



BUDGET

UNDER CONSTRUCTION



THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2018

FINANCIAL PLAN—FISCAL YEAR-END 2019-2022



UNDER CONSTRUCTION

Over \$500,000,000 in public improvement projects are being constructed or nearing completion in Norman over the next 12-18 months. This intense period of construction is causing considerable upheaval, but as projects are completed, the investment that citizens have made will benefit the city for decades to come.

ON THE COVER (clockwise): The University of Oklahoma at Norman is nearing completion on major improvements to the Gaylord Family/Oklahoma Memorial Stadium; the Federal and Oklahoma Departments of Transportation are constructing major improvements to the Interstate 35 interchange at Lindsey Street, in conjunction with a project to widen and improve Lindsey Street from I-35 to Berry Road, partially funded by Norman General Obligation Bonds; NORMAN FORWARD, a citizen-initiative, 15-year, dedicated one-half percent sales tax to fund a program of quality of life improvements and facilities is paying for the construction of new Central and East Norman Library branches.

CITY OF NORMAN



CITY COUNCIL

MAYOR
Lynne Miller

Ward 1 Greg Heiple

Ward 5 James Chappel

Ward 2 Aleisha Karjala

Ward 6 Breea Clark

Ward 3 Robert Castleberry

Ward 7 Stephen Tyler Holman

Ward 4 Bill Hickman

Ward 8 Kyle Allison

Presented by:

Steven D. Lewis, City Manager

CITY OF NORMAN

BUDGET & RESEARCH STAFF

Anthony Francisco, CPFO, CTP, CPFA
Finance Director

Suzanne Krohmer, CPFO, CPFIM
Budget Manager

Clint Mercer, CPA, CPFO
Chief Accountant

Debbie Whitaker
Municipal Accountant III

Mindy Aynes
Municipal Accountant I

Ashley Evans
Administrative Tech IV

OFFICE SERVICES STAFF

Kris Wiard
Printing Services Operator II

This document was prepared by the City of Norman, Finance Department and printed by
City of Norman, Office Services Division.
For additional information please contact:
City of Norman Finance Department
P.O. Box 370
Norman, Oklahoma 73070
(405) 366-5413

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, 2016

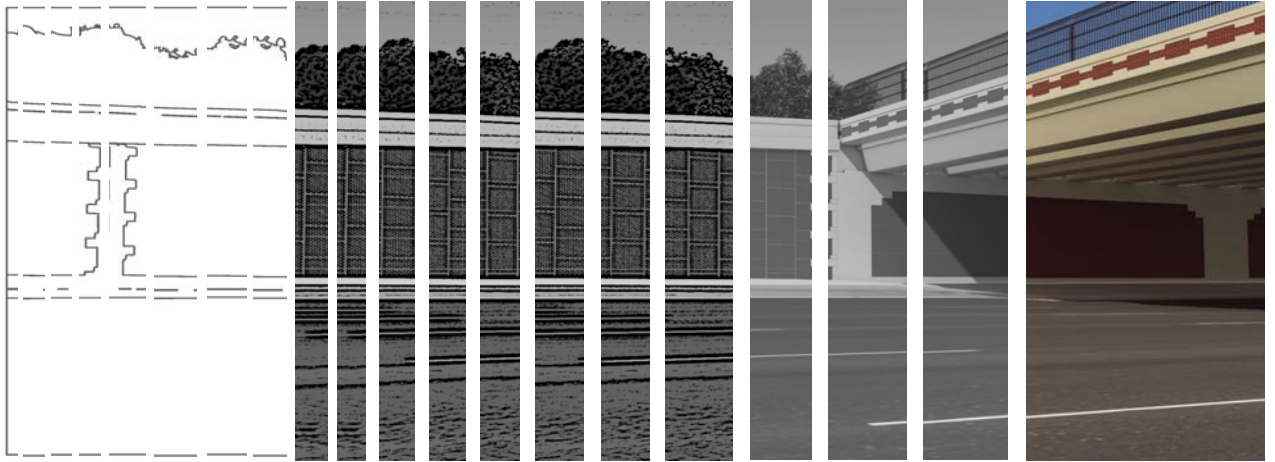
A handwritten signature in black ink, reading "Jeffrey R. Enos". The signature is written in a cursive style.

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, 2016.

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.



UNDER CONSTRUCTION

Table of Contents



TABLE OF CONTENTS

FYE 18 ANNUAL BUDGET

AND FIVE YEAR FINANCIAL PLAN

CITY MANAGER’S LETTER.....	i-xvii
-----------------------------------	---------------

COMMUNITY PROFILE

History of Norman	1
City of Festivals	2
Profile of Norman	3
Inter-City Benchmark Comparison.....	6
Government Facilities and Service Statistics.....	8
City of Norman Ward Map.....	9

OVERVIEW/STATISTICAL SECTION

Introduction.....	10
Organizational Chart.....	11
Personnel History.....	12
Graph – Population and Employees.....	13
Graph – Budgeted Positions by Union.....	14
Graph - Assessed Property Valuations	15
Graph-City Portion of Total Property Tax Mill Levies	16
Graph - Single Family Construction.....	17
Graph - Property Franchise, and Sales Taxes	18
Graph - Sales Tax Revenue.....	19
Graph – FYE 2015 All Funds Projected Total Revenues	20
Graph – FYE 2015 All Funds Projected Total Expenditures	21
Graph - General Fund Revenues.....	22
Graph - General Fund Expenditures	23
Graph - General Fund Revenues by Source.....	24
Graph - General Fund Expenditures by Department	25
Graph - Water Fund	26
Graph - Water Reclamation Fund.....	27
Graph - Sanitation Fund.....	28
Consolidated Fund Summary.....	29
Net City Budget	30
Summary of Fund Balances	31
Total City Revenues and Other Sources	32
Citywide Operating Expenditures by Type/Category.....	33

FINANCIAL POLICIES

Financial Policies 34
Budget Calendar..... 38
Budget and Accounting Process 39
Municipal Budget Act..... 44

FINANCIAL SUMMARIES

General Fund Budget Highlights 53
General Fund Statement of Revenues and Expenditures 56
Net Revenue Stabilization Fund 57
Net Revenue Stabilization Fund Statement of Revenues and Expenditures..... 58
Public Safety Sales Tax Fund Budget Highlights..... 59
Public Safety Sales Tax Fund Statement of Revenues and Expenditures 60
Community Development Fund Budget Highlights 61
Community Development Fund Statement of Revenues and Expenditures..... 62
Special Grants Fund Budget Highlights 63
Special Grants Fund Statement of Revenues and Expenditures 64
Room Tax Fund Budget Highlights..... 66
Room Tax Fund Statement of Revenues and Expenditures..... 67
Norman Arts Council FYE 15 Budget..... 68
Norman Convention & Visitors Bureau FYE 15 Budget 69
Seizures and Restitution Fund Budget Highlights 70
Seizures and Restitution Fund Statement of Revenues and Expenditures..... 71
CLEET Fund Budget Highlights 72
CLEET Fund Statement of Revenues and Expenditures 74
Art in Public Places Fund Budget Highlights 75
Art in Public Places Fund Statement of Revenues and Expenditures..... 76
Westwood Park Fund Budget Highlights 77
Westwood Park Fund Statement of Revenues and Expenditures 79
Water Fund Budget Highlights 80
Water Fund Statement of Revenues and Expenditures..... 83
Central Oklahoma Master Conservancy District FYE 15 Budget 84
Water Reclamation Fund Budget Highlights 85
Water Reclamation Fund Statement of Revenues and Expenditures..... 88
Sewer Maintenance Fund Budget Highlights 89
Sewer Maintenance Fund Statement of Revenues and Expenditures..... 91
New Development Excise Fund Budget Highlights 92
New Development Excise Fund Revenues and Expenditures 93
Sewer Sales Tax Fund Budget Highlights 94
Sewer Sales Tax Fund Statement of Revenues and Expenditures..... 95
Sanitation Fund Budget Highlights..... 96
Sanitation Fund Statement of Revenues and Expenditures 98
Risk Management Fund Budget Highlights..... 99
Risk Management Fund Statement of Revenues and Expenditures 101
Capital Improvements Fund Budget Highlights 102

Capital Improvements Fund Statement of Revenues and Expenditures.....	105
Norman Forward Sales Tax Capital Fund Budget Highlights.....	106
Norman Forward Sales Tax Capital Fund Statement of Revenue and Expenditures.....	117
Park Land and Development Fund Budget Highlights.....	108
Park Land and Development Fund Statement of Revenues and Expenditures.....	109
University North Park Tax Increment District Fund Budget Highlights.....	110
University North Park Tax Increment District Two Fund Statement of Revenues and Expenditures.....	111
General Debt Service Fund Budget Highlights.....	112
General Debt Service Fund Statement of Revenues and Expenditures.....	115
Arterial Roads Recoupment Fund Budget Highlights.....	116
Arterial Roads Recoupment Fund Statement of Revenues and Expenditures.....	117
Retirement Systems Budget Highlights.....	118

GENERAL FUND

Total General Fund.....	118
-------------------------	-----

CITY CLERK

Organizational Chart.....	121
Total City Clerk.....	122
City Clerk.....	123
Facilities Maintenance Administration.....	125
Facility Custodial Services.....	127
Facility Maintenance.....	129
Municipal Elections.....	131

CITY COUNCIL

Total City Council.....	132
City Council.....	133
Sister Cities Program.....	134
Social and Voluntary Services.....	135

CITY MANAGER

Organizational Chart.....	136
Total City Manager.....	137
City Manager.....	138
Communications.....	140
Retail and Development Services.....	142
Employee Training / Development.....	145
Special Studies / Contributions.....	146

FINANCE DEPARTMENT

Organizational Chart.....	147
---------------------------	-----

Total Finance Department.....	148
Accounting.....	149
Administration	152
Budget.....	154
Office Services.....	156
Treasury	158
Utility Services.....	160

FIRE DEPARTMENT

Organizational Chart.....	163
Total Fire Department.....	164
Administration	165
Emergency Management	167
Prevention	169
Suppression.....	171
Training.....	173

HUMAN RESOURCES DEPARTMENT

Organizational Chart.....	175
Total Human Resources Department.....	176
Administration	177
Employee Assistance Program	180
Safety	181

INFORMATION TECHNOLOGY

Organization Chart.....	183
Total Information Technology Department.....	184

LEGAL DEPARTMENT

Organizational Chart.....	187
Total Legal Department	188
Legal	189
Children’s Rights	191
Human Rights Commission	192

MUNICIPAL COURT

Organizational Chart.....	193
Total Municipal Court.....	194

PARKS DEPARTMENT

Organizational Chart.....	197
Total Parks Department	198

Administration	199
Forestry	201
Holiday Decorations	203
Mosquito Control	204
Park Board	205
Parks Maintenance	206
Recreation Programs	207
Senior Citizens Center	210
Youth Baseball & Softball	212

PLANNING AND DEVELOPMENT DEPARTMENT

Organizational Chart	214
Total Planning and Development Department	215
Administration	216
Board of Adjustment	218
Code Compliance	219
Current Planning	221
Development Services	223
Geographic Information Systems	225
Greenbelt Commission	227
Historic District Commission	228
Planning Commission	229

POLICE DEPARTMENT

Organizational Chart	230
Total Police Department	231
Administration	232
Animal Welfare	234
Criminal Investigations	236
Emergency Communications	238
Patrol	240
Special Investigations	242
Staff Services	244

PUBLIC WORKS DEPARTMENT

Organizational Chart	247
Total Public Works Department	248
Administration	249
Engineering	252
Fleet Administration	255
Fleet CNG Station	258
Fleet Fuel & Parts Inventory	259
Fleet Automotive/Light Equipment Repair	260
Fleet Truck/Heavy Equipment Repair	262
Storm Water Drainage	264

Storm Water Quality	266
Streets	268
Traffic Control	270

NON-DEPARTMENTAL

Non-Departmental Description.....	273
Firehouse Art Center.....	274
Historical Museum.....	275
Interfund Transfers.....	276
Norman Public Library	277
Santa Fe Depot.....	278
Sooner Theater	279

SPECIAL REVENUE FUNDS

ART IN PUBLIC PLACES

Total Art in Public Places Fund.....	280
--------------------------------------	-----

CLEET FUND

Total CLEET Fund	281
Court CLEET Training	282
Police CLEET Training	283

COMMUNITY DEVELOPMENT FUND

Total Community Development Fund	284
--	-----

PARK LAND AND DEVELOPMENT FUND

Total Park Land and Development Fund.....	287
---	-----

PUBLIC SAFETY SALES TAX FUND

Total Public Safety Sales Tax Fund.....	288
Total Fire Department - Public Safety Sales Tax Fund	289
Suppression.....	290
Total Police Department – Public Safety Sales Tax Fund.....	292
Criminal Investigations.....	293
Emergency Communications	295
Patrol.....	297
Special Investigations	299
Staff Services	301

ROOM TAX FUND

Total Room Tax Fund.....	304
Administration	305
Arts Council.....	306
Convention and Visitors Bureau.....	307
Capital Projects	308

SEIZURES AND RESTITUTION FUND

Total Seizures and Restitution Fund.....	309
Federal Seizures and Restitution.....	310
Juvenile Programs.....	311
State Seizures and Restitution.....	313

SPECIAL GRANTS FUND

Total Special Grants Fund	314
---------------------------------	-----

TAX INCREMENT DISTRICT FUND

Total Campus Corner Tax Increment District Fund	315
---	-----

WESTWOOD PARK FUND

Total Westwood Park Fund	316
Westwood Golf Course.....	317
Westwood Park Maintenance	319
Westwood Swimming Pool.....	321
Debt Service.....	323

ENTERPRISE FUNDS

UTILITIES DEPARTMENT

Organizational Chart.....	324
Total Utilities Department	325

SANITATION FUND

Total Sanitation Fund.....	328
Administration	329
Commercial Collection	331
Compost Operations.....	333
Fleet Repair	335

Green Waste.....	336
Recycling Operation.....	338
Residential Collection.....	340
Waste Disposal.....	342
Capital Projects.....	344
Debt Service.....	345

WATER RECLAMATION FUND

Total Water Reclamation Fund.....	346
Administration.....	347
Bio-solids.....	349
Engineering.....	351
Environmental Section.....	352
Laboratory.....	354
Operations & Maintenance.....	356
Sewer Line Maintenance.....	358
Capital Projects.....	360
Debt Service.....	361
Total Sewer Maintenance Fund.....	362
Utilities Inspection.....	363
Capital Projects.....	365
Total New Development Excise Fund.....	366
Total Sewer Sales Tax Fund.....	367

WATER FUND

Total Water Fund.....	368
Utilities Department Administration.....	369
Engineering.....	370
Utilities Modeling.....	371
Line Maintenance Administration.....	373
Line Maintenance.....	375
Treatment Plant Administration.....	377
Laboratory.....	379
Treatment Plant.....	381
Water Wells.....	383
Capital Projects.....	385
Debt Service.....	386
Environmental Control Advisory Board.....	387

INTERNAL SERVICES FUNDS

RISK MANAGEMENT FUND

Total Risk Management.....	388
Insurance Benefits Personnel.....	389
Judgments and Claims.....	390
Risk Administration.....	391

Unemployment Compensation.....	392
Worker’s Compensation	393

CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUND

Total Capital Projects Fund	394
Capital Projects Engineer.....	395
Capital Projects – Facility Maintenance Personnel	396
Capital Projects – Parks Personnel	397
Capital Projects	398

NORMAN FORWARD SALES TAX CAPITAL FUND

Total Norman Forward Sales Tax Capital Fund.....	399
--	-----

TAX INCREMENT DISTRICT FUND

Total University North Park Tax Increment District Fund	400
---	-----

ARTERIAL ROADS RECOUPMENT FUND

Total Arterial Roads Recoupment Fund	401
--	-----

CAPITAL IMPROVEMENT PROJECTS - SCHEDULES

Capital Improvement Projects - Schedules.....	402
---	-----

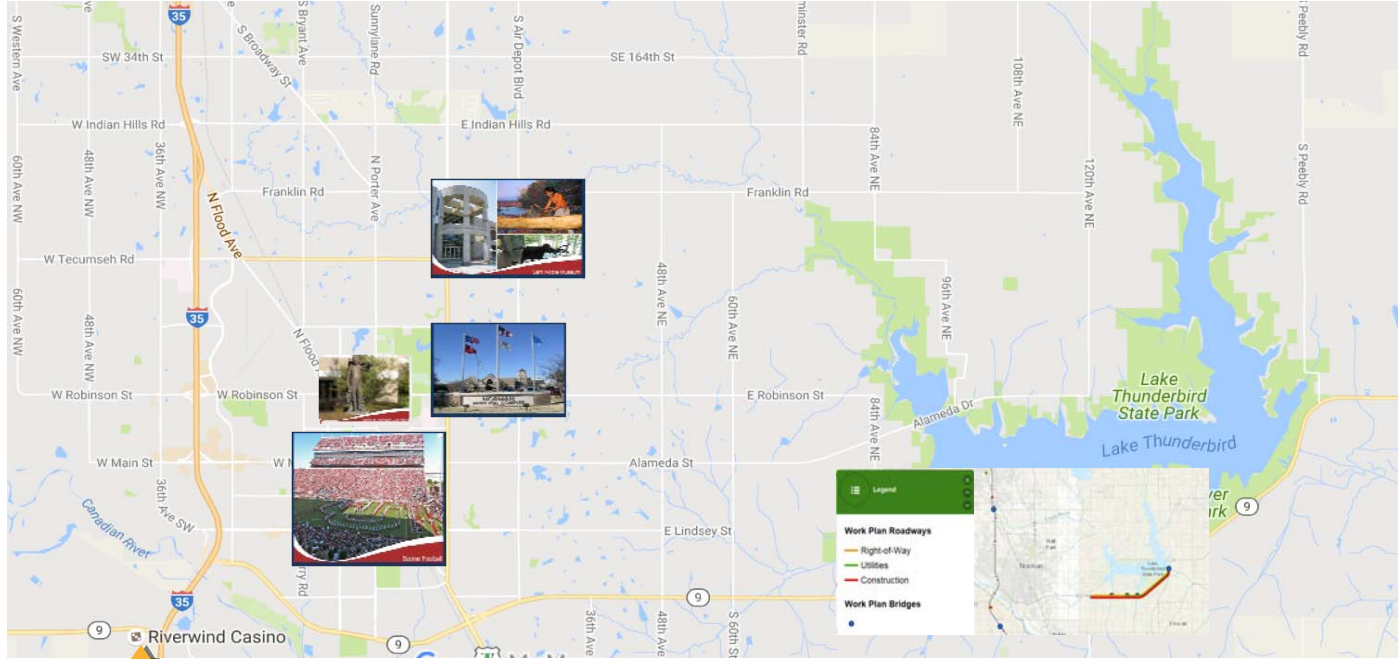
OUTSTANDING DEBT

Total General Debt Service Fund	423
General Obligation Bond Schedules.....	424

PENSION FUNDS

APPENDIX

Glossary of Terms and Acronyms	444
Index	455



UNDER CONSTRUCTION

City Manager's Letter





The City of **NORMAN**

201 West Gray, Bldg. • P.O. Box 370
Norman, Oklahoma 73069 • 73070

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

April 13, 2017

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, 2017 – June 30, 2018 (FYE 2018). 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.

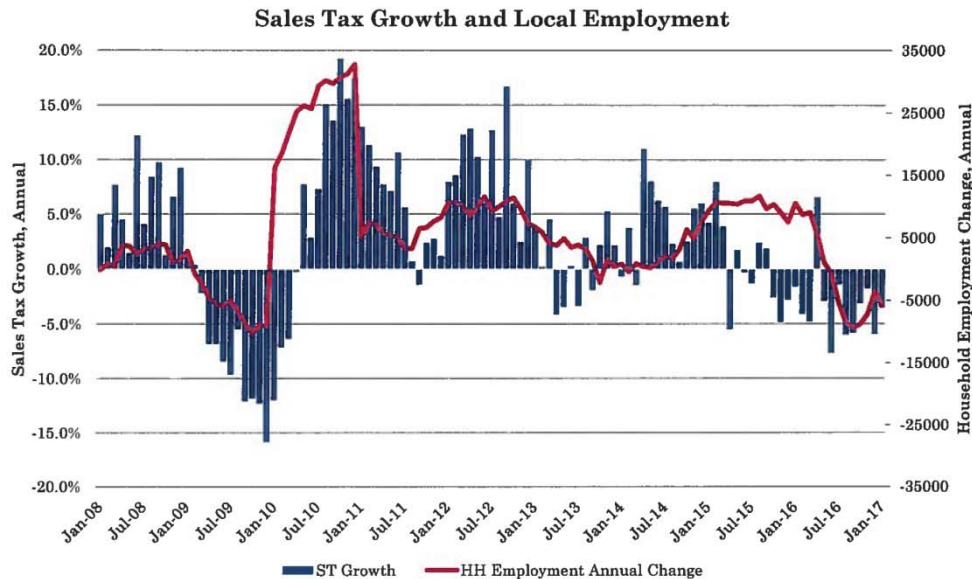
The FYE 2018 budget has been prepared during a downturn in the local and regional economy of central Oklahoma that has negatively impacted the City's major revenue sources. The City has managed through these times by proactively managing expenditures and by drawing on available reserves. It is noteworthy that minimally required reserves are projected to be maintained through FYE 2018. These economic conditions are discussed in more detail below. We have taken proactive steps to ensure that basic City services will continue to be provided, but it is estimated that our General Fund balance will be drawn down by \$3,864,755 in fiscal year 2016-2017. We began the FYE 2017 with very strong reserves, and we will continue to work to ensure that the long-term health of the City's funds remains strong.

The total budget for all City of Norman funds for fiscal year ending 2017 was \$288,371,097 and for FYE 2018, the total proposed budget is \$223,786,232. The primary reason for this significant budget decrease is that in FYE 2017 the costs for some very large public infrastructural projects were budgeted (Norman Utility Authority-funded Water Treatment Plant improvements; NORMAN FORWARD Sales Tax-funded Westwood Complex and Library projects; Public Safety Sales Tax-funded Emergency Communications System replacement and Emergency Operations Center construction; and others). Many of these projects are in progress at this time.

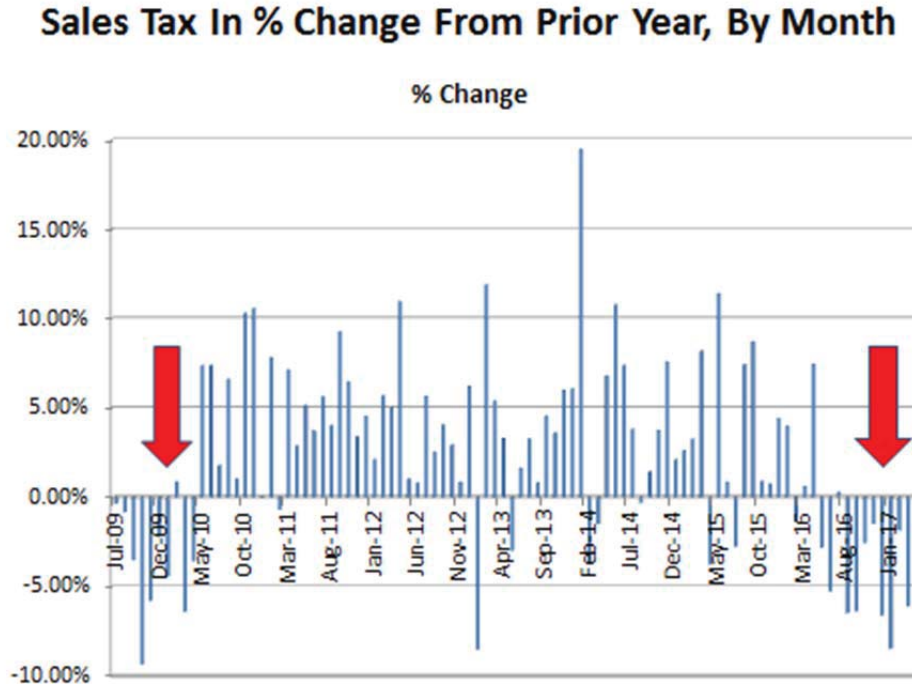
Council has had ongoing discussions about the health of our City’s sales tax-driven revenue base and the challenges that presents. Sales tax is very volatile by nature, and is made more so by recent marketplace trends toward service-based purchases and on-line purchases of retail goods. We continue to support 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.

NATIONAL AND REGIONAL ECONOMIC TRENDS

Sales tax growth patterns are a widely accepted indicator of the health of the local economy. As predicted by historic trends in the City’s general purpose revenue collection patterns, the impact of the downturn in the national petrochemical industry on the City of Norman was very impactful in fiscal year 2016-2017. The “delayed impact” of downturns in the oil and gas industry on local sales tax revenue was illustrated by Oklahoma City University economist Russell Evans (sales tax growth is for the City of Oklahoma City):



Norman’s sales taxes are similarly impacted by these economic cycles. As illustrated below, Norman’s sales tax growth rates are reflective of the equivalent of a local recession over the last twelve month period (red arrows denote “recessionary” periods):



These long-term historic trends in sales tax growth/decline as a “lagging indicator” of the local economy tend to become repetitive, instructive, and predictive. Note that a historically, downturns in our sales tax tend to be cyclical – gradually falling into and gradually climbing out of the down periods. Our recent experience, when applied to the recent past, would indicate that a period of slow growth in our sales tax collections should be experienced in fiscal year 2017-2018, as we gradually grow out of the most recent down period. While there will be much uncertainty as to the timing and extent of this trend, the FYE 2018 is based upon this slow growth projection.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2016-2017

Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Overall City general purpose sales tax collections for FYE 2017 are currently 4.1 percent (-4.14%) below FYE 2016 levels, and significantly below budgeted levels (budgeted increase of 2%). In the General Fund, sales tax collections are currently 5.8 percent (-5.77%) below Fiscal year 2015-2016 levels and 7.4 percent (-7.39%) below budget. General Fund sales tax collection declines are exacerbated by the apportionment of sales taxes from the General Fund to the University North Park Tax Increment Finance District (UNP TIF) Fund. UNP TIF sales tax apportionments are 8.9 percent (+8.87%) *above* FYE 2016 levels, while overall City general purpose sales tax collections are four percent (- 4.14%) *below* prior-year collections. This reflects a growing trend of concentration of Norman’s retail sales tax base in the UNP development.

In FYE 2018, General Fund and overall City sales tax collections are projected to return to a slow growth pattern (+2.5%), though still below long-term historic growth rates (long-term annual sales tax growth averages approximately 4%).

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. Many on-line retailers, such as Amazon, Inc., are in “voluntary” compliance with their requirement to collect use tax or to inform their customers of their requirement to pay use taxes that are due on their out-of-state purchases. We will monitor the impact of the recent agreement between Amazon and the Oklahoma Tax Commission for their voluntary collection of sales and use taxes that are due for their sales within Oklahoma. We anticipate that there will be an increase in the hundreds of thousands of dollars from this agreement, but time will tell what actually happens.

Enforcement of the requirement for out-of-state vendors to collect sales/use tax for their sales in Oklahoma is still difficult. *The ongoing concern of proper payment of sales and use taxes by out-of-state vendors is a Federal issue*, about which the City of Norman will continue to partner with other cities and agencies to monitor use tax collection efforts and legislative trends for the payment of taxes for on-line purchases. Use tax revenue is projected to increase by three percent from FYE 2018, from projected FYE 2017 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 below overall budgeted projections for FYE 2017 by approximately \$340,000, due primarily to mild summer and winter weather conditions. Collections are projected to increase by three percent overall in FYE 2018.

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 experienced healthy growth in the previous 2-3 fiscal years, due primarily to large multi-family housing developments. Those large multi-family development permits have slowed considerably in FYE 2017, however, resulting in a decline in license and permit revenues. 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 2017 collections are substantially on budget.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic/parking fines, DUI, etc.). Fine and forfeiture revenue is below budget for FYE 2017, due to a decrease in the number of citations issued. Revenues are projected to increase by three percent above projected FYE 2017 levels in FYE 2018, which would equate to a reduction from FYE 2017 budgeted revenues and FYE 2016 actual revenue in this category.

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

GENERAL FUND RESERVE LEVELS

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

The Ordinance targets 4.5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures 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 9.5% and a maximum of 11 percent (11%). The City Council has never made any appropriations to spend money from the Rainy Day Fund.

As of the end of FYE 2017, 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 \$970,825), but fall slightly short of its (4.5%) Target balance (by \$164,337). 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.

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. To help to ensure that reserve levels will be maintained at projected levels during FYE 2017, departmental managers were directed to reduce their operational (non-salary) budgets by two percent (2%). As discussed above, *this proactive management of fund balances was extremely important to the City’s ability to maintain basic services in a time of declining revenues.*

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. In its annual review of the City (as of June 30, 2016) Moody’s stated that the City has “grown reserves in recent years, allowing them to maintain liquidity to weather any potential downturns”. This healthy reserve enabled services to be maintained in fiscal year 2016-2017.

FISCAL YEAR 2017-2018 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 2018 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 revenues have been brought into line with projected revenues only by reducing allocations in some areas that were selected based on our ability to continue to provide basic services within the reduced allocations.*

Several operational allocations were reduced, in areas of historic underspending including the budgets for fleet fuel and street light electricity. It is expected that through continued prudent management, conversion to more efficient liquid crystal diode street lights, and conversion of vehicles to more efficient compressed natural gas systems, these savings can be realized. Further, and a new “Supply/Materials and Service/Maintenance Savings” assumption has been added to the General Fund budget summary. Similar to the “Employee Turnover Savings,” this budget assumption is made based on historic spending levels, assuming that actual spending will be below budgeted levels in these areas.

