008	48,008	72,988
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	48,008	48,008	48,008	72,988

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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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	178,957	143,351	143,351	143,351	153,595
Supplies & Materials	77,999	107,341	99,157	99,157	107,441
Services & Maintenance	517,186	796,952	812,959	812,959	689,201
Internal Services	7,412	8,810	8,810	8,810	2,754
Capital Equipment	41,806	37,670	41,271	41,271	41,595
Subtotal	823,360	1,094,124	1,105,548	1,105,548	994,586
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	823,360	1,094,124	1,105,548	1,105,548	994,586

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition.
- Work to meet all DEQ requirements for ground water wells.
- Maintain the grounds and maintain a good relationship with land owners adjacent to wells.

OBJECTIVES:

- Use the Antero database to track routine and emergency work.
- Perform scheduled maintenance the week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 19 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	95%	95%	95%	87%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	87%	100%
Number of Total Coliform positive samples collected from wells	3	3	0	3	0
Number of Emergency work orders on water wells	0	0	0	0	0
Percent of routine work orders on water wells completed within 1 week	100%	100%	100%	100%	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 19 - FYE 23 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	14,623,053	4,385,400	52,909,554	52,909,554	10,192,130
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	14,623,053	4,385,400	52,909,554	52,909,554	10,192,130
Division Total	14,623,053	4,385,400	52,909,554	52,909,554	10,192,130

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	2,431,643	3,688,546	3,688,546	3,688,546	5,125,072
Interfund Transfers	0	0	0	0	0
Subtotal	2,431,643	3,688,546	3,688,546	3,688,546	5,125,072
Division Total	2,431,643	3,688,546	3,688,546	3,688,546	5,125,072

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. ECAB's main charge is for public education.

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,768	5,000	5,000	5,000	7,000
Services & Maintenance	0	659	659	659	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,768	5,659	5,659	5,659	7,659
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	2,768	5,659	5,659	5,659	7,659



Jazz in June





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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	636,339	966,085	966,085	966,085	977,577
Supplies & Materials	0	0	0	0	0
Services & Maintenance	16,785,464	16,521,596	14,304,585	14,304,585	15,276,623
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	17,421,803	17,487,681	15,270,670	15,270,670	16,254,200
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	81,253	0	0	0	0
Audit Adjust/Encum	-76,911	0	0	0	0
Subtotal	4,342	0	0	0	0
Department Total	17,426,145	17,487,681	15,270,670	15,270,670	16,254,200

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	88,971	80,513	80,513	80,513	85,139
Supplies & Materials	0	0	0	0	0
Services & Maintenance	15,538,769	14,574,423	14,574,423	14,574,423	14,118,950
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	15,627,740	14,654,936	14,654,936	14,654,936	14,204,089
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	15,627,740	14,654,936	14,654,936	14,654,936	14,204,089

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	161,504	170,000	170,000	170,000	170,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	161,504	170,000	170,000	170,000	170,000
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	161,504	170,000	170,000	170,000	170,000

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	223,741	233,072	233,072	233,072	239,938
Supplies & Materials	0	0	0	0	0
Services & Maintenance	264,460	189,173	198,422	198,422	204,673
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	488,201	422,245	431,494	431,494	444,611
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	488,201	422,245	431,494	431,494	444,611

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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	6,548	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	6,548	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	6,548	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.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	315,494	631,000	631,000	631,000	631,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	733,351	1,587,500	1,588,961	1,588,961	782,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,048,845	2,218,500	2,219,961	2,219,961	1,413,500
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	1,048,845	2,218,500	2,219,961	2,219,961	1,413,500



Earth Day Festival in April



Midsummer Night's Fair



Capital Projects Funds

CAPITAL PROJECTS FUNDS

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 18 - FYE 22 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	5	5	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	4	4	4

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	1,156,124	1,224,084	1,224,084	1,224,084	1,235,582
Supplies & Materials	0	0	0	0	0
Services & Maintenance	2,273	16,699	25,099	25,099	16,699
Internal Services	0	0	0	0	0
Capital Equipment	2,818,416	3,266,918	4,068,134	4,068,134	3,411,582
Subtotal	3,976,813	4,507,701	5,317,317	5,317,317	4,663,863
Capital Projects	15,266,236	14,505,976	52,911,050	52,911,050	33,626,225
Cost Allocations	0	0	0	0	0
Debt Service	0	1,312,358	1,312,358	1,312,358	3,674,101
Interfund Transfers	1,319,987	396,709	396,709	396,709	88,000
Audit Adjust/Encumb	791,947	0	0	0	0
Subtotal	17,378,170	16,215,043	54,620,117	54,620,117	37,388,326
Fund Total	21,354,983	20,722,744	59,937,434	59,937,434	42,052,189

DIVISION SUMMARY

050-5011 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers, a Capital Projects Manager, and a Construction Manager whose responsibility is to develop and implement capital projects per the approved five-year capital plan. A Construction Manager was added in FYE 17.

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Full-time Positions	5	5	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	4	4	4

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	930,871	996,293	996,293	996,293	1,003,521
Supplies & Materials	499	0	0	0	0
Services & Maintenance	0	499	499	499	499
Internal Services	0	200	200	200	200
Capital Equipment	0	8,400	8,400	8,400	2,500
Subtotal	931,370	1,005,392	1,005,392	1,005,392	1,006,720
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	930,871	1,005,392	1,005,392	1,005,392	1,006,720

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	104,263	104,998	104,998	104,998	106,946
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	104,263	104,998	104,998	104,998	106,946
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	104,263	104,998	104,998	104,998	106,946

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	120,987	122,793	122,793	122,793	125,115
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	120,987	122,793	122,793	122,793	125,115
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	120,987	122,793	122,793	122,793	125,115

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 18 - FYE 22 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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	15,266,236	14,505,976	52,911,050	52,911,050	33,626,225
Cost Allocations	0	0	0	0	0
Debt Service	0	1,312,358	1,312,358	1,312,358	3,674,101
Interfund Transfers	1,319,987	396,709	396,709	396,709	88,000
Subtotal	16,586,223	16,215,043	54,620,117	54,620,117	37,388,326
Division Total	16,586,223	16,215,043	54,620,117	54,620,117	37,388,326

FUND SUMMARY

TOTAL NORMAN FORWARD SALES TAX FUND (51)

MISSION:

Norman Forward is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. Norman Forward also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, Norman Forward will enhance the Norman community for generations to come.

DESCRIPTION:

To efficiently receive and monitor the use of revenues received through a 15-year earmarked sales tax dedicated to 12 projects spanning the entire city at an estimated cost of $148 million, with other program expenses at an estimated cost of $55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	408,421	0	864,632	864,632	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	408,421	0	864,632	864,632	0
Capital Projects	21,699,523	47,350,000	54,362,590	54,362,590	28,392,860
Cost Allocation	0	0	0	0	0
Debt Service	3,061,501	3,949,518	3,949,518	3,949,518	4,295,718
Interfund Transfers	0	50,000	50,000	50,000	222,695
Audit Adjust/Encum.	1,740	0	0	0	0
Subtotal	24,762,764	51,349,518	58,362,108	58,362,108	32,911,273
Division Total	25,171,185	51,349,518	59,226,740	59,226,740	32,911,273

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	142,245	125,856	195,106	195,106	128,356
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	142,245	125,856	195,106	195,106	128,356
Capital Projects	869,196	1,310,000	3,645,270	3,645,270	1,100,000
Cost Allocations	314,080	334,785	334,785	334,785	0
Debt Service	1,599,697	1,640,739	11,023,526	11,023,526	0
Interfund Transfers	5,576,750	0	0	0	0
Audit Adjust/Encum	-189,535	0	0	0	0
Subtotal	8,170,188	3,285,524	15,003,581	15,003,581	1,100,000
Fund Total	8,312,433	3,411,380	15,198,687	15,198,687	1,228,356

FUND SUMMARY

TOTAL CENTER CITY TAX INCREMENT FINANCE DISTRICT (58)

MISSION:

The Norman Center City Project Plan authorizes the allocation of Tax Increment Finance funds for public improvements projects undertaken by the City within the Center City, Increment District Number Three, project area.

DESCRIPTION:

To account for the increment of taxes generated from Tax Increment District Three, Center City.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	96,471	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	96,471	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	85,888	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	85,888	0	0	0	0
Fund Total	182,359	0	0	0	0

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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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
Audit Adjustments	-8,118	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	-8,118	0	0	0	0
Fund Total	-8,118	0	0	0	0

PUBLIC SAFETY SALES TAX FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	I. Bond Funded										
	015-9523-419	**BP0029**	**Emergency Communications Center**	**6,323,683**	**6,323,683**	**0**	**0**	**0**	**0**	**0**	**0**
	015-9519-419	**BP0030**	**Emergency Communications System**	**12,432,797**	**12,432,797**	**0**	**0**	**0**	**0**	**0**	**0**
			SUBTOTAL BOND FUNDED	**$18,756,480**	**$18,756,480**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
	II. Paygo Funded										
	015-6543-422	FT0004	Fire Apparatus Replacement	0	0	0	0	0	0	0	0
	015-9302-419	BG0064	Fire Apparatus Storage Facilitly	870,000	870,000	0	0	0	0	0	0
	015-	FT	Fire Station 5 Reconstruction/Relocation	0	0	0	0	0	0	0	3,500,000
			SUBTOTAL PAYGO FUNDED	**$870,000**	**$870,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$3,500,000**
			TOTAL PSST FUND 15 PROJECTS	**$19,626,480**	**$19,626,480**	**$0**	**$0**	**$0**	**$0**	**$0**	**$3,500,000**

CDBG FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	021-4000-463	GC0066	84th Ave NE: Rock Creek Rd to North End	420,448	420,448	0	0	0	0	0	0
	021-4000-463	GC0061	84th Ave SE: Tecumseh Rd to Franklin Rd	144,986	144,986	0	0	0	0	0	0
	021-4000-463	GC0063	96th Ave NE: Tecumseh Rd to Arrowhead D	209,033	209,033	0	0	0	0	0	0
	021-4000-463	GC0060	108th Ave SE: Etowah to SH9	303,896	303,896	0	0	0	0	0	0
	021-4000-463	GC0067	120th Ave NE: Tecumseh to Stella Rd	135,308	135,308	0	0	0	0	0	0
	021-4000-463	GC0065	120th Ave SE: Etowah Rd to SH9	1,365,460	1,365,460	0	0	0	0	0	0
	021-4000-463	GC0051	Cate Park Improvements	67,682	67,682	0	0	0	0	0	0
	021-4000-463	GC0064	Rock Creek Rd: 108th to 120th	1,199,190	1,199,190	0	0	0	0	0	0
	021-4000-463	GC0068	Stella Rd: 132nd Ave NE to 144th Ave NE	32,127	32,127	0	0	0	0	0	0
	021-4000-463	GC0062	Tecumseh Rd: 84th to 120th	1,335,364	1,335,364	0	0	0	0	0	0
	021-4067-463	GC0072	CDBG Land Acquisition	110,000	110,000	0	0	0	0	0	0
	021-4067-463	GC0073	Acres: Findlay - Stewart	60,000	60,000	0	0	0	0	0	0
	021-4067-463	GC0074	CDBG Alley Improvements	12,500	12,500	0	0	0	0	0	0
	021-4003-463	GC0077	CDBG Target Area Tree Planting Project	36,140	36,140	0	0	0	0	0	0
	021-4003-463	GC0078	CDBG Land Acquisition	125,000	125,000	0	0	0	0	0	0
	021-4003-463	GC0079	CDBG Cart Bus Stop ADA Improvements	38,860	38,860	0	0	0	0	0	0
			TOTAL CDBG FUND 21 PROJECTS	**$5,595,994**	**$5,595,994**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

SPECIAL GRANTS FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
15	022-9638-451	PR0026	Firehouse Art Center Addition (match)	25,000	25,000	0	300,000	0	0	0	0
	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	9,459	9,459	0	0	0	0	0	0
	022-9082-431	TR0081	Safe Routes to School - Kennedy (match)	15,000	15,000	0	0	0	0	0	0
			TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**$49,459**	**$49,459**	**$0**	**$300,000**	**$0**	**$0**	**$0**	**$0**

ROOM TAX FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	023-9815-451	RT0088	12th Avenue Rec Center playground	95,000	95,000	0	0	0	0	0	0
	023-9050-452	RT0080	Andrews Park Rental Building A/C	9,803	9,803	0	0	0	0	0	0
	023-9441-452	RT0089	Bicycle Skills Park	240,000	240,000	0	0	0	0	0	0
	023-9375-452	RT0084	Disc Golf Improvements Citywide	21,054	21,054	0	0	0	0	0	0
19	023-9638-451	RT0027	Firehouse Art Center addition (match)	25,000	25,000	0	100,000	0	0	0	0
	023-9321-451	RT0078	Gym Floor Irving/Whittier	1,048	1,048	0	0	0	0	0	0
20	023-9627-451	RT0090	Historic Museum Parking	2,812	2,812	90,000	55,000	0	0	0	0
	023-9321-451	RT0079	Recreation Centers A/C (3)	3,816	3,816	0	0	0	0	0	0
	023-9814-452	RT0087	Sooner Theatre Seat Replace & Interiors (match)	176,894	176,894	0	0	0	0	0	0
			TOTAL ROOM TAX FUND 23 PROJECTS	**$575,427**	**$575,427**	**$90,000**	**$155,000**	**$0**	**$0**	**$0**	**$0**