This budget was prepared on the basis of making no net changes to General Fund staffing levels. We have responded to the direction from Council to increase staffing levels and other resources in the Animal Welfare area however, while reducing staffing in the City Attorney’s Office and the police patrol force:

General Fund Personnel Changes

<u>Department/Division</u>	<u>Added Positions</u>	<u>Eliminated Positions</u>
Police/Animal Welfare/Patrol	Animal Shelter Manager	Police Officer (Vacant)
Police/Animal Welfare	Animal Welfare Technician	
City Attorney		Asst. City Attorney (Vacant)

Several mandated changes have forced increased allocations to be made in some General Fund areas. Funding was added to the Stormwater Quality Division for a dam inspection and maintenance program, which is mandated by the City’s National Pollutant Discharge Elimination System permit. Several other best practices and requirements under this program were not funded at this time due to budgetary constraints, including expanded street sweeping, storm sewer cleaning and stormwater pipe assessment programs. Funding was also added in the Police Department to cover increased costs to maintain the City’s subscriptions to the Oklahoma Law Enforcement Telecom System and National Crime Information Center, and the Animal Welfare Division’s veterinary supply accounts.

Personnel Cost Assumptions

Personnel costs are the major driver of expenditures in the General Fund and impact on expenditures in every City operation. A major component of personnel costs is the cost of benefits provided to City of Norman employees. Despite national trends toward increased health care costs, the City of Norman has kept its increases in self-insured claims costs to a minimum in recent years. The health insurance contributions (employer and employee) have been maintained at the same level since fiscal year 2013-2014. A great deal of credit goes to our Human Resources staff, our Labor/Management Health Insurance Committee, and our outside health plan consultants for implementing cost-saving measures, wellness programs and safety enhancements that have contributed to these cost savings.

The fiscal year 2017-2018 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 would qualify;
- An Employer Contribution of \$640 per month (single) and \$1294 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;
- An assumption of two percent (2%) of supply and materials, and service and maintenance category allocations will be saved in the General Fund;
- 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 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.

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”) will be 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

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 are proposed to be added to the FYE 2018 Public Safety Sales Tax Fund budget to put full-time officers in Norman’s middle schools.***

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 City Council, acting as the Norman Municipal Authority, has awarded a \$13 million contract for the purchase of a new Emergency Communications System. The system will be installed over the next 10-12 months and will significantly improve the communications capabilities for all City functions. The NMA has also awarded a contract for the design of the new Emergency Operations Center, to be located in northeast Norman near the Water Treatment Plant. Construction of the facility is expected to begin later this year. The City also accepted delivery of a new \$1.1 million fire aerial pumper/ladder truck in early 2017. This new equipment will significantly increase the City’s capabilities to fight fires from above and to make upper-story rescues when necessary.

Other Special Revenue Funds

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

The downturn in the local economy (discussed above) impacted significantly on the City’s Room Tax revenue in fiscal year 2016-2017. The Norman Transient Guest Room Tax was established in 1980 and is assessed at a rate of five percent of hotel/motel rental charges. Room Tax revenue is 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.” Because of the revenue shortfall from budgeted levels in FYE 2017 and the resulting drawdown of Room Tax Fund balance, the FYE 2018 budget anticipates a reduction in the administrative charge applied to the Room Tax Fund for services provided by the General Fund. Instead of the administrative charge being based on five percent (5%) of Room Tax revenue as anticipated in the FYE 2017 budget, the projected charge will be approximately 3.3% in FYE 2017 and 3% in FYE 2018 and future years. The Council may review this administrative charge policy in this year’s budget or in future years.

The Norman Convention and Visitor's Bureau ("VisitNorman") and the Norman Arts Council (NAC) will take remedial actions in FYE 2018 to make up for these shortfalls and to continue to provide their services at reduced levels of Room Tax funding. VisitNorman is considering a new "Tourism Improvement District" that may bring substantial new revenues to provide expanded tourism development services, primarily for the sports market, and free up some expenses that had previously been paid from Room Tax revenues. The Tourism District would operate similarly to a Special Assessment District or Business Improvement District, with the revenues produced from room tax-like charges to selected Norman hotel properties dedicated solely to VisitNorman's service provision. The Council has received information on the proposed new Tourism District, and formal proposals may be forthcoming. NAC will continue to provide sub-grant funding to arts organizations at similar levels to those in FYE 2017, utilizing their reserve funds on hand.

Operational Budget Summary

Despite challenges presented by sluggish revenue growth, the fiscal year 2017-2018 operational budget continues to provide financial resources for basic service levels, and adds resources in the Animal Welfare area, as directed by the City Council. General Fund Operational Reserves are still projected to exceed their targeted levels as of the end of FYE 2018. The City's Net Revenue Stabilization ("Rainy Day") Fund is being maintained in excess of its Minimum level and nearly at its Targeted 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, allocate existing sales tax revenue differently, 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, the temporary, dedicated ½ percent (0.5%) NORMAN FORWARD Sales Tax (NFST), utility ratepayer fees, bond issuances and other sources. Capital projects are discussed in detail in the separate Capital Improvement Projects Budget document, and summarized in the Capital Projects Funds Section of this document. The Capital Sales Tax (CST) also funds capital equipment, fleet and computer replacement and other "capital outlay" items through transfers from the Capital Fund to the General Fund or related special revenue funds.

Senior Citizen's Center

The City Council spent considerable time during FYE 2017 discussing alternative ways of paying for a new Senior Citizen's Center. The discussions focused on the approximately \$4.2 million of General Obligation (GO) Bond funding that was authorized by the voters of Norman in 2008 for the reconstruction of the existing Central Library building into an expanded Senior Citizen's Center (while the authorization for the GO bonds remains valid, the bonds have not been issued). The Council directed that alternative funding sources be explored to pay for a stand-alone Senior Center building to be constructed in Andrews Park, at an estimated cost of \$9.1 million. After much deliberation, including the possibility of another GO Bond referendum to pay for the stand-alone Senior Citizens Center, Council directed that a Senior Center Reserve

of the Capital Fund Balance be established to set aside funds for the proposed Andrews Park Senior Center over time. As directed by Council consensus, the FYE 2018 budget proposal includes a set-aside of \$250,000 to establish this Senior Center Reserve. Future-year funding for the Andrews Park Senior Center from the Capital Fund, NORMAN FORWARD, or other sources will continue to be explored.

Progress on Capital Projects

As noted on the cover pages of this year’s Budget documents, several major capital projects are underway that will transform the City when complete. 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 by the earmarked Capital Sales Tax. Some of these projects are illustrated in updated pictures below:



Lindsey Street Bridge over Imhoff Creek



Water Reclamation Facility Expansion



Westwood Tennis Center Improvements



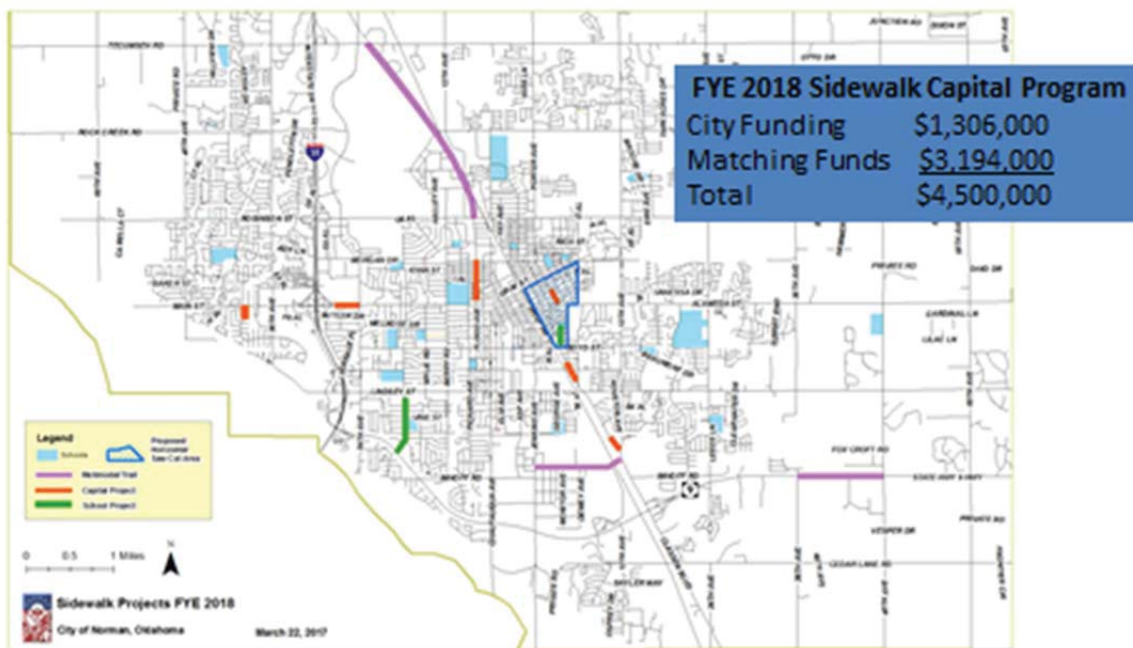
Westwood Aquatic Center Design

City Sidewalk Maintenance Programs

The Council has re-iterated the high priority it places on walkability and sidewalk access for pedestrians. The City has several capital programs related to sidewalk maintenance and improvements, which are proposed to be continued in the fiscal year 2017-2018 budget and in the future years of the Capital Improvement Plan. These programs include the following:

Citywide Sidewalk Horizontal Repair	\$40,000 Per Year
Downtown Sidewalks and Curbs	\$50,000 Per Year
Sidewalk (ADA) Accessibility	\$30,000 Per Year
Sidewalk Safety/Schools	\$80,000 Per Year

Many of these sidewalk improvement programs are matched by funds from federal, state or other sources. Taken together, the City anticipates over \$4.5 million worth of sidewalks improvements to be made throughout Norman in fiscal year 2017-2018.



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:

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 is anticipated to be completed in FYE 2018, primarily to pay construction costs for the new Central Branch Library. Many of the NORMAN FORWARD projects are under construction or in planning phases. As discussed above, these major capital project investments are transforming the City of Norman.

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. The urban asphalt and concrete street resurfacing, rural road surfacing and major street reconstruction programs have been highly successful. Approximately \$5.1 million is included in the FYE 2018 budget for projects to be constructed under this program.

University North Park TIF District Capital Fund

Significant growth is happening in the University North Park development (“UNP”, the Planned Unit Development area bordered by I-35, Robinson Street, OU-Westheimer Airport and Tecumseh Road). This growth is facilitated by public improvements funded by the City of Norman’s UNP Tax Increment Finance District (TIF). Major public facilities, paid for by apportioned sales and ad valorem taxes, have been constructed in UNP, to spur further private development in the area. The UNP TIF Fund will end FYE 2017 with a projected fund balance of \$22.5 million, which is projected to increase by approximately \$4.8 million per year.

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 produce higher quality water than mandated by federal and state standards, and to *address taste and odor issues* that have been experienced periodically. The NUA staff recently received bids for a \$31 million construction contract for these improvements, which the Trustees/Council will consider in the near future.

Norman Water Reclamation (Wastewater) Enterprise Utility

Major improvements are nearing completion 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.

Norman Sanitation Enterprise Utility

The Norman Sanitation Utility provides automated municipal solid waste collection, transfer and disposal customers for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, bulky item pickup and participates in a household hazardous waste disposal program. Curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor. The Sanitation Utility 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. Extensive Council/NUA and community dialogue continues on this topic.

The City's current Storm Water Program budget in FYE 2018 is \$3,432,209, proposed to be funded through the General Fund and Capital Fund. Several other program expansions and services are mandated by the City's NPDES permit. Future year budgets will be required to provide 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 for its Phase II Storm Water Permit.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2017 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 2017-2018 budget is generally a status quo budget. Significant reductions to budget allocations were required in order for General Fund services to be provided from projected revenues during this budget year; it is significant that this is a status quo budget, instead of a cut-back budget. We will continue to work with the Council to identify ways to address this long-term revenue imbalance through the identification of new revenue sources (i.e., a Stormwater Utility that funds services currently paid from the General Fund), the re-allocation of existing sales tax revenue (re-apportionment of sales tax revenue from the University North Park TIF Fund), improved collection of sales taxes and expansion of the sales tax base through Federal legislative action; or reduction in public services. 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

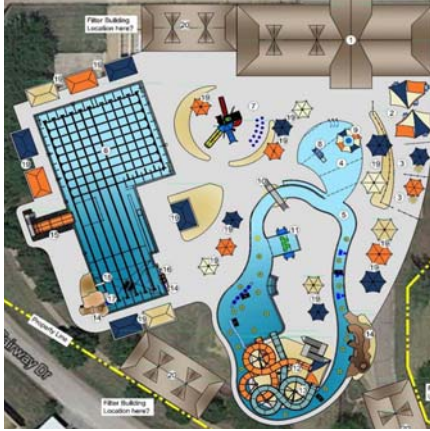
I would like to express my personal appreciation for the outstanding work done by our professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction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

Sincerely,



Steven Lewis
City Manager

Park improvements across the City of Norman



UNDER CONSTRUCTION

Community Profile



**WORK IN
PROGRESS
COMING SOON!**



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 122,738 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 27,937.

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



Easter Egg Hunt at Andrew's Park



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	63
Developed park acreage	990.85
Number of undeveloped parks	6
Undeveloped park acreage	180.55
18-hole golf courses	1
Disc golf courses	4
Swimming pools	4
Sprayground / Water Playground	3
Waterslides	2
Tennis courts	26
Skate park	1
Competition baseball / softball fields	31
Competition Soccer fields	25
Neighborhood practice baseball fields	30
Neighborhood soccer practice goals	25
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	5
Recreational / Fishing Ponds	9
Dog Parks	1
Miles of Walking Trails	31.8

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2008	111,543	28,159	28.2	13,546	3.1
2009	112,551	25,244	28.4	14,025	4.5
2010	110,925	24,586	30.4	14,366	4.9
2011	113,169	28,603	30.2	14,644	4.3
2012	114,451	28,193	29.4	15,022	3.9
2013	119,151	25,316	29.1	15,129	4.0
2014	117,528	28,273	29.9	15,601	3.5
2015	119,188	28,388	30.9	15,819	3.1
2016	121,041	n/a	n/a	16,046	3.4
2017	122,738	n/a	n/a	15,944	n/a

Sources:

- (1) 2008-2009 and 2011-2016 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2017 Estimated – City of Norman Finance Department
- (2) 2008-2015 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate
- (3) 2008-2015 U.S. Census; 1-yr. American Community Survey Estimate
- (4) Norman Public Schools Accreditation Report
- (5) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate.
- (6) 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 (2016-2017 School Year):

Total school enrollment – Norman Public Schools	15,944
Number of elementary schools	17
Number of elementary students	7,842
Number of elementary school instructors	572
Number of secondary schools	6
Number of secondary school students	8,102
Number of secondary school instructors	472
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

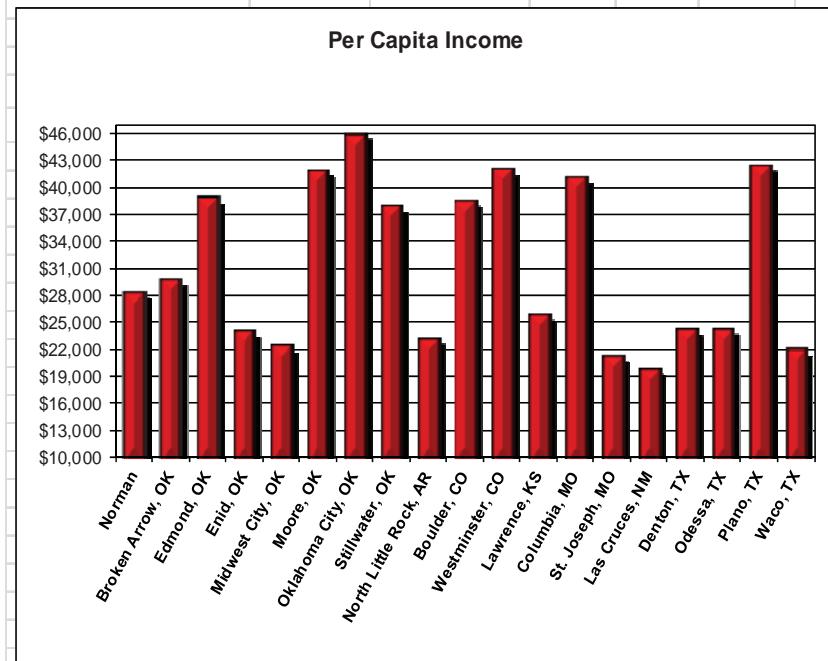
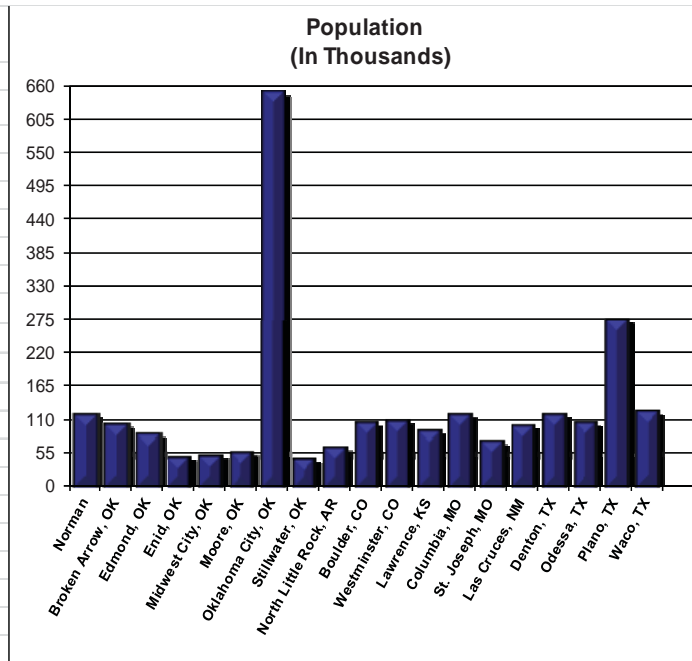
<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	12,941
Norman Regional Hospital	Medical Services	3,036
Norman Public Schools	Education Services	1,806
York International / Johnson Controls	Heating / Air Conditioning	950
Wal-Mart Supercenters	General Merchandise Retailer	985
City of Norman	Government Services	864
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	552
NOAA National Severe Storm Laboratory	National Weather Services	550
USPS National Center for Employee Development	Government Service	420
Oklahoma Veterans' Center – Norman Division	Medical Services	414
Hitachi	Computer Products	410
Sysco	Food Service Distributor	337
Sitel	Business Process Outsourcing	300

INTER-CITY BENCHMARK COMPARISONS

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

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

City	Population	Median Age	Square Miles
Norman	122,738	30.9	189.5
Broken Arrow, OK	104,726	35.3	60.0
Edmond, OK	87,877	34.9	87.0
Enid, OK	51,386	36.5	73.9
Midwest City, OK	54,371	35.2	28.0
Moore, OK	60,000	31.5	22.0
Oklahoma City, OK	653,421	33.8	621.2
Stillwater, OK	48,967	23.7	28.4
North Little Rock, AR	66,075	35.9	54.6
Boulder, CO	107,167	29.0	25.8
Westminster, CO	112,090	36.3	35.0
Lawrence, KS	93,917	26.8	34.9
Columbia, MO	121,345	26.9	65.5
St. Joseph, MO	77,037	35.7	44.0
Las Cruces, NM	103,163	31.1	77.0
Denton, TX	122,759	28.4	98.5
Odessa, TX	107,158	31.2	45.9
Plano, TX	277,400	37.2	72.2
Waco, TX	126,217	28.4	105.0

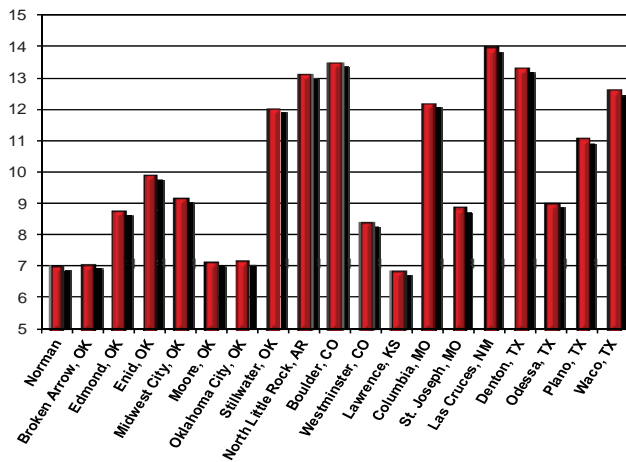


City	Per Capita Income
Norman	\$28,388
Broken Arrow, OK	\$29,802
Edmond, OK	\$38,967
Enid, OK	\$24,076
Midwest City, OK	\$22,451
Moore, OK	\$42,000
Oklahoma City, OK	\$46,000
Stillwater, OK	\$38,028
North Little Rock, AR	\$23,282
Boulder, CO	\$38,636
Westminster, CO	\$42,070
Lawrence, KS	\$25,989
Columbia, MO	\$41,160
St. Joseph, MO	\$21,401
Las Cruces, NM	\$19,923
Denton, TX	\$24,257
Odessa, TX	\$24,358
Plano, TX	\$42,522
Waco, TX	\$22,078

CITY OF NORMAN

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	15,944	3.40%	Hewlett Packard Enterprise, Oklahoma Gas & Electric (OG&E), Wal-Mart/Sam's C
Broken Arrow, OK	28,417	5.90%	Public Service Company, Wal-Mart Stores Inc., Valor Communications
Edmond, OK	23,965	3.50%	not available
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	23,000	3.60%	Oklahoma Gas & Electric (OG&E), KRG Shops at Moore, LLC, Wal-Mart Real Estate B
Oklahoma City, OK	45,757	3.80%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores
Stillwater, OK	6,137	4.20%	ASCO Aerospace USA, LLC, Breckenridge Group Stillwater OK, LLC, Prime Place Apar
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	30,837	2.20%	IBM Corp., Ball Corporation, Public Service Co. of Colorado,
Westminster, CO	not available	3.40%	not available
Lawrence, KS	12,106	3.70%	Westar Energy, Wal-Mart, Black Hills Utility
Columbia, MO	18,012	2.70%	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%	EI Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	27,296	4.30%	Paccar Inc. (Peterbilt Motors), Columbia Medical Center (Denton Regional Medical), We
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	15,254	6.70%	Mars Chocolate - North America, Coca Cola Company, L-3 Platform Integration

Employees Per 1,000 Citizens



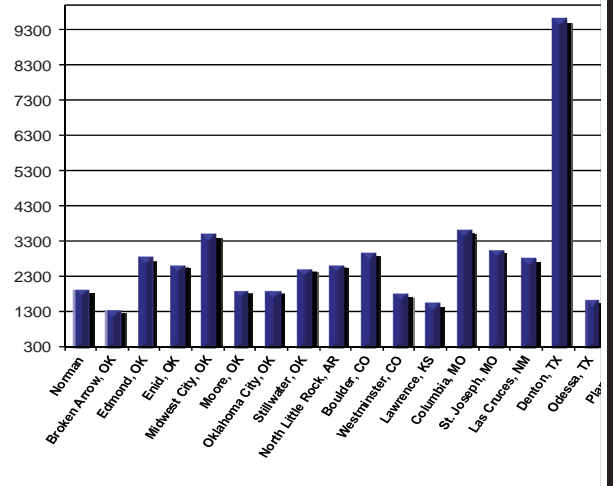
City Full-Time & Permanent Part-Time Budgeted Positions Employees Per 1,000 Citizens

City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	864	7.0
Broken Arrow, OK	740	7.1
Edmond, OK	773	8.8
Enid, OK	509	9.9
Midwest City, OK	500	9.2
Moore, OK	429	7.2
Oklahoma City, OK	4,699	7.2
Stillwater, OK	590	12.1
North Little Rock, AR	870	13.2
Boulder, CO	1,447	13.5
Westminster, CO	940	8.4
Lawrence, KS	833	6.9
Columbia, MO	1,483	12.2
St. Joseph, MO	684	8.9
Las Cruces, NM	1,445	14.0
Denton, TX	1,639	13.3
Odessa, TX	967	9.0
Plano, TX	3,073	11.1
Waco, TX	1,593	12.6

City Budgeted Revenues Budgeted Expenditures Expenditures Per Capita (In Millions)

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	\$241.17	\$241.48	\$1,967
Broken Arrow, OK	\$132.81	\$145.28	\$1,387
Edmond, OK	\$227.13	\$252.38	\$2,872
Enid, OK	\$134.72	\$136.91	\$2,664
Midwest City, OK	\$150.08	\$192.62	\$3,543
Moore, OK	\$116.38	\$116.38	\$1,940
Oklahoma City, OK	\$1,263.83	\$1,263.83	\$1,934
Stillwater, OK	\$123.84	\$124.96	\$2,552
North Little Rock, AR	\$175.24	\$176.27	\$2,668
Boulder, CO	\$315.53	\$321.87	\$3,003
Westminster, CO	\$248.01	\$206.39	\$1,841
Lawrence, KS	\$179.19	\$191.49	\$1,578
Columbia, MO	\$420.90	\$442.58	\$3,647
St. Joseph, MO	\$237.72	\$237.72	\$3,086
Las Cruces, NM	\$248.74	\$293.67	\$2,847
Denton, TX	\$1,189.29	\$1,185.43	\$9,657
Odessa, TX	\$174.40	\$176.23	\$1,645
Plano, TX	\$498.53	\$528.05	\$1,904
Waco, TX	\$209.19	\$209.19	\$1,657

Expenditures Per Capita Income



Government Facilities and Service Statistics

Year of Incorporation: 1891

Form of Government: Council / Manager



Area in square miles

189.5

General Obligation Debt Rating (Moody's rating)

AA2

Number of Employees (excluding police and fire):

Union

299

Non-Union

153

Fire Protection:

Number of Stations

9

Number of fire personnel

163

Number of calls answered (for 2016)

14,354

Number of inspections conducted (for 2016)

2,748

Police Protection:

Number of stations (includes Norman Investigations Center)

2

Number of police personnel (includes emergency communications staff)

249

Number of patrol units

117

Physical arrests (for 2016)

5,675

Traffic violations (for 2016) (citations issued)

30,737

Parking violations (for 2016)

13,433

Number of reported crimes (part one crime index for 2016)

4,429

Calls for service (for 2016)

87,477

Sewerage System:

Miles of sanitary sewers maintained by the City

510

Miles of storm sewers maintained by the City

141.8

Number of treatment plants

1

Daily average treatment in gallons

10,800,000

Design capacity of treatment plant in gallons

17,000,000

Water System:

Miles of water mains maintained by the City

598

Number of service connections (includes 865 sprinkler connections)

37,050

Number of fire hydrants

5,948

Daily average production in gallons (for 2016-excluding water purchased from OKC)

11,920,000

Maximum daily capacity of plant in gallons

17,000,000

Number of water wells in operation

30

Street Maintenance:

Miles of urban streets maintained by the City

534.8

Miles of rural streets maintained by the City

230.3

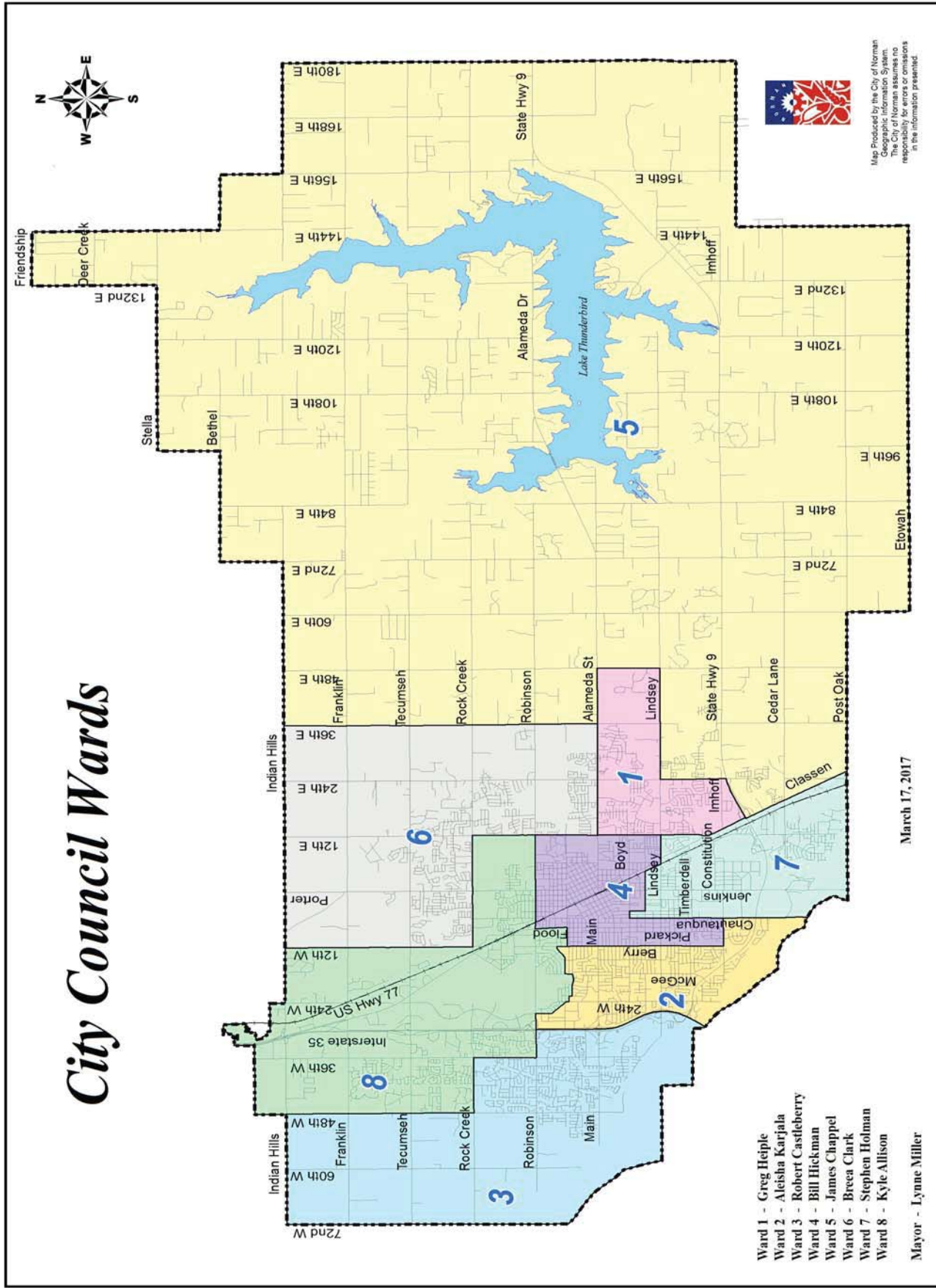
Number of street lights

6,563

Number of signalized locations

256

City Council Wards



- Ward 1 - Greg Heiple
 - Ward 2 - Aleisha Karjala
 - Ward 3 - Robert Castleberry
 - Ward 4 - Bill Hickman
 - Ward 5 - James Chappel
 - Ward 6 - Breca Clark
 - Ward 7 - Stephen Holman
 - Ward 8 - Kyle Allison
- Mayor - Lynne Miller

Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.