WATER FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
			WATER DISTRIBUTION SYSTEM								
	031-9075-462	BG0249	North Base Lighting Project (match)	2,400	2,400	0	0	0	0	0	0
26	031-	WA	Asset Management Plan	0	0	230,000	0	0	0	0	0
27	031-	WA	Corporate Addition Utilities	0	0	0	151,200	0	0	0	0
28	031-	WA	Water Line Improvement: OKC Second Feed	0	0	0	0	0	1,916,000	7,050,000	5,134,000
29	031-9360-462	WA	Water Line Improvements-Segment B (24th NE: Robinson to Tecumseh)	0	0	0	527,000	2,789,000	0	0	0
30	031-9360-462	WA	Water Line Improvements-Segment G (Indian Hills: RR to 12th NE)	0	0	0	0	0	1,040,000	0	0
31	031-	WA	Water Line Improvements-Segment H (12th NE: N of Rock Creek)	0	0	0	0	0	0		231,000
32	031-	WA	Waterline Maintenance Plan: 40 Year Duration	0	0	0	0	2,915,000	2,915,000	2,915,000	109,269,000
33	031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	0	0	0	0	0	0	870,000	2,630,000
34	031-	WA	Water Line Replacement: Classen/Flood, Highway 9 to Indian Hills	0	0	931,000	0	0	1,485,000	1,531,000	3,062,000
35	031-9360-462	WA0328	Water Line Replacement: Flood-Robinson to Venture	479,870	479,870	2,980,130	0	0	0	0	0
36	031-	WA	Water Line Replacement: Franklin Road, RR to 24th NW to Indian Hills	0	0	0	0	0	0	0	1,960,000
37	031-9521-462	WA	Water Line Replacement: Hall Park Phase 2	0	0	0	442,000	0	0	0	0
38	031-	WA	Water Line Replacement: Main Street: Berry to Interstate Drive	0	0	0	0	0	0	0	2,940,000
	031-	WA0021	Water Meter GPS	250,000	250,000	0	0	0	0	0	0
39	031-9360-462	WA0173	Master Meters Installation	237,529	237,529	50,000	0	0	0	0	0
	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35	3,166,670	3,166,670	0	0	0	0	0	0
	031-9345-462	WA0196	I-35 Waterline Relocation	6,037	6,037	0	0	0	0	0	0
	031-9395-462	WA0201	Backflow Prevention Program	66,535	66,535	0	0	0	0	0	0
	031-9521-462	WA0202	Water Line Replacement: Gray/Main Street	767,299	767,299	0	0	0	0	0	0
	031-9360-462	WA0213	Water Line Replacement: Crossroads Blvd Area	123,467	81,774	0	0	0	0	0	0
	031-	WA0223	Water Line Replacement: Main Library	100,618	43,618	0	0	0	0	0	0
	031-9360-462	WA0224	Water Line Replacement: Gray & Tonhawa	548,305	548,305	0	0	0	0	0	0
	031-9360-462	WA0239	WL Improvements: Segment D 24" Phase 4	4,642,096	4,642,096	0	0	0	0	0	0
	031-9683-462	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	1,343,000	1,343,000	0	0	0	0	0	0
40	031-	WA	Water Line Replacement: 24th NE: Beaumont to Lindsey		0	0	0	500,000	0	0	0
41	031-9521-462	WA0241	Water Meter: Large Water Meter Testing	126,266	126,266	100,000	0	0	0	0	0
42	031-9683-462	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	3,973,000	3,973,000	2,889,000	2,890,000	1,469,000	3,806,000	0	0
43	031-	WA	Water Line Replacement: Sooner Fashion Mall	0	0	655,000	0	0	0	0	0
	031-9360-462	WA0245	Water Line Replacement: Interstate Drive	1,105,859	1,105,859	0	0	0	0	0	0
	031-9360-462	WA0246	Water Line Replacement: Parsons Addition	863,000	863,000	0	0	0	0	0	0
44	031-	WA	Water Line Replacement: Flood Avenue	0	0	0	560,000	1,301,000	0	0	0
			Subtotal Water Distribution System Projects	**17,801,951**	**17,703,258**	**7,835,130**	**4,570,200**	**8,974,000**	**11,162,000**	**12,366,000**	**125,226,000**
			WATER TOWERS								
45	031-	WA	Water Tower - SE Norman	0	0	0	0	0	50,000	3,000,000	0
46	031-	WA	Water Tower - High Pressure Plane	0	0	0	0	0	0	0	575,000
47	031-9354-462	WA0039	Water Tower - Boyd Tower	0	0	0	614,000	0	773,000	0	0
48	031-9354-462	WA0040	Water Tower - Robinson Tower	0	0	0	0	767,000	0	0	0
49	031-9354-462	WA0182	Water Tower - Lindsey Tower	0	0	350,000	0	0	0	0	0
50	031-9354-462	WA0189	Water Tower - Cascade Tower	0	0	100,000	400,000	0	0	500,000	0
	031-9354-462	WA0274	Water Tower - WTP Backwash Tower	280,000	280,000	0	0	0	0	0	0
	031-9354-462	WA0294	Water Tower- Hall Park Tower	100,000	100,000	0	0	0	0	0	0
			Subtotal Water Tower Projects	**380,000**	**380,000**	**450,000**	**1,014,000**	**767,000**	**823,000**	**3,500,000**	**575,000**
			WATER WELL IMPROVEMENTS								
	031-9345-462	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	708,561	708,561	0	0	0	0	0	0
	031-9345-462	WA0235	Water Well: 2015 Well Field Development (paygo)	1,092,642	1,092,642	0	0	0	0	0	0
	031-9521-463	WA0243	Water Well: Horizontal Well	298,351	298,351	0	0	0	0	0	0
			Subtotal Water Well and Distribution System Projects	**2,099,554**	**2,099,554**	**0**	**0**	**0**	**0**	**0**	**0**
			WATER TREATMENT PLANT								
51	031-	WA	Lake Thunderbird Augmentation	0	0	0	0	0	0	0	99,725,000
52	031-	WA0329	New Building for Line Maintenance (match)	115,000	115,000	1,565,000	0	0	0	0	0
53	031-	WA	Reactivate Arsenic Wells & 3 MGD GWTP	0	0	0	0	0	0	3,670,000	15,340,000
54	031-	WA	Update Water Supply Plan	0	0	0	0	0	500,000	0	0
55	031-	WA	SE Oklahoma Water Supply	0	0	0	0	0	0	0	213,800,000
56	031-	WA	WTP: 12 MGD Groundwater Treatment Plant	0	0	0	0	0	0	8,702,000	63,068,000
	031-9939-462	WA0330	WTP Laboratory Remodel	125,000	125,000	0	0	0	0	0	0
57	031-	WA	WTP Land Purchase	0	0	0	1,600,000	0	0	0	0
58	031-	WA	WTP Raw Water Line Phase 2	0	0	0	0	0	0	0	25,641,000
59	031-	WA	WTP Sludge Disposal Study	0	0	0	100,000	0	0	0	0
60	031-9398-468	WA0214	WTP Well Field Blending	964,000	964,000	0	0	0	1,430,500	1,430,500	0
61	031-	WA	Blending hromium to 20PPB at WTP		0	0	0	0	0	0	4,418,000
62	031-	WA	WTP: Raw Water Reservoir		0	0	0	0	0	0	24,785,000
	031-9395-462	WA0247	Water Metering/Billing Audit	25,000	25,000	0	0	0	0	0	0
	031-9939-462	WA0248	WTP Fiber Expansion	55,000	55,000	0	0	0	0	0	0
	031-9939-462	WA0249	WTP SCADA Improvements	49,146	49,146	0	0	0	0	0	0
	031-9939-462	WA0291	WTP: Phase 2 Improvements (Paygo portion to be reimbursed SRF loan)	572,232	572,232	0	0	0	0	0	0
			Subtotal WTP Other Projects	**1,905,378**	**1,905,378**	**1,565,000**	**1,700,000**	**0**	**1,930,500**	**13,802,500**	**446,777,000**

WATER FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			URBAN SERVICE AREA WATER LINES								
			FYE 2018 Lines								
	031-9343-462	WA0323	Columbia Cir: Biloxi Dr to Dead end cul de sac	8,177	8,177	0	0	0	0	0	0
closed	031-9343-462	WA0325	Timberdell Rd: cul-de-sacs	-134	134	0	0	0	0	0	0
			FYE 2019 Lines								
	031-9343-462	WA0331	Rhoades Dr: Edward Dr to Ramsey Ct	37,000	37,000	0	0	0	0	0	0
	031-9343-462	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	78,000	0	0	0	0	0	0
	031-9343-462	WA0333	Wellsite Dr: Tecumseh Rd to end of cul-de-sac	45,000	45,000	0	0	0	0	0	0
			FYE 2020 Lines								
63	031-9343-462	WA	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	0	0	31,000	0	0	0	0	0
63	031-9343-462	WA	Kiowa Way: Hunting Horse Tr to dead end cul de sac	0	0	29,000	0	0	0	0	0
63	031-9343-462	WA	W. Brooks St: Berry Rd to Wylie Rd	0	0	103,000	0	0	0	0	0
63	031-9343-462	WA	E Eufaula: Porter to Ponca	0	0	27,000	0	0	0	0	0
63	031-9343-462	WA	Comanche: Porter to Ponca	0	0	36,000	0	0	0	0	0
63	031-9343-462	WA	Robinson St (Griffin Park)	0	0	16,000	0	0	0	0	0
			FYE2021 Lines								
63	031-9343-462	WA	Beaumont Dr: 24th SE to Brandywine Ln	0	0	0	82,000	0	0	0	0
63	031-9343-462	WA	Venture Dr: N Flood Ave to NW 28th	0	0	0	118,000	0	0	0	0
63	031-9343-462	WA	28th Ave NW: OK National Guard to dead end of 28th Ave	0	0	0	65,000	0	0	0	0
63	031-9343-462	WA	1357 12th Ave NE: 12th Ave to 12th Ave	0	0	0	39,000	0	0	0	0
			FYE2022 Lines								
63	031-9343-462	WA	Crest Place: Vanessa Dr to dead end of Crest Place	0	0	0	0	104,000	0	0	0
63	031-9343-462	WA	Blessing Ct: Crest Pl to dead end cul-de-sac	0	0	0	0	16,000	0	0	0
63	031-9343-462	WA	Jackson Dr: Crestland Dr to Crest Place	0	0	0	0	55,000	0	0	0
63	031-9343-462	WA	Morren Dr: Crestland Dr to 200' W of Crest Place	0	0	0	0	66,000	0	0	0
63	031-9343-462	WA	Crest Ct: Morren Dr to dead end of cul de sac of Crest Ct	0	0	0	0	21,000	0	0	0
63	031-9343-462	WA	Barb Ct: Morren Dr to Crestland Dr	0	0	0	0	31,000	0	0	0
			FYE2023 Lines								
63	031-9343-462	WA	Rising Hill Dr: Madra St to Lyric St	0	0	0	0	0	108,000	0	0
63	031-9343-462	WA	Sierra St: Rising Hill Dr to Lyric St	0	0	0	0	0	48,000	0	0
63	031-9343-462	WA	Lyric St: Harbor Dr to dead end	0	0	0	0	0	36,000	0	0
63	031-9343-462	WA	Rose Ct: Rising Hill Dr to dead end cul de sac	0	0	0	0	0	12,000	0	0
63	031-9343-462	WA	401 12th Ave SE to Triad Village Dr	0	0	0	0	0	110,000	0	0
			FYE2024 Lines								
63	031-9343-462	WA	W. Johnson St: Jones Ave to railroad tracks	0	0	0	0	0	0	42,000	0
63	031-9343-462	WA	W Symmes St: Flood Ave to Pickard Ave	0	0	0	0	0	0	25,000	0
63	031-9343-462	WA	Pickard Ave: Symmes St to Eufaula St	0	0	0	0	0	0	20,000	0
63	031-9343-462	WA	Americana Ct: Peters Ave to end of cul-de-sac	0	0	0	0	0	0	25,000	0
63	031-9343-462	WA	Rich St: Peters Ave to Crawford Ave	0	0	0	0	0	0	27,000	0
			Subtotal Urban Service Area Water Line Projects	**168,043**	**168,311**	**242,000**	**304,000**	**293,000**	**314,000**	**139,000**	**0**
			HOT SOILS WATER LINE REPAIR PROGRAM								
			FYE 2018 Lines								
	031-9344-462	WA0326	Queenston: Rock Creek Rd to Pinewood Dr	50,000	50,000	0	0	0	0	0	0
	031-9344-462	WA0327	Wheaton Dr: 24th Ave NE to End of cul de sac	28,282	28,282	0	0	0	0	0	0
			FYE 2019 Lines								
	031-9344-462	WA0334	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock Rd	32,000	32,000	0	0	0	0	0	0
	031-9344-462	WA0335	Burgundy Ct: Peppertree Pl to cul-de-sac	18,000	18,000	0	0	0	0	0	0
	031-9344-462	WA0336	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd	50,000	50,000	0	0	0	0	0	0
			FYE 2020 Lines								
64	031-9344-462	WA	Crail Dr: 36th Ave NW to Astor Dr	0	0	50,000	0	0	0	0	0
64	031-9344-462	WA	Buckingham Dr: Brownwood Ln to Bridgeport Rd	0	0	50,000	0	0	0	0	0
			FYE 2021 Lines								
64	031-9344-462	WA	Madra St: South Lake Blvd to Shadow St	0	0	0	38,000	0	0	0	0
64	031-9344-462	WA	Shadow St: Madra St to Rising Hill Dr	0	0	0	42,400	0	0	0	0
64	031-9344-462	WA	Rising Hill Dr: Madra St to Shadow St	0	0	0	19,600	0	0	0	0
			FYE 2022 Lines								
64	031-9344-462	WA	Wind Hill Rd: High Meadows Dr: to Fairlawn Dr	0	0	0	0	28,280	0	0	0
64	031-9344-462	WA	Briar Meadow Rd: High Meadows Dr to Fairlawn Dr	0	0	0	0	21,210	0	0	0
64	031-9344-462	WA	High Trail Rd: High Meadows Dr to Fairlawn Dr	0	0	0	0	18,190	0	0	0
64	031-9344-462	WA	Fairlawn Dr: High Trail Rd to Wind Hill Rd	0	0	0	0	32,320	0	0	0
			FYE 2023 Lines								
64	031-9344-462	WA	1149 E Brooks St: Hal Ray Dr to E Brooks St	0	0	0	0	0	100,000	0	0
			FYE2024 Lines								
64		WA	Kingston Rd: NE 12th Ave to 1304 Kingston Dr	0	0	0	0	0	0	46,000	0
64		WA	Park Dr: W Main St to Eufaula St	0	0	0	0	0	0	54,000	0
			Subtotal Hot Soils Water Line Repair Program	**178,282**	**178,282**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**0**
			SUBTOTAL PAYGO WATER PROJECTS	**22,533,208**	**22,434,783**	**10,192,130**	**7,688,200**	**10,134,000**	**14,329,500**	**29,907,500**	**572,578,000**

WATER RECLAMATION FUNDS
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	032-9911-432	WW0052	WRF SCADA Improvements	247,666	247,666	0	0	0	0	0	0
	032-9911-432	WW0058	WWTP Effluent Re-Use at Compost Facility	280,759	280,759	0	0	0	0	0	0
69	032-9048-432	WW0065	South WRF Phase 2 Improvements	893,398	893,398	10,000	0	0	0	0	0
	032-9911-432	WW0169	WRF South Digester Boiler Replacement	88,449	0	0	0	0	0	0	0
70	032-9911-432	WW0170	WRF Land Purchase 20 acres	200,000	200,000	450,000	0	0	0	0	0
	032-9911-432	WW0171	WRF Primary Sludge Thickener	33,097	0	0	0	0	0	0	0
71	032-9391-432	WW0205	WRF Non-Potable Reuse System	1,008,800	1,008,800	0	3,174,000	0	0	0	0
	032-9048-432	WW0278	Summit Valley Interceptor	363,600	363,600	0	0	0	0	0	0
	032-9911-432	WW0309	WRF Grit Classifier-Replacement	16,784	0	0	0	0	0	0	0
	032-9911-432	WW0310	WRF New Grit Classifier	13,124	0	0	0	0	0	0	0
	032-9911-432	WW0311	WRF Gen Access Platforms	193,000	0	0	0	0	0	0	0
72	032-	WW	Brookhaven Creek Interceptors	0	0	0	0	0	0	0	655,400
	032-9521-432	WW0329	Line Maintenance Building (match)	115,000	115,000	1,565,000	0	0	0	0	0
73	032-	WW	South WRF Phase 3 Improvements (match)	0	0	0	0	0	1,700,000	1,700,000	85,100,000
74	032-	WW	Westside Lift Station Roof Replacement	0	0	0	0	0	0	41,000	0
75	032-	WW	WRF Blower Building Roof Replacement	0	0	0	117,000	0	0	0	0
	032-9363-432	WW0312	Sludge Co-Composting	1,242,000	1,242,000	0	0	0	0	0	0
76	032-	WW	WRF Digester Gas Storage/Co-Generation	0	0	0	0	0	0	0	14,091,000
77	032-9911-432	WW0173	WRF Industrial Pretreatment Building Roof Replacement	53,000	0	53,000	0	0	0	0	0
78	032-	WW	WRF Main Control Building Lower Roof Replacement	0	0	0	0	0	0	0	360,000
79	032-9048-432	WW0317	WRF Re-Use Pilot Study	258,000	258,000	1,576,000	921,000	0	0	0	0
	032-9911-432	WW0318	WRF Storage Building	195,500	195,500	0	0	0	0	0	0
80	032-9911-432	WW0319	WRF Septage Receiving Station	75,000	75,000	525,000	0	0	0	0	0
			TOTAL WATER RECLAMATION FUND 32 PROJECTS	$5,277,177	$4,879,723	$4,179,000	$4,212,000	$0	$1,700,000	$1,741,000	$100,206,400

SEWER MAINTENANCE FUNDS
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	321-9048-432	WW0091	Replace Lift Station D Force Main-Phase 2	534,100	534,100	0	0	0	0	0	0
81	321-	WW	Bishop Interceptors (match)	0	0	2,650,000	0	0	0	0	0
	321-9338-432	WW0202	Sewer Maint Projects FY14	1,396,002	1,396,002	0	0	0	0	0	0
82	321-9974-432	WW0248	SS Emergency Repairs	179,659	179,659	100,000	100,000	100,000	100,000	100,000	ongoing
	321-9338-432	WW0305	FYE17 Lift Station Modifications	228,284	228,284	0	0	0	0	0	0
	321-9338-432	WW0307	Sewer Maint Projects FY17	2,376,512	2,376,512	0	0	0	0	0	0
	321-9338-432	WW0316	Sewer Maint Projects FY18	2,113,000	2,113,000	0	0	0	0	0	0
	321-9234-432	WW0315	Sewer Lift Station Rehab 2018: Alameda Park	18,895	18,895	0	0	0	0	0	0
	321-9234-432	WW0320	Sewer Lift Station Rehab 2019: Summit Lakes	50,000	50,000	0	0	0	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab 2020: Summit Valley	0	0	50,000	0	0	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab 2021: Post Oak	0	0	0	50,000	0	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab 2022: Sutton Place	0	0	0	0	50,000	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab 2023: Park Hill	0	0	0	0	0	50,000	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab 2024: Eagle Cliff	0	0	0	0	0	0	50,000	0
	321-9338-432	WW0321	Sewer Maint Projects FYE 2019	2,650,000	2,650,000	0	0	0	0	0	0
84	321-9338-432	WW	Sewer Maint Projects FYE 2021	0	0	0	2,650,000	0	0	0	0
85	321-9338-432	WW	Sewer Maint Projects FYE 2022	0	0	0	0	2,650,000	0	0	0
86	321-9338-432	WW	Sewer Maint Projects FYE 2023	0	0	0	0	0	2,650,000	0	0
87	321-9338-432	WW	Sewer Maint Projects FYE 2024	0	0	0	0	0		2,650,000	0
			TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**$9,546,452**	**$9,546,452**	**$2,800,000**	**$2,800,000**	**$2,800,000**	**$2,800,000**	**$2,800,000**	**$0**

NEW DEVELOPMENT EXCISE FUNDS
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	322-9048-432	WW0065	WWTP Improvements South Phase 2	518,092	192,975	0	0	0	0	0	0
	322-9049-432	WW0204	North WRF Engineering Report	32,085	6,245	0	0	0	0	0	0
	322-9048-432	WW0276	Little River Lift Station Improvements	909	909	0	0	0	0	0	0
	322-9048-432	WW0278	Summit Valley Interceptor Payback	143,400	143,400	0	0	0	0	0	0
91	322-9048-432	WW0308	SE Lift Station Payback	92,000	92,000	0	0	727,000	0	3,455,000	0
	322-9911-432	WW0310	WRF New Grit Classifier	8,696	0	0	0	0	0	0	0
	322-9911-432	WW0311	WRF Gen Access Platforms	88,373	0	0	0	0	0	0	0
92	322-	WW	Bishop Creek Interceptors	0	0	939,700	0	0	0	0	1,791,700
93	322-	WW	Brookhaven Creek Interceptors	0	0	0	0	0	0	0	1,086,600
94	322-	WW	South WRF Phase 3 BNR Improvements (match)	0	0	0	0	0	380,000	380,000	16,040,000
95	322-	WW	4.5 MGD North WRF	0	0	0	0	0	0	0	85,000,000
			TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**883,555**	**435,529**	**939,700**	**0**	**727,000**	**380,000**	**3,835,000**	**103,918,300**

SANITATION FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	033-9975-432	SA0014	Compost Area Pad Improvements	175,000	175,000	0	0	0	0	0	0
103	033-	SA	Compost Facility Scale House	0	0	110,000	0	0	0	0	0
	033-9975-432	SA0015	Effluent Truck Washing Facility	455,000	455,000	0	0	0	0	0	0
	033-9975-432	SA0016	Effluent Reuse at Compost Facility	480,000	480,000	0	0	0	0	0	0
	033-9975-432	SA0018	Sanitation Master Plan	300,000	300,000	0	0	0	0	0	0
104	033-9975-432	SA0005	Transfer Station Renovation	230,323	230,323	100,000	0	0	0	0	0
	033-9975-432	SA0009	Sanit Cont Maint Facility	460,000	460,000	0	0	0	0	0	0
	033-9975-432	SA0010	East Norman Recycle Center	161,500	161,500	0	0	0	0	0	0
	033-9975-432	SA0011	Sanit Office Improvements	64,385	64,385	0	0	0	0	0	0
	033-9975-432	WW0312	WRF Class A Sludge Improvement	1,242,000	1,242,000	0	0	0	0	0	0
	033-9975-432	SA0012	Material Recovery Facility	1,000,000	1,000,000	0	0	0	0	0	0
	033-9975-432	SA0013	Compost Equipment Storage Shed	12,500	12,500	0	0	0	0	0	0
			TOTAL SANITATION FUND 33 PROJECTS	**$4,580,708**	**$4,580,708**	**$210,000**	**$0**	**$0**	**$0**	**$0**	**$0**

CAPITAL FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
I. CAPITAL OUTLAY (Approximately 27% by Formula)											
	050-3090-419	n.a.	**Capital Outlay (Capital Penny Sales Tax) (4/4/19)**	4,065,837	4,068,134	3,354,292	3,577,392	3,720,488	3,869,307	4,024,079	-
110	050-	n.a.	**Fire Apparatus Replacement (PSST) (4/4/19)**	0	0	57,289	310,493	310,493	310,493	310,493	-
	**SUBTOTAL CAPITAL OUTLAY			**4,065,837**	**4,068,134**	**3,411,581**	**3,887,885**	**4,030,981**	**4,179,800**	**4,334,572**	**0**
II. STREET MAINTENANCE (Approximately 25% by Formula)											
	050-9369-431	SC0622	**Alley Repair Program**	200,000	200,000	0	0	0	0	0	0
	050-9369-431	SC0639	**Alley Repair Program FYE19**	200,000	200,000	0	0	0	0	0	-
111	050-9369-431	SC	**Alley Repair Program FYE20**	0	0	200,000	0	0	0	0	-
111	050-9369-431	SC	**Alley Repair Program FYE21-24**	0	0	0	200,000	200,000	200,000	200,000	ongoing
			Asphalt Pavt Maint FYE 2014								
	050-9511-431	SC0559	48th Ave NW: Franklin Rd - Indian Hills Rd	126,478	126,478	0	0	0	0	0	-
			Asphalt Pavt Maint FYE 2015								-
	050-9511-431	SC0103	ODOT Roadway Resf Match 15	173,935	173,935	0	0	0	0	0	-
	050-9511-431	SC0104	Haddock: Peters-Crawford	300,000	300,000	0	0	0	0	0	-
			Asphalt Pavt Maint FYE 2016								
	050-9511-431	SC0581	36th Ave NE: Alameda Street to Robinson	305,000	305,000	0	0	0	0	0	-
	050-9511-431	SC0584	Comanche St: Jones Ave to Peters Ave	10,575	10,575	0	0	0	0	0	-
	050-9511-431	SC0585	Park Drive: Symmes St to Elm Ave	50,000	50,000	0	0	0	0	0	-
			Asphalt Pavt Maint FYE 2017								
	050-9511-431	SC0603	Whispering Hills North Addition Streets	314,540	314,540	0	0	0	0	0	-
			Asphalt Pavt Maint FYE2018								
	050-9511-431	SC0601	60th NW: Robinson-Tecumseh	285,400	285,400	0	0	0	0	0	-
	050-9511-431	SC0602	Rock Creek:48thNW to 72nd NW	282,814	282,814	0	0	0	0	0	-
	050-9511-431	SC0623	Rural Rd Impr Data/Test18	3,751	3,751	0	0	0	0	0	-
			Asphalt Pavt Maint FYE2019								
	050-9511-431	SC0640	Oaktree Apt Addition	255,051	255,051	0	0	0	0	0	-
	050-9511-431	SC0641	Fountain Gate Addition	73,839	73,839	0	0	0	0	0	-
	050-9511-431	SC0642	Hampton Court	16,936	16,936	0	0	0	0	0	-
	050-9511-431	SC0643	Hawthorne Place Addition	161,821	161,821	0	0	0	0	0	-
	050-9511-431	SC0644	Brookhaven Addition	198,569	198,569	0	0	0	0	0	-
	050-9511-431	SC0645	Robinson Street 3294-3650	45,809	45,809	0	0	0	0	0	-
	050-9511-431	SC0646	Berkeley Addition	69,352	69,352	0	0	0	0	0	-
	050-9511-431	SC0647	Infrastructure Data Collection/Testing	12,500	12,500	0	0	0	0	0	-
112-113			**Asphalt Pavt Maint FYE2020**								
		SC	Tecumseh: 12th to 60th NE	0	0	591,216	0	0	0	0	-
		SC	Franklin: 24th NE to 36th NE	0	0	129,571	0	0	0	0	-
		SC	Rock Creek; Bruckner Dr to 24th NE	0	0	103,090	0	0	0	0	-
		SC	Infrastructure Data Collection/Testing	0	0	12,500	0	0	0	0	-
112-113	050-9511-431	SC	**Asphalt Pavt Maint FYE 2021-2024**	0	0	0	833,877	833,877	833,877	833,877	ongoing
			Asphalt Paver Patch FYE 2017								
	050-9692-431	SC0605	Whispering Hills South Addition Streets	197,046	197,046	0	0	0	0	0	-
	050-9692-431	SC0606	24th Ave SE: Highway 77 to New pavement	1,372	1,372	0	0	0	0	0	-
			Asphalt Paver Patch FYE 2018								
	050-9692-431	SC0624	60th SE: Hwy9-Cedar Lane	148,250	148,250	0	0	0	0	0	-
	050-9692-431	SC0625	Indian Hills: 12th NE-24th NE	37,340	37,340	0	0	0	0	0	-
	050-9692-431	SC0626	Asphalt Paver Data/Test18	12,500	12,500	0	0	0	0	0	-
			Asphalt Paver Patch FYE 2019								
	050-9692-431	SC0648	East Interstate Dr: Main to Robinson	258,500	258,500	0	0	0	0	0	-
	050-9692-431	SC0649	Infrastructure Data Collection/Testing	12,500	12,500	0	0	0	0	0	-
114-115			**Asphalt Paver Patch FYE 2020**								
		SC	East Interstate Dr: Main to Robinson	0	0	100,000	0	0	0	0	-
		SC	Indian Hills Rd: 72nd Ave NE to 84th Ave NE	0	0	161,000	0	0	0	0	-
		SC	Infrastructure Data Collection/Testing	0	0	10,000	0	0	0	0	-
114-115	050-9692-431	**SC**	**Asphalt Paver Patch FYE 2021-2024**	0	0	0	271,000	271,000	271,000	271,000	ongoing
			Concrete Pavement Maintenance FYE 2014								
	050-9718-431	SC0565	Morningside Dr: Alameda St - Schulze Dr	160,000	160,000	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2015								-
	050-9718-431	SC0111	Peters & Eufaula Intersection	88,000	88,000	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2016								
	050-9718-431	SC0589	Peters Ave & Coimanche Street Intersection	25,000	25,000	0	0	0	0	0	-
	050-9718-431	SC0590	Peters Ave & Eufaula Street Intersection	100,000	100,000	0	0	0	0	0	-
	050-9718-431	SC0591	Reed Avenue/Schulze Drive	163,000	163,000	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2017								
	050-9718-431	SC0608	Morningside Dr: Schulze Dr to Alameda St	61,600	61,600	0	0	0	0	0	0
	050-9718-431	SC0609	Reed Ave: Schulze to Sherwood Dr	81,000	81,000	0	0	0	0	0	0
	050-9718-431	SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	145,400	145,400		0	0	0	0	0
			Concrete Pavement Maintenance FYE 2018								
	050-9718-431	SC0627	Stubbeman at Norman Horth High School	150,000	150,000	0	0	0	0	0	-
	050-9718-431	SC0628	University/Hughbert Intersection	138,000	138,000	0	0	0	0	0	-
	050-9718-431	SC0629	Concrete Pavement Data/Test/18	12,500	12,500	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2019								
	050-9718-431	SC0650	Brooks: Pickard to Flood	93,720	93,720	0	0	0	0	0	-
	050-9718-431	SC0651	Woodslawn Industrial Tract	166,938	166,938	0	0	0	0	0	-
	050-9718-431	SC0652	Pickard: Timberdell to Whispering Pines Dr	27,342	27,342	0	0	0	0	0	-
	050-9718-431	SC0653	Infrastructure Data Collection/Testing	12,500	12,500	0	0	0	0	0	-
116-117			**Concrete Pavement Maintenance FYE 2020**								
		SC	Iowa St: Merkle St to Sherry Ave	0	0	28,000	0	0	0	0	-
		SC	Brooks St: Jenkins Ave to Classen	0	0	35,000	0	0	0	0	-
		SC	Jenkins Ave: 768 Jenkins Ave	0	0	11,500	0	0	0	0	-
		SC	917 24th Ave SW: curb alignment	0	0	16,000	0	0	0	0	-
		SC	Lindsey St: 12th SE to Creekside	0	0	95,000	0	0	0	0	-
		SC	Rock Creek: Flood to Stubbeman	0	0	105,000	0	0	0	0	-
		SC	Infrastructure Data Collection/Testing	0	0	10,000	0	0	0	0	-
116-117	050-9718-431	SC	**Concrete Pavement Maintenance FYE 2021-2024**	0	0	0	300,500	300,500	300,500	300,500	ongoing
	050-9051-431	SC0630	**Concrete Valley Gutter Project FYE 2018**	74,800	74,800	0	0	0	0	0	-
	050-9051-431	SC0654	**Concrete Valley Gutter Project FYE 2019**	75,000	75,000	0	0	0	0	0	ongoing
118			**Concrete Valley Gutter Project FYE 2020-24**	0	0	75,000	75,000	75,000	75,000	75,000	ongoing
	050-9686-431	SC0612	**Crack Seal FY17**								-
	050-9686-431	SC0638	**Crack Seal FY18**	184,813	184,813	0	0	0	0	0	-
	050-9686-431	SC0655	**Crack Seal FY19**	225,000	225,000	0	0	0	0	0	ongoing
119		SC	**Crack Seal FY20**	0	0	225,000	0	0	0	0	-
119		SC	**Crack Seal FY21-24**	0	0	0	225,000	225,000	225,000	225,000	ongoing
			Rural Roads Improvements FYE 2012								
	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	29,367	29,367	0	0	0	0	0	-
			Rural Roads Improvts FYE 2015								
	050-9696-431	SC0578	Rural Chip Seal FYE15	44,406	44,406	0	0	0	0	0	-