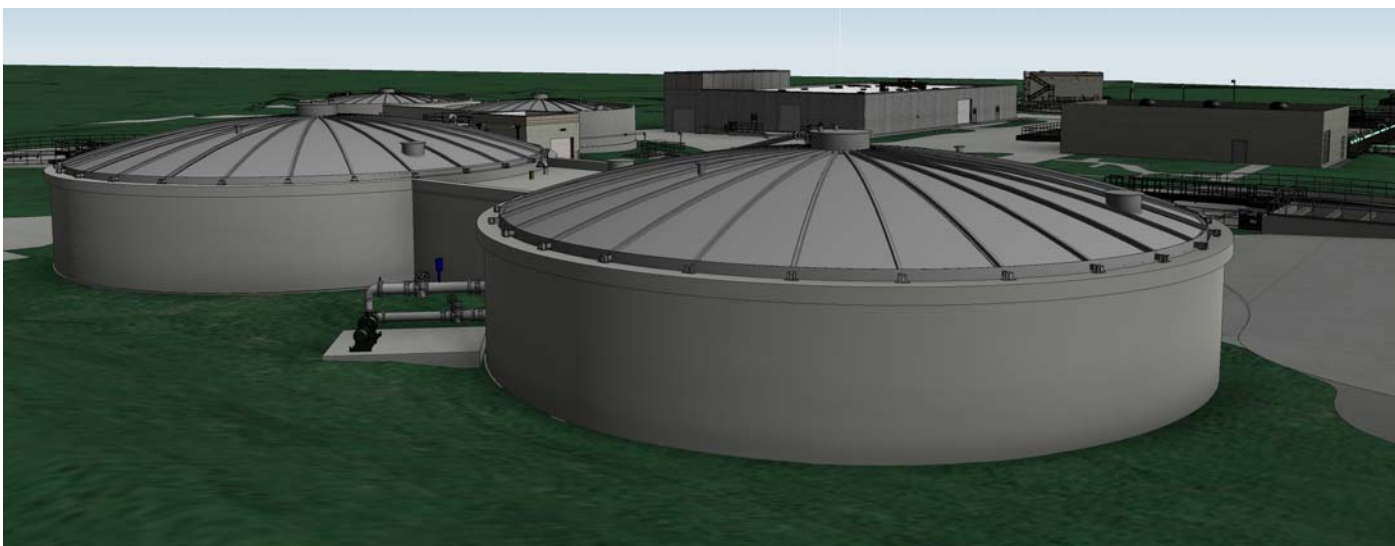
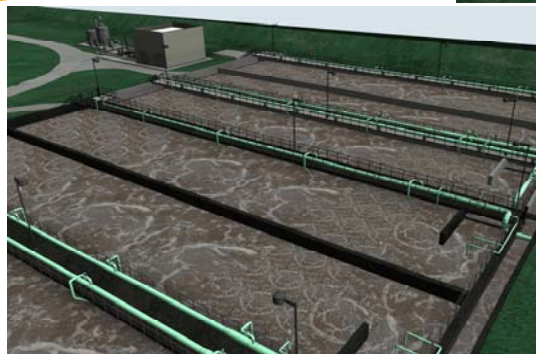
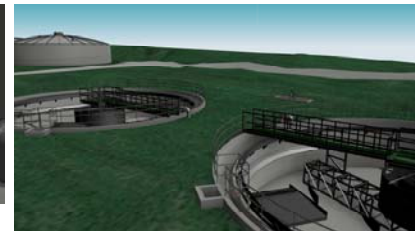
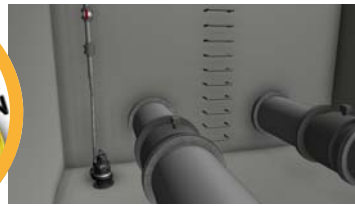
March 17, 2017



UNDER CONSTRUCTION

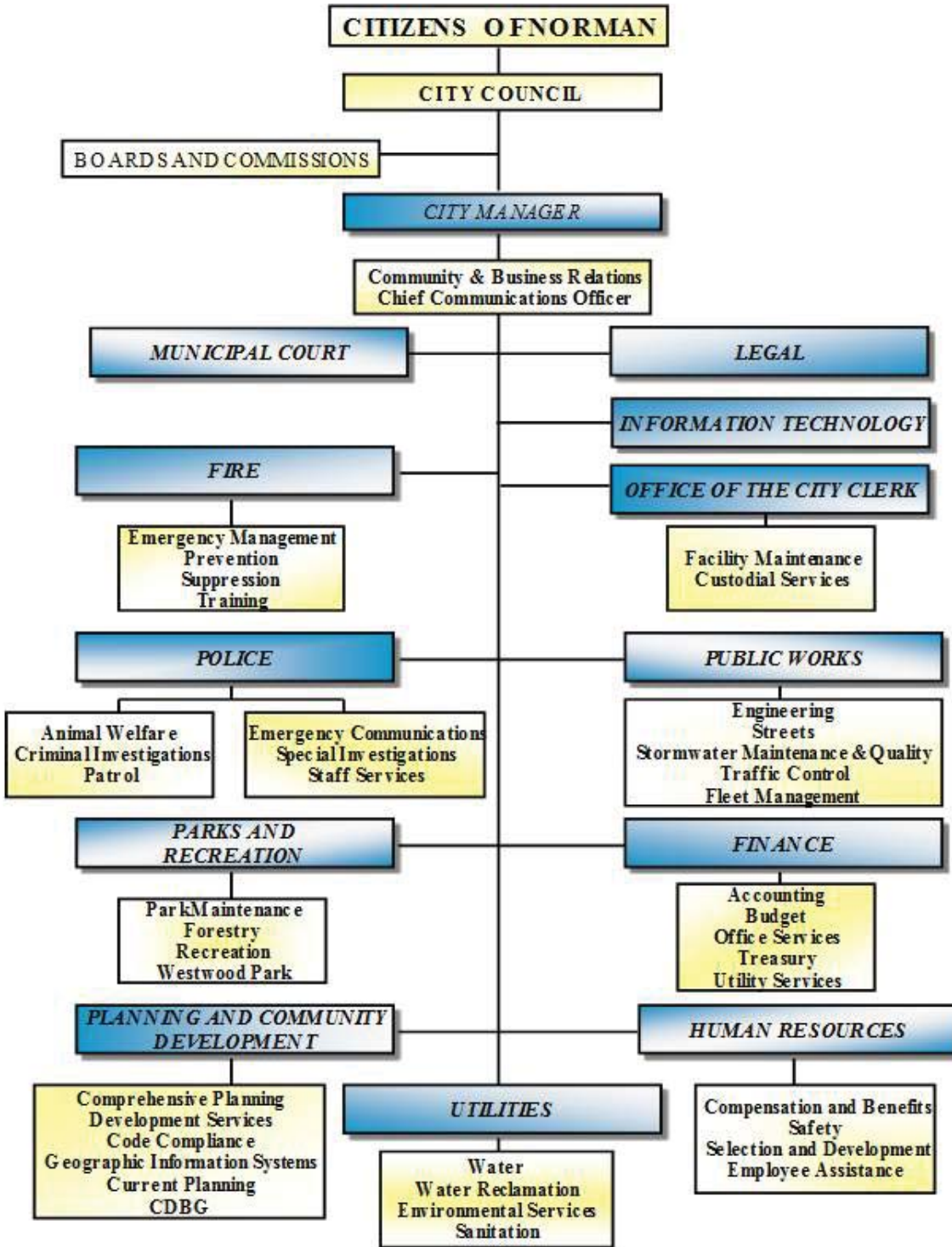


Overview / Statistical



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

**PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)**

FUND	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18
GENERAL	559	568	599	558	601	602	596	599	610	615	616
PUBLIC SAFETY SALES TAX	0	0	0	45	65	67	69	71	77	79	82
RECREATION	19	20	20	20	0	0	0	0	0	0	0
CDBG	6	6	6	6	6	6	6	6	5	5	5
SPECIAL GRANTS	0	0	0	1	1	1	0	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	0	1	1	0	0	0
EMERGENCY COMMUNICATIONS	22	22	22	22	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8	8
WATER	50	52	52	52	52	52	51	51	50	50	51
WATER RECLAMATION	23	23	23	21	21	22	22	22	42	43	43
SANITATION	53	53	53	51	51	51	51	51	51	52	52
RISK MANAGEMENT	0	0	0	0	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	5	5
SEWER MAINTENANCE	25	25	25	21	21	21	21	21	1	1	1
TOTAL	768	780	811	808	830	834	829	834	848	859	864

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

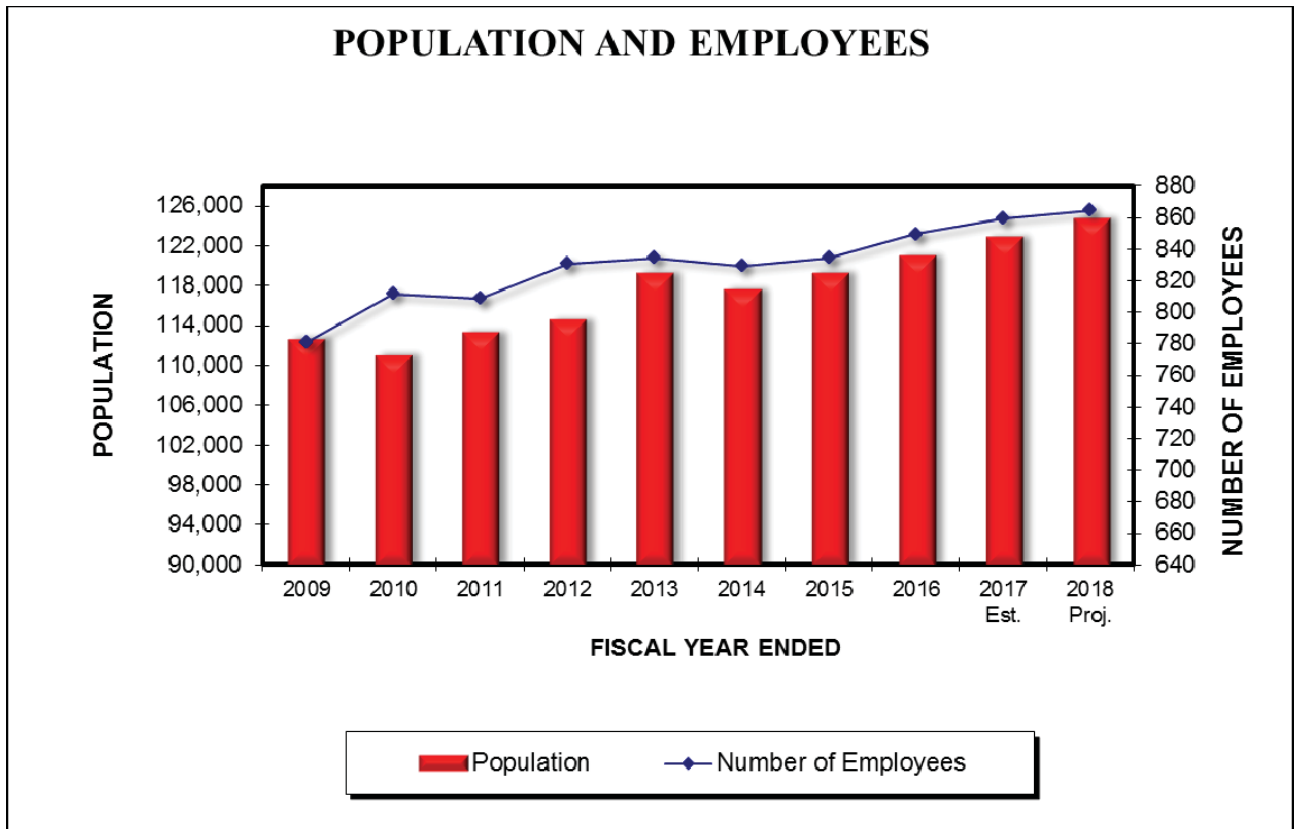
FYE 13 to FYE 14 – Cut 12 Frozen Positions (11 in General Fund and 1 in Water Fund). Added a Retail Recruiter position, 3 part-time Recreation Leaders and re-classed a Juvenile Services Coordinator temporary position in Municipal Court to part-time, and reclassified a Crime Intelligence Analyst that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

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

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

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 Stormwater Inspector for Stormwater 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.

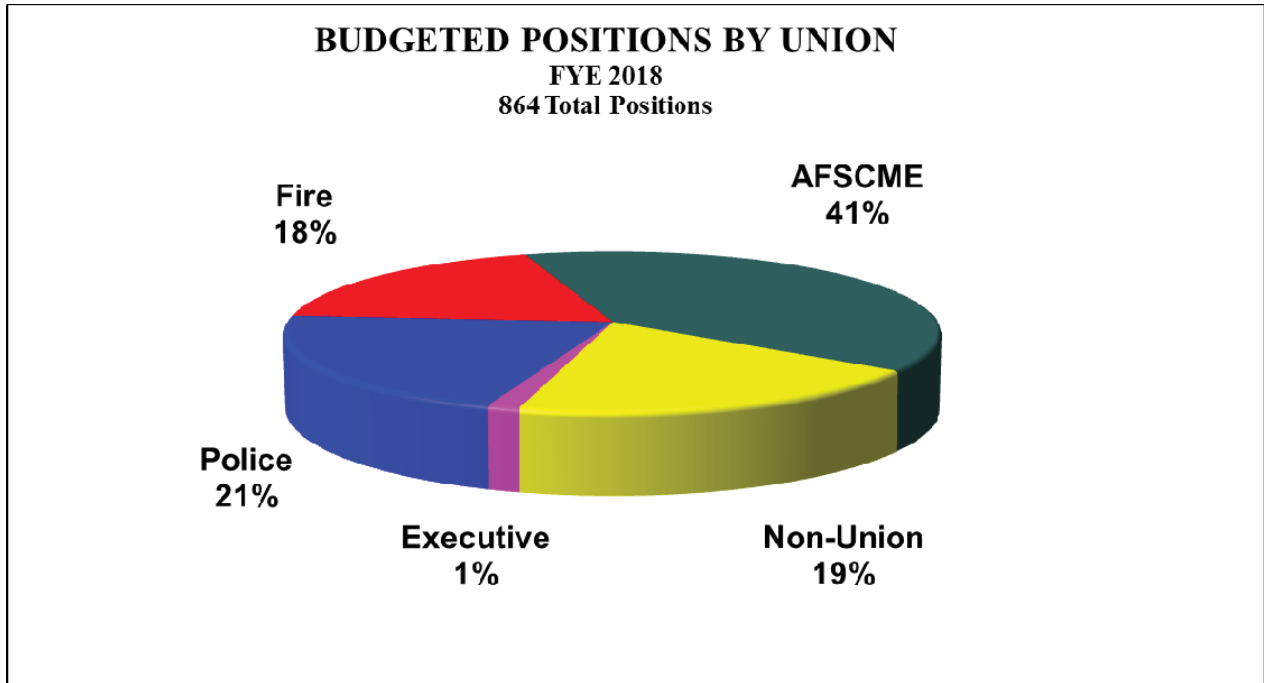
FYE 17 to FYE 18 - During FYE 17 added one part-time Juvenile Services Coordinator. For FYE 18 added an Animal Welfare Technician in the Police Department and cut a vacant Assistant Attorney position in the Legal Department. Added three School Resource Officers to the Public Safety Sales Tax Fund. Added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



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 2018, the City will employ 864 permanent employees, which is 5 more positions budgeted in FYE 2017. Eighty-two positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 864 personnel, the City is budgeting 84 more positions than in FY 2009, or an increase of 10.8%. In 2018, the City of Norman's population is projected to be 124,639, an increase of approximately 10.7% from 2009.

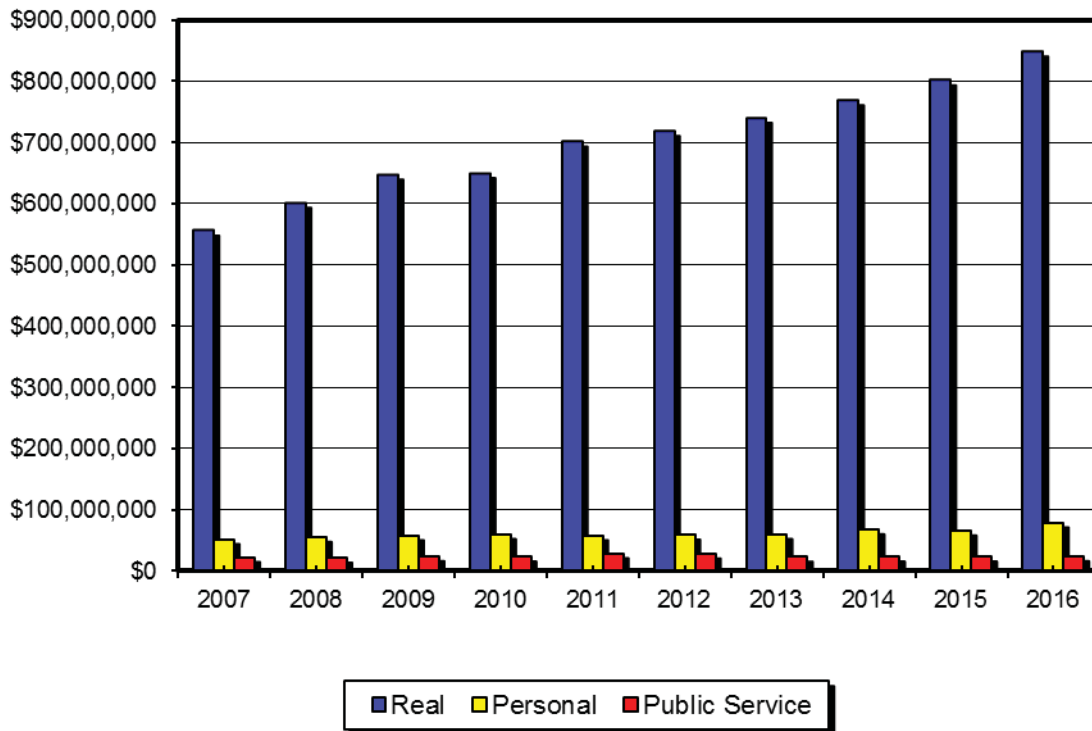
Note: The population figures used for the graph are estimates provided by the City of Norman Planning and Finance Departments.



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2017-2018, 864 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (349) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 249 Police Department personnel, of which 178 are members of the Fraternal Order of Police (FOP) union and 49 are AFSCME members. There are a total of 163 Fire Department personnel, of which 157 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 13 department directors and the City Manager of the City of Norman. There are 180 employees that are non-union members including the executive employees.

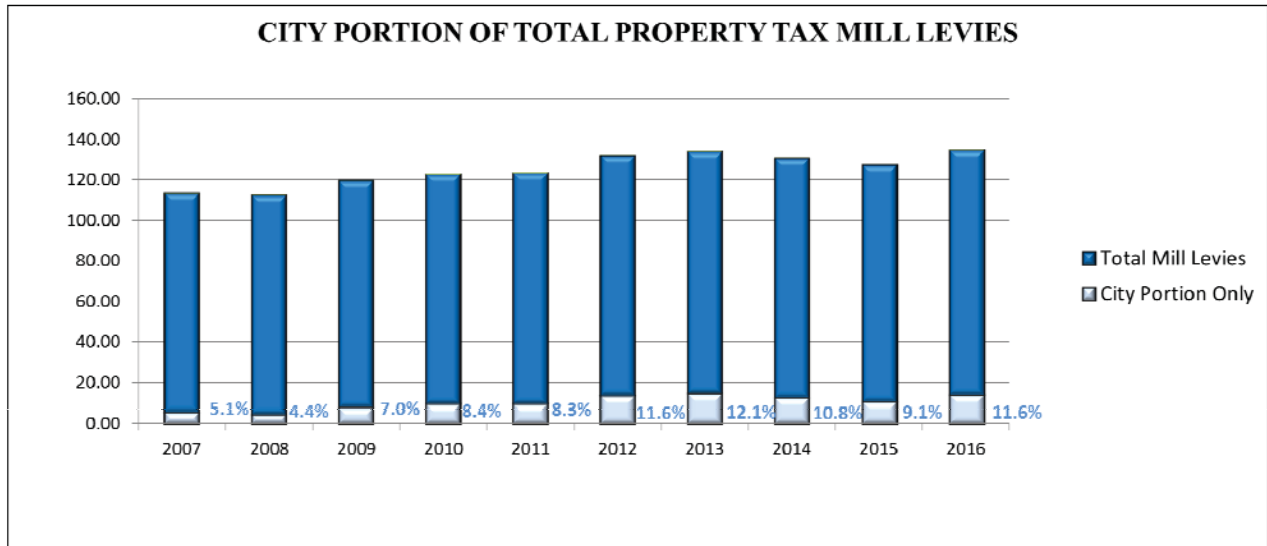
ASSESSED PROPERTY VALUATIONS 10 Year Comparison



Discussion of the Graph

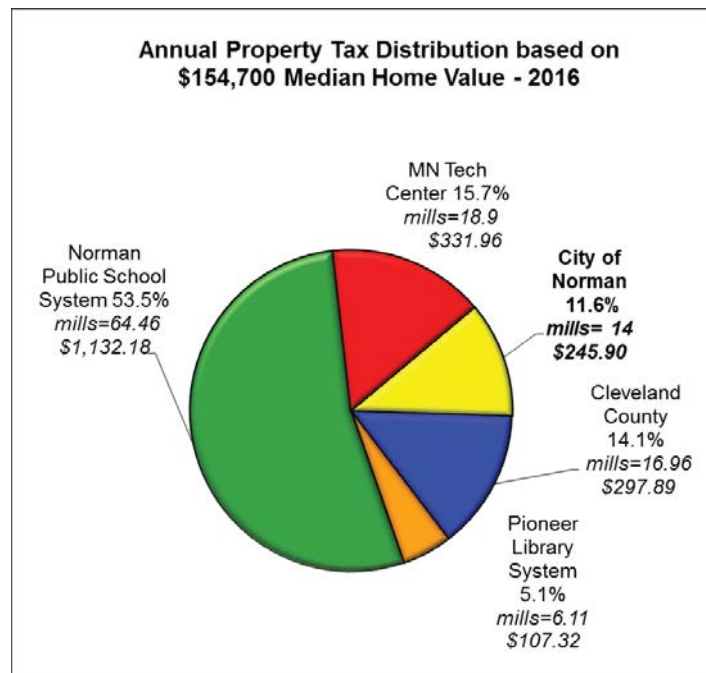
Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation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

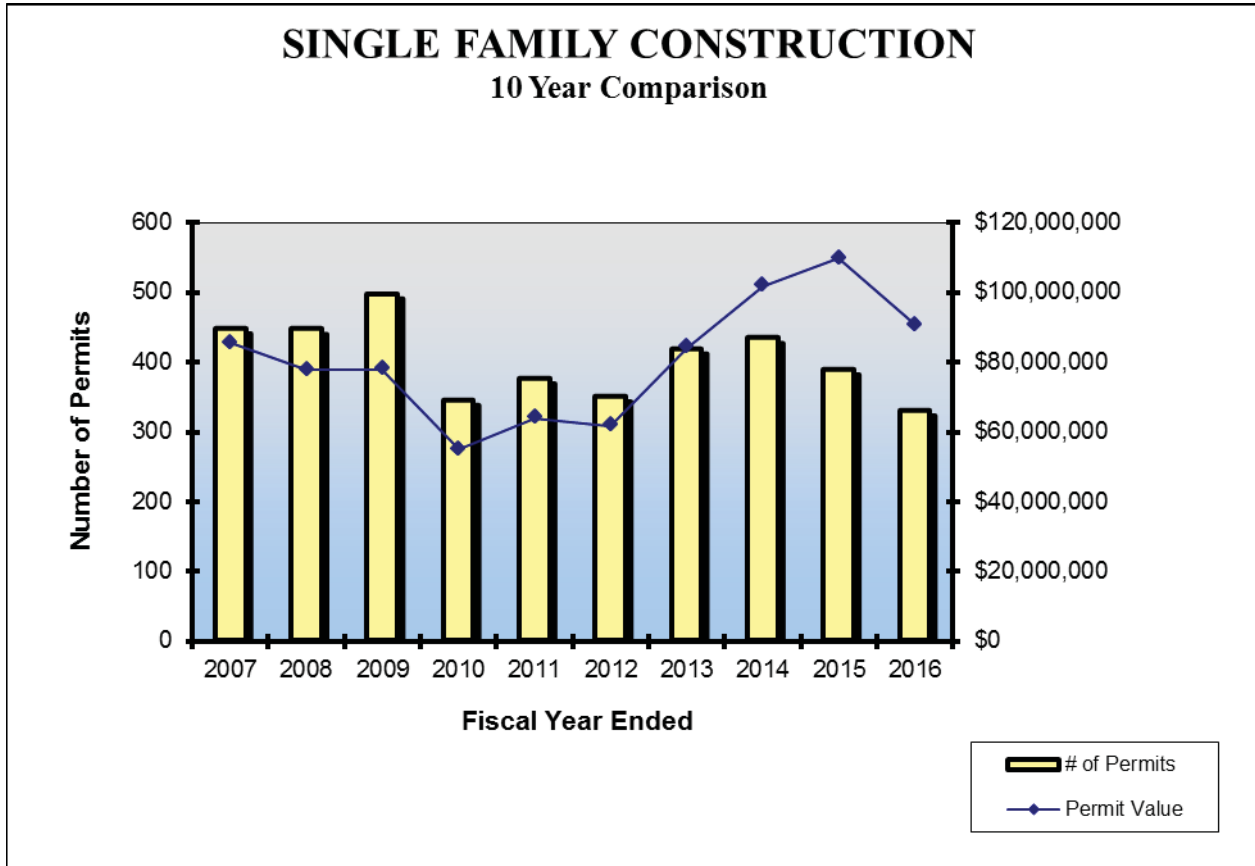
CITY OF NORMAN



Discussion of the Graph

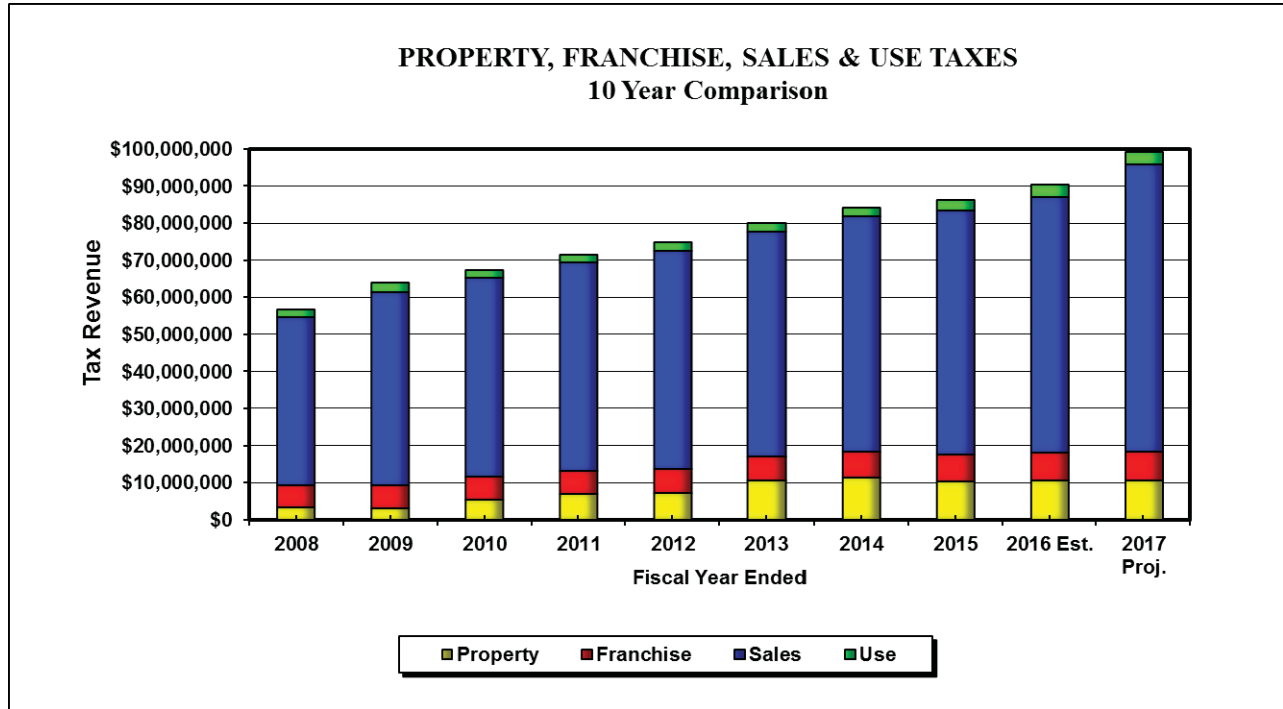
The City portion of actual property taxes levied in Norman in 2016 were 14 mills or \$13,061,547 which is 1.4% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated \$154,700.





Discussion of the Graph

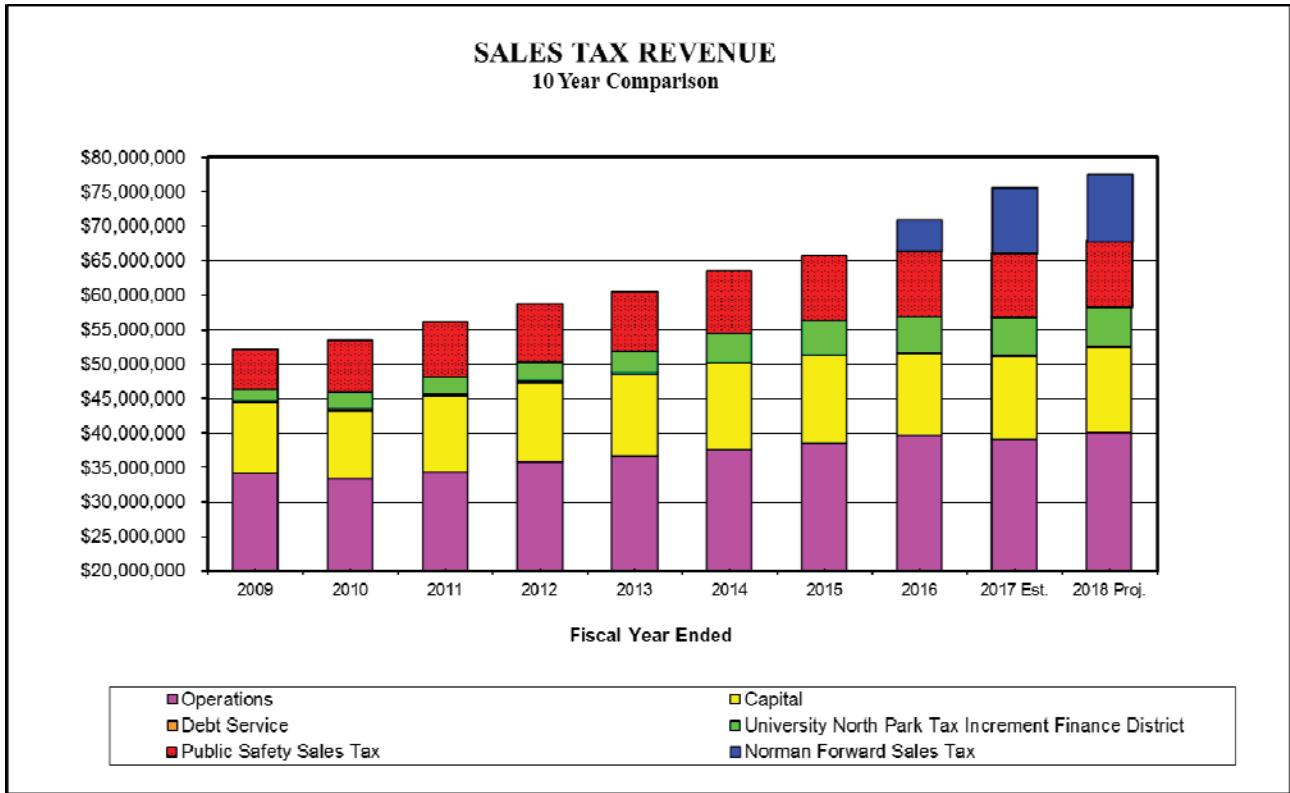
This graph represents new permits for construction of single family residential permit values for the ten-year period. The 2007 and 2008 decrease in the number of permits and permit value follows the national decrease in the home construction industry. In 2010, the City of Norman economy followed the U.S. economy recession. In 2013 and 2014, the permit values increased significantly from 2010. Beginning in 2015, residential construction levels dropped and continued to drop in 2016.



Discussion of the Graph

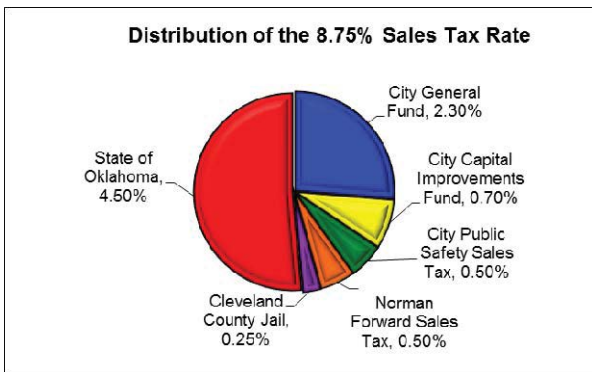
These are the primary tax sources available to the City of Norman. The property tax is used to service bonded debt and court judgments (see graph of Assessed Property Valuations), while the sales, use and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue 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.

CITY OF NORMAN



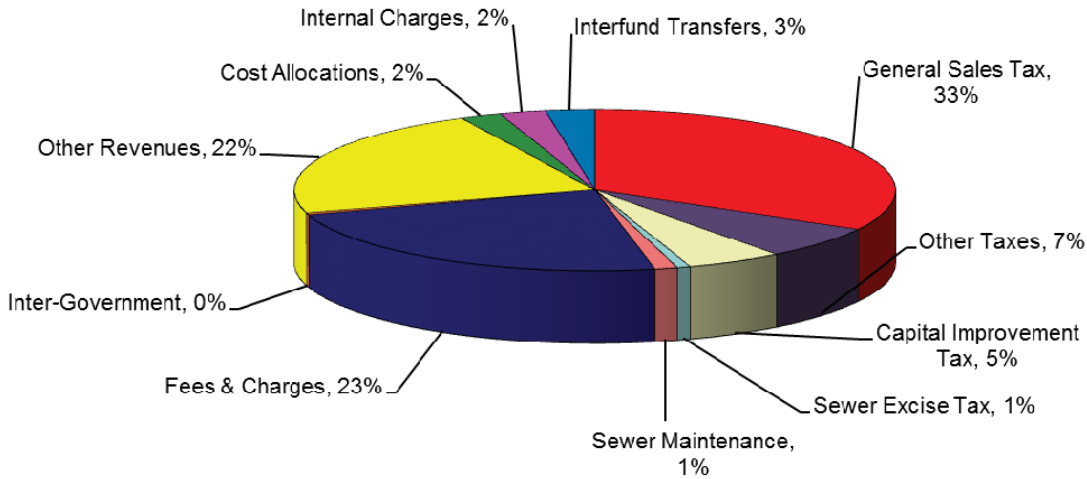
Discussion of the Graph

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 2008 to 2014. 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 2018 Projected Figures:	
Operations	\$40,128,750
Capital	\$12,469,125
Tax Increment Finance	\$ 5,653,079
Public Safety	\$ 9,613,475
<u>Norman Forward</u>	<u>\$ 9,613,475</u>
Total	\$77,477,904

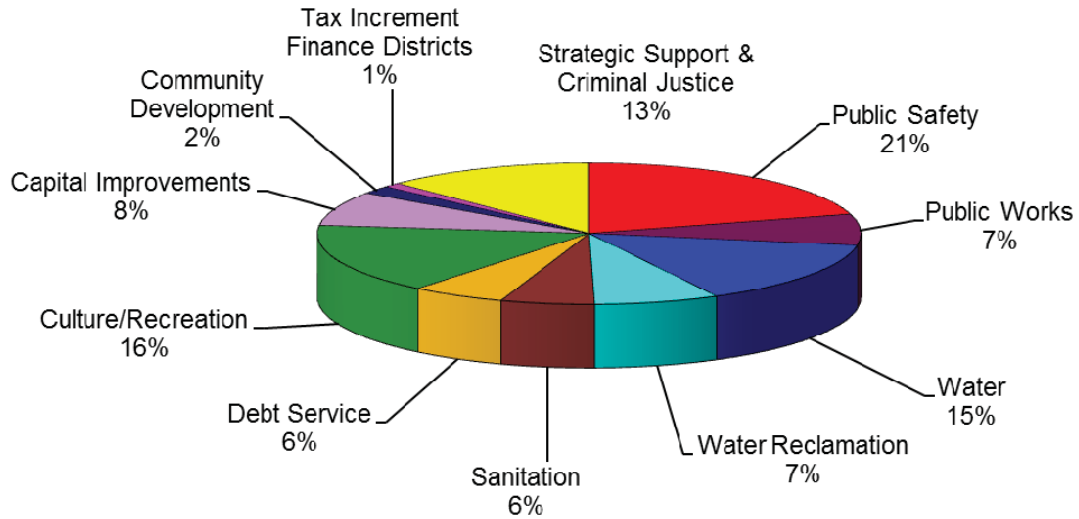
FYE 2018 ALL FUNDS PROJECTED TOTAL REVENUES
\$241,165,391



Discussion of the Graph

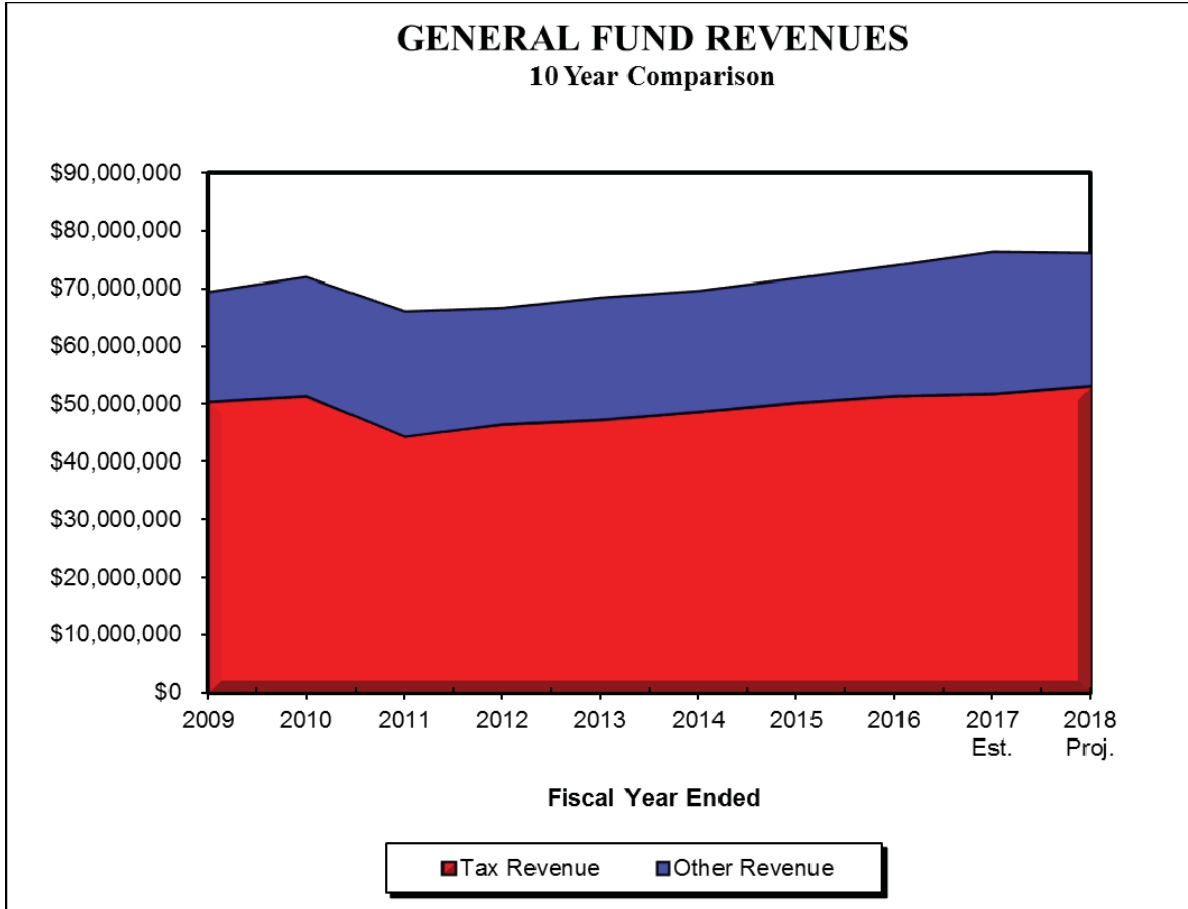
Budgeted revenues for FYE 2018 of \$241,165,391 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. 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 2018 ALL FUNDS PROJECTED TOTAL EXPENDITURES
\$241,475,367



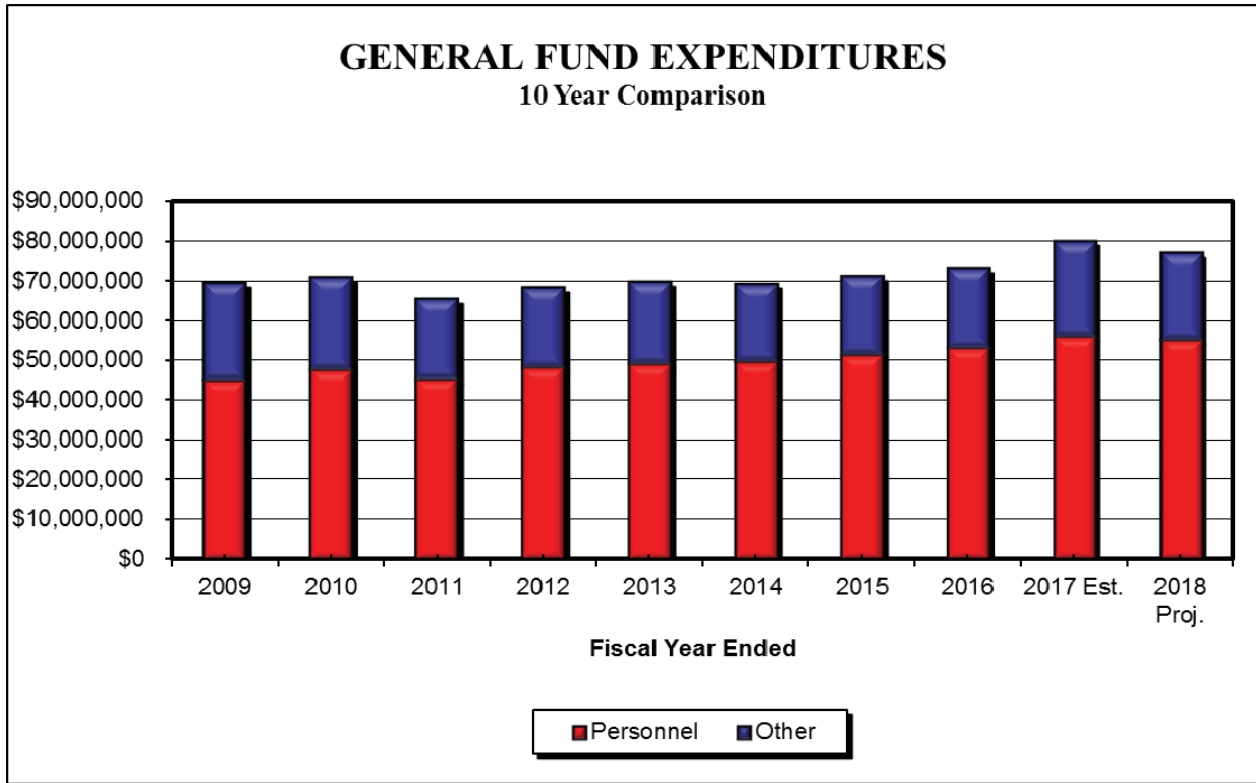
Discussion of the Graph

Budgeted expenditures for FYE 2018 of \$241,475,367 are derived from several uses. The largest portion is Public Safety at 21% or \$49,959,643. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Tax Increment Finance is the smallest portion of expenditures at 1% or \$2,426,357.



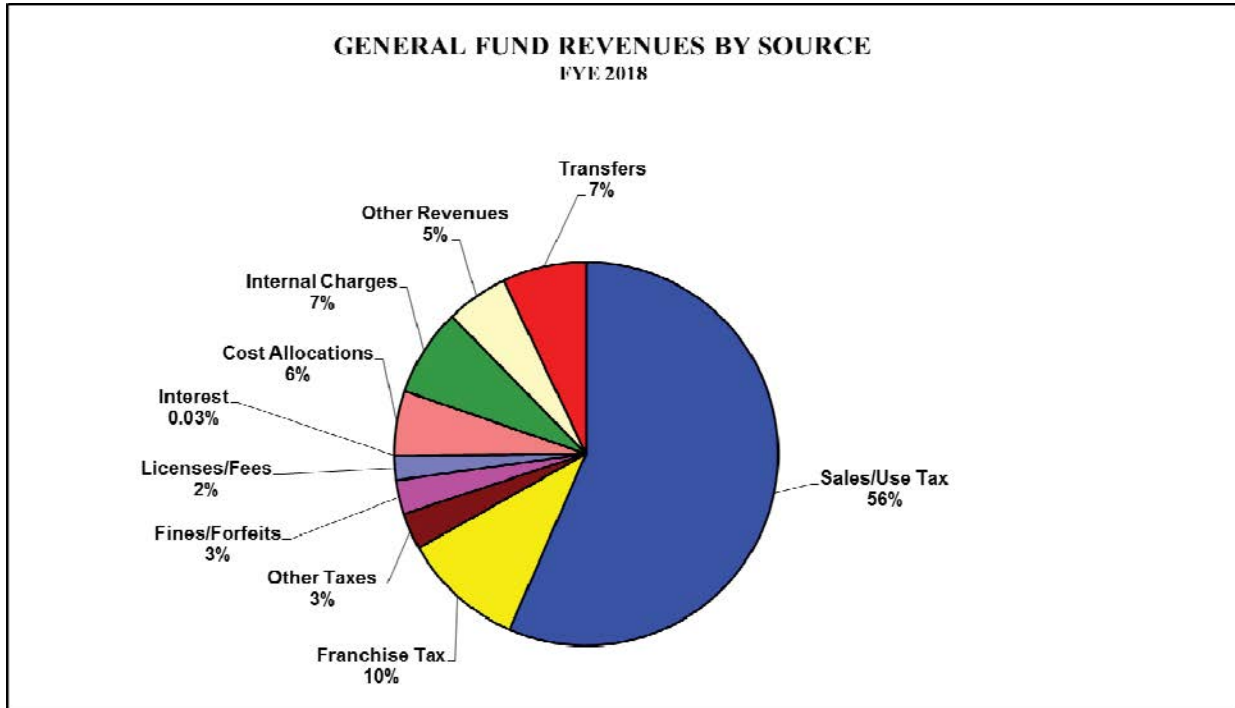
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 73% of total revenues in FYE 2009 to an estimated 68% of total revenues in FYE 2017 and a projected 70% in FYE 2018. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. The decline of sales tax revenues and other revenues in FYE 10 to FYE 11 is due to the economic recession and the move of the Public Safety Sales Tax to its own fund.



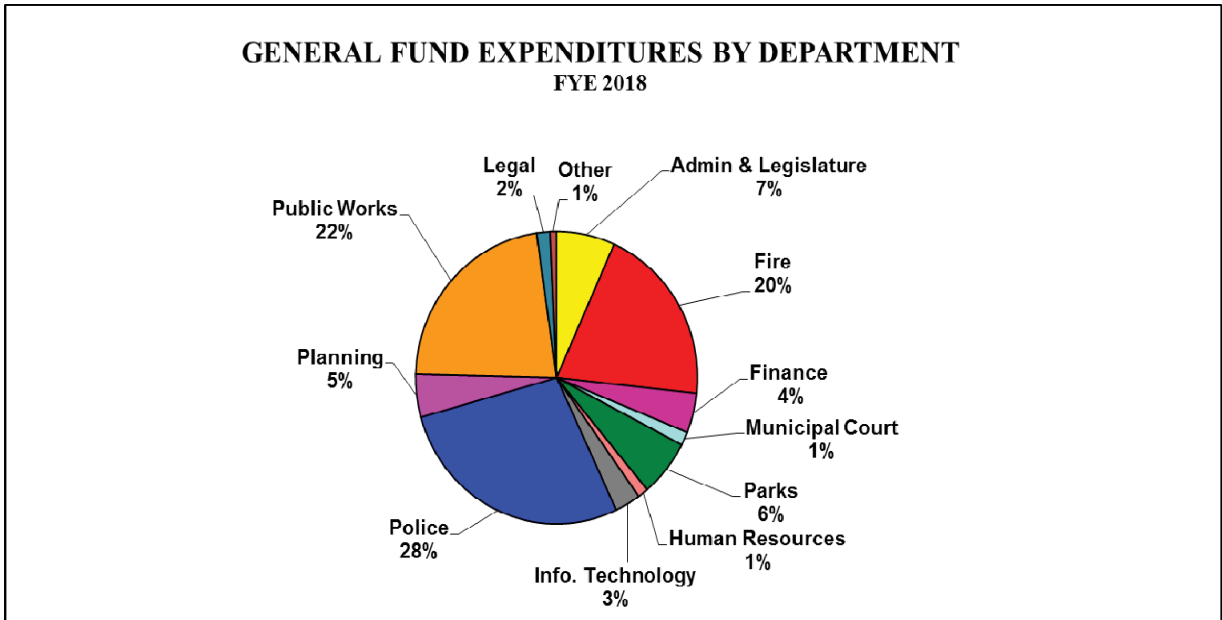
Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 65% of total General Fund expenditures in FYE 2009 and are projected to comprise about 73% of General Fund expenditures in FYE 2018. The FYE 2011 decrease in overall expenditures is due to budget cutbacks that included furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



Discussion of the Graph

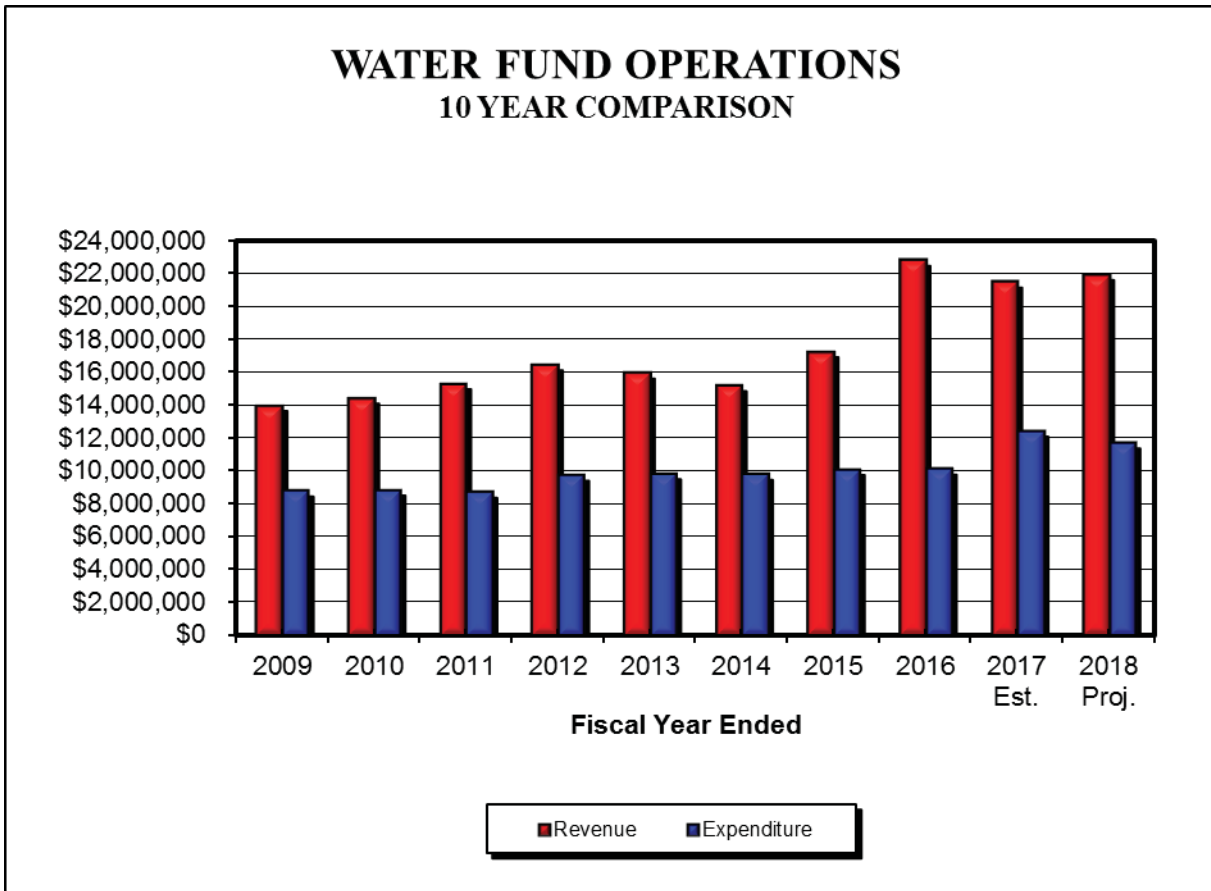
Taxes comprise 69% of the General Fund's revenue; sales and use tax represents 56% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 6% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other Funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.



Discussion of the Graph

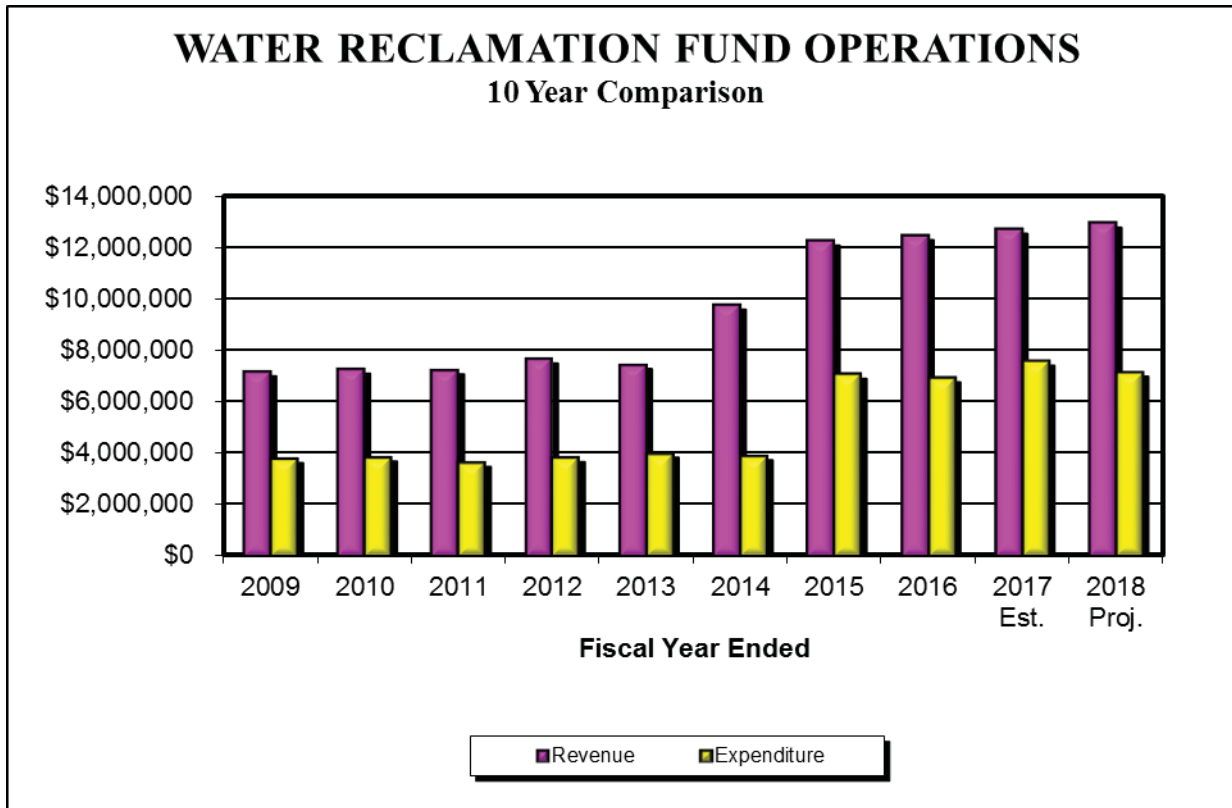
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$21,236,235 or 28% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling \$17,190,816 or 22% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 70% of General Fund expenditures.