CAPITAL FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
			Rural Road Imprvts FYE 2017								
	050-9696-431	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE	298,914	298,914	0	0	0	0	0	-
			Rural Road Imprvts FYE 2018								
	050-9696-431	SC0633	96th SE: Post Oak-Etowah	129,166	129,166	0	0	0	0	0	-
	050-9696-431	SC0634	Cedar Ln: 48th SE-60th SE	129,166	129,166	0	0	0	0	0	-
	050-9696-431	SC0635	Piost Oak Rd: 72nd SE-84th SE	129,168	129,168	0	0	0	0	0	-
	050-9696-431	SC0636	Rural Road Improvement Data/Text18	12,500	12,500	0	0	0	0	0	-
			Rural Road Imprvts FYE 2019								
	050-9696-431	SC0656	Franklin Rd: 24th NW to 1800 Franklin Rd	29,808	29,808	0	0	0	0	0	-
	050-9696-431	SC0657	Franklin Rd: 1400 W Franklin to 12th Ave NE	357,692	357,692	0	0	0	0	0	-
	050-9696-431	SC0658	Infrastructure Data Collection/Testing	12,500	12,500	0	0	0	0	0	-
120-121			**Rural Road Improvts FYE 2020**								
		SC	180th See: Hwy 9 to Imhoff Rd (match County)	0	0	190,055	0	0	0	0	-
		SC	Chip Seal Locatios (done by County)	0	0	36,540	0	0	0	0	-
			Imhoff Rd: 132nd SE to 144th SE	0	0	163,405	0	0	0	0	-
		SC	Infrastructure Data Collection/Testing	0	0	10,000	0	0	0	0	-
120-121	050-9696-431	SC	**Rural Roads Imprvts FYE 2021-2024**	0	0		400,000	400,000	400,000	400,000	ongoing
			Subtotal Street Maintenance Projects	**6,911,178**	**6,911,178**	**2,307,877**	**2,305,377**	**2,305,377**	**2,305,377**	**2,305,377**	**0**
III. MAINTENANCE OF EXISTING FACILITIES 5%											
	050-9677-419		**MAINTENANCE OF EXISTING FACILITIES**								
		EF0164	12th Rec Gym Floor Replacement	400	400	0	0	0	0	0	-
		EF0211	Building A Engineer Office Remodel #	20	20	0	0	0	0	0	-
		EF0185	Building C Hallway Door Project	2,670	2,670	0	0	0	0	0	-
		EF0225	Building C Restroom Renov and ADA Compliance	50,000	50,000	0	0	0	0	0	-
		EF0179	Datacenter Return Air System (2/12/19 CC action)	0	0	0	0	0	0	0	-
		EF0213	Fire - Repair Trench Prop	45,000	45,000	0	0	0	0	0	-
		EF0194	Fire Administration Office Security	7,000	7,000	0	0	0	0	0	-
		EF0180	Fire Administration Remodel	38,039	38,039	0	0	0	0	0	-
		EF0150	Fire Station #6 - Restoration & Repairs	2,038	2,038	0	0	0	0	0	-
		EF0134	Fire Station 1 Repair	8,500	8,500	0	0	0	0	0	-
		EF0006	Fire Station 4	700	700	0	0	0	0	0	-
		EF0226	Fire Station 4 - Rehabilitation	22,800	22,800	0	0	0	0	0	-
		EF0214	Fire Station 7 Remodel	14,378	14,378	0	0	0	0	0	-
		EF0215	Fire Stations Overhead Door Replacements	8,656	8,656	0	0	0	0	0	-
		EF0184	Firehouse Art gutter replacement	2,069	2,069	0	0	0	0	0	-
		EF0216	Fleet Shop Office/Platform	42,686	42,686	0	0	0	0	0	-
closed		EF0165	Fleet Window Replacement	1,500	1,500	0	0	0	0	0	-
		EF0169	Painting Municipal Complex	100,000	100,000	50,000	50,000	50,000	50,000	50,000	ongoing
		EF0187	Park Electrical Services Maintenance	5,000	5,000	5,000	5,000	5,000	5,000	5,000	ongong
		EF0192	Park Maintenance Office Rewire	4,477	4,477	0	0	0	0	0	-
		EF0012	Park Parking Lots & Sidewalks Maintenance	40,000	40,000	40,000	40,000	40,000	40,000	40,000	ongong
		EF0062	Playground component replacement	12,097	12,097	15,000	15,000	15,000	15,000	15,000	ongong
		EF0197	Park Shelter,Restroom & Structure Maintenance	10,000	10,000	20,000	20,000	20,000	20,000	20,000	ongoing
		EF0124	Park Sign & Fence Maintenance	36,849	36,849	25,000	25,000	25,000	25,000	25,000	ongong
		EF0218	Police - Animal Welfare Kennel Improvements	3,928	3,928	0	0	0	0	0	-
		EF0217	Police - Animal Welfare Kennel Shade	10,000	10,000	0	0	0	0	0	-
		EF0220	Police - Animal Welfare Kennel Trailer Carport	5,000	5,000	0	0	0	0	0	-
		EF0227	Police - Building B	22,500	22,500	0	0	0	0	0	
		EF0228	Police Headquarters 3 Room Renovation	12,750	12,750	0	0	0	0	0	-
		EF0223	Police - NIC - Exterior Doors	5,583	5,583	0	0	0	0	0	-
		EF0224	Police - Security NIC - Gate & Lighting	63,628	63,628	0	0	0	0	0	-
		EF0173	Recreation Center Interior Renovations	2,640	2,640	0	0	0	0	0	-
		EF0193	Sooner Theater Sign and Marquee Repairs	2,412	2,412	0	0	0	0	0	-
		EF0017	Sports Field Relighting	7,201	7,201	10,000	10,000	10,000	10,000	10,000	ongong
		EF0110	Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	-
		EF0222	Whittier & Irving Exterior Paint & Door Replacement	35,227	35,227	0	0	0	0	0	-
		EF0020	zMaintenance of Existing Facilities Contingency #	0	0	20,000	20,000	20,000	20,000	20,000	ongong
	**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			**627,398**	**627,398**	**185,000**	**185,000**	**185,000**	**185,000**	**185,000**	**0**
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO											
			TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING								
	050-9076-431	TR0051	12th Ave NE and High Meadows Dr	525,853	525,853	0	0	0	0	0	-
122	050-	TR	12th NW: Rock Creek to Tecumseh	0	0	0	630,000	0	1,266,400	0	-
123	050-9076-431	TR0061	12th SE & Triad Village Signal	61,252	61,252	10,000	0	0	0	0	-
	050-9079-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal	487,765	487,765	0	0	0	0	0	-
124	050-9079-431	TR0102	36th Ave NW & Crail Dr Signal	28,252	28,252	0	240,000	0	0	0	-
	050-9079-431	TR0050	36th Ave NW & Havenbrook Signal	2,522	2,522	0	0	0	0	0	-
125	050-9079-431	TR0108	36th Ave NW & Tecumseh Road	33,712	33,712	100,000	0	0	0	0	-
	050-9076-431	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	21,885	21,885	0	0	0	0	0	-
	050-9076-431	TR0079	Alameda/Findlay Signal	935	935	0	0	0	0	0	-
	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	29,310	0	0	0	0	0	-
	050-9076-431	TR0091	Boyd and University Boulevard New Signal	47,554	47,554	0	0	0	0	0	-
	050-9712-431	TR0093	Boyd Street Sidewalk Improvements	3,132	3,132	0	0	0	0	0	-
	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	9,002	0	0	0	0	0	-
	050-9552-431	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	277,500	277,500	0	0	0	0	0	-
	050-9076-431	TR0057	Classen Blvd Signals	300,000	300,000	0	0	0	0	0	-
126	050-9712-431	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	4,094	4,094	58,000	0	0	0	0	-
	050-9381-431	TR0105	CNG Compressor Storage Upgrade	15,371	15,371	0	0	0	0	0	-
	050-9688-431	TR0111	Constitution Street Multi-Modal Path Extension	228,255	228,255	0	0	0	0	0	-
127	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	60,810	60,810	80,000	0	0	0	0	-
128	050-9688-431	TR0112	Flood Avenue Multi-Modal Path	122,681	122,681	150,000	0	0	0	0	-
129	050-9712-431	TR0113	Flood Sidewalk: Gray-Acres	7,231	7,231	62,500	0	0	0	0	-
	050-9352-431	TR0042	Hwy 9/Little River Bridge	1,605	1,605	0	0	0	0	0	-
	050-9552-431	TC0039	Jenkins & Bratcher-Minor Intersection Realignment	50,000	50,000	0	0	0	0	0	-
	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension (match)	369,679	369,679	0	0	0	0	0	-
	050-9584-431	TC0045	Lindsey St. Interchange Aesthetic	21,764	21,764	0	0	0	0	0	-
	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	301,409	301,409	0	0	0	0	0	-
130	050-9712-431	TR0115	McGee Drive Sidewalk: SH9-Lindsey	30,000	30,000	64,000	0	0	0	0	-
131	050-9535-431	TR0068	ODOT Audit Adjustments	121,915	121,915	100,000	100,000	100,000	100,000	100,000	ongoing
	050-9511-431	TR0055	Pavement Overlays Citywide	194,771	194,771	0	0	0	0	0	-
	050-9079-431	TR0097	Porter & Acres Inters & Signal (PayGo)	102,525	102,525	0	0	0	0	0	-
	050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	-
	050-9161-431	TR0066	Railroad Quiet Zone	915,535	915,535	0	0	0	0	0	-
	050-9552-431	TR0104	Robinson Street West of I-35 (match for Fund 57)	685,831	685,831	0	0	0	0	0	-
	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	13,901	13,901	0	0	0	0	0	-
132	050-9079-431	TR0059	Rock Creek: 12th NW & Trailwoods Signal	457,672	457,672	700,000	0	0	0	0	-
133	050-9552-431	TR0094	Rock Creek: Grandview to 36th NW Widening	159,372	159,372	497,000	0	0	0	0	-
	050-9082-431	TR0081	Safe Routes to School - Kennedy (match)	13,322	13,222	0	0	0	0	0	-

CAPITAL FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	050-9387-419	**SR0102**	**Site #11 RckCrk/168NE/180NE**	**18,572**	**18,572**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9387-419	**SR0103**	**Site #17 Imhoff Channel**	**124,063**	**124,063**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9387-419	**SR0104**	**Site #28 72ndNE/Tecumseh**	**86,997**	**86,997**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9387-419	**SR0100**	**Site #7 RckCrk/156NE/168NE**	**27,975**	**27,975**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9387-419	**SR0101**	**Site #9 Post Oak/108E/120E**	**20,650**	**20,650**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9387-419	**SR0110**	**Franklin: 26th E-48th E**	**3,414**	**3,414**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9688-431	TR0073	State HWY9 Multi-modal Path Phase 1 (match)	223,974	223,974	0	0	0	0	0	-
	050-9688-431	TR0107	SH 9 Multi-Modal Path Phase 2 (match)	255,000	255,000	0	0	0	0	0	-
	050-9688-431	TR0116	State Highway 9 Multi Modal Path Ph 3 (match)	352,423	352,423	0	0	0	0	0	-
	050-9350-431	TR0120	Technology Place street extension	550,000	550,000	0	0	0	0	0	-
	050-9076-431	TR0101	US 77 (Classen) & Post Oak Signal	75,000	75,000	0	0	0	0	0	-
	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	67,484	0	0	0	0	0	-
	050-9611-431	TC0041	Wayfinding Signage #	635	635	0	0	0	0	0	-
			Subtotal Transp w/ Fed'l Funds	**7,597,142**	**7,597,042**	**1,821,500**	**970,000**	**100,000**	**1,366,400**	**100,000**	**0**
			TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING								
134	050-9206-431	TC0038	ADA Sidewalk Compliance Audit and Repair	408,260	408,260	100,000	100,000	100,000	100,000	100,000	ongoing
135	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	522,128	522,128	100,000	100,000	100,000	100,000	100,000	ongoing
	050-9052-431	TC0263	Citywide Sidewalk Reconstruction FYE 2015	2,688	2,688	0	0	0	0	0	-
	050-9052-431	TC0268	Citywide Sidewalk Reconstruction FYE 2017	4,898	4,898	0	0	0	0	0	-
	050-9052-431	TC0271	Citywide Sidewalk Reconstruction FYE 2018	57,668	57,668	0	0	0	0	0	-
136	050-9052-431	TC0273	Citywide Sidewalk Reconstruction FYE 2019-2024	49,559	49,559	50,000	50,000	50,000	50,000	50,000	ongoing
137	050-9373-451	CD0001	Community/Neighborhood Improvements	0	0	100,000	100,000	100,000	100,000	100,000	ongoing
	050-9716-431	TC0269	Downtown Area Sidewalks & Curbs FYE17	4,411	4,411	0	0	0	0	0	-
	050-9716-431	TC0272	Downtown Area Sidewalks & Curbs FYE18	2,751	2,751	0	0	0	0	0	ongoing
138	050-9716-431	TC0274	Downtown Area Sidewalks & Curbs FYE19-2024	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
	050-9069-431	TC0157	Downtown/Campus Parking Study	3,990	3,990	0	0	0	0	0	-
	050-9370-431	SC0620	Driveway Repair Program FYE 2017	841	841	0	0	0	0	0	-
	050-9370-431	SC0637	Driveway Repair Program FYE 2018	1,192	1,192	0	0	0	0	0	-
139	050-9370-431	SC0659	Driveway Repair Program FYE 2019-2023	10,000	10,000	10,000	10,000	10,000	10,000	10,000	ongoing
140	050-9320-431	TC	EDC Manual Update, Phases 2 & 3	0	0	100,000	175,000	0	0	0	-
	050-9611-431	TR0114	Lindsey Street/SH9 Wayfinding	240,000	240,000	0	0	0	0	0	-
	050-	TC0249	School Gap Sidewalks (Boyd/24SW; Imhoff/Walnut-Pickard)	206,408	206,408	0	0	0	0	0	-
141	050-9316-431	TC0238	Sidewalk Accessibility	39,095	39,095	30,000	30,000	30,000	30,000	30,000	ongoing
	050-9179-431	TC0275	Sidewalk Acres: Flood to Porter, north side (const.)	275,000	275,000	0	0	0	0	0	-
142	050-9407-431	TC0155	Sidewalk Horizontal Saw Cut Program	40,000	40,000	40,000	40,000	40,000	40,000	40,000	ongoing
143	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	206,408	206,408	80,000	80,000	80,000	80,000	80,000	ongoing
	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	45,640	45,640	0	0	0	0	0	-
	050-9712-431	TC0252	Sidewalk: Porter: Acres-Johnson	50,000	50,000	0	0	0	0	0	-
144	050-9179-431	TC0262	Sidewalks & Trails - New	199,075	199,075	120,000	120,000	120,000	120,000	120,000	ongoing
145	050-9406-431	TC0270	Street Striping	350,000	350,000	100,000	100,000	100,000	100,000	100,000	ongoing
146	050-9073-431	TC0230	Traffic Calming	23,443	23,443	50,000	50,000	50,000	50,000	50,000	ongoing
			Subtotal Transp City Funds Only	2,793,455	2,793,455	930,000	1,005,000	830,000	830,000	830,000	0
			BUILDINGS AND GROUNDS								
	050-	BG0247	201 W Gray Admin Building Carpet Replacement	110,000	110,000	0	0	0	0	0	-
147	050-9644-419	BG0067	201 W Gray Admin Building Generator	0	0	165,000	0	0	0	0	-
148	050-	BG	201 W Gray Bldg A Generator	0	0	121,000	0	0	0	0	-
149	050-9365-419	BG0072	710 Asp Avenue Parking Project	203,607	203,607	1,005,000	0	0	0	0	-
	050-9556-419	BG0047	Access Control System Consolidation/Migrations	1,945	1,945	0	0	0	0	0	-
	050-9540-419	EF1004	Building Maintenance - Lighting	95,626	95,626	0	0	0	0	0	-
150	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	83,920	83,920	50,000	50,000	50,000	50,000	50,000	ongoing
	050-9540-419	EF1002	Building Maintenance - Roofs	88,737	88,737	0	0	0	0	0	-
	050-9365-419	BG0248	City Clerk's Office Remodel	150,000	150,000	0	0	0	0	0	-
	050-9529-419	BG0073	City Data Back Up Expansion	150,000	150,000	0	0	0	0	0	-
	050-9265-419	BG0068	City Data Center Air Conditioning Replacement	220,653	220,653	0	0	0	0	0	-
	050-9365-419	BG0056	City Datacenter Storage	444,199	444,199	0	0	0	0	0	-
	050-9556-419	BG0060	City Fiber Infrastructure Repair & Expansion	156,989	156,989	0	0	0	0	0	-
	050-9556-419	BG0063	City Website Design and Mobile App	275,000	275,000	0	0	0	0	0	-
	050-9388-431	BG0164	Comprehensive Land Use Plan Update	48,016	48,016	0	0	0	0	0	-
	050-9365-419	BG0071	Core Network Switches Replace	269,849	269,849	0	0	0	0	0	-
	050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade	4,872	4,872	0	0	0	0	0	-
	050-9534-431	WS0002	Debris Management Plan	40,000	40,000	0	0	0	0	0	-
	050-9365-419	BG0041	Demolition of 1 West Gray	14,563	14,563	0	0	0	0	0	-
	050-9529-419	**BG0070**	**ERP Replacement Project (2017 Loan)**	**5,323,298**	**5,323,298**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9377-419	**FT0003**	**Fire Station 9 Eastside (PSST)**	**2,606**	**2,606**	**0**	**0**	**0**	**0**	**0**	**-**
151	**050-**	**BG0064**	**Fire Apparatus Storage Facilitly (PSST)**	**0**	**0**	**750,000**	**800,000**	**750,000**	**750,000**	**775,000**	**1,700,000**
	050-9556-419	BG0058	Fire Suppression for Data Centers	6,294	6,294	0	0	0	0	0	-
	050-9075-431	BG0249	Fleet/Line Maintenance North Base Lighting Project (share)	9,800	9,800	0	0	0	0	0	-
152	050-9533-419	BG0074	GIS Mapping Update	145,000	145,000	0	145,000	0	145,000	0	-
153	050-9175-452	PR0040	Greenbelt Acquisition	0	0	50,000	50,000	50,000	50,000	50,000	ongoing
	050-9644-419	BG0075	Municipal Complex Reno/Expansion (PayGo)	215,000	215,000	0	0	0	0	0	-
154	**050-9644-419**	**BP**	**Municipal Complex Reno/Expansion (2008 GOB)**	**0**	**0**	**9,488,743**	**0**	**0**	**0**	**0**	**-**
	050-9388-431	BG0165	North Base Feasibility Study	80,000	80,000	0	0	0	0	0	-
	050-9075-431	BG0249	North Base Lighting Project	9,800	9,800	0	0	0	0	0	-
	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	16,871	16,871	0	0	0	0	0	-
155	050-9365-419	BG0069	Security System Replacement & Expansion	314,961	314,961	300,000	300,000	0	0	0	-
156	050-9644-419	BG0046	Signage Replacement Municipal Complex	0	0	0	100,000	100,000	0	0	-
157	050-	BG	Street Division North Base Facility	0	0	500,000	0	0	0	0	-
			Subtotal Buildings and Grounds	**8,481,606**	**8,481,606**	**12,429,743**	**1,445,000**	**950,000**	**995,000**	**875,000**	**1,700,000**
			PARKS AND RECREATION								
	050-9050-452	PR0140	Andrews Park Reforestation	5,291	5,291	0	0	0	0	0	-
	050-9639-452	PR0147	Griffin Drainage Improvements	12,887	12,887	0	0	0	0	0	-
	050-9639-452	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	71,214	71,214	0	0	0	0	0	-
	050-9218-452	PR0151	Park Mstr Pln: Eastwood Park	37,427	37,427	0	0	0	0	0	-
	050-9218-452	PR0153	Park Mstr Pln: NE Lions Park	191,638	191,638	0	0	0	0	0	-
158	050-9973-452	PR0013	Park Site Amenities and Furnishings	20,000	20,000	28,000	28,000	28,000	28,000	28,000	ongoing
	050-9674-452	PC0003	Saxon Community Park Design & Improvements	85,888	85,888	0	0	0	0	0	-
	050-9814-451	PR0187	Sooner Theater Seat Replacement & Interiors (match)	29,704	29,704	0	0	0	0	0	-
	050-9737-452	PR0055	Southlake Park Improvements	139,938	139,938	0	0	0	0	0	-
	050-9985-452	PR0124	Trails - Hall Park Greenbelt	2,325	2,325	0	0	0	0	0	-
159	050-9966-452	PR0212	Tree Program - Matching Funds	16,066	16,066	10,000	10,000	10,000	10,000	10,000	ongoing
	050-9364-451	PR0170	Westwood Tennis IT Fiber Network Connection	14,000	14,000	0	0	0	0	0	-
			Subtotal Parks & Recreation	**626,378**	**626,378**	**38,000**	**38,000**	**38,000**	**38,000**	**38,000**	**0**
			STORMWATER DRAINAGE AND STORM SEWER SYSTEMS								
	050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	120,000	0	0	0	0	0	-
	050-9352-431	TR0119	Bridge Replacement Main Street - Storm Water	193,209	193,209	0	0	0	0	0	-
	050-9968-431	DR0063	Creston Way and Schulze Drive Storm Sewer	247,636	247,636	0	0	0	0	0	-
160-161	050-9967-431	DR0019	Drainage Miscellaneous Annual Projects	214,135	214,135	45,000	45,000	45,000	45,000	45,000	ongoing
	050-9968-431	DR0057	Drainage Projects FYE10-19	1,082,933	1,082,933	0	0	0	0	0	-
162-163	050-9968-431	DR	Drainage Projects FYE20-24	0	0	285,000	285,000	285,000	285,000	285,000	ongoing