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



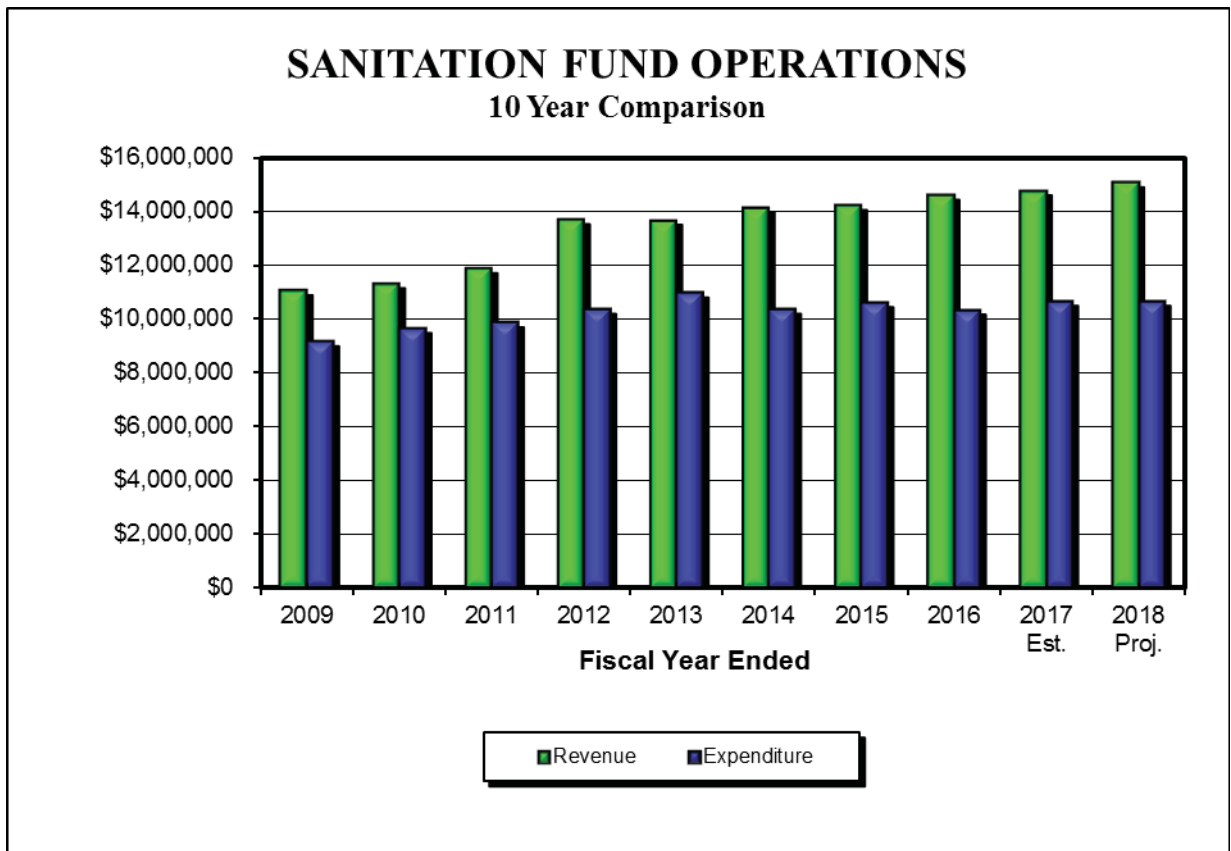
Discussion of the Graph

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



Discussion of the Graph

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

CITY OF NORMAN

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

	<u>FYE 15 Actual</u>		<u>FYE 16 Actual</u>		<u>FYE 17 Budget</u>		<u>FYE 17 Est.</u>		<u>FYE 18 Proj.</u>
Total Combined Fund Revenues									
Sales Tax	\$ 68,642,601	18.4%	\$ 74,448,947	9.2%	\$ 80,905,671	-2.0%	\$ 79,256,250	2.5%	\$ 81,265,121
Property Tax	\$ 11,620,098	29.4%	\$ 9,794,490	53.5%	\$ 11,312,309	0.0%	\$ 11,312,309	32.9%	\$ 15,032,672
Other Taxes	\$ 13,274,452	2.9%	\$ 12,508,090	9.2%	\$ 13,890,775	-4.2%	\$ 13,313,952	2.6%	\$ 13,662,371
Fees, User Charges & Fines	\$ 52,667,026	11.6%	\$ 58,673,973	0.2%	\$ 57,967,390	-0.6%	\$ 57,597,075	2.1%	\$ 58,788,126
Federal Funds	\$ 1,789,626	-48.9%	\$ 3,584,171	-74.5%	\$ 2,471,678	745.0%	\$ 20,884,466	-95.6%	\$ 915,178
State Funds	\$ 427,824	-85.3%	\$ 248,086	-74.7%	\$ 62,835	0.0%	\$ 272,714	-77.0%	\$ 62,834
Interest Income	\$ 530,728	35.4%	\$ 2,012,925	-64.3%	\$ 717,000	1.6%	\$ 728,750	-1.4%	\$ 718,750
Cost Allocations	\$ 8,155,578	90.5%	\$ 7,912,846	96.3%	\$ 18,743,179	-70.1%	\$ 5,598,945	177.5%	\$ 15,535,348
Internal Services	\$ 17,476,085	-53.3%	\$ 16,864,748	-51.6%	\$ 7,035,391	7.1%	\$ 7,537,721	8.3%	\$ 8,165,526
Interfund Transfers	\$ 13,274,227	-52.0%	\$ 37,665,278	-83.1%	\$ 7,759,791	218.2%	\$ 24,691,247	-74.2%	\$ 6,373,314
Bond/Loan Proceeds	\$ 51,366,576	-28.1%	\$ 78,786,414	-53.1%	\$ 69,200,000	0.0%	\$ 89,274,602	0.0%	\$ 36,954,500
Other	\$ 4,321,796	-14.6%	\$ 3,676,428	0.4%	\$ 3,319,316	338.9%	\$ 14,569,432	-74.7%	\$ 3,691,651
	\$ 243,546,617	-1.0%	\$ 306,176,396	-21.2%	\$ 273,385,335	18.9%	\$ 325,037,463	-25.8%	\$ 241,165,391
Total Combined Fund Expenditures									
Salary / Benefits	\$ 71,170,432	9.7%	\$ 74,581,116	4.7%	\$ 76,914,039	1.9%	\$ 78,350,119	-0.3%	\$ 78,083,342
Supplies / Materials	\$ 8,821,231	23.0%	\$ 7,735,673	40.3%	\$ 11,372,193	-10.5%	\$ 10,179,828	6.6%	\$ 10,849,618
Services / Maintenance	\$ 29,198,696	21.1%	\$ 30,708,451	15.1%	\$ 33,016,582	8.5%	\$ 35,809,638	-1.3%	\$ 35,356,610
Internal Services	\$ 5,493,501	-39.4%	\$ 4,974,836	-33.1%	\$ 4,430,203	-0.2%	\$ 4,420,952	-24.7%	\$ 3,329,848
Capital Equipment	\$ 7,973,427	-12.7%	\$ 9,706,721	-28.3%	\$ 8,238,297	34.8%	\$ 11,103,504	-37.3%	\$ 6,961,258
Capital Projects	\$ 48,815,758	29.9%	\$ 67,084,164	-5.5%	\$ 131,434,651	62.6%	\$ 213,693,828	-70.3%	\$ 63,399,100
Interfund Transfers	\$ 13,274,227	-52.0%	\$ 37,665,278	-83.1%	\$ 7,759,791	218.2%	\$ 24,691,247	-74.2%	\$ 6,373,314
Cost Allocation Charges	\$ 5,304,565	1.0%	\$ 5,742,360	-6.7%	\$ 5,401,247	-0.8%	\$ 5,359,168	0.0%	\$ 5,357,548
Federal Grants	\$ 2,154,301	-54.6%	\$ 4,513,126	-78.3%	\$ 2,534,513	733.5%	\$ 21,125,180	-95.4%	\$ 978,012
Debt Service	\$ 18,515,687	69.2%	\$ 24,398,815	28.4%	\$ 25,868,410	-7.7%	\$ 23,864,102	31.3%	\$ 31,323,503
Other	\$ 1,286,000	-141.7%	\$ 423,238	-226.8%	\$ 1,597,600	0.4%	\$ 1,604,361	-133.5%	\$ (536,786)
	\$ 212,007,825	13.9%	\$ 267,533,778	-9.7%	\$ 308,567,526	39.4%	\$ 430,201,927	-43.9%	\$ 241,475,367
Net Difference	\$ 31,538,792		\$ 38,642,618		\$ (35,182,191)		\$ (105,164,464)		\$ (309,976)

CITY OF NORMAN

**NET CITY BUDGET
FISCAL YEAR ENDING 2018**

FUND	% TOTAL	FYE 18 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 18 BUDGET	NET FYE 17 BUDGET	% CHANGE
General	31.4%	\$75,829,933		\$3,162,208		\$72,667,725	\$73,231,126	-0.8%
Public Safety Sales Tax	5.4%	13,088,253		272,463		12,815,790	33,147,339	-61.3%
Community Development	0.4%	890,178		1,761		888,417	1,769,486	-49.8%
Special Grants	0.0%	87,834				87,834	762,835	-88.5%
Room Tax	0.8%	1,819,351	72,024		99,827	1,647,500	1,715,000	-3.9%
Seizures and Restitutions	0.1%	156,860				156,860	297,507	-47.3%
Clect	0.0%	30,505				30,505	30,505	0.0%
Art In Public Places	0.0%	16,000				16,000	16,000	0.0%
Westwood Park	0.6%	1,515,508		39,961		1,475,547	1,413,534	4.4%
Water	14.6%	35,335,750	1,882,063	295,601	1,038,230	32,119,856	46,719,967	-31.3%
Water Reclamation	4.8%	11,692,602	1,756,550	246,854	626,647	9,062,551	9,868,638	-8.2%
Sewer Maintenance	1.8%	4,361,499		2,096		4,359,403	3,861,503	12.9%
New Development Exeise	0.8%	1,980,151				1,980,151	2,070,538	-4.4%
Sanitation	5.6%	13,472,083	1,406,995	1,937,329	46,000	10,081,759	10,235,078	-1.5%
Risk Management	6.7%	16,156,967				16,156,967	15,226,958	6.1%
Capital Improvement	7.9%	19,004,878			3,737,610	15,267,268	15,353,478	-0.6%
Norman Forward	12.5%	30,089,067				30,089,067	60,023,648	-49.9%
Park Land and Development	0.0%	0				0	50,000	-100.0%
University North Park TIF	1.0%	2,426,357	239,916			2,186,441	2,901,683	-24.6%
General Debt Service	5.6%	13,521,591			825,000	12,696,591	9,676,274	31.2%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	\$241,475,367	\$5,357,548	\$5,958,273	\$6,373,314	\$223,786,232	\$288,371,097	-22.4%

CITY OF NORMAN

CITY OF NORMAN, OKLAHOMA
 FISCAL YEAR ENDING 2018 ANNUAL BUDGET
 SUMMARY OF FUND BALANCES

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES				REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE	
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP. TURNOVER SAVINGS			TOTAL EXPENSES
GOVERNMENTAL FUNDS											
General	\$2,209,372	\$70,623,666	\$5,367,287	\$75,990,953	\$76,927,557		\$76,927,557	(\$1,097,624)	\$75,829,933	161,020	2,370,392
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	3,708,046	10,573,146		10,573,146	13,088,253		13,088,253		13,088,253	(2,515,107)	1,192,939
Room Tax	24,444	1,800,600		1,800,600	1,719,524	99,827	1,819,351		1,819,351	(18,751)	5,693
Seizures and Restitutions	586,116	15,500		15,500	156,860		156,860		156,860	(141,360)	444,756
Cleet	15,205	32,000		32,000	30,505		30,505		30,505	1,495	16,700
Art in Public Places	0	16,000		16,000	16,000		16,000		16,000	0	0
Park Land and Development	745,536	130,000		130,000			0		0	130,000	875,536
Westwood Park	0	1,334,481	181,027	1,515,508	1,515,508		1,515,508		1,515,508	0	0
Net Revenue Stabilization	3,241,149	15,000		15,000			0		0	15,000	3,256,149
GRANT FUNDS											
Community Development	244,742	890,178		890,178	890,178		890,178		890,178	0	244,742
Special Grants	2,333,795	87,834		87,834	87,834		87,834		87,834	0	2,333,795
ENTERPRISE FUNDS											
Water	5,619,745	33,162,970		33,162,970	34,358,475	1,038,230	35,396,705	(60,955)	35,335,750	(2,172,780)	3,446,965
Water Reclamation	3,798,478	13,495,458		13,495,458	11,114,699	626,647	11,741,346	(48,744)	11,692,602	1,802,856	5,601,334
Sewer Maintenance	1,878,553	2,942,828		2,942,828	4,362,366		4,362,366	(867)	4,361,499	(1,418,671)	459,882
New Development Excise	7,095,656	1,900,000		1,900,000	1,980,151		1,980,151		1,980,151	(80,151)	7,015,505
Sanitation	8,415,604	15,101,553		15,101,553	13,426,083	46,000	13,472,083		13,472,083	1,629,471	10,045,074
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	5,645,180	12,892,271	825,000	13,717,271	16,156,967		16,156,967		16,156,967	(2,439,696)	3,205,484
CAPITAL PROJECTS FUND											
Capital Improvements	16,719,999	12,619,125		12,619,125	15,267,268	3,737,610	19,004,878		19,004,878	(6,385,753)	10,334,246
University North Park TIF	22,493,046	6,975,095		6,975,095	2,426,357	0	2,426,357		2,426,357	4,548,738	27,041,784
Norman Forward	22,744,464	35,961,700		35,961,700	30,089,067	0	30,089,067		30,089,067	5,872,633	28,617,097
Arterial Roads Recoupment	613,433			0			0		0	0	613,433
DEBT SERVICE FUNDS											
General Debt Service	6,291,578	14,222,672		14,222,672	12,696,591	825,000	13,521,591		13,521,591	701,081	6,992,659
G. O. Bonds	0			0			0		0	0	0
GRAND TOTAL ALL FUNDS	\$114,424,141	\$234,792,077	\$6,373,314	241,165,391	\$236,310,243	\$6,373,314	\$242,683,557	(\$1,208,190)	\$241,475,367	(\$309,975)	\$114,114,165
Less: Interfund Transfers	0	0	(6,373,314)	(6,373,314)	0	(6,373,314)	(6,373,314)	0	(6,373,314)	0	0
Internal Service Charges	0	(5,958,273)		(5,958,273)	(5,958,273)	0	(5,958,273)	0	(5,958,273)	0	0
Cost Allocation Charges	0	(5,357,548)	0	(5,357,548)	(5,357,548)	0	(5,357,548)	0	(5,357,548)	0	0
Total Deductions	\$0	(\$11,315,821)	(\$6,373,314)	(\$17,689,135)	(\$11,315,821)	(\$6,373,314)	(\$17,689,135)	\$0	(\$17,689,135)	\$0	\$0
NET TOTAL ALL FUNDS	\$114,424,141	\$223,476,256	\$0	223,476,256	\$224,994,422	\$0	\$224,994,422	(\$1,208,190)	\$223,786,232	(\$309,975)	\$114,114,165

CITY OF NORMAN

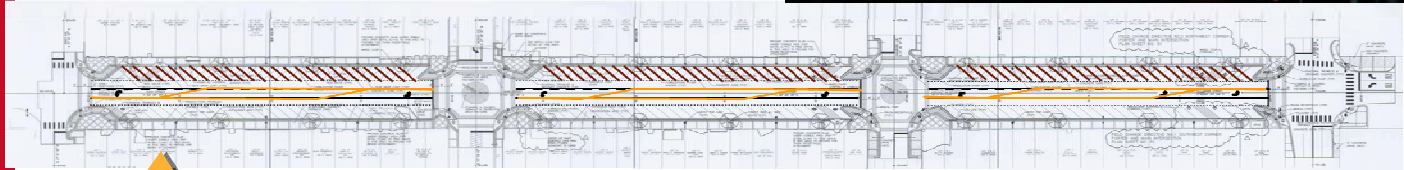
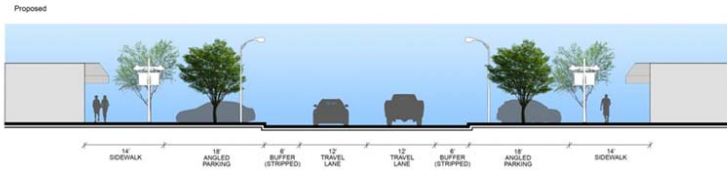
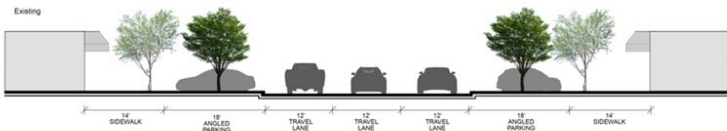
**TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2018**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	\$53,126,271	\$5,351,963		\$25,000	\$2,370,374	\$4,143,923	\$5,606,135	\$5,367,287	\$75,990,953		\$75,990,953
Net Revenue Stabilization				\$15,000					15,000		15,000
Public Safety Sales Tax	10,074,967			50,000	448,179				10,573,146	2,515,107	13,088,253
Community Development			890,178						890,178		890,178
Special Grants			87,834						87,834		87,834
Room Tax	1,797,350			3,250					1,800,600	18,751	1,819,351
Seizures and Restitutions			15,000	500					15,500	141,360	156,860
CLEET			32,000						32,000		32,000
Art in Public Places					16,000				16,000		16,000
Westwood Park		1,326,981		7,500				181,027	1,515,508		1,515,508
Water		21,183,994		120,000	11,114,500	744,476			33,162,970	2,172,780	35,335,750
Water Reclamation		12,976,309		50,000		469,149			13,495,458		13,495,458
Sewer Maintenance		2,942,828							2,942,828		2,942,828
New Development	1,700,000			200,000					1,900,000	80,151	1,980,151
Sanitation		14,854,051		30,000	217,502				15,101,553		15,101,553
Capital Improvement	12,469,125			150,000					12,619,125	6,385,753	19,004,878
Norman Forward	10,106,700			15,000	25,840,000				35,961,700		35,961,700
Park Land and Development		120,000		10,000					130,000		130,000
University North Park TIF	6,488,079			17,500	469,516				6,975,095		6,975,095
General Debt Service	14,197,672			25,000					14,222,672		14,222,672
Arterial Roads Recoupment									0		0
Risk Management / Insurance					12,540,133		352,138	825,000	13,717,271	2,439,696	16,156,967
	<u>\$109,960,164</u>	<u>\$58,756,126</u>	<u>\$1,025,012</u>	<u>\$718,750</u>	<u>\$53,016,204</u>	<u>\$5,357,548</u>	<u>\$5,958,273</u>	<u>\$6,373,314</u>	<u>\$241,165,391</u>	<u>\$13,753,598</u>	<u>\$254,918,989</u>
PERCENT TO TOTAL	43.1%	23.0%	0.4%	0.3%	20.8%	2.1%	2.3%	2.5%	94.6%	5.4%	100.0%

CITY OF NORMAN

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2018**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$ 55,113,961	\$ 4,912,015	\$ 10,372,709	\$ 3,366,664	\$	\$ 3,162,208	\$	\$ 0	\$ (1,097,624)	\$ 75,829,933
Public Safety Sales Tax	\$ 8,443,059	\$ 185,150	\$ 278,380	\$ 867,827	\$ 695,000	\$ 272,463	\$ 0	\$	\$ 2,346,374	\$ 13,088,253
Community Development	\$ 353,378	\$ 2,810	\$ 532,229	\$	\$ 0	\$ 1,761	\$	\$	\$	\$ 890,178
Special Grants	\$ 43,334	\$ 1,000	\$ 18,500	\$	\$ 25,000	\$	\$	\$	\$	\$ 87,834
Room Tax	\$	\$	\$ 1,282,500	\$	\$ 365,000	\$	\$ 72,024	\$ 99,827	\$	\$ 1,819,351
Seizures & Restitutions	\$	\$	\$ 156,860	\$	\$	\$	\$	\$	\$	\$ 156,860
CLIFET	\$	\$	\$ 30,505	\$	\$	\$	\$	\$	\$	\$ 30,505
Art In Public Places	\$	\$	\$ 16,000	\$	\$	\$	\$	\$	\$	\$ 16,000
Westwood Park	\$ 844,633	\$ 126,689	\$ 218,156	\$ 81,200	\$	\$ 39,961	\$	\$	\$ 204,869	\$ 1,515,508
Water	\$ 4,063,695	\$ 2,413,461	\$ 3,100,941	\$ 234,376	\$ 18,814,000	\$ 295,601	\$ 1,882,063	\$ 1,038,230	\$ 3,493,383	\$ 35,335,750
Water Reclamation	\$ 3,249,587	\$ 507,460	\$ 1,455,512	\$ 306,336	\$ 735,000	\$ 246,854	\$ 1,756,550	\$ 626,647	\$ 2,808,656	\$ 11,692,602
Sewer Maintenance	\$ 57,770	\$ 675	\$ 1,825	\$	\$ 4,300,000	\$ 2,096	\$	\$	\$ (867)	\$ 4,361,499
New Development Excise	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,980,151	\$ 1,980,151
Sanitation	\$ 4,135,081	\$ 77,504	\$ 3,109,903	\$ 2,104,855	\$	\$ 1,937,329	\$ 1,406,995	\$ 46,000	\$ 654,416	\$ 13,472,083
Capital Improvement	\$ 1,203,552	\$	\$ 16,499	\$	\$ 14,047,217	\$	\$	\$ 3,737,610	\$	\$ 19,004,878
Norman Forward	\$	\$	\$ 4,000	\$	\$ 23,817,900	\$	\$	\$	\$ 6,267,167	\$ 30,089,067
Park Land & Development	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
University North Park TIF	\$	\$	\$ 127,856	\$	\$ 624,983	\$	\$ 239,916	\$	\$ 1,433,602	\$ 2,426,357
General Debt Service	\$	\$	\$	\$	\$	\$	\$	\$ 825,000	\$ 12,696,591	\$ 13,521,591
Risk Management / Insurance	\$ 972,004	\$	\$ 15,184,963	\$	\$	\$	\$	\$	\$	\$ 16,156,967
Arterial Roads Recoupment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
Total	\$ 78,480,054	\$ 8,226,764	\$ 35,907,338	\$ 6,961,258	\$ 63,424,100	\$ 5,958,273	\$ 5,357,548	\$ 6,373,314	\$ 30,786,718	\$ 241,475,367



Financial Policies



FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 16) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The “Budget Highlights” section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

Balanced Budget

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

Five Year Forecast

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

Reasonable Cost of Service

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

Reserve Policies

Operating Reserve

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

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

- 2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund
- 3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

Capital Reserve

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

Debt Reserve

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

Investment Policy

Policy:

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

Diversification:

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

Maximum Maturities:

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

Internal Control:

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

Performance Standards:

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

Reporting:

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

Debt Policy

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

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

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

The City of Norman's 2016 legal debt limit is approximately \$93,080,000, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

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

Levelized Rates

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

Utility Transfer to General Fund

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

CITY OF NORMAN



BUDGET CALENDAR
Fiscal Year Ending 2018

October	13	Finance Committee meeting to discuss budget process for FYE 2018
November	15	Council Work Session on Capital Budget to identify Council priorities
December	1	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
	5	I.T. critical computer replacement list due
January	6	First Draft Capital Project forms due to Planning
		Send out Outside Agency Letters requesting funding
	9-13	Budget Staff meets with individual departments
	12	Mid-Year Amendments/Adjustments meeting with Council Finance Committee
	17	All Computer/I.T. related request forms due to Budget for disbursement to I.T.
	20	Finance/City Manager begin review of reserve/budget policies
		Health Insurance recommendation
	31	Last day to make changes to Base Budgets
February	1	Personnel Adjustment & Fleet Request forms due to Budget
		New/Expanded Program Request forms due to Budget
		Revenue projections due to Accounting
		2nd Draft Capital Project forms due to Planning
	9	Council Finance Committee meeting for outside agency funding requests
	17	Preliminary Fund Summaries due
	22	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.
	28	Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)
March	1	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
	3	Management Team Budget Retreat to prioritize and rank department requests
	6-10	City Manager review of all Funds
		City Manager meets with department heads to review budget
	13	Finance begins compilation of budget data
	24	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 FY18
April	7	Preliminary Budget to Print Shop
	14	Council & Staff receive preliminary budget document
	18	Council Study Session - Overview, General Fund and Special Revenue Funds
	25	Council Study Session for Enterprise Funds
May	2	Council Study Session for Capital Funds
	16	Publish budget summary in newspaper announcing Public Hearing
	23	Public Hearing at Council meeting
June	6	Council Study Session (if necessary)
	13	Council considers budget for adoption
	20	Final Budget to Print Shop for printing/binding
	27	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2018

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.

CITY OF NORMAN

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

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

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

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

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

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

CITY OF NORMAN

FUNDING SOURCES FOR EACH DEPARTMENT

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

BASIS OF ACCOUNTING

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

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

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

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

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

**MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)**

SECTION 17-201. MUNICIPAL BUDGET ACT.

This act may be cited as the “Municipal Budget Act.”

SECTION 17-202. PURPOSE OF ACT.

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

1. Establish standard and sound fiscal procedures for the adoption and administration of budgets;
2. Make available to the public and investors sufficient information as to the financial conditions, requirements and expectations of the municipal government; and
3. Assist municipal governments to improve and implement generally accepted standards of finance management.

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

1. “Account” means an entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department;
2. “Appropriated fund balance” means any fund balance appropriated for a fund for the budget year;
3. “Appropriation” means an authorization to expend or encumber income and revenue provided for a purpose;
4. “Budget” means a plan of financial operations for a fiscal year, including an estimate of proposed expenditures for given purposes and the proposed means for financing them;
5. “Budget summary” means a tabular listing of revenues by source and expenditures by purpose for the budget year;

CITY OF NORMAN

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;

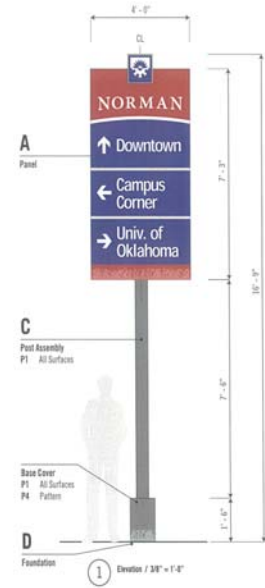
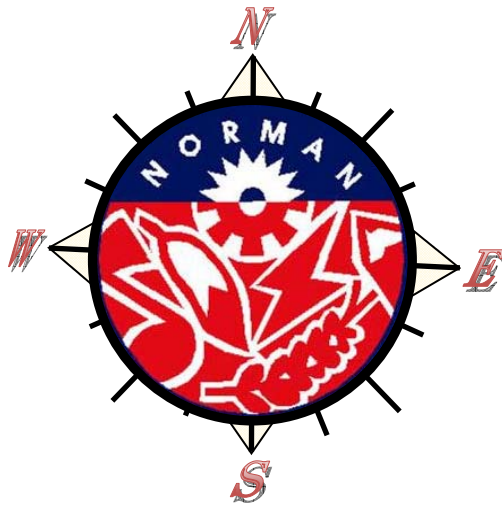
“Chief Executive Officer” is the City Manager;

“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).

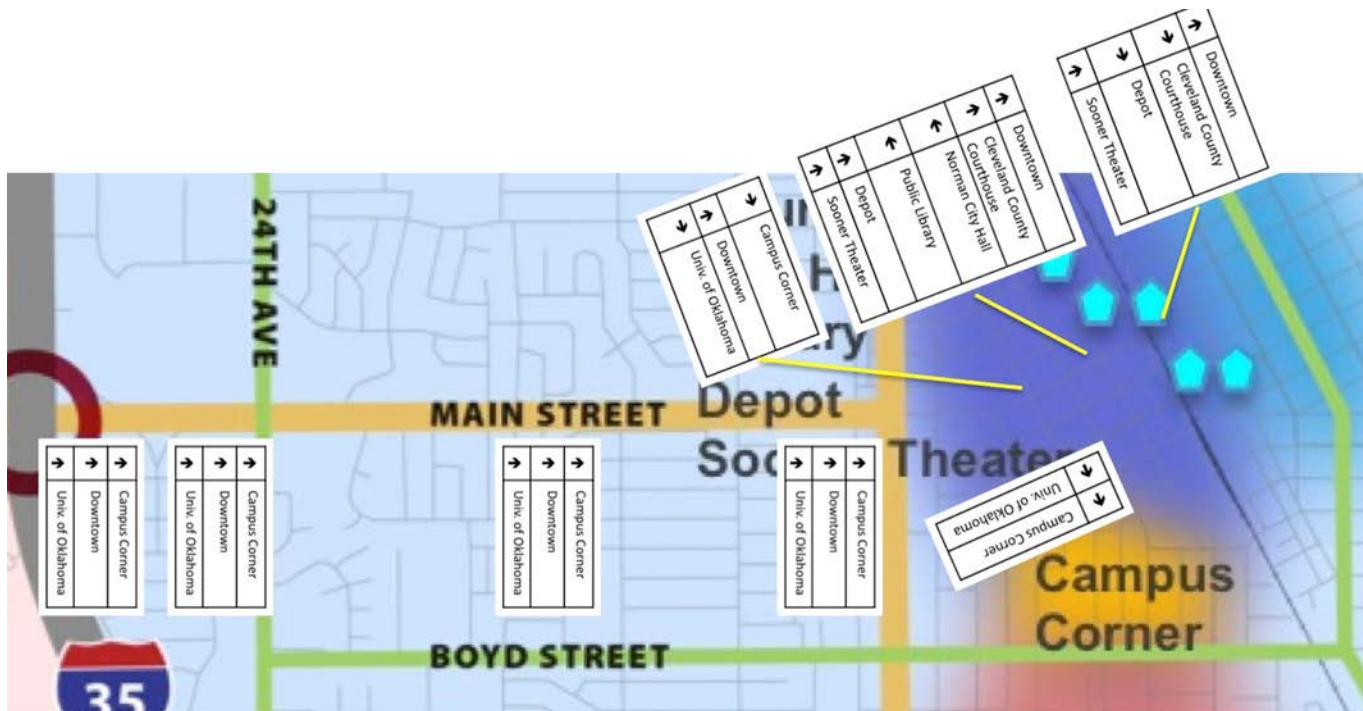
“Other Services and Charges” category expenditures are **“Services and Maintenance”** category expenses, generally for services provided to the City of Norman by outside vendors (e.g., hiring Xerox to fix a City copier; hiring a Spanish interpreter, etc.).