CAPITAL FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
			Force Account Drainage Materials FYE 2011								
	050-9906-451	SC0509	Sandpiper Lane	5,276	5,276	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2012								
	050-9906-451	SC0533	Vicksburg Channel Liner Repair	85,000	85,000	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2014								
	050-9906-451	SC0570	Merkle Crk: Iowa St North to Westwood Golf Course	964	964	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2015								-
	050-9906-451	SC0575	Summit Lakes Park Storm Sewer	39,895	39,895	0	0	0	0	0	
			Force Account Drainage Materials FYE 2016								
	050-9906-451	SC0594	Acres St and Lahoma Ave Drainage Improvements	40,000	40,000	0	0	0	0	0	-
	050-9906-451	SC0595	Guardrail Improvements	65,340	65,340	0	0	0	0	0	-
	050-9906-451	SC0596	Pedestrian Hand/Safe Rail Improvements	19,714	19,714	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2017								
	050-9906-451	SC0613	Merkel Creek: Reestablish natural vegetative liner	79,198	79,198	0	0	0	0	0	-
	050-9906-451	SC0614	Lochwood & Devonshire: Drainage Improvements	25,000	25,000	0	0	0	0	0	-
	050-9906-451	SC0615	Shelby Ct: Drainage Improvements	30,000	30,000	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2018								-
	050-9906-451	SC0631	Leaning Elm Storm Sewer Study	70,000	70,000	0	0	0	0	0	-
	050-9906-451	SC0632	Merkle Creek at Crestmont	65,000	65,000	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2019								
	050-9906-451	SC0660	Cove Hollow Court flume	135,000	135,000	0	0	0	0	0	-
164-165	050-9906-451	**SC**	**Force Account Drainage Materials FYE 2020-2024**			135,000	135,000	135,000	135,000	135,000	ongoing
	050-9530-431	DR0062	Imhoff Creek Stabilization Study	56,999	56,999	0	0	0	0	0	-
	050-9666-431	DR0065	Misty Lake Dam Repair	40,000	40,000	0	0	0	0	0	-
	050-9528-431	DR0020	Vineyard Detention Drainage	14,498	14,498	0	0	0	0	0	-
166	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL Compliance	784,756	784,756	300,000	300,000	300,000	300,000	300,000	ongoing
	050-9717-431	DR0066	W Main Drainage Structure/S Bridge	325,000	325,000	0	0	0	0	0	-
	050-9968-431	DR0015	Tecumseh/36th NW - channel	39,766	39,766	0	0	0	0	0	-
			Subtotal Drainage	**3,779,319**	**3,779,319**	**765,000**	**765,000**	**765,000**	**765,000**	**765,000**	**0**
	**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)			**23,277,900**	**23,277,800**	**15,984,243**	**4,223,000**	**2,683,000**	**3,994,400**	**2,608,000**	**1,700,000**
V. TRANSFERS											
na	050-5090-491		Transfer to GF St Maint Drainage Labor # (4/4/19)	285,229	285,229	70,000	73,500	77,175	81,034	85,085	-
na	050-5090-491		Services and Maintenance # (4/4/19)	16,699	25,099	16,699	16,866	17,035	17,205	17,377	-
na	050-5090-491		Transfer To Westwood Golf # (4/4/19)	111,480	111,480	18,000	61,500	61,500	61,500	61,500	-
	**SUBTOTAL TRANSFERS		Subtotal Transfers for Projects	**413,408**	**421,808**	**104,699**	**151,866**	**155,710**	**159,739**	**163,962**	**0**
VI. SALARIES AND BENEFITS											
na	050-		Salary and Benefits # (4/4/19)	1,224,084	1,224,084	1,235,582	1,297,361	1,362,229	1,430,341	1,501,858	-
	**SUBTOTAL SALARIES AND BENEFITS			1,224,084	1,224,084	1,235,582	1,297,361	1,362,229	1,430,341	1,501,858	0
VII. BOND PROJECTS (March 29, 2005 Referendum)											
			Proposition 1								
na			**Proposition 1 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**-**
na	050-9161-431	BP0357	Railroad Quite Zone (PayGo)	131,941	131,941	0	0	0	0	0	-
na	**050-9161-431**	**BP0357**	**Railroad Quiet Zone (Bond)**	**113,008**	**113,008**	**0**	**0**	**0**	**0**	**0**	
closed	**050-9065-431**	**BP0226**	**Duffy RR Crossing and Realignment (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**-**
closed	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo)	0	0	0	0	0	0	0	-
			SUBTOTAL GOB COSTS PROP. 1	**113,008**	**113,008**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptu	SUBTOTAL PAYGO COSTS PROP. 1	131,941	131,941	0	0	0	0	0	0
			Proposition 2								
			Proposition 2 Issuance Cost (GOB)	**0**							**-**
	050-9677-419	**BP0356**	**Fire Admin Remodel (Bond) (Prop 4)**	**140**	**0**	**0**	**0**	**0**	**0**	**0**	
	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	6,150	6,150	0	0	0	0	0	-
closed	**050-9552-431**	**BP0235**	**Lindsey: Jenkins to Classen Widening (GOB)***	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**-**
closed	**050-9552-431**	**BP0044**	**Rock Creek:Porter to 12th NE Widening (GOB)***	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**-**
		incl 50/78	**SUBTOTAL GOB COSTS PROP. 2**	**140**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptu	SUBTOTAL PAYGO COSTS PROP. 2	6,150	6,150	0	0	0	0	0	0
			Subtotal 2005 GOB Bond Issuance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Fund 50	**113,148**	**113,008**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal PayGo Fund 50	138,091	138,091	0	0	0	0	0	0
VIII. BOND PROJECTS (March 2, 2010 Referendum)											
			Proposition 1								
			Proposition 1 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	-
			Urban Concrete Pavement 2015								
closed	**050-9393-431**	**BP0242**	**Main St: Park Dr-Berry Rd**	**45,028**	**45,028**	**0**	**0**	**0**	**0**	**0**	**-**
closed	**050-9385-431**	**BP0239**	**Road Reconstruction 2014**	**30,493**	**30,493**	**0**	**0**	**0**	**0**	**0**	**-**
closed	**050-9385-431**	**BP0245**	**Road Reconstruction 2015 (Dakota: Berry to Univ)**	**3,258**	**3,258**	**0**	**0**	**0**	**0**	**0**	**-**
			Proposition 2								
			Proposition 1 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	-
	050-9386-419	**BP0313**	**Outdoor Warning**	**165**	**165**	**0**	**0**	**0**	**0**	**0**	**-**
			Subtotal 2010 GOB Bond Issuance Costs	0	0	0	0	0	0	0	0
			Subtotal 2010 GOB Fund 50	**78,944**	**78,944**	**0**	**0**	**0**	**0**	**0**	**0**
IX. BOND PROJECTS (October 2012 Referendum)											
			Proposition Issuance Cost (GOB)(rev 3-21-13)	0	0	0	0	0	0	0	-
	050-9552-431	TR0191	12th Ave SE/Hwy9-Cedar Ln (PAYGO)	218,375	218,375	0	0	0	0	0	-
	050-9552-431	**BP0191**	**12th Ave SW: Highway 9 to Cedar Lane Widening**	**52,874**	**52,874**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9552-431	**BP0192**	**24th East Widening from Lindsey to Robinson**	**4,113,578**	**4,113,578**	**0**	**0**	**0**	**0**	**0**	**-**
167	**050-9552-431**	**BP0197**	**36th Ave NW: Tecumseh to Indian Hills Rd Widening**	**3,989,324**	**3,989,344**	**2,000,000**	**911,402**	**0**	**0**	**0**	**-**
168	**050-9552-431**	**BP0190**	**Alameda Street Safety Project**	**400,103**	**400,103**	**0**	**745,608**	**0**	**0**	**0**	**-**
	050-9352-431	**BP0195**	**Bridge Replacement Franklin Rd 1/2 Mi W 12th NW**	**608,510**	**608,510**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9352-431	**BP0194**	**Bridge Replacement Main St Local Bridge No 016**	**365,865**	**365,865**	**0**	**0**	**0**	**0**	**0**	**-**
	050-9079-431	**BP0196**	**Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening**	**15,438**	**15,438**	**0**	**0**	**0**	**0**	**0**	-
	050-9552-431	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1 (PAYGO)	15,270	15,270	0	0	0	0	0	-
	050-9552-431	**BP0189**	**Lindsey: 24th SW to Berry Rd Widening**	**971,700**	**971,700**	**0**	**0**	**0**	**0**	**0**	-
			Subtotal 2012 GOB Bond Issuance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2012 GOB Fund 50	**10,517,392**	**10,517,412**	**2,000,000**	**1,657,010**	**0**	**0**	**0**	**0**
			Subtotal PAYGO	233,645	233,645	0	0	0	0	0	0

CAPITAL FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
X. BOND PROJECTS (April 5, 2016 Referendum)											
			Proposition 1 Issuance Cost (GOB)	160,000	160,000	0	0	0	0	0	-
169-170	050-9401-431		Urban Asphalt Pavement				1,458,388	0	0	0	-
		BP0358	Murphy: Lindsey - S 1300 block	7,665	7,665	0	0	0	0	0	-
		BP0359	Adkins Crossing Addition	19,054	19,054	0	0	0	0	0	-
		BP0360	Olde Brook Cr: Main St to end	12,150	12,150	0	0	0	0	0	-
		BP0361	Cambridge Addition	58,867	58,867	0	0	0	0	0	-
		BP0362	Springbrook Addition	56,528	56,528	0	0	0	0	0	-
		BP0363	Cambridge Place Addition	86,847	86,847	0	0	0	0	0	-
		BP0364	Parsons Addition	82,739	82,739	0	0	0	0	0	-
		BP0365	Tulls Addition	143,380	143,380	0	0	0	0	0	-
		BP0366	Norman Old Town	19,556	19,556	0	0	0	0	0	-
		BP0367	NATTC	23,694	23,694	0	0	0	0	0	-
		BP0368	Warwick Addition	69,664	69,664	0	0	0	0	0	-
	FYE18	BP0390	Saratoga: Victory-Galant	21,296	21,296	0	0	0	0	0	-
		BP0391	Norman Old Town Addition	299,159	299,159	0	0	0	0	0	-
		BP0392	Classen/Miller Urban Asphalt	71,530	71,530	0	0	0	0	0	-
		BP0393	Broad Acres Addition	189,578	189,578	0	0	0	0	0	-
		BP0394	Research Pk: Rock Creek-Stubbeman	100,883	100,883	0	0	0	0	0	-
		BP0395	Hall Park Addition	87,634	87,634	0	0	0	0	0	-
		BP0396	Pendleton: Rock Creek to South End	73,293	73,293	0	0	0	0	0	-
	FYE 19	BP0398	Springbrook Addition	146,261	146,261	0	0	0	0	0	-
		BP0399	Ross's Addition	78,351	78,351	0	0	0	0	0	-
		BP0400	Live Oak Drive: Walnut Road to End	125,141	125,141	0	0	0	0	0	-
		BP0401	Mayfair Drive: Bishopos Drive to Kent Street	128,492	128,492	0	0	0	0	0	-
		BP0402	Prairie Creek Addition	450,357	450,357	0	0	0	0	0	-
		BP0403	Larsh's University Addition	559,342	559,342	0	0	0	0	0	-
		BP0404	Howe's Addition	163,757	163,757	0	0	0	0	0	-
169-170	FYE 20	BP	Oakhurst Addition	0	0	56,569	0	0	0	0	-
		BP	Norman, Old Town	0	0	455,196	0	0	0	0	-
		BP	Eastridge Addition	0	0	324,554	0	0	0	0	-
		BP	Hall Park Addition	0	0	49,530	0	0	0	0	-
		BP	Hawthorne Place	0	0	15,435	0	0	0	0	-
		BP	Highland Village Addition	0	0	291,501	0	0	0	0	-
		BP	Crystal Springs Addition	0	0	187,210	0	0	0	0	-
		BP	Berkley Addition	0	0	230,528	0	0	0	0	-
171-172	050-9393-431		Urban Concrete Pavement				1,772,494	0	0	0	-
	FYE18	BP0380	Brookhaven Addition	337,436	337,436	0	0	0	0	0	-
		BP0381	Cambridge Addition	23,753	23,753	0	0	0	0	0	-
		BP0382	Arbor Lakes Addition	24,836	24,836	0	0	0	0	0	-
		BP0383	Cherry Creek Addition	52,800	52,800	0	0	0	0	0	-
		BP0384	Carlisle Cr: Woods-Woods	41,454	41,454	0	0	0	0	0	-
		BP0385	Castro St: Ponca-Classen	26,400	26,400	0	0	0	0	0	-
		BP0387	Woodslawn Addition	205,943	205,943	0	0	0	0	0	-
		BP0388	Westwood Addition	138,600	138,600	0	0	0	0	0	-
		BP0389	Oakwood Dr: McGee-Wylie	61,600	61,600	0	0	0	0	0	-
	FYE 19	BP0405	Beaumont Dr: Brandywine Ln to Biloxi Dr	210,000	210,000	0	0	0	0	0	-
		BP0406	Boyd St: 12th Ave SE to Shiloh Dr	241,200	241,200	0	0	0	0	0	-
		BP0407	Westerfield Manor Addition	534,000	534,000	0	0	0	0	0	-
		BP0408	Brookhaven Addition	57,600	57,600	0	0	0	0	0	-
		BP0409	Cherry Creek Dr: Main St to Stone Well Dr	42,767	42,767	0	0	0	0	0	-
		BP0410	Woodslawn Addition	591,600	591,600	0	0	0	0	0	-
		BP0411	Pleasant Grove: Buckingham Dr to Bridgeport Rd	42,000	42,000	0	0	0	0	0	-
		BP0415	East Interstate Drive: Main to Robinson	1,104,154	1,104,154	0	0	0	0	0	-
171-172	FYE 20	BP	Colonial Estates	0	0	575,484	0	0	0	0	-
		BP	Westfield Manor	0	0	101,556	0	0	0	0	-
		BP	Brookhaven Addition	0	0	25,839	0	0	0	0	-
		BP	Lakecrest Addition	0	0	127,704	0	0	0	0	-
		BP	Highland Meadows Addition	0	0	158,379	0	0	0	0	-
		BP	Woodcrest Estate	0	0	207,948	0	0	0	0	-
		BP	Queenston Heights	0	0	30,225	0	0	0	0	-
		BP	Hardie Rucker Addition	0	0	209,157	0	0	0	0	-
		BP	Woodslawn Addition	0	0	90,675	0	0	0	0	-
		BP	Norman Industrial Tract	0	0	206,739	0	0	0	0	-
173-174	050-9371-431		Rural Road Improvements				700,000	0	0	0	-
		BP0379	108h Ave NE: Franklin Rd to Stella Rd	53,978	53,978	0	0	0	0	0	-
		BP0397	108th NE: Franklin-Stella	595,440	595,440	0	0	0	0	0	-
	FYE 19	BP0412	Rock Creek Rd: 24th Ave NE to 60th Ave NE	750,000	750,000	0	0	0	0	0	-
173-174	FYE 20	BP	Porter Ave: Franklin/Indian Hills Rd	0	0	250,000	0	0	0	0	-
		BP	Robinson St: 24th Ave NE/36th Ave NE	0	0	250,000	0	0	0	0	-
175	050-9385-431		Road Reconstruction				1,103,052	0	0	0	-
	050-9385-431	BP0247	Road Reconstruction 2015 (Lahoma:Gray-Nebraska))	968,836	968,836	0	0	0	0	0	-
175	FYE 20	BP0414	McCall Dr: Chautauqua Ave/Pickard Ave	40,000	40,000	959,073	0				
	FYE 19	BP0413	Walnut Rd: 2700 Walnut Rd to Imhoff Rd	459,131	459,131	0	0	0	0	0	-
		BP0378	Lahoma Ave: Nebraska St to Hughbert Dr	1,081,772	1,081,772	0	0	0	0	0	-
			Subtotal 2016 GOB Bond Issuance Costs	160,000	160,000	0	0	0	0	0	0
			Subtotal 2016 GOB Project Expenses	10,760,518	10,760,518	4,803,302	5,033,934	0	0	0	0
			TOTAL 2016 BOND	$10,920,518	$10,920,518	$4,803,302	$5,033,934	$0	$0	$0	$0
XI. BOND PROJECTS (April 2, 2019 Referendum)											
			Bond Issuance Cost (GOB)	0	0	0	0	0	0	0	-
176		BP	36th SE - Cedar Lane to SH9 Widening and Reconstructi	0	0	772,512	25,751	25,751	600,751	325,751	1,268,980
177		BP	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.	0	0	44,246	764,246	394,246	3,049,898	0	-
178		BP	Porter Avenue and Acres Street Widening and Signal	0	0	3,257,782	0	0	0	0	-
179		BP	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.	0	0	0	0	0	0	962,774	2,991,160
180		BP	Jenkins Ave - Imhoff Road to Lindsey Street Widening &	0	0	2,188,620	7,371,060	0	0	0	-
181		BP	Porter Ave Streetscape	0	0	548,727	1,911,164	0	0	0	-
182		BP	James Garner Ave - Acres to Duffy St Roadway Improvt	0	0	599,473	325,509	4,004,986	0	0	-
183		BP	Constitution St - Jenkins Ave to Classen Blvd Reconst.	0	0	634,443	1,016,466	20,466	992,351	0	-
184		BP	36th Ave NW - Indian Hills Rd to City Limits Widening	0	0	0	474,130	994,994	315,294	755,303	-
185		BP	24th Ave NE - Rock Creek to Tecumseh Widening	0	0	0	0	1,024,991	453,064	533,064	1,662,468
186		BP	48th Ave NW Phase 1 - Robinson to Rock Creek Widenin	0	0	0	0	0	759,534	1,753,901	1,678,369
187		BP	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widenii	0	0	0	0	0	0	0	2,668,474
188		BP	Gray Street 2-way conversion	0	0	0	0	0	567,265	18,399	4,208,736
189		BP	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widenii	0	0	0	0	0	966,878	31,190	1,655,294
190		BP	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widenii	0	0	0	0	0	0	0	2,102,019
191		BP	Indian Hills Road - 48th Ave NW to I-35 Widening	0	0	0	0	0	0	0	8,664,767
192		BP	Indian Hills Road and I-35 Matching Funds	0	0	0	0	0	0	0	2,000,000
193		BP	Rock Creek Road - Queenston Ave to 24th Ave NE	0	0	0	0	0	0	0	2,203,253
194		BP	Traffic Management Center Study	0	0	300,000	22,000	22,000	22,000	22,000	-
			Subtotal 2019 GOB Bond Issuance Costs	0	0	0	0	0	0	0	0
			Subtotal 2019 GOB Project Expenses	0	0	8,345,803	11,910,326	6,487,434	7,727,035	4,402,382	31,103,520
			TOTAL 2019 BOND	$0	$0	$8,345,803	$11,910,326	$6,487,434	$7,727,035	$4,402,382	$31,103,520
			TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	$58,521,543	$58,532,020	$38,378,087	$30,651,759	$17,209,731	$19,981,692	$15,501,151	$32,803,520
			RESERVE FOR SENIOR CENTER	261,770	261,770	261,770	261,770	261,770	261,770	261,770	261,770
			RESERVE - NEW REVENUE CONTINGENCY	839,460	857,500	891,800	927,472	964,571	1,003,154	1,043,280	0