“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).



UNDER CONSTRUCTION

Financial Summaries



Norman Wayfinding Pilot Project

**GENERAL FUND
BUDGET
HIGHLIGHTS**

Background

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

- Park and Public Lands Maintenance
- Street Maintenance
- Neighborhood Revitalization and Code Enforcement
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation
- 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	4.25%
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

CITY OF NORMAN

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

FYE 18 Budget

The Fiscal Year Ending June 30, 2018 (FYE 18) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 2,209,372
Current Revenues & Interfund Transfers	<u>75,990,953</u>
Total Available Resources	78,200,325
Current Expenditures & Interfund Transfers	<u>(75,829,933)</u>
Estimated Ending Fund Balance	\$2,370,392

In the City's Comprehensive Annual Financial Report, (page 82) for Fiscal Year ending June 30, 2016, 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, 2016	\$ 3,792,703
Encumbrances outstanding	<u>2,281,424</u>
Fund summary cash balance (see page 57)	6,074,127
Current year accruals	5,090,129
Rainy Day Fund Balance	<u>3,226,149</u>
Total fund balances – fund balance sheet, June 30, 2016	\$ 14,390,405

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 18 sales tax is being projected at a 2.5% increase over estimated FYE 17 collections, and a decrease of -1.8% from the FYE 17 Budget. Other revenues such as use tax, and other taxes are projected at a 3% increase from FYE 17 estimated figures. Franchise fees are projected at a 3% increase from FYE 17 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 17 estimated figures. Fines and forfeitures are estimated at a 3% increase and service fees and charges are estimated at a 1% increase from FYE 17 estimated figures (within this category, significant increases to recreational fee revenues are included).

FYE 18 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 -1.4% decrease in salaries and benefits, a 13.5 % increase in supplies and materials and a -13% decrease in services and maintenance cost from FYE 17 estimated figures are proposed for FYE 18. Internal service costs were decreased by -27.4% from the FYE 17 estimated figures. The decreases in the services and maintenance and internal service categories are related mostly to decreased costs for city fleet fuel, and due to the effect of carry-over expenses included in FYE 17 figures.

CITY OF NORMAN

For the FYE 18 General Fund Budget, several positions were changed as follows:

Department / Division

Police / Animal Welfare

Legal

Added Positions

Animal Welfare Technician

Deleted Positions

Assistant City Attorney I

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

Five Year Outlook

- Sales tax revenues are projected at an increase of 2.5% from FYE 17 Estimate to FYE 18. Projections for FYE 18 through FYE 22 are projected on an average annual growth rate of 4%.
- State use tax, franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 18 through FYE 22, 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 18 net expenditures represent an approximate -2.6% decrease from FYE 17 Budget. Total expenditures are projected to increase an average of 4.1% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 18, except Internal Services, which is projected at a 2% increase after FYE 18. Salaries and Benefits are projected at a -1.5% decrease from FYE 17 to FYE 18 and a 5% annual increase after FYE 18.

Summary

The FYE 18 General Fund Budget is a balanced budget that has maintained major service levels with current revenues estimated to exceed current expenditures by \$161,020. Estimated year-end reserves of \$2,370,392 exceed the 3% required operating reserve level.

CITY OF NORMAN

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 5,494,679	\$ 3,475,710	\$ 6,074,127	\$ 2,209,372	\$ 2,370,392	\$ 2,434,366	\$ 1,820,931	\$ 469,138
2								
3 Revenues:								
4 Sales Tax	\$ 39,641,576	\$ 40,851,000	\$ 39,150,000	\$ 40,128,750	\$ 41,733,900	\$ 43,403,256	\$ 45,139,386	\$ 46,944,962
5 State Use Tax	2,767,369	2,688,300	2,750,000	2,832,500	2,917,475	3,004,999	3,095,149	3,188,003
6 Franchise Fees	6,743,712	7,939,073	7,600,000	7,828,000	8,062,840	8,304,725	8,553,867	8,810,483
7 Other Tax	2,229,377	2,268,952	2,268,952	2,337,021	2,407,132	2,479,346	2,553,726	2,630,338
8 Fines/Forfeitures	2,424,544	2,360,500	2,125,000	2,188,750	2,254,413	2,322,045	2,391,706	2,463,457
9 Interest/Investment Income	36,837	25,000	35,000	25,000	25,000	25,000	25,000	25,000
10 Other Revenues	1,735,586	2,474,180	2,346,905	2,370,374	2,394,078	2,418,019	2,442,199	2,466,621
11 License/Permit Fees	1,399,426	1,647,815	1,530,000	1,545,300	1,560,753	1,576,361	1,592,125	1,608,046
12 Service Fees and Charges	1,877,219	1,601,894	1,601,894	1,617,913	1,634,092	1,650,433	1,666,937	1,683,606
13 Cost Allocation Chrgs.	4,317,770	4,122,645	4,320,343	4,143,923	4,185,362	4,227,216	4,269,488	4,312,183
14 Internal Chrgs.	4,596,872	5,721,294	4,978,330	5,606,135	5,718,258	5,832,623	5,949,275	6,068,261
15								
16 Subtotal	\$ 67,770,288	\$ 71,700,653	\$ 68,706,424	\$ 70,623,666	\$ 72,893,303	\$ 75,244,023	\$ 77,678,859	\$ 80,200,959
17								
18 Int' Transf - Water	\$ 1,029,797	\$ 1,016,205	\$ 1,056,672	\$ 1,038,230	\$ 1,065,030	\$ 1,092,554	\$ 1,120,824	\$ 1,149,861
19 Int' Transf - Wastewater	582,222	617,142	617,142	626,647	640,560	654,820	669,438	684,425
20 Int' Transf - Sanitation	-	47,880	47,880	46,000	48,300	50,715	53,251	55,914
21 Int' Transf - CIP (St Maint)	131,492	263,765	263,765	289,746	304,233	319,445	335,417	352,188
22 Int' Transf - Capital Outlay	4,256,983	4,216,347	5,171,231	3,366,664	3,501,330	3,641,384	3,787,039	3,938,520
23 Int' Transf - Capital - HEMA Denial	-	-	236,152	-	-	-	-	-
25 Int' Transf - Insurance	20,941	-	96,019	-	-	-	-	-
26 Int' Transf - Room Tax	-	-	-	-	-	-	-	-
27								
28 Subtotal	\$ 6,021,435	\$ 6,161,339	\$ 7,488,861	\$ 5,367,287	\$ 5,559,454	\$ 5,758,917	\$ 5,963,969	\$ 6,180,908
29								
30 Total Revenue	\$ 73,791,723	\$ 77,861,991	\$ 76,195,285	\$ 75,990,953	\$ 78,452,757	\$ 81,002,940	\$ 83,644,828	\$ 86,381,868
31								
32 Expenditures:								
33 Salary / Benefits	\$ 53,044,608	\$ 55,928,280	\$ 55,922,340	\$ 55,113,961	\$ 57,869,659	\$ 60,763,142	\$ 63,801,299	\$ 66,991,364
34 Supplies/Materials	4,592,145	5,224,590	5,224,364	5,929,345	5,988,638	6,048,525	6,109,010	6,170,100
35 Services/Maintenance	8,147,064	8,795,904	10,286,666	8,951,861	9,041,380	9,131,793	9,223,111	9,315,342
36 Internal Services	3,410,569	2,964,278	2,954,278	2,144,878	2,187,776	2,231,531	2,276,162	2,321,685
37 Capital Equipment	4,213,337	3,427,687	4,382,571	3,366,664	3,501,330	3,641,384	3,787,039	3,938,520
38 Fleet Replacement Supplement	-	788,660	788,660	-	-	-	-	-
39								
40 Subtotal	\$ 73,407,723	\$ 77,129,399	\$ 79,558,879	\$ 75,506,709	\$ 78,588,783	\$ 81,816,375	\$ 85,196,621	\$ 88,737,012
41								
42 Audit Adjustments/Incumbrances	\$ (621,164)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43 Int' Transf - Westwood	12,504	-	1,161	-	-	-	-	-
44 Int' Transf - Capital Fund	246,752	500,000	500,000	-	-	-	-	-
45 Int' Transf - Rainy Day Fund	-	88,500	-	-	-	-	-	-
47 Int' Transf - Seizures F'd	45,154	-	-	-	-	-	-	-
48 Debt Service	121,306	-	-	-	-	-	-	-
49 Two Percent Reserve	-	944,031	-	1,420,848	-	-	-	-
50								
51 Subtotal	\$ (195,448)	\$ 1,532,531	\$ 501,161	\$ 1,420,848	\$ -	\$ -	\$ -	\$ -
52								
53 Total Expenditures	\$ 73,212,275	\$ 78,661,930	\$ 80,060,040	\$ 76,927,557	\$ 78,588,783	\$ 81,816,375	\$ 85,196,621	\$ 88,737,012
54 Employee Turnover Savings	-	(800,000)	-	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
55 Supplies/Materials/Svs/Maint Savings	-	-	-	(297,624)	-	-	-	-
56								
57 Net Expenditures	\$ 73,212,275	\$ 77,861,930	\$ 80,060,040	\$ 75,829,933	\$ 78,388,783	\$ 81,616,375	\$ 84,996,621	\$ 88,537,012
58								
59 Net Difference	\$ 579,448	\$ 61	\$ (3,864,755)	\$ 161,020	\$ 63,974	\$ (613,434)	\$ (1,351,793)	\$ (2,155,144)
60								
61 Ending Fund Balance	\$ 6,074,127	\$ 3,475,771	\$ 2,209,372	\$ 2,370,392	\$ 2,434,366	\$ 1,820,931	\$ 469,138	\$ (1,686,007)
62								
63 Reserved for encumbrances	\$ 2,281,424	-	-	-	-	-	-	-
64 Reserved for Operations (3%)	2,069,968	2,181,047	2,246,664	2,131,273	2,246,624	2,339,250	2,436,287	2,537,955
65 Reserve (Deficit)	1,722,735	1,294,725	(37,292)	239,119	187,742	(518,319)	(1,967,150)	(4,223,961)
66								
67 Total Reserves	\$ 6,074,127	\$ 3,475,771	\$ 2,209,372	\$ 2,370,392	\$ 2,434,366	\$ 1,820,931	\$ 469,138	\$ (1,686,007)

**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 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.

FYE 18 Budget

The FYE 18 Budget maintains the Rainy Day Fund balance at its targeted (4.5%) level.

CITY OF NORMAN

**NET REVENUE STABILIZATION FUND (11)
 “Rainy Day Fund”
 STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 3,188,734	\$ 3,203,734	\$ 3,226,149	\$ 3,241,149	\$ 3,256,149	\$ 3,271,149	\$ 3,286,149	\$ 3,301,149
2								
3 Revenues:								
4 Interest Income	37,415	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5								
6 Subtotal	\$ 37,415	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
7								
8 I/F Transf - General Fund	-	88,500	-	-	-	-	-	-
9 I/F Transf - PSST Fund	-	-	-	-	-	-	-	-
10								
11 Subtotal	\$ -	\$ 88,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12								
13 Total Revenue	\$ 37,415	\$ 103,500	\$ 15,000	\$ 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	\$ 37,415	\$ 103,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
24								
25 Ending Fund Balance	\$ 3,226,149	\$ 3,307,234	\$ 3,241,149	\$ 3,256,149	\$ 3,271,149	\$ 3,286,149	\$ 3,301,149	\$ 3,316,149
NOTE Rainy Day Reserve of 4.5% (deficit)	\$ 121,197	\$ 174	\$ (164,337)	\$ 59,240	\$ (98,786)	\$ (222,726)	\$ (353,282)	\$ (490,783)
NOTE Rainy Day Reserve of 3% (deficit)	\$ 1,156,181	\$ 1,102,528	\$ 970,825	\$ 1,124,876	\$ 1,024,525	\$ 946,899	\$ 864,862	\$ 778,194

**PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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.

FYE 18 Budget

Estimated FYE 18 PSST revenues of \$124,967 are being projected at a 2% increase over estimated FYE 17 collections.

Three School Resource Officers will be added during FYE 18 in the Patrol Division in the Police Department, making a total of 82 positions in the PSST Fund that have been added for improved public safety. Thirty of these budgeted positions are in the Fire Department.

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 30,203,891	\$ 26,195,903	\$ 29,274,584	\$ 3,708,046	\$ 1,192,939	\$ (1,252,632)	\$ (5,473,653)	\$ (8,681,808)
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	\$ 9,490,442	\$ 10,021,500	\$ 9,379,000	\$ 9,613,475	\$ 9,998,014	\$ 10,397,935	\$ 10,813,852	\$ 11,246,406
5 State Use Tax - Dedicated Public Safety	461,228	448,050	448,050	461,492	475,337	489,597	504,285	519,414
6 Interest / Other Income	83,202	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	\$ 10,034,872	\$ 10,519,550	\$ 9,877,050	\$ 10,124,967	\$ 10,523,351	\$ 10,937,532	\$ 11,368,137	\$ 11,815,820
9								
10 Bond Proceeds	-	-	-	-	-	-	-	-
13 SRO Reimbursement - NPS	-	426,837	426,837	448,179	470,588	494,117	518,823	544,764
14								
15 Subtotal	\$ -	\$ 426,837	\$ 426,837	\$ 448,179	\$ 470,588	\$ 494,117	\$ 518,823	\$ 544,764
16								
17 Total Revenue	\$ 10,034,872	\$ 10,946,387	\$ 10,303,887	\$ 10,573,146	\$ 10,993,939	\$ 11,431,649	\$ 11,886,960	\$ 12,360,584
18								
19 Expenditures:								
20 Salary / Benefits	\$ 7,594,245	\$ 7,933,800	\$ 7,933,800	\$ 8,443,059	\$ 9,008,598	\$ 9,459,028	\$ 9,931,979	\$ 10,428,578
21 Supplies/Materials	228,178	268,262	280,002	347,226	364,587	382,816	401,957	422,055
22 Services/Maintenance	183,429	255,555	348,524	278,380	292,299	306,914	322,260	338,373
23 Internal Service	144,236	149,566	149,566	110,387	115,906	121,701	127,786	134,175
24 Capital Equipment	2,398,831	790,550	2,028,759	867,827	770,493	1,499,493	1,499,493	1,499,493
25 Capital Projects	44,063	1,340,000	1,340,000	695,000	535,000	1,525,000	450,000	700,000
26 Bond Project - '16 Issue	-	20,339,253	21,455,936	-	-	-	-	-
28 Debt Service	501,506	2,333,838	2,333,838	2,346,374	2,352,628	2,357,717	2,361,641	2,369,342
29								
30 Subtotal	\$ 11,094,488	\$ 33,410,824	\$ 35,870,425	\$ 13,088,253	\$ 13,439,511	\$ 15,652,669	\$ 15,095,116	\$ 15,892,016
31								
32 Audit Adjustments/Encumbrances	(130,309)	-	-	-	-	-	-	-
36								
37 Subtotal	\$ (130,309)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38								
39 Total Expenditures	\$ 10,964,179	\$ 33,410,824	\$ 35,870,425	\$ 13,088,253	\$ 13,439,511	\$ 15,652,669	\$ 15,095,116	\$ 15,892,016
40								
41 Net Expenditures	\$ 10,964,179	\$ 33,410,824	\$ 35,870,425	\$ 13,088,253	\$ 13,439,511	\$ 15,652,669	\$ 15,095,116	\$ 15,892,016
42								
43 Net Difference	\$ (929,307)	\$ (22,464,437)	\$ (25,566,538)	\$ (2,515,107)	\$ (2,445,572)	\$ (4,221,020)	\$ (3,208,156)	\$ (3,531,432)
44								
45 Ending Fund Balance	\$ 29,274,584	\$ 3,731,466	\$ 3,708,046	\$ 1,192,939	\$ (1,252,632)	\$ (5,473,653)	\$ (8,681,808)	\$ (12,213,240)
46								
47 Reserves:								
48 Reserved for encumbrances	\$ 1,109,169	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 Reserve for Bond Proceeds - 16 Issue	22,598,594	(8,106)	1,142,658	1,142,658	1,142,658	1,142,658	1,142,658	1,142,658
90 Reserved for PSST activities	5,566,821	3,739,572	2,565,388	50,281	(2,395,290)	(6,616,311)	(9,824,466)	(13,355,898)
51								
52 Total Reserves	\$ 29,274,584	\$ 3,731,466	\$ 3,708,046	\$ 1,192,939	\$ (1,252,632)	\$ (5,473,653)	\$ (8,681,808)	\$ (12,213,240)

**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 \$44,278,516 in CDBG-HOME Program Funds (CDBG - \$34,176,610 and HOME - \$10,101,906) has been allocated to the City of Norman since FYE 76 through FYE 16. The FYE 18 Budget includes a grant of \$756,303 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling \$316,375.

The CDBG-DR Grant accepted in FYE 16 totals over \$21,000,000 and will be used by the City of Norman, Cleveland County, and surrounding municipalities to repair and replace roads and bridges damaged in wildfires and tornadoes in recent years.

FYE 18 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 16 and FYE 17 funds are expected to be expended in FYE 18. Total revenues are projected at \$890,178 and total expenditures are projected at \$890,178.

CITY OF NORMAN

**COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 16 ACTUAL	FYE 17 BUDGETED	FYE 17 ESTIMATED	FYE 18 PROJECTED
1 Beginning Fund Balance	\$ 1,002,344	\$ 997,007	\$ 15,851,971	\$ 244,742
2				
5 Grant Revenue	1,009,264	756,303	1,393,416	573,803
6 Home Grant Revenue	425,300	316,375	589,771	316,375
8 CDBG-DR	648,762	699,000	16,226,913	-
9 COC Planning Grant	4,337	-	10,457	-
10 I/F Transf - Capital	15,607,229	-	-	-
11				
12 Total Revenue	\$ 17,694,892	\$ 1,771,678	\$ 18,220,557	\$ 890,178
13				
16 Community Development 08	-	-	46,907	-
17 Community Development 09	-	-	56,672	-
18 Community Development 10	6,829	-	-	-
19 Community Development 11	28,528	-	16,463	-
20 Community Development 12	3,235	-	10,083	-
21 Community Development 13	4,317	-	42,199	-
22 Community Development 14	-	-	41,585	-
23 CDBG Housing 14	154,909	-	66,527	-
24 Community Development 15	145,589	-	23,024	-
25 CDBG Housing 15	77,541	-	162,201	-
26 Community Development 16	136,191	-	13,048	-
27 CDBG Housing 16	352,673	-	133,671	-
28 CDBG Public Svs 16	100,191	-	9,663	-
29 Community Development 17	-	254,107	144,999	-
30 CDBG Housing 17	-	502,196	516,466	-
31 CDBG Public Svs 17	-	-	109,908	-
32 Community Development 18	-	-	-	147,388
33 CDBG Housing 18	-	-	-	313,033
34 CDBG Public Svs 18	-	-	-	113,382
38 FY12 Home Grant	13,277	-	5,364	-
39 FY13 Home Grant	83,099	-	-	-
40 FY14 Home Grant	258,251	-	34,880	-
41 FY15 Home Grant	70,059	-	229,152	-
42 FY16 Home Grant	-	316,375	320,375	-
43 FY17 Home Grant	-	-	-	316,375
45 Accruals/Adjustments	178,264	-	-	-
46 COC Planning Grant	4,337	-	10,457	-
47 CDBG-DR	811,027	699,000	16,226,913	-
48				
49 Subtotal	\$ 2,428,317	\$ 1,771,678	\$ 18,220,557	\$ 890,178
50 I/F Transf - Capital	416,948	0	15,607,229	0
51				
52 Total Expenditures	\$ 2,845,265	\$ 1,771,678	\$ 33,827,786	\$ 890,178
53				
54 Net Difference	\$ 14,849,627	\$ -	\$ (15,607,229)	\$ -
55				
56 Ending Fund Balance	\$ 15,851,971	\$ 997,007	\$ 244,742	\$ 244,742
57				
58 Reserves:				
59 Reserve for Contingency	15,851,971	997,007	244,742	244,742
60 Reserve for Affordable Housing	0	0	0	0
61				
62 Total Reserves	15,851,971	997,007	244,742	244,742

**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 18 for which the City qualifies.

DUI Enforcement	\$62,834
Firehouse Art Center Grant	\$25,000

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 17 expenditures are anticipated to be \$62,835.

Firehouse Art Center Grant

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.

CITY OF NORMAN

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED
1 Beginning Fund Balance	\$ 2,758,684	\$ 2,758,684	\$ 2,333,795	\$ 2,333,795
2				
4 Okla. Highway Grant-DRE Training	\$ 48,516	\$ -	\$ -	\$ -
5 County Court DUI Fines	46,281	62,835	253,818	62,834
8 SIPO/CLG Grant	9,692	-	15,000	-
12 Emergency Management Planning Grant	21,836	-	3,372	-
14 Misc. Police Grants	5,160	-	3,896	-
15 Homeland Security	81,574	-	-	-
16 Legacy Trail Improvements	-	-	574,859	-
17 Traffic & Alcohol Enforcement	85,588	-	107,097	-
22 Jag Grant	13,793	-	16,283	-
27 ACOG Traffic Data Grant	10,000	-	1,314,215	-
28 ACOG Misc Grant	5,155	-	-	-
29 ACOG CNG Facility Grant	-	-	100,000	-
30 ACOG Fleet Conversion	91,030	-	124	-
32 Safe Routes to School	175,000	-	-	-
35 Transportation	92,981	-	-	-
37 Saferoom Grant	186,953	-	-	-
38 School Zone Improvements Grant	-	-	15,000	-
39 Saxon Park Improvements	-	-	160,000	-
40 Sutton Wilderness	-	-	160,000	-
41 Shelter Rebate - Federal	813,730	-	147,667	-
42 Main Street DT Improvements Grant	-	-	33,292	-
43 I/F Transf - Capital	700,000	-	-	-
45 Other Revenue/audit accruals	33,595	-	-	-
46 State HWY 9 Multi-Modal Path	-	700,000	-	-
47 Firehouse Art Center Grant	-	-	-	25,000
48				
49 Subtotal	\$ 2,420,884	\$ 762,835	\$ 2,904,623	\$ 87,834
50				
51 Total Revenue	\$ 2,420,884	\$ 762,835	\$ 2,904,623	\$ 87,834
52				
53 Expenditures				
54 DUI Enforcement	\$ 15,410	\$ 62,835	\$ 253,818	\$ 62,834
55 Okla. Highway Grant-DRE Training	49,162	-	-	-
56 JAIBG /Peer/Real	-	-	-	-
57 Local Law Enforcement Grant	-	-	-	-
58 SIPO/CLG Grant	9,692	-	15,000	-
59 FEMA Saferoom Grant	-	-	-	-
60 Bullet Proof Vest Grant	-	-	-	-
61 Misc. Police Grants	5,160	-	3,896	-
62 Homeland Security	67,980	-	-	-
63 Traffic & Alcohol Enforcement	74,808	-	107,097	-
64 OK LG Arts Council/Veteran Memorial	-	-	-	-
65 Audit Adj/Encumbrances	512,823	-	-	-
66 Legacy Trail Improvements	25,141	-	574,859	-
73 Jag Grant	17,266	-	16,283	-
79 Traffic Control	15,155	-	1,314,215	-
82 ARRA CNG Facility Grant - Fast Fill	-	-	100,000	-
84 ACOG Fleet Conversion	9,940	-	124	-
86 Emergency Management Grant	38,749	-	3,372	-
89 Saxon Park Improvements	-	-	160,000	-
90 Sutton Wilderness	-	-	160,000	-
92 Saferoom Grant	186,953	-	-	-
93 Shelter Rebate - Federal	813,730	-	147,667	-
94 School Zone Improvements Grant	175,000	-	15,000	-
95 Main Street DT Improvements Grant	67,840	-	33,292	-
96 State HWY 9 Multi-Modal Path	-	700,000	-	-
97 Firehouse Art Center Grant	-	-	-	25,000
98				
99 Subtotal	\$ 2,084,809	\$ 762,835	\$ 2,904,623	\$ 87,834
100 I/F Transf - General	-	-	-	-
101 I/F Transf - General (Pet License)	-	-	-	-
102 I/F Transf - Capital	760,964	-	-	-
102				
104 Total Expenditures	\$ 2,845,773	\$ 762,835	\$ 2,904,623	\$ 87,834
105				
106 Net Difference	\$ (424,889)	\$ -	\$ -	\$ -
107				
108 Ending Fund Balance	\$ 2,333,795	\$ 2,758,684	\$ 2,333,795	\$ 2,333,795
109				
110 Reserved for County DUI Program	\$ 398,530	\$ 286,846	\$ 398,530	\$ 398,530
111 Unreserved	1,935,265	2,471,838	1,935,265	1,935,265
112				
113 Total Reserves	\$ 2,333,795	\$ 2,758,684	\$ 2,333,795	\$ 2,333,795

**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):	5%
Parks Development (City of Norman):	25% of Balance
Arts & Humanities (Norman Arts Council):	25% of Balance
Convention & Tourism (Norman Convention & Visitors Bureau):	50% of Balance

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

Special Revenue Fund Financial Policies

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

FYE 18 Budget

Revenues from the 5% tax are projected to be \$1,797,350, a 3% increase from estimated collections for FYE 17 and a -9.3% decrease from FYE 17 budgeted collections. In FYE 15, Council directed the administrative cost increase from 3% to 5%.

CITY OF NORMAN

Expenditures in FYE 18 are based upon a pro rata share of the estimated revenue, as summarized below:

	<u>FYE 2018</u>
	Revenue
	\$1,984,250
Administrative Fee - 4%	\$ 72,024
Arts & Humanities - 25%	427,500
Parks Development - 25%	464,827
Convention & Tourism - 50%	<u>855,000</u>
	\$1,819,351

\$365,000 in Parks projects are scheduled in FYE 18, spending funds accumulated in previous years.