NORMAN FORWARD SALES TAX CAPITAL FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	I. Bond Funded										
198	**051-9050-452**	**NFB019**	**Andrews Park Improvements**	**1,300,000**	**1,300,000**	**200,000**	**0**	**0**	**0**	**0**	**0**
199	**051-**	**NFB**	**Canadian River Park Development**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,000,000**
	051-9507-455	**NFB016**	**Library-New Central Branch**	**18,239,359**	**18,239,359**	**0**	**0**	**0**	**0**	**0**	**0**
	051-9507-455	**NFB017**	**Library-New East Branch**	**729,340**	**729,340**	**0**	**0**	**0**	**0**	**0**	**0**
200	**051-9639-452**	**NFB001**	**Griffin Park Remodel**	**8,600,000**	**8,600,000**	**2,100,000**	**1,750,000**	**0**	**0**	**0**	**0**
201	**051-9546-452**	**NFB002**	**Indoor Aquatic Facility**	**5,000,000**	**5,000,000**	**9,000,000**	**0**	**0**	**0**	**0**	**0**
202	**051-9601-452**	**NFB003**	**Indoor Sports Facility**	**6,000,000**	**6,000,000**	**2,500,000**	**0**	**0**	**0**	**0**	**0**
203	**051-9403-431**	**NFB004**	**James Garner Blvd: Flood to Acres**	**1,224,119**	**1,224,119**	**1,362,000**	**0**	**0**	**0**	**0**	**0**
	051-9403-431	**NFB008**	**James Garner/Acres Intersection**	**1,448,084**	**1,448,084**	**0**	**0**	**0**	**0**	**0**	**0**
	051-9441-452	**NFB005**	**Community Sports Park Development**	**2,500,000**	**2,500,000**	**0**	**0**	**0**	**0**	**0**	**0**
204	**051-**	**NFB**	**New Senior Citizens Center**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**TBD**
205	**051-**	**NFB**	**North Base Roads**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,730,000**
206	**051-9205-452**	**NFB006**	**Reaves Park Remodel**	**3,000,000**	**3,000,000**	**6,730,860**	**0**	**0**	**0**	**0**	**0**
	051-9404-451	**NFB018**	**Westwood Swim Complex Replacemen**	**441,281**	**441,281**	**0**	**0**	**0**	**0**	**0**	**0**
	051-9364-451	**NFB007**	**Westwood Tennis Center Addition**	**1,509,925**	**1,509,925**	**0**	**0**	**0**	**0**	**0**	**0**
			SUBTOTAL BOND FUNDED	**$49,992,108**	**$49,992,108**	**$21,892,860**	**$1,750,000**	**$0**	**$0**	**$0**	**$4,730,000**
	II. Paygo Funded										
207	051-9830-452	NFP101	Neighborhood Park Improvements	509,314	509,314	500,000	500,000	500,000	500,000	500,000	2,250,000
208	051-9830-452	NFP104	New Neighborhood Park Development	600,000	600,000	300,000	700,000	0	0	0	0
209	051-	NFP	New Trail Development Throughout Town	0	0	2,000,000	2,500,000	1,500,000	0	0	1,000,000
210	051-9500-452	NFP100	Public Arts Projects	188,466	188,466	0	0	0	0	0	765,000
211	051-9322-452	NFP105	Ruby Grant Park Development	2,450,000	2,450,000	2,800,000	2,000,000	0	0	0	0
212	051-9674-452	NFP106	Saxon Park Development	900,000	900,000	500,000	600,000	0	0	0	0
			SUBTOTAL PAYGO FUNDED	**$4,647,780**	**$4,647,780**	**$6,100,000**	**$6,300,000**	**$2,000,000**	**$500,000**	**$500,000**	**$4,015,000**
			TOTAL NORMAN FORWARD FUND 51 PROJECTS	**$54,639,888**	**$54,639,888**	**$27,992,860**	**$8,050,000**	**$2,000,000**	**$500,000**	**$500,000**	**$8,745,000**

PARK LAND AND DEVELOPMENT FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
			COMMUNITY PARKS								
	052-9441-452	PC0020	Legacy Park Audio Equipment	50,000	50,000	0	0	0	0	0	0
	052-9441-452	PC0018	Sports Complex Bleachers	6,474	6,474	0	0	0	0	0	0
	052-9074-452	PC0019	Sutton Wilderness Trail	1,783	1,783	0	0	0	0	0	0
	052-9205-452	PC0013	Volleyball Court Improvements Reaves	12,035	12,035	0	0	0	0	0	0
			Subtotal Community Parks	70,292	70,292	0	0	0	0	0	0
			NEIGHBORHOOD PARKS								
	052-9609-452	PR0155	Brookhaven Park Improvements	7,166	7,166	0	0	0	0	0	0
	052-9397-452	PR0156	Brookhaven Square Park Improvements	17,776	17,776	0	0	0	0	0	0
	052-9739-452	PR0159	Deerfield Park Improvements	151	151	0	0	0	0	0	0
	052-7042-452	PR0129	The Links Park Improvements	25,000	25,000	0	0	0	0	0	0
			Subtotal Neighborhood Parks	50,093	50,093	0	0	0	0	0	0
			TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**$120,385**	**$120,385**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	057-9403-431	UT0012	24th & Radius Intersection	3,075	3,075	0	0	0	0	0	0
219	057-9552-431	UT0015	24th & Flood at Tecumseh Intersection	1,440,984	1,440,984	1,100,000	0	0	0	0	0
	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
	057-9510-431	UT0008	Economic Development	664,443	664,443	0	0	0	0	0	4,066,814
	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
	057-9510-431	UT0098	UNP Legacy Park and Trail	2,849	2,849	0	0	0	0	0	0
	057-9388-419	UT0014	UNP Master Land Use Plan	0	0	0	0	0	0	0	0
	057-9552-431	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,533,919	1,533,919	0	0	0	0	0	0
	057-	UT	Legacy Park Enhanced Landscaping	0	0	0	0	0	0	0	750,000
	057-	UT	Legacy Park Art	0	0	0	0	0	0	0	1,308,444
	057-9510-431	UT0013	UNP TIF Entrance Signs (BID)	0	0	0	0	0	0	0	0
			TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS	**$3,645,270**	**$3,645,270**	**$1,100,000**	**$0**	**$0**	**$0**	**$0**	**$23,125,258**

ARTERIAL ROADS RECOUPMENT FUND
FYE 20 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
			EXPENDITURES								
	078-9964-431	AR		0							0
	078-9517-431	AR		0							0
	TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**



Photos throughout this document are mostly courtesy of Norman Convention & Visitor's Bureau, Norman Parks & Recreation Department, National Weather Festival, in addition to photos by "Cody Giles / Norman Transcript & Norman Magazine." Our special thanks for providing them.



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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 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
Cost Allocations	0	0	0	0	0
Debt Service	12,692,989	12,544,077	12,696,591	12,696,591	5,815,422
Interfund Transfers	651,763	825,000	475,829	475,829	825,000
Audit Adjust/Encum	-123,847	0	0	0	0
Subtotal	13,220,905	13,369,077	13,172,420	13,172,420	6,640,422
Fund Total	13,220,905	13,369,077	13,172,420	13,172,420	6,640,422

2012D GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
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	0	0	0	0	20,050,000
2013-2014	20,050,000	0	722,241	722,241	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2047-2028	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	104,330	1,159,330	3,170,000
2030-2031	3,170,000	1,055,000	77,296	1,132,296	2,115,000
2031-2032	2,115,000	1,055,000	47,624	1,102,624	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		-	-	-	
		20,050,000	5,361,081	25,411,081	

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 Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	610,304	610,304	22,525,000
2016-2017	22,525,000	1,185,000	610,304	1,795,304	21,340,000
2017-2018	21,340,000	1,185,000	609,711	1,794,711	20,155,000
2018-2019	20,155,000	1,185,000	609,119	1,794,119	18,970,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	18,970,000	1,185,000	608,526	1,793,526	17,785,000
2020-2021	17,785,000	1,185,000	572,976	1,757,976	16,600,000
2021-2022	16,600,000	1,185,000	549,276	1,734,276	15,415,000
2022-2023	15,415,000	1,185,000	501,876	1,686,876	14,230,000
2023-2024	14,230,000	1,185,000	454,476	1,639,476	13,045,000
2024-2025	13,045,000	1,185,000	407,076	1,592,076	11,860,000
2025-2026	11,860,000	1,185,000	359,676	1,544,676	10,675,000
2026-2027	10,675,000	1,185,000	328,570	1,513,570	9,490,000
2047-2028	9,490,000	1,185,000	293,020	1,478,020	8,305,000
2028-2029	8,305,000	1,185,000	257,470	1,442,470	7,120,000
2029-2030	7,120,000	1,185,000	221,920	1,406,920	5,935,000
2030-2031	5,935,000	1,185,000	186,370	1,371,370	4,750,000

2031-2032	4,750,000	1,185,000	150,820	1,335,820	3,565,000
2032-2033	3,565,000	1,185,000	114,085	1,299,085	2,380,000
2033-2034	2,380,000	1,185,000	76,758	1,261,758	1,195,000
2034-2035	1,195,000	1,195,000	38,838	1,233,838	0
		-	-	-	
		22,525,000	7,561,171	30,086,171	

2016A GENERAL OBLIGATION REFUNDING BONDS
60-3050

Name:	Refunding
Issuer:	City of Norman
Trustee:	BancFirst
Amount:	$7,775,000
Interest:	4.0 to 5.0%
Dated:	June 1, 2016
Retired:	June 1, 2027
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	7,775,000	740,000	357,600	1,097,600	7,035,000
2017-2018	7,035,000	770,000	320,600	1,090,600	6,265,000
2018-2019	6,265,000	780,000	282,100	1,062,100	5,485,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	5,485,000	785,000	243,100	1,028,100	4,700,000
2020-2021	4,700,000	790,000	203,850	993,850	3,910,000
2021-2022	3,910,000	795,000	164,350	959,350	3,115,000
2022-2023	3,115,000	795,000	124,600	919,600	2,320,000
2023-2024	2,320,000	795,000	92,800	887,800	1,525,000
2024-2025	1,525,000	790,000	61,000	851,000	735,000
2025-2026	735,000	370,000	29,400	399,400	365,000
2026-2027	365,000	365,000	14,600	379,600	0
		7,775,000	1,894,000	9,669,000	

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 Funds:	$.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	521,338	2,331,338	21,015,000
2017-2018	21,015,000	1,865,000	478,873	2,343,873	19,150,000
2018-2019	19,150,000	1,915,000	435,128	2,350,128	17,235,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	17,235,000	1,965,000	390,217	2,355,217	15,270,000
2020-2021	15,270,000	2,015,000	344,141	2,359,141	13,255,000
2021-2022	13,255,000	2,070,000	296,842	2,366,842	11,185,000
2022-2023	11,185,000	2,120,000	248,320	2,368,320	9,065,000
2023-2024	9,065,000	2,180,000	198,574	2,378,574	6,885,000
2024-2025	6,885,000	2,235,000	147,489	2,382,489	4,650,000
2025-2026	4,650,000	2,295,000	95,064	2,390,064	2,355,000
2026-2027	2,355,000	2,355,000	41,240	2,396,240	0
		22,825,000	3,695,071	26,520,071	