Five Year Outlook

Over the next five years, projected operating revenue of \$9,558,626 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

CITY OF NORMAN

**ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES**

	FYE 13 ESTIMATED	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$272,631	\$ 468,211	\$ 444,422	\$ 505,629	\$ 24,444	\$ 5,693	\$ 34,958	\$ 356,047	\$ 668,256
2									
3 Revenues									
4 Taxes	\$1,200,000	\$ 1,825,087	\$ 1,982,750	\$ 1,745,000	\$ 1,797,350	\$ 1,851,271	\$ 1,906,809	\$ 1,964,013	\$ 2,022,933
5 Interest/Investment Income	\$3,000	5,529	1,500	3,250	3,250	3,250	3,250	3,250	3,250
6 Int' Transf - Capital Fund		70,000	-	-	-	-	-	-	-
7									
8 Total Operating Revenues	\$1,203,000	\$ 1,900,616	\$ 1,984,250	\$ 1,748,250	\$ 1,800,600	\$ 1,854,521	\$ 1,910,059	\$ 1,967,263	\$ 2,026,183
9									
10 Expenditures									
11 Administration	34,080	\$ 95,637	\$ 99,213	\$ 57,134	\$ 72,024	\$ 55,636	\$ 57,302	\$ 59,018	\$ 60,785
12 Arts & Humanities	275,480	460,000	470,000	475,000	427,500	449,721	463,189	477,061	491,350
13 Parks Capital Projects	45,000	246,788	305,000	524,944	365,000	300,000	-	-	-
14 Conventions/Visitor Bureau	585,860	869,131	940,000	1,027,535	855,000	899,442	926,378	954,122	982,699
15 Int' Transf - Westwood	204,209	203,760	77,922	77,922	99,827	120,457	142,100	164,853	193,818
16 Int' Transf - Capital Fund		-	-	66,900	-	-	-	-	-
17 Carryover Encumbrances/Audit Adj.		(12,118)	-	-	-	-	-	-	-
18									
19 Total Expenditures	\$1,144,629	\$ 1,863,198	\$ 1,892,135	\$ 2,229,435	\$ 1,819,351	\$ 1,825,256	\$ 1,588,969	\$ 1,655,054	\$ 1,728,652
20									
21									
22 Net Difference	\$58,371	\$ 37,418	\$ 92,115	\$ (481,185)	\$ (18,751)	\$ 29,265	\$ 321,090	\$ 312,209	\$ 297,531
23									
24 Ending Fund Balance	\$331,002	\$ 505,629	\$ 536,537	\$ 24,444	\$ 5,693	\$ 34,958	\$ 356,047	\$ 668,256	\$ 965,787
25									
26 Reserves:									
27 Reserved for Administration	\$5,657	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28 Reserved for Arts & Humani	\$48,019	52,679	98,535	458	5,102	5,102	5,102	5,102	5,102
29 Reserved for Parks & Rec.	\$191,193	341,585	242,461	94,598	61,915	91,179	412,268	724,476	1,022,008
30 Reserved for Conv. & Touris	\$88,143	111,365	195,542	(70,612)	(61,324)	(61,324)	(61,323)	(61,323)	(61,323)
31									
32 Total Reserves	\$333,012	\$ 505,629	\$ 536,537	\$ 24,444	\$ 5,693	\$ 34,958	\$ 356,047	\$ 668,256	\$ 965,787

**NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2018 BUDGET**

INCOME:

Norman Arts Council Share of City Room Tax Funds	\$427,500
TOTAL INCOME	\$427,500

EXPENSES:Organizational Grants:

Academia Filarmonica Season	4,000
Assistance League of Norman – Mayfair Children’s Art Yard	1,621
Medieval Fair 2018	18,000
Downtown Norman Fall Fest 5	6,000
From the Edge: 2017-2018 Season	6,716
NAMRON Players: 2017-2018 Season	790
Norman Ballet (Oklahoma Nutcracker)	17,959
Norman Cultural Connection. Sacred Arts of Tibet	6,800
Norman Philharmonic Season	18,000
OU Fred Jones Jr. Museum of Art ; Modern Pueblo Painting	6,000
Native Crossroads Film Festival	6,000
OU Neustadt Festival	6,000
Pioneer Library System, Big Read 2018	11,400
Pioneer Library System, Jazz at Norman West Library	2,280
Pioneer Library, Black History Month	4,200
Subtotal	\$115,766

Operational Support:

Children’s Art Network	7,704
Cimarron Opera	18,065
Cleveland County Historical Society	5,790
Firehouse Art Center	19,560
Jazz in June	19,560
Norman Music Alliance	19,560
Performing Arts Center (The Depot)	19,560
Sooner Theatre	19,560
Subtotal	\$129,359

Norman Arts Council Hotel/Motel Administration:	82,706
---	--------

Norman Arts Council Programs:	82,469
-------------------------------	--------

Norman Arts Council Promotions:	27,200
---------------------------------	--------

Subtotal	\$192,375
-----------------	------------------

TOTAL EXPENSES	\$437,500
-----------------------	------------------

**NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2018 BUDGET**

INCOME:

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 855,000
Advertising Income	27,000
Interest Income	1,500
Special Events	8,000
Souvenirs	4,000
	<hr/>
TOTAL INCOME:	\$ 895,500

EXPENSES:

Advertising / Marketing	\$ 371,865
Research	1,250
Operations	112,952
Personnel:	391,507
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	7,500
Membership/Affiliations	10,425
	<hr/>
TOTAL EXPENSES	\$ 895,500

**SEIZURES AND RESTITUTION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

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

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

FYE 18 Budget

Expenditures for operations and equipment are projected at \$156,860 on revenues of \$15,500.

Available revenues (\$141,360) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

CITY OF NORMAN

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

	FY 16 ACTUAL	FY 17 BUDGET	FY 17 ESTIMATED	FY 18 PROJECTED	FY 19 PROJECTED	FY 20 PROJECTED	FY 21 PROJECTED	FY 22 PROJECTED
1 Restatement								
2 Beginning Fund Balance	\$ 803,405	\$ 625,175	\$ 792,747	\$ 586,116	\$ 444,756	\$ 459,953	\$ 475,147	\$ 490,338
3								
4 Revenues								
5 Federal Seizures & Restitutions	\$ 16,284	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
6 State Seizures & Restitutions	130,371	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	43,657	88,251	88,251	-	-	-	-	-
8 Interest/Investment Income	3,307	500	500	500	500	500	500	500
9 Int Transfer - General Fund	45,154							
10								
11 Total Revenues	\$ 238,773	\$ 103,751	\$ 103,751	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
12								
13 Expenditures								
14 Audit Adjustments	\$ (200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Services/Maintenance- Federal	498	300	300	300	303	306	309	312
16 Services/Maintenance- State	154,391	209,686	221,831	156,560	-	-	-	-
17 Int Transfer - General Fund	-	-	-	-	-	-	-	-
18 Capital Equipment- State	21,510	-	-	-	-	-	-	-
19 Capital Equipment- Federal	-	-	-	-	-	-	-	-
20 Juvenile Program	73,232	88,251	88,251	-	-	-	-	-
21								
22 Total Expenditures	\$ 249,431	\$ 298,237	\$ 310,382	\$ 156,860	\$ 303	\$ 306	\$ 309	\$ 312
23								
24 Net Difference	\$ (10,658)	\$ (194,486)	\$ (206,631)	\$ (141,360)	\$ 15,197	\$ 15,194	\$ 15,191	\$ 15,188
25								
26 Ending Fund Balance	\$ 792,747	\$ 430,689	\$ 586,116	\$ 444,756	\$ 459,953	\$ 475,147	\$ 490,338	\$ 505,526
27								
28 Reserves								
29 Reserve for Federal Seizures	\$ 355,367	\$ 350,981	\$ 361,067	\$ 366,767	\$ 372,464	\$ 378,158	\$ 383,849	\$ 389,537
30 Reserve for State Seizures	437,380	103,365	225,049	77,989	87,489	96,989	106,489	115,989
31 Reserve for Juvenile Funds	-	(23,657)	-	-	-	-	-	-
32								
33 Total Reserves	\$ 792,747	\$ 430,689	\$ 586,116	\$ 444,756	\$ 459,953	\$ 475,147	\$ 490,338	\$ 505,526

**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 \$9, as a separate penalty assessment.

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

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

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

In May 2008, a state law became effective which provides for a fee assessment of \$5 on marijuana convictions followed in July 2009 by a state law providing for the same assessment on paraphernalia convictions, to be collected and reported to the Bureau of Narcotics (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 \$19 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana or paraphernalia which are \$24), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for 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 18 Budget

FYE 18 projected revenues are \$32,000 with projected expenditures at \$30,505. This leaves a projected ending fund balance of \$16,700.

CITY OF NORMAN

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 21,261	\$ 21,056	\$ 14,605	\$ 15,205	\$ 16,700	\$ 18,195	\$ 19,690	\$ 21,185
2								
3 Revenues								
4 CLEET for Police Training	\$ 22,050	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5 CLEET for Court Training	1,660	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	164	-	-	-	-	-	-	-
7								
8 Total Revenues	\$ 23,874	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
9								
10 Expenditures								
11 Police Training	\$ 29,551	\$ 29,005	\$ 29,900	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
12 Court Training	943	1,500	1,500	1,500	1,500	1,500	1,500	1,500
13 Audit adjustments	36	-	-	-	-	-	-	-
14								
15 Total Expenditures	\$ 30,530	\$ 30,505	\$ 31,400	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
16								
17 Net Difference	\$ (6,656)	\$ 1,495	\$ 600	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495
18								
19 Ending Fund Balance	\$ 14,605	\$ 22,551	\$ 15,205	\$ 16,700	\$ 18,195	\$ 19,690	\$ 21,185	\$ 22,680
20								
21 Reserves								
22 Reserve for Police Training	\$ 8,571	\$ 16,434	\$ 8,671	\$ 9,666	\$ 10,661	\$ 11,656	\$ 12,651	\$ 13,646
23 Reserve for Court Training	6,034	6,117	6,534	7,034	7,534	8,034	8,534	9,034
24								
25 Total Reserves	\$ 14,605	\$ 22,551	\$ 15,205	\$ 16,700	\$ 18,195	\$ 19,690	\$ 21,185	\$ 22,680

**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 18 Budget

FYE 18 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 \$96,858 in contributions since the beginning of FYE 08.



CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 4	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -
2								
3 Revenues								
4 Citizen Donations	\$ 10,816	\$ 16,000	\$ 22,757	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
5 Interest income	-	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 10,816	\$ 16,000	\$ 22,757	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
8								
9 Expenditures								
10 Audit adjustments/encumb	\$ -							
11 Payment to Arts Board	10,816	16,000	22,761	16,000	16,000	16,000	16,000	16,000
12								
13 Total Expenditures	\$ 10,816	\$ 16,000	\$ 22,761	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
14								
15 Net Difference	\$ -	\$ -	\$ (4)	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

FYE 18 Budget

Statement of Revenues and Expenditures

Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

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 (\$99,827 in FYE 18) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. Beginning in FYE 08 the Golf Cart fleet will be replaced on a revolving basis. Council approved the use of Capital Funds to replace the Golf Cart fleet and one piece of equipment for the next five years. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

During FYE 17, the existing Westwood pool facilities will be demolished and replaced with a new family aquatic center as part of the Norman Forward Sales Tax (see page 104 for more information).

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 facilities as well as operating costs will be reviewed when the newly built or refurbished facilities open.

Summary

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

CITY OF NORMAN

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0
Operating Revenues:								
Enterprise Fund Fees/Chgs	\$ 1,098,470	\$ 1,300,721	\$ 1,300,721	\$ 1,326,735	\$ 1,353,270	\$ 1,380,335	\$ 1,407,942	\$ 1,436,101
Service Fees/Chgs	133	239	239	246	253	261	269	277
Total Operating Revenues	\$ 1,098,603	\$ 1,300,960	\$ 1,300,960	\$ 1,326,981	\$ 1,353,523	\$ 1,380,596	\$ 1,408,211	\$ 1,436,378
Operating Expenditures:								
Salaries and Benefits	\$ 790,988	\$ 836,652	\$ 836,652	\$ 844,633	\$ 886,865	\$ 931,208	\$ 977,768	\$ 1,026,657
Supplies and Materials	107,682	124,925	123,763	138,800	140,188	141,590	143,006	144,436
Services/Maintenance	178,667	181,713	184,036	218,156	220,338	222,541	224,766	227,014
Internal Service Fund Chgs	34,411	34,668	34,668	27,850	28,407	28,975	29,555	30,146
Cost Allocation Charges	-	-	-	-	-	-	-	-
Employee Turnover Savings	-	-	-	-	-	-	-	-
Total Operating Expenditures	\$ 1,111,748	\$ 1,177,958	\$ 1,179,119	\$ 1,229,439	\$ 1,275,798	\$ 1,324,314	\$ 1,375,095	\$ 1,428,253
Net Operating Revenue	\$ (13,145)	\$ 123,002	\$ 121,841	\$ 97,542	\$ 77,725	\$ 56,282	\$ 33,116	\$ 8,125
Other Revenues:								
I/F Transf - Capital Fund - Golf	\$ 137,004	\$ 71,000	\$ 71,000	\$ 81,200	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
I/F Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-
I/F Transf - Room Tax	203,760	77,922	77,922	99,827	120,457	142,100	164,853	193,818
I/F Transf - General Fund	12,504	-	1,161	-	-	-	-	-
I/F Transf - Westwood Enterpris	-	-	-	-	-	-	-	-
Interest Income	283	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Misc. revenue	-	-	-	-	-	-	-	-
Total Other Revenues	\$ 353,551	\$ 156,422	\$ 157,583	\$ 188,527	\$ 189,457	\$ 211,100	\$ 233,853	\$ 262,818
Other Expenditures:								
Audit Accruals/Adj/cumbrance	3,599	-	-	-	-	-	-	-
Debt Service	\$ 205,004	\$ 208,424	\$ 208,424	\$ 204,869	\$ 205,682	\$ 205,882	\$ 205,469	\$ 209,444
Capital Projects-GOLF	-	-	-	-	-	-	-	-
Capital Equipment-GOLF	131,803	33,000	33,000	39,200	19,500	19,500	19,500	19,500
Capital Projects-POOL	-	-	-	-	-	-	-	-
Capital Equipment-POOL	-	-	-	-	-	-	-	-
Capital Equipment - Golf Carts	-	38,000	38,000	42,000	42,000	42,000	42,000	42,000
Capital Equipment - Pool	-	-	-	-	-	-	-	-
I/F Transf - Parkland	-	-	-	-	-	-	-	-
Total Other Expenditures	\$ 340,406	\$ 279,424	\$ 279,424	\$ 286,069	\$ 267,182	\$ 267,382	\$ 266,969	\$ 270,944
Net Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ (0)	\$ (1)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0	\$ (0)
Reserves								
Reserve for Operations	\$ 88,940	\$ 94,237	\$ 94,330	\$ 98,355	\$ 102,064	\$ 105,945	\$ 110,008	\$ 114,260
Reserve for Debt	-	-	-	-	-	-	-	-
Reserve for Capital Project	12,300	66,425	65,440	61,500	61,500	61,500	61,500	61,500
Reserve (Deficit)	(101,240)	(160,662)	(159,770)	(159,855)	(163,564)	(167,445)	(171,508)	(175,760)
Total Reserves	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0	\$ (0)

**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 593 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 March 2016 serves an average of 37,000 customers.

FYE 18 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 2016) 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 will move forward in FYE 17 with \$31 million in Treatment Plant improvements to improve drinking water quality; \$11 million in expansion projects to the City's groundwater well supplies; and \$5 million in improvements to waterlines to provide additional water supply (by constructing pipe connections to "blend" water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

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

CITY OF NORMAN

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).

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

FYE 2018 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 Water Lab Technician has been added for FYE 18.

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 18 ending fund balance is projected to be \$3,446,965 with a reserve deficit of \$17,130,369, due primarily to the aggressive capital campaign.

Transfer Policy

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

Five Year Outlook

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

increased rate structures to fund the near-term and strategic needs of the Water Utility Enterprise.

Summary

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

The City and the Norman Utilities Authority will celebrate a proud event in August 2016, when the remaining debt for the construction of the Lake Thunderbird Dam, spillway, water intake and pumping facilities, will be retired after 42 years of payments. The strategic vision of our citizens and policymakers is being repeated in this year's actions.

CITY OF NORMAN

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
Beginning Fund Balance	\$ 23,129,146	\$ 1,928,104	\$ 22,960,334	\$ 5,619,745	\$ 3,446,965	\$ (762,392)	\$ (7,580,799)	\$ (16,147,247)
Operating Revenues:								
Enterprise Fund Fees/Chgs	\$ 19,769,234	\$ 18,962,500	\$ 18,962,500	\$ 19,436,563	\$ 19,922,477	\$ 20,420,538	\$ 20,931,052	\$ 21,454,328
Connection Fee	826,714	404,000	404,000	408,040	412,120	416,241	420,403	424,607
Capital Improvement Charge	1,381,215	1,326,130	1,326,130	1,339,391	1,352,785	1,366,313	1,379,976	1,393,776
Cost Allocation	823,428	786,845	786,845	744,476	751,921	759,440	767,034	774,704
Total Operating Revenues	\$ 22,800,591	\$ 21,479,475	\$ 21,479,475	\$ 21,928,470	\$ 22,439,303	\$ 22,962,532	\$ 23,498,465	\$ 24,047,415
Operating Expenditures:								
Salaries / Benefits	\$ 3,917,558	\$ 4,048,616	\$ 4,048,616	\$ 4,063,695	\$ 4,266,880	\$ 4,480,224	\$ 4,704,235	\$ 4,939,447
Supplies / Materials	1,521,505	2,456,023	2,703,645	2,556,991	2,582,561	2,608,387	2,634,470	2,660,815
Services / Maintenance	2,479,081	3,085,700	3,650,976	3,100,941	3,131,950	3,163,270	3,194,903	3,226,852
Internal Services	294,065	204,272	204,272	152,071	155,112	158,215	161,379	164,607
Cost Allocations	1,889,138	1,856,055	1,856,055	1,882,063	1,900,884	1,919,892	1,939,091	1,958,482
Employee Turnover Savings		(60,729)	(60,729)	(60,955)	(64,003)	(67,203)	(70,564)	(74,092)
Total Operating Expenditures	\$ 10,101,347	\$ 11,589,937	\$ 12,402,835	\$ 11,694,806	\$ 11,973,384	\$ 12,262,784	\$ 12,563,515	\$ 12,876,111
Net Operating Revenue	\$ 12,699,244	\$ 9,889,538	\$ 9,076,640	\$ 10,233,664	\$ 10,465,919	\$ 10,699,749	\$ 10,934,950	\$ 11,171,305
Other Revenues:								
Interest Income	\$ 272,558	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Other Misc. Revenue	594,822	-	-	-	-	-	-	-
Revenue Bond Proceeds	-	33,200,000	32,200,000	11,114,500	-	-	23,091,570	-
Total Other Revenues	\$ 867,380	\$ 33,320,000	\$ 32,320,000	\$ 11,234,500	\$ 120,000	\$ 120,000	\$ 23,211,570	\$ 120,000
Other Expenditures:								
Audit Accruals/Adj/Encumbrances	\$ 606,004							
Master Conservancy Debt	268,126	\$ 266,433	\$ 266,433	\$ 72,474	\$ 72,174	\$ 71,829	\$ 71,523	\$ 71,229
Debt Service - 10 Issue	804,396	806,896	-	-	-	-	-	-
Debt Service - 15 Issue	1,473,749	1,496,169	1,496,169	1,480,449	1,479,410	1,477,891	1,470,840	1,478,310
Debt Service - 16 Issue	-	-	634,235	768,015	770,249	767,147	768,767	770,109
Debt Service - 17 Issue	-	2,027,500	-	152,900	683,413	2,008,734	2,006,445	2,003,239
Debt Service - 18 Issue	-	-	-	683,000	683,000	683,000	683,000	683,000
Debt Service - 21 Issue	-	-	-	-	-	-	1,155,000	1,155,000
Capital Projects	9,143,401	4,988,000	21,809,070	8,097,000	9,812,000	11,307,000	12,115,000	45,333,000
Capital Projects - 15 Issue	-	-	709,946	-	-	-	-	-
Capital Projects - 17 Issue	-	26,157,000	31,000,000	-	-	-	-	-
Capital Projects - 18 Issue	-	-	-	10,717,000	-	-	-	-
Capital Projects - 21 Issue	-	-	-	-	-	-	22,419,000	-
Bond issue costs	-	1,200,000	1,200,000	397,500	-	-	672,570	-
Capital Equipment	409,963	365,126	547,560	234,376	230,000	230,000	230,000	230,000
I/F Transf - General Fund	1,029,797	968,325	968,325	992,230	1,016,730	1,041,839	1,067,573	1,093,947
I/F Transf - General Fund - Meter Svcs	-	47,880	88,347	46,000	48,300	50,715	53,251	55,914
I/F Transf - Capital Fund	-	-	17,144	-	-	-	-	-
Total Other Expenditures	\$ 13,735,436	\$ 38,323,329	\$ 58,737,229	\$ 23,640,944	\$ 14,795,276	\$ 17,638,155	\$ 42,712,969	\$ 52,873,748
Net Revenues (Expenditures)	\$ (168,812)	\$ 4,886,209	\$ (17,340,589)	\$ (2,172,780)	\$ (4,209,357)	\$ (6,818,406)	\$ (8,566,449)	\$ (41,582,443)
Ending Fund Balance	\$ 22,960,334	\$ 6,814,313	\$ 5,619,745	\$ 3,446,965	\$ (762,392)	\$ (7,580,799)	\$ (16,147,247)	\$ (57,729,691)
Reserves								
Reserve for Operations	\$ 808,108	\$ 927,195	\$ 992,227	\$ 935,584	\$ 957,871	\$ 981,023	\$ 1,005,081	\$ 1,030,089
Reserve for Encumbrances	9,284,328	-	-	-	-	-	-	-
Reserve for Bond Projects - 15 Issue	709,946	-	-	-	-	-	-	-
Reserve for Capital	17,332,800	10,332,750	17,332,800	19,641,750	22,918,333.33	28,724,000	45,333,000	45,333,000
Reserve (Deficit) Surplus	(5,174,848)	(4,445,632)	(12,705,282)	(17,130,369)	(24,638,597)	(37,285,822)	(62,485,328)	(104,092,780)
Total Reserves	\$ 22,960,334	\$ 6,814,313	\$ 5,619,745	\$ 3,446,965	\$ (762,392)	\$ (7,580,799)	\$ (16,147,247)	\$ (57,729,691)

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2018 BUDGET**

INCOME:

Operation & Maintenance Assessments	\$ 2,106,130
Special Assessments	<u>525,000</u>

TOTAL INCOME	\$ 2,631,130
(Less energy project interest)	

EXPENSES:

Personnel	\$ 712,380
Maintenance	154,500
Utilities	557,700
Insurance & Bonds	41,250
Administrative Supplies	13,500
Professional Services	614,000
State & Federal Services	157,600
Major Equipment Replacement	<u>380,200</u>

TOTAL EXPENSES	\$2,631,130
-----------------------	--------------------

**WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

Currently, there are approximately 495 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman.

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

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

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

FYE 18 Budget

Statement of Revenues and Expenditures

FYE 18 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 17. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

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

FYE 18 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 18 ending fund balance is projected to be \$5,601,334. 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 18 projected revenues are 8.3% higher than FYE 17 budget revenues.

Summary

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

The final component of these planned capital improvements, financed through the sewer rates approved in 2013, is the expansion of the Sewer Utility’s treatment capacity, to an ultimate capacity of 21.5 million gallons per day. The South Canadian Water Reclamation Facility (WRF) is being expanded from 12 MG/D to a capacity of 17 MG/D over the next 18 months. The improvements to the WRF, estimated to total over \$68 million, are the largest capital project ever undertaken in Norman, and scheduled for completion in early 2017.



Water reclaimed by the Norman Water Reclamation Facility

CITY OF NORMAN

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 2,194,147	\$ 4,111,537	\$ 1,247,252	\$ 3,798,478	\$ 5,601,334	\$ 5,931,024	\$ 5,534,592	\$ 5,492,051
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 11,644,441	\$ 11,385,240	\$ 11,385,240	\$ 11,612,945	\$ 11,845,204	\$ 12,082,108	\$ 12,323,750	\$ 12,570,225
5 Sewer Replacement Charge	96	611,050	611,050	617,161	623,333	629,566	635,862	642,221
6 Capital Improvement Charge	847,770	738,815	738,815	746,203	753,665	761,202	768,814	776,502
7								
8 Total Operating Revenues	\$ 12,492,307	\$ 12,735,105	\$ 12,735,105	\$ 12,976,309	\$ 13,222,202	\$ 13,472,876	\$ 13,728,426	\$ 13,988,948
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 3,097,368	\$ 3,282,489	\$ 3,284,339	\$ 3,249,587	\$ 3,412,066	\$ 3,582,670	\$ 3,761,803	\$ 3,949,893
12 Supplies and Materials	336,312	611,813	550,805	617,801	623,979	630,219	636,521	642,886
13 Services and Maintenance	1,166,411	1,458,665	1,746,172	1,455,512	1,470,067	1,484,768	1,499,615	1,514,612
14 Internal Services	382,681	273,307	273,307	136,513	139,243	142,028	144,869	147,766
15 Cost Allocations	1,955,036	1,787,343	1,787,343	1,756,550	1,774,116	1,791,857	1,809,775	1,827,873
16 Employee Turnover Savings	-	(49,237)	(49,237)	(48,744)	(51,181)	(53,740)	(56,427)	(59,248)
17								
18 Total Operating Expenditures	\$ 6,937,808	\$ 7,364,380	\$ 7,592,729	\$ 7,167,219	\$ 7,368,290	\$ 7,577,801	\$ 7,796,156	\$ 8,023,782
19								
20 Net Operating Revenue	\$ 5,554,499	\$ 5,370,725	\$ 5,142,376	\$ 5,809,090	\$ 5,853,912	\$ 5,895,075	\$ 5,932,269	\$ 5,965,166
21								
22 Other Revenues:								
23 Interest Income	\$ 66,720	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24 Bond Proceeds/Grant Reimb.	12,056,232	-	14,535,411	-	-	-	-	-
25 Misc. Revenue/Cost Allocation	569,815	491,757	491,757	469,149	473,840	478,579	483,365	488,198
30								
31 Total Other Revenues	\$ 12,692,767	\$ 541,757	\$ 15,077,168	\$ 519,149	\$ 523,840	\$ 528,579	\$ 533,365	\$ 538,198
32								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	\$ (1,614,201)							
36 Debt Service- 05 Rev. Bonds	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37 Debt Service- 96 SRF Note	69,336	-	-	-	-	-	-	-
39 Debt Service- 99 SRF Note	254,093	255,319	255,319	254,057	252,796	127,177	-	-
40 Debt Service- 14 SRF Note	3,380,100	2,357,044	2,357,044	2,359,393	2,360,809	2,364,256	2,363,737	2,411,177
41 Debt Service - 15 Rev. Bonds	1,315,104	653,055	653,055	243,949	248,997	128,832	-	-
42 Capital Projects	13,064,865	922,400	13,015,928	735,000	2,544,900	3,545,000	3,475,000	3,475,000
43 Capital Equipment	725,537	467,619	769,831	306,336	-	-	-	-
44 I/F Transf - Sewer Maint Fund 321	1,417,105	-	-	-	-	-	-	-
45 I/F Transf - General Fund	582,222	569,262	569,262	580,647	592,260	604,105	616,187	628,511
46 I/F Transf - General Fund - Meter Svs	-	47,880	47,880	46,000	48,300	50,715	53,251	55,914
47								
48 Total Other Expenditures	\$ 19,194,161	\$ 5,272,579	\$ 17,668,319	\$ 4,525,382	\$ 6,048,062	\$ 6,820,085	\$ 6,508,175	\$ 6,570,602
49								
50 Net Revenues (Expenditures)	\$ (946,895)	\$ 639,903	\$ 2,551,225	\$ 1,802,856	\$ 329,690	\$ (396,431)	\$ (42,541)	\$ (67,238)
51								
52 Ending Fund Balance	\$ 1,247,252	\$ 4,751,441	\$ 3,798,478	\$ 5,601,334	\$ 5,931,024	\$ 5,534,592	\$ 5,492,051	\$ 5,424,814
53								
54 Reserves								
55 Reserve for Encumbrances	\$ 9,284,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56 Reserve for Operations	555,025	589,150	607,418	573,378	589,463	606,224	623,693	641,903
57 Reserve for Capital	695,000	2,574,975	2,754,980	3,259,975	3,498,333	3,475,000	3,475,000	3,475,000
58 Reserve (Deficit) Surplus	(9,287,101)	1,587,316	436,080	1,767,981	1,843,228	1,453,368	1,393,358	1,307,911
59								
60 Total Reserves	\$ 1,247,252	\$ 4,751,441	\$ 3,798,478	\$ 5,601,334	\$ 5,931,024	\$ 5,534,592	\$ 5,492,051	\$ 5,424,814

**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 18 and beyond, generally, the oldest lines in the system are scheduled for replacement first (“worst things first”).

FYE 18 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 17 extrapolated for a full year.

FYE 18 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 18 total budgeted expenditures are \$3,863,437.

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.

CITY OF NORMAN

**SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 4,159,656	\$ 1,088,220	\$ 4,116,660	\$ 1,878,553	\$ 459,882	\$ 567,746	\$ 702,299	\$ 863,687
2								
3 Operating Revenues:								
4 Capital Improvement Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sewer Maintenance Rate	2,946,169	2,913,691	2,913,691	2,942,828	2,972,256	3,001,979	3,031,999	3,062,319
7								
8 Total Operating Revenues	\$ 2,946,169	\$ 2,913,691	\$ 2,913,691	\$ 2,942,828	\$ 2,972,256	\$ 3,001,979	\$ 3,031,999	\$ 3,062,319
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 51,758	\$ 57,123	\$ 57,123	\$ 57,770	\$ 60,659	\$ 63,691	\$ 66,876	\$ 70,220
12 Supplies and Materials	2,161	2,109	2,259	2,671	2,698	2,725	2,752	2,779
13 Services and Maintenance	1,417	2,025	1,875	1,825	1,843	1,862	1,880	1,899
14 Internal Services	-	300	300	100	102	104	106	108
15 Cost Allocations	-	-	-	-	-	-	-	-
16 Employee Turnover Savings	-	(1,120)	(1,120)	(867)	(910)	(955)	(1,003)	(1,053)
17								
18 Total Operating Expenditures	\$ 55,336	\$ 60,437	\$ 60,437	\$ 61,499	\$ 64,392	\$ 67,426	\$ 70,611	\$ 73,953
19								
20 Net Operating Revenue	\$ 2,890,833	\$ 2,853,254	\$ 2,853,254	\$ 2,881,329	\$ 2,907,864	\$ 2,934,553	\$ 2,961,388	\$ 2,988,366
21								
22 Other Revenues:								
23 Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24 Misc. Revenue	25,484	-	-	-	-	-	-	-
25 I/F Transf - Wastewater Fund 32	1,417,105	-	-	-	-	-	-	-
26								
27 Total Other Revenues	\$ 1,442,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28								
29								
30 Other Expenditures:								
31 Capital Projects	\$ 4,376,418	\$ 3,803,000	\$ 5,091,361	\$ 4,300,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
32 Capital Equipment	-	-	-	-	-	-	-	-
33 Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34								
35 Total Other Expenditures	\$ 4,376,418	\$ 3,803,000	\$ 5,091,361	\$ 4,300,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
36								
37 Total Revenues	\$ 4,388,758	\$ 2,913,691	\$ 2,913,691	\$ 2,942,828	\$ 2,972,256	\$ 3,001,979	\$ 3,031,999	\$ 3,062,319
38								
39 Total Expenditures	\$ 4,431,754	\$ 3,863,437	\$ 5,151,798	\$ 4,361,499	\$ 2,864,392	\$ 2,867,426	\$ 2,870,611	\$ 2,873,953
40								
41 Net Revenues (Expenditures)	\$ (42,996)	\$ (949,746)	\$ (2,238,107)	\$ (1,418,671)	\$ 107,864	\$ 134,553	\$ 161,388	\$ 188,366
42								
43 Ending Fund Balance	\$ 4,116,660	\$ 138,474	\$ 1,878,553	\$ 459,882	\$ 567,746	\$ 702,299	\$ 863,687	\$ 1,052,052

**NEW DEVELOPMENT EXCISE TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

FYE 18 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 18.