2015B NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name:	Combined Purpose
Issuer:	Norman Municipal Authority
Trustee:	BancFirst
Amount:	$43,160,000
Interest:	2.980%
Dated:	December 17, 2015
Retired:	January 1, 2029
Source of Funds:	$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance	
2016-2017	43,160,000	500,000	1,336,186	1,836,186	42,660,000	
2017-2018	42,660,000	1,000,000	1,263,818	2,263,818		41,660,000
2018-2019	41,660,000	1,000,000	1,234,018	2,234,018		40,660,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance	
2019-2020	40,660,000	1,400,000	1,204,218	2,604,218	39,260,000	
2020-2021	39,260,000	2,000,000	1,155,048	3,155,048		37,260,000
2021-2022	37,260,000	2,000,000	1,095,448	3,095,448		35,260,000
2022-2023	35,260,000	2,965,000	1,035,848	4,000,848		32,295,000
2023-2024	32,295,000	4,315,000	933,113	5,248,113		27,980,000
2024-2025	27,980,000	5,185,000	798,789	5,983,789		22,795,000
2025-2026	22,795,000	5,550,000	636,826	6,186,826		17,245,000
2026-2027	17,245,000	5,700,000	473,671	6,173,671		11,545,000
2027-2028	11,545,000	5,845,000	299,341	6,144,341		5,700,000
2028-2029	5,700,000	5,700,000	127,394	5,827,394		0
		43,160,000	11,593,718	54,753,718		

2017 NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name:	Combined Purpose
Issuer:	Norman Municipal Authority
Trustee:	BancFirst
Amount:	$30,950,000
Interest:	
Dated:	June 27, 2017
Retired:	July 1, 2030
Source of Funds:	$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	30,950,000	400,000	474,567	874,567	30,550,000
2018-2019	30,550,000	800,000	910,500	1,710,500	29,750,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	29,750,000	800,000	886,500	1,686,500	28,950,000
2020-2021	28,950,000	1,000,000	861,000	1,861,000	27,950,000
2021-2022	27,950,000	1,500,000	831,000	2,331,000	26,450,000
2022-2023	26,450,000	2,000,000	778,500	2,778,500	24,450,000
2023-2024	24,450,000	2,000,000	718,500	2,718,500	22,450,000
2024-2025	22,450,000	2,000,000	658,500	2,658,500	20,450,000
2025-2026	20,450,000	2,000,000	598,500	2,598,500	18,450,000
2026-2027	18,450,000	2,800,000	532,500	3,332,500	15,650,000
2027-2028	15,650,000	3,100,000	448,500	3,548,500	12,550,000
2028-2029	12,550,000	3,700,000	351,000	4,051,000	8,850,000
2029-2030	8,850,000	5,400,000	235,500	5,635,500	3,450,000
2030-2031	3,450,000	3,450,000	51,750	3,501,750	0
		30,950,000	8,336,817	39,286,817	

2017B NORMAN MUNICIPAL AUTHORITY BONDS
050-3050

Name:	ERP System Upgrade
Issuer:	Norman Municipal Authority
Trustee:	BancFirst
Amount:	$6,105,000
Interest:	
Dated:	December 29, 2017
Retired:	December 1, 2022
Source of Funds:	Capital Fund Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	0	490,000	55,678	545,678	5,615,000
2018-2019	5,615,000	1,195,000	114,858	1,309,858	4,420,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	4,420,000	1,225,000	88,884	1,313,884	3,195,000
2020-2021	3,195,000	1,255,000	62,262	1,317,262	1,940,000
2021-2022	1,940,000	1,285,000	34,992	1,319,992	655,000
2022-2023	655,000	655,000	7,074	662,074	0
		6,105,000	363,748	6,468,748	

2002 NORMAN MUNICIPAL AUTHORITY - WESTWOOD
029-7034

Name:	Recreational Facilities Revenue Bonds, Series 2002
Issuer:	Norman Utilities Authority
Trustee:	BancFirst
Amount:	$2,315,000
Interest:	3.50% - 6.125%
Dated:	June 28, 2002
Retired:	June 1, 2022
Source of Funds:	Revenue Generated from Westwood 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
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

To be Paid

	Principal Beginning			Total	Principal Ending

Fiscal Year	Balance	Principal	Interest	Payment	Balance
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	0	0	52,822	52,822	17,505,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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	

2000 NORMAN UTILITIES AUTHORITY SRF NOTE
032-5549

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	2,611,538
2009-2010	2,611,538	248,718	12,926	261,644	2,362,820
2010-2011	2,362,820	248,718	11,666	260,384	2,114,102
2011-2012	2,114,102	248,718	10,432	259,150	1,865,384
2012-2013	1,865,384	248,718	9,144	257,862	1,616,666
2013-2014	1,616,666	248,718	7,883	256,601	1,367,948
2014-2015	1,367,948	248,718	6,622	255,340	1,119,230
2015-2016	1,119,230	248,718	5,375	254,093	870,512
2016-2017	870,512	248,718	4,100	252,818	621,794
2017-2018	621,794	248,718	2,840	251,558	373,076
2018-2019	373,076	248,718	1,579	250,297	124,358

To be Paid

	Principal Beginning			Total	Principal Ending

Fiscal Year	Balance	Principal	Interest	Payment	Balance
2019-2020	124,358	124,358	318	124,676	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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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	

2010 NORMAN MUNICIPAL AUTHORITY - SANITATION
033-5567

Name: Norman Municipal Authority, Series 2013
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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	3,590,000	190,000	124,281	314,281	3,400,000
2011-2012	3,400,000	200,000	115,575	315,575	3,200,000
2012-2013	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
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	69,690	314,690	1,835,000
2018-2019	1,835,000	255,000	61,151	316,151	1,580,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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	13,282	318,282	155,000
2024-2025	155,000	155,000	2,673	157,673	0
		3,590,000	1,006,704	4,596,704	

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
2015-2016	24,382,960	2,865,000	137,536	3,002,536	21,517,960
2016-2017	26,629,817	2,935,000	446,005	3,381,005	23,694,817
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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	7,449,438	57,749,438

Note: Interest amounts estimated

2016 NORMAN UTILITIES AUTHORITY
31-5539

Name:	Norman Utilities Authority Revenue Note, Refunding Series 2016
Issuer:	Norman Utilities Authority
Trustee:	BancFirst
Amount:	$9,380,000
Interest:	2.230%
Dated:	May 19, 2016
Retired:	September 1, 2030
Source of Funds:	Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	9,380,000	470,000	161,734	631,734	8,910,000
2017-2018	8,910,000	570,000	195,515	765,515	8,340,000
2018-2019	8,340,000	585,000	182,749	767,749	7,755,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	7,755,000	595,000	169,647	764,647	7,160,000
2020-2021	7,160,000	610,000	156,267	766,267	6,550,000
2021-2022	6,550,000	625,000	142,609	767,609	5,925,000
2022-2023	5,925,000	640,000	128,560	768,560	5,285,000
2023-2024	5,285,000	655,000	114,232	769,232	4,630,000
2024-2025	4,630,000	665,000	99,570	764,570	3,965,000
2025-2026	3,965,000	685,000	84,629	769,629	3,280,000
2026-2027	3,280,000	700,000	69,242	769,242	2,580,000
2027-2028	2,580,000	715,000	53,575	768,575	1,865,000
2028-2029	1,865,000	735,000	37,520	772,520	1,130,000
2029-2030	1,130,000	750,000	21,017	771,017	380,000
2030-2031	380,000	380,000	4,236	384,236	0
		9,380,000	1,621,102	11,001,102	

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

Name:	Norman Utilities Authority Series 2017 Drinking Water SRF Loan
Issuer:	Norman Utilities Authority
Trustee:	BancFirst
Amount:	$31,000,000
Interest:	2.820%
Dated:	October 1, 2017
Retired:	October 1, 2039
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	12,750,000	0	150,400	150,400	12,750,000
2018-2019	31,000,000	0	680,913	680,913	31,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	31,000,000	1,140,000	866,234	2,006,234	29,860,000
2020-2021	29,860,000	1,170,000	833,945	2,003,945	28,690,000
2021-2022	28,690,000	1,200,000	800,739	2,000,739	27,490,000
2022-2023	27,490,000	1,240,000	766,617	2,006,617	26,250,000
2023-2024	26,250,000	1,270,000	731,438	2,001,438	24,980,000
2024-2025	24,980,000	1,305,000	695,342	2,000,342	23,675,000
2025-2026	23,675,000	1,345,000	658,259	2,003,259	22,330,000
2026-2027	22,330,000	1,380,000	620,118	2,000,118	20,950,000
2027-2028	20,950,000	1,420,000	580,920	2,000,920	19,530,000
2028-2029	19,530,000	1,460,000	540,594	2,000,594	18,070,000
2029-2030	18,070,000	1,505,000	499,140	2,004,140	16,565,000
2030-2031	16,565,000	1,540,000	456,417	1,996,417	15,025,000
2031-2032	15,025,000	1,590,000	412,636	2,002,636	13,435,000
2032-2033	13,435,000	1,630,000	367,516	1,997,516	11,805,000

2033-2034	11,805,000	1,685,000	321,197	2,006,197	10,120,000
2034-2035	10,120,000	1,725,000	273,398	1,998,398	8,395,000
2035-2036	8,395,000	1,775,000	224,401	1,999,401	6,620,000
2036-2037	6,620,000	1,830,000	173,994	2,003,994	4,790,000
2037-2038	4,790,000	1,875,000	122,036	1,997,036	2,915,000
2038-2039	2,915,000	1,935,000	68,738	2,003,738	980,000
2039-2040	980,000	980,000	13,818	993,818	0
	-	-	-		
		31,000,000	10,858,810	41,858,810	

Note: Interest amounts estimated

2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

Name:	Norman Utilities Authority Series 2018 Promissory Note
Issuer:	Norman Utilities Authority
Trustee:	BancFirst
Amount:	$12,000,000
Interest:	Ranging between 3.2% and 5.2%
Dated:	July 18, 2018
Retired:	October 1, 2038
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000
2022-2023	10,865,000	435,000	453,795	888,795	10,430,000
2023-2024	10,430,000	460,000	430,525	890,525	9,970,000
2024-2025	9,970,000	485,000	405,955	890,955	9,485,000
2025-2026	9,485,000	510,000	380,085	890,085	8,975,000
2026-2027	8,975,000	535,000	352,915	887,915	8,440,000
2027-2028	8,440,000	560,000	327,245	887,245	7,880,000
2028-2029	7,880,000	585,000	303,200	888,200	7,295,000
2029-2030	7,295,000	610,000	281,155	891,155	6,685,000
2030-2031	6,685,000	630,000	258,165	888,165	6,055,000
2031-2032	6,055,000	655,000	231,180	886,180	5,400,000
2032-2033	5,400,000	685,000	203,040	888,040	4,715,000
2033-2034	4,715,000	710,000	173,745	883,745	4,005,000

2034-2035	4,005,000	740,000	144,092	884,092	3,265,000
2035-2036	3,265,000	770,000	114,054	884,054	2,495,000
2036-2037	2,495,000	800,000	82,896	882,896	1,695,000
2037-2038	1,695,000	830,000	50,604	880,604	865,000
2038-2039	865,000	865,000	17,087	882,087	0
	-	-	-		
		12,000,000	6,015,923	18,015,923	

Note: Interest amounts estimated



Mardi Gras Parade

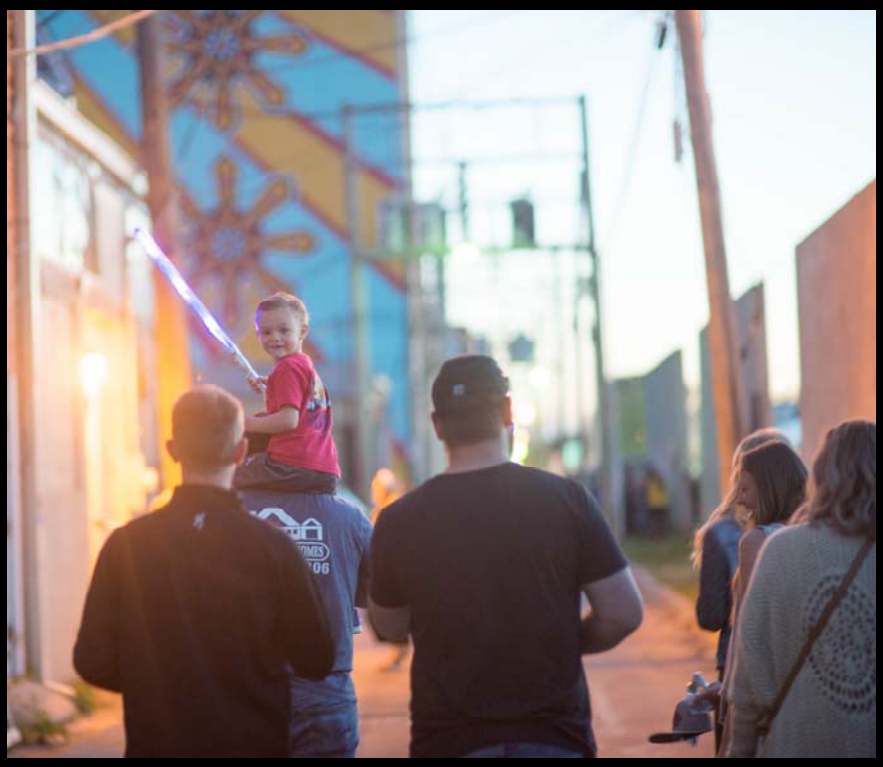


Jazz in June





Pride Fest



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.









Tree Lighting
&
Winter Fest



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. Bio-solids 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 - 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.

CAPITAL PROJECT FUNDS – 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.

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

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.

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

NFSTF – Norman Forward Sales Tax Fund

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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NORMAN
Visitors Center
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County Courthouse






Main St


BUD