Five Year Outlook

Based on extraordinary multi-family residential housing construction in FYE 15, excise tax revenues have been higher than usual. Excise tax revenues are projected to be the same in years FYE 18 through FYE 22.

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 9,474,166	\$ 7,694,149	\$ 7,874,790	\$ 7,095,656	\$ 7,015,505	\$ 6,711,283	\$ 6,627,795	\$ 5,769,663
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 1,383,412	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
5 Excise Tax - Commercial	326,502	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6								
7 Total Operating Revenues	\$ 1,709,914	\$ 1,700,000	\$ 1,700,000	\$ 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	\$ 1,709,914	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
12								
13 Other Revenues:								
14 Interest Income	\$ 75,302	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
15 Bond Proceeds/Grant Reimb.	8,274,682	-	6,539,191	-	-	-	-	-
16 SRF Loan Proceeds	-	-	-	-	-	-	-	-
17 I/I Transf - General Fund	-	-	-	-	-	-	-	-
18 Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19								
20 Total Other Revenues	\$ 8,349,984	\$ 200,000	\$ 6,739,191	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	\$ 357,519	\$ 360,019	\$ 360,019	\$ 360,019	\$ 360,019	\$ 360,019	\$ 360,019	\$ 360,019
24 Debt Service - 14 SRF	2,319,900	1,618,519	1,618,519	1,620,132	1,621,104	1,623,469	1,623,113	1,655,673
25 Services & maintenance	-	-	-	-	-	-	-	-
26 Capital Projects	8,981,855	92,000	7,239,787	-	223,100	-	775,000	1,502,000
27								
28 Total Other Expenditures	\$ 11,659,274	\$ 2,070,538	\$ 9,218,325	\$ 1,980,151	\$ 2,204,223	\$ 1,983,488	\$ 2,758,132	\$ 3,517,692
29								
30 Net Revenues (Expenditures)	\$ (1,599,376)	\$ (170,538)	\$ (779,134)	\$ (80,151)	\$ (304,223)	\$ (83,488)	\$ (858,132)	\$ (1,617,692)
31								
32 Ending Fund Balance	\$ 7,874,790	\$ 7,523,611	\$ 7,095,656	\$ 7,015,505	\$ 6,711,283	\$ 6,627,795	\$ 5,769,663	\$ 4,151,971
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	Base		Rate
	<u>Size</u>	<u>Rate</u>	<u>After</u>	<u>cu. yd.</u>
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 18 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 18 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.

No capital projects are scheduled in FYE 18.

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 18 ending fund balance is projected to be \$10,045,074, 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.

CITY OF NORMAN

**SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 7,671,509	\$ 6,740,650	\$ 9,417,867	\$ 8,415,604	\$ 10,045,074	\$ 12,364,022	\$ 14,862,233	\$ 17,365,822
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 14,284,689	\$ 14,562,795	\$ 14,562,795	\$ 14,854,051	\$ 15,151,132	\$ 15,454,155	\$ 15,763,238	\$ 16,078,502
5 Other Revenue	325,798	215,349	215,349	217,502	219,677	221,874	224,093	226,334
6								
7 Total Operating Revenues	\$ 14,610,487	\$ 14,778,144	\$ 14,778,144	\$ 15,071,553	\$ 15,370,809	\$ 15,676,029	\$ 15,987,331	\$ 16,304,836
8								
9 Operating Expenditures:								
10 Salaries / Benefits	\$ 4,218,622	\$ 4,149,615	\$ 4,149,615	\$ 4,135,081	\$ 4,341,835	\$ 4,558,927	\$ 4,786,873	\$ 5,026,217
11 Supplies / Materials	947,690	1,274,471	1,276,521	1,256,784	1,269,352	1,282,046	1,294,866	1,307,815
12 Services / Maintenance	2,956,914	3,001,139	3,015,905	3,109,903	3,141,002	3,172,412	3,204,136	3,236,177
13 Internal Services	708,874	803,614	803,614	758,049	773,210	788,674	804,447	820,536
14 Cost Allocations	1,509,337	1,422,558	1,422,558	1,406,995	1,421,065	1,435,276	1,449,629	1,464,125
15								
16 Total Operating Expenditures	\$ 10,341,437	\$ 10,651,397	\$ 10,668,213	\$ 10,666,812	\$ 10,946,464	\$ 11,237,335	\$ 11,539,951	\$ 11,854,870
17								
18 Net Operating Revenue	\$ 4,269,050	\$ 4,126,747	\$ 4,109,931	\$ 4,404,741	\$ 4,424,345	\$ 4,438,694	\$ 4,447,380	\$ 4,449,967
19								
20 Other Revenue:								
21 Interest Income	\$ 101,296	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
22 Bond/Grant Proceeds	-	-	-	-	-	-	-	-
23								
24 Total Other Revenue	\$ 101,296	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	\$ 161,062							
28 Capital Equipment	1,805,740	2,327,655	2,410,205	2,104,855	1,600,000	1,600,000	1,600,000	1,600,000
29 Debt Service - 2010 Notes	315,991	320,470	320,470	317,190	318,652	319,768	320,539	320,965
30 Debt Service - 2013 Notes	327,057	330,920	330,920	337,226	168,445	-	-	-
31 Capital Projects	14,138	23,000	2,032,719	-	-	-	-	-
32 I/F Transfer - General Fund - Meter Sys		47,880	47,880	46,000	48,300	50,715	53,251	55,914
33								
34 Total Other Expenditures	\$ 2,623,988	\$ 3,049,925	\$ 5,142,194	\$ 2,805,271	\$ 2,135,397	\$ 1,970,483	\$ 1,973,790	\$ 1,976,879
35								
36 Net Revenues (Expenditures)	\$ 1,746,358	\$ 1,106,822	\$ (1,002,263)	\$ 1,629,470	\$ 2,318,948	\$ 2,498,211	\$ 2,503,590	\$ 2,503,088
37								
38 Ending Fund Balance	\$ 9,417,867	\$ 7,847,472	\$ 8,415,604	\$ 10,045,074	\$ 12,364,022	\$ 14,862,233	\$ 17,365,822	\$ 19,868,910
39								
40 Reserves								
41 Reserve for Operations	\$ 827,315	\$ 852,112	\$ 853,457	\$ 853,345	\$ 875,717	\$ 898,987	\$ 923,196	\$ 948,390
42 Reserve for Capital	1,700,971	1,726,214	1,700,971	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
43 Reserve (Deficit) Surplus	6,889,581	5,269,146	5,861,176	7,591,729	9,888,305	12,363,246	14,842,626	17,320,520
44								
45 Total Reserves	\$ 9,417,867	\$ 7,847,472	\$ 8,415,604	\$ 10,045,074	\$ 12,364,022	\$ 14,862,233	\$ 17,365,822	\$ 19,868,910

**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 18 health claim costs are projected to be \$12,329,313, the same as FYE 16 budget figures.

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 18 is \$2,218,500.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 18 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 18 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.

CITY OF NORMAN

**RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 3,903,539	\$ 4,233,491	\$ 5,129,579	\$ 5,645,180	\$ 3,205,484	\$ 1,110,848	\$ (410,910)	\$ (2,077,745)
2								
3 Revenues								
4 Int Svs Ch - W/C	\$ 1,927,432	\$ 1,000,000	\$ 1,000,000	\$ 75,000	\$ 900,000	\$ 1,800,000	\$ 2,000,000	\$ 2,000,000
5 Int Svs Ch - Risk	419,866	300,000	300,000	269,633	248,234	261,878	276,133	291,028
6 Int Svs Ch - Unemployment	9,227	14,097	14,097	7,505	22,220	22,442	22,667	22,893
7 Int Svs Ch - Health Ins Prem - City	9,911,351	10,979,126	9,825,662 ⁿ	9,825,662 ⁿ	10,071,304	10,323,086	10,581,163	10,845,692
8 Health Ins Premiums - Employee	2,201,833	2,362,806	2,559,391 ⁿ	2,559,391 ⁿ	2,623,376	2,688,960	2,756,184	2,825,089
9 Health Ins Refunds			155,080	155,080	158,957	162,931	167,004	171,179
10 Other Revenues	598,830	-	-	-	-	-	-	-
11 I/F Transfer - Debt Service	861,031	861,030	861,030	825,000	825,000	825,000	825,000	825,000
12								
13 Total Revenues	\$ 15,929,570	\$ 15,517,059	\$ 14,715,260	\$ 13,717,271	\$ 14,849,090	\$ 16,084,297	\$ 16,628,151	\$ 16,980,882
14								
15 Expenditures								
16 Salary / Benefits - Risk	\$ 219,148	\$ 225,506	\$ 225,506	\$ 226,181	\$ 237,490	\$ 249,365	\$ 261,833	\$ 274,924
17 Salary / Benefits - Health Ins	93,057	94,966	94,966	93,323	97,989	102,889	108,033	113,435
18 Services / Maintenance	309,527	166,690	197,062	175,173	176,925	178,694	180,481	182,286
19 Judgments / Claims	231,019	170,000	170,000	170,000	320,000	320,000	320,000	320,000
20 Workers' Comp Pymts	1,390,839	2,218,500	652,000	2,218,500	2,307,240	2,399,530	2,495,511	2,595,331
21 Unemployment Claims	8,333	22,000	22,000	22,000	22,220	22,442	22,667	22,893
22 Health Insurance Claims	9,266,408	10,229,591	10,678,158 ⁿ	11,105,284 ⁿ	11,549,496	12,011,476	12,491,935	12,991,612
23 Health Insurance Fees	1,668,548	2,099,722	2,063,948 ⁿ	2,146,506 ⁿ	2,232,366	2,321,661	2,414,527	2,511,108
24 I/F Transfer - General Fd	20,941	-	96,019	-	-	-	-	-
25 I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
26 Audit Accruals / Adjustments	1,495,710	-	-	-	-	-	-	-
27								
28 Total Expenditures	\$ 14,703,530	\$ 15,226,975	\$ 14,199,659	\$ 16,156,967	\$ 16,943,726	\$ 17,606,055	\$ 18,294,986	\$ 19,011,590
29								
30 Net Difference	\$ 1,226,040	\$ 290,084	\$ 515,601	\$ (2,439,696)	\$ (2,094,636)	\$ (1,521,758)	\$ (1,666,835)	\$ (2,030,708)
31								
32 Ending Fund Balance	\$ 5,129,579	\$ 4,523,576	\$ 5,645,180	\$ 3,205,484	\$ 1,110,848	\$ (410,910)	\$ (2,077,745)	\$ (4,108,453)
33								
34 Reserves:								
35 Reserved for Health Insurance	\$ 2,296,274	\$ 2,182,969	\$ 1,999,335	\$ 1,194,355	\$ 168,140	\$ (1,092,908)	\$ (2,603,051)	\$ (4,377,245)
36 Reserved for Unemployment	22,609	775	14,706	211	211	211	211	211
37 Reserved for W/C/Claims/Judgments	1,761,203	1,111,021	2,800,233	1,311,733	409,493	314,963	324,453	234,121
38 Reserved for Risk Mgmt	1,049,493	1,228,811	830,906	699,185	533,004	366,823	200,642	34,460
39								
40 Total Reserves	\$ 5,129,579	\$ 4,523,576	\$ 5,645,180	\$ 3,205,484	\$ 1,110,848	\$ (410,910)	\$ (2,077,745)	\$ (4,108,453)
41								
42 Targeted Reserves:								
43 Reserve for Health Insurance	\$ 1,544,401	\$ 1,704,932	\$ 1,779,693	\$ 1,850,881	\$ 1,924,916	\$ 2,001,913	\$ 2,081,989	\$ 2,165,269
44 Reserve for Workers Comp	231,807	369,750	108,667	369,750	384,540	399,922	415,918	432,555
45								
46 Total Targeted Reserves	\$ 1,776,208	\$ 2,074,682	\$ 1,888,360	\$ 2,220,631	\$ 2,309,456	\$ 2,401,834	\$ 2,497,908	\$ 2,597,824
Reserve Deficit								
NOTE: Reserve surplus (deficit)	\$ 3,353,371	\$ 2,448,894	\$ 3,756,820	\$ 984,853	\$ (1,198,608)	\$ (2,812,744)	\$ (4,575,653)	\$ (6,706,277)
Health Ins Prem % Increase		4.50%		4.50%	2.50%	2.50%	2.50%	2.50%

**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) 2017-2021. 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 2017-2021 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, Capital Projects Engineer, a Stormwater Engineer, Traffic Staff Engineer, 25% of an Engineering Assistant's position, 70% of the Park Planner I, 40% of the Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of the Utility Coordinator, and 75% of the Facility Maintenance Superintendent. Beginning in FYE 17, a new Construction Manager, and an additional Capital Projects Engineer is added.

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 18 Budget

The FYE 18 Budget shows total projected resources available of \$29,339,124, including beginning fund balance, of \$16,719,999 and total expenditures projected at \$19,004,878 with an ending fund balance of \$10,334,246. Sales tax is projected at a 2.5% increase from FYE 16 estimated revenue, and an average 4% growth rate in years FYE 18 through FYE 22. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2018 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2018 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 2018-2022 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.

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.

CITY OF NORMAN

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 59,395,691	\$ 17,780,325	\$ 40,005,751	\$ 16,719,999	\$ 10,334,246	\$ 12,287,720	\$ 4,876,225	\$ 477,132
2								
4 Sales Tax	\$ 12,064,828	\$ 12,633,210	\$ 12,165,000	\$ 12,469,125	\$ 12,967,890	\$ 13,486,606	\$ 14,026,070	\$ 14,587,113
6 Interest/Investment Income	1,160,703	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7 GO Bond Interest Income	54,321	-	-	-	-	-	-	-
8 Donations/Other	144,616	8,700	99,494	-	397,260	-	-	-
9								
10 Subtotal	\$ 13,424,468	\$ 12,791,910	\$ 12,414,494	\$ 12,619,125	\$ 13,515,150	\$ 13,636,606	\$ 14,176,070	\$ 14,737,113
11 Int' Transf - General	246,752	500,000	500,000	-	-	-	-	-
13 Int' Transf - Special Grant Fund	760,964	-	-	-	-	-	-	-
14 Int' Transf - CDBG Fund	416,948	-	15,607,229	-	-	-	-	-
15 Int' Transf - Norman Forward Fund	5,582,696	-	-	-	-	-	3,000,000	-
16 Int' Transf - Room Tax Fund	-	-	66,900	-	-	-	-	-
17 Int' Transf - Water Fund	-	-	17,144	-	-	-	-	-
18 Bond Proceeds	15,295,500	-	-	-	9,795,000	-	-	-
19								
20 Total Revenue	\$ 35,727,328	\$ 13,291,910	\$ 28,605,767	\$ 12,619,125	\$ 23,310,150	\$ 13,636,606	\$ 17,176,070	\$ 14,737,113
21								
23 Salary and Benefits	\$ 954,731	\$ 1,179,827	\$ 1,179,827	\$ 1,203,552	\$ 1,263,730	\$ 1,326,916	\$ 1,393,262	\$ 1,462,925
24 Services and Maintenance	2,908	17,198	17,198	16,499	16,664	16,831	16,999	17,169
25 Capital Outlay (Transfer)	4,123,544	3,427,687	4,382,571	3,366,664	3,501,330	3,641,384	3,787,039	3,938,520
26 Fleet Replacement Supplement	-	788,660	788,660	-	-	-	-	-
27 Street Maintenance	1,557,357	2,165,377	5,679,269	2,440,377	2,440,377	2,440,377	2,440,377	2,440,377
28 Capital Projects (See Detail)	4,625,851	5,143,515	18,154,487	5,431,632	6,354,000	5,375,000	7,284,500	4,600,040
29 Maintenance of Facilities	736,792	433,190	1,155,084	360,750	245,000	170,000	170,000	170,000
30 Paygo (Bond Projects)	557,305	-	112,526	-	-	-	-	-
31 New Bond Projects - 05	-	93,012	180,874	-	-	-	-	-
32 New Bond Projects - 10	-	433,578	-	-	-	-	-	-
34 New Bond Projects - 11	-	3,054	-	-	-	-	-	-
35 New Bond Projects - 12B	2,639,945	-	3,648,770	2,929,245	-	-	-	-
36 New Bond Projects - 12C	749,747	658,482	35,206	-	-	-	-	-
37 New Bond Projects - 12D	5,398,797	-	-	-	-	-	-	-
38 New Bond Projects - 15	11,064,092	-	10,759,685	666,137	2,417,500	2,911,402	900,000	-
39 New Bond Projects - 16	-	5,226,445	5,226,445	2,219,076	4,592,342	3,204,500	-	-
40 New Bond Projects - 19	-	-	-	-	-	1,580,746	5,186,069	1,458,388
41 Bond Issue Cost	263,220	-	-	-	160,000	-	-	-
43 Audit Accruals/Adj Incumbrances	81,119	-	-	-	-	-	-	-
44								
45 Subtotal	\$ 32,755,408	\$ 19,570,025	\$ 51,320,602	\$ 18,633,932	\$ 20,990,943	\$ 20,667,155	\$ 21,178,246	\$ 14,087,419
46 Int' Transf - CI (St. Maint. Drainage Labor)	131,492	263,765	263,765	289,746	304,233	319,445	335,417	352,188
47 Int' Transf - CI	133,439	-	236,152	-	-	-	-	-
49 Int' Transf - Special Grant Fund	700,000	-	-	-	-	-	-	-
51 Int' Transf - Norman Forward Fund	5,582,696	-	-	-	-	-	-	-
52 Int' Transf - CDBG Fund	15,607,229	-	-	-	-	-	-	-
53 Int' Transf - Westwood - Golf	137,004	71,000	71,000	81,200	61,500	61,500	61,500	61,500
54 Int' Transf - Room Tax Fund	70,000	-	-	-	-	-	-	-
55								
56 Total Expenditures	\$ 55,117,268	\$ 19,904,790	\$ 51,891,519	\$ 19,004,878	\$ 21,356,676	\$ 21,048,100	\$ 21,575,163	\$ 14,501,107
57								
58 Net Difference	\$ (19,389,940)	\$ (6,612,880)	\$ (23,285,752)	\$ (6,385,753)	\$ 1,953,474	\$ (7,411,495)	\$ (4,399,093)	\$ 236,005
59								
60 Ending Fund Balance	\$ 40,005,751	\$ 11,167,446	\$ 16,719,999	\$ 10,334,246	\$ 12,287,720	\$ 4,876,225	\$ 477,132	\$ 713,138
61								
62 Reserves:								
63 General Contingency	844,538	100,000	100,000	872,839	907,752	944,062	981,825	1,021,098
64 Reserve for Senior Center	-	-	11,770	261,770	261,770	261,770	261,770	261,770
65 Reserve for Bond Proceeds - 08B	180,874	-	-	-	-	-	-	-
68 Reserve for Bond Proceeds - 12B	6,578,015	1,620,401	2,929,245	-	-	-	-	-
69 Reserve for Bond Proceeds - 12C	34,553	-	(653)	-	-	-	-	-
70 Reserve for Bond Proceeds - 15	11,809,191	-	1,049,506	383,369	(2,034,131)	(4,945,533)	(5,845,533)	(5,845,533)
71 Reserve for Bond Proceeds - 16	15,242,363	9,388,555	10,015,918	7,796,842	3,204,500	-	-	-
72 Reserve for Bond Proceeds - 19	-	-	-	-	9,635,000	8,054,254	2,868,185	1,409,797
73 Reserve for Encumbrances	8,144,857	-	-	-	-	-	-	-
74 Available for New Projects	(2,828,640)	58,490	2,614,213	1,019,426	312,829	561,672	2,210,885	3,866,006
75								
76 Total Reserves	\$ 40,005,751	\$ 11,167,446	\$ 16,719,999	\$ 10,334,246	\$ 12,287,720	\$ 4,876,225	\$ 477,132	\$ 713,138

**NORMAN FORWARD SALES TAX CAPITAL FUND
BUDGET
HIGHLIGHTS**

Background

Norman Forward is a citizen-initiated proposal 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 in December 2015 for the financing of these projects.

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

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

FYE 18 Budget

In FYE 18, \$10,121,700 in revenues is projected. Expenditures of \$30,089,067 are projected with the majority going towards the Norman Forward projects. Construction of the Central and Eastside Library projects, and the Westwood Pool and Tennis Center projects will be ongoing during FYE 2018. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2018.

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ -	\$ 36,166,433	\$ 42,568,850	\$ 22,744,464	\$ 28,617,097	\$ 8,693,834	\$ 1,595,113	\$ (3,515,696)
2								
3 Revenues:								
4 Sales Tax Revenue	4,547,953	10,021,500	9,379,000	9,613,475	9,998,014	10,397,935	10,813,852	11,246,406
5 Use Tax Revenue	239,266	448,050	448,050	493,225	514,186	536,000	558,825	558,825
6 Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7 Interest Income	4,653	-	-	-	-	-	-	-
8 Donations/Other	-	-	-	-	-	-	3,000,000	-
9								
10 Subtotal	\$ 4,791,872	\$ 10,484,550	\$ 9,842,050	\$ 10,121,700	\$ 10,527,200	\$ 10,948,935	\$ 14,387,677	\$ 11,820,231
11								
12 I/F Transf - Capital Fund - 2015 Bds	5,582,696	-	-	-	-	-	-	-
13 Bond Proceeds - 2015 Bonds	43,160,000	-	-	-	-	-	-	-
14 Bond Proceeds - 2017 Bonds	-	36,000,000	36,000,000	-	-	-	-	-
15 Bond Proceeds - 2018 Bonds	-	-	-	25,840,000	-	-	-	-
16								
17 Subtotal	\$ 48,742,696	\$ 36,000,000	\$ 36,000,000	\$ 25,840,000	\$ -	\$ -	\$ -	\$ -
18								
19 Total Revenue	\$ 53,534,568	\$ 46,484,550	\$ 45,842,050	\$ 35,961,700	\$ 10,527,200	\$ 10,948,935	\$ 14,387,677	\$ 11,820,231
20								
21 Expenditures:								
22 Audit Adjustments/Encumbrances	1,593,839	-	-	-	-	-	-	-
23 Salary and Benefits	-	-	-	-	-	-	-	-
24 Supplies and Materials	-	-	-	-	-	-	-	-
25 Services and Maintenance	146,836	-	1,600,808	4,000	-	175,000	175,000	175,000
26 Capital Projects - Pay Go	-	395,000	441,136	2,040,000	2,975,000	5,250,000	6,300,000	2,000,000
27 Capital Projects - 2015 Bonds	3,182,217	34,648,878	39,520,351	-	-	-	-	-
28 Capital Projects - 2017 Bonds	-	22,759,484	21,883,855	12,873,916	860,629	-	-	-
29 Capital Projects - 2018 Bonds	-	-	-	8,903,984	20,651,371	3,150,000	-	-
30 Issue Costs	-	381,600	381,600	273,904	-	-	-	-
31 Debt Service - 2015 Bonds	460,130	1,838,686	1,838,686	2,266,318	2,236,518	2,606,718	3,157,548	3,097,948
32 Debt Service - 2017 Bonds	-	-	-	3,726,945	3,726,945	3,726,945	3,726,945	3,726,945
33 Debt Service - 2018 Bonds	-	-	-	-	-	3,138,993	3,138,993	3,138,993
34 I/F Transf - Capital Fund	5,582,696	-	-	-	-	-	3,000,000	-
35								
36 Total Expenditures	\$ 10,965,718	\$ 60,023,648	\$ 65,666,436	\$ 30,089,067	\$ 30,450,463	\$ 18,047,656	\$ 19,498,486	\$ 12,138,886
37								
38 Net Difference	\$ 42,568,850	\$ (13,539,098)	\$ (19,824,386)	\$ 5,872,633	\$ (19,923,263)	\$ (7,098,721)	\$ (5,110,809)	\$ (318,655)
39								
40 Ending Fund Balance	\$ 42,568,850	\$ 22,627,335	\$ 22,744,464	\$ 28,617,097	\$ 8,693,834	\$ 1,595,113	\$ (3,515,696)	\$ (3,834,351)
41								
42 Reserves:								
43 General Contingency	318,357	9,753,419	656,530	672,943	699,861	727,855	756,970	787,248
44 Reserve for Bond Proceeds - 2015 Bonds	39,520,351	-	-	-	-	-	-	-
45 Reserve for Bond Proceeds - 2017 Bonds	-	12,873,916	13,734,545	860,629	-	-	-	-
46 Reserve for Bond Proceeds - 2018 Bonds	-	-	-	16,662,112	(3,989,259)	(7,139,259)	(7,139,259)	(7,139,259)
47 Available for Pay-Go Projects	2,730,142	-	8,353,389	10,421,413	11,983,232	8,006,517	2,866,593	2,517,660
48								
49 Total Reserves	\$ 42,568,850	\$ 22,627,335	\$ 22,744,464	\$ 28,617,097	\$ 8,693,834	\$ 1,595,113	\$ (3,515,696)	\$ (3,834,351)

**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 18 Budget

There are revenues of \$130,000 estimated in FYE 18, which include fees of \$120,000.

There is a fund balance of \$875,536 projected at the end of FYE 18 that may be utilized for the purposes discussed in the Park Land Ordinance.

No park Capital Projects in FYE 18 are scheduled at this time.

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 1,084,383	\$ 656,830	\$ 958,059	\$ 745,536	\$ 875,536	\$ 1,005,536	\$ 1,135,536	\$ 1,265,536
2								
3 Revenues								
4 Interest/Investment Income	\$ 11,372	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 Community Park Fees	79,350	70,000	70,000	70,000	70,000	70,000	70,000	70,000
6 Neighborhood Park Fees	65,100	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7 In-Lieu of/Other	29,403	-	-	-	-	-	-	-
8 I/F Transfer - Capital	-	-	-	-	-	-	-	-
9								
10 Total Revenue	\$ 185,225	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
11								
12 Expenditures								
13 Community Park Projects	\$ 46	\$ 50,000	\$ 169,139	\$ -	\$ -	\$ -	\$ -	\$ -
14 Neighborhood Park Projects	308,658	-	173,384	-	-	-	-	-
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	2,845	-	-	-	-	-	-	-
21								
22 Total Expenditures	\$ 311,549	\$ 50,000	\$ 342,523	\$ -	\$ -	\$ -	\$ -	\$ -
23								
24 Net Difference	\$ (126,324)	\$ 80,000	\$ (212,523)	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
25								
26 Ending Fund Balance	\$ 958,059	\$ 736,830	\$ 745,536	\$ 875,536	\$ 1,005,536	\$ 1,135,536	\$ 1,265,536	\$ 1,395,536
27								
28 Reserves								
29 Reserve for Community Parks	\$ 226,191	\$ 117,702	\$ 127,052	\$ 197,052	\$ 267,052	\$ 337,052	\$ 407,052	\$ 477,052
30 Reserve for Neighborhood Parks	935,844	599,128	812,460	862,460	912,460	962,460	1,012,460	1,062,460
31 Reserve for Park Land	(203,976)	20,000	(193,976)	(183,976)	(173,976)	(163,976)	(153,976)	(143,976)
32								
33 Total Reserves	\$ 958,059	\$ 736,830	\$ 745,536	\$ 875,536	\$ 1,005,536	\$ 1,135,536	\$ 1,265,536	\$ 1,395,536

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

FYE 18 Budget

In Fiscal Year 2018, incremental apportionment revenues of an estimated \$4,753,079 in sales tax and \$835,000 in property tax are projected. Several transportation improvement projects, funded by the University North Park TIF, will be under construction or completed in FYE 18. The first major employer to be housed in the University North Park Corporate Center has completed construction on their facility (Immuno-Mycologics, Inc.) and a major multi-family housing development is also under construction in UNP. The timing and status of other approved TIF projects will be reviewed in relation to the development of the UNP area.

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID will collect assessments from property owners in the UNP development, to be matched by City TIF funds, together totaling \$200,000 per year for ten years, beginning in 2015. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The FYE 2017 budget includes \$100,000 from BID assessments and \$116,485 in City TIF funds for these maintenance expenses. The entryway sign project is expected to be constructed in FYE 2017.

The final major road infrastructure projects slated to be paid for by UNP TIF Funds will be ongoing during FYE 2017. First, the construction of enhanced intersection and traffic control facilities at 24th Avenue N.W. and Radius Drive will be installed. Further, improvements to the I-35/Robinson/Crossroads Avenue intersection have been designed and are planned to be constructed during FYWE 2017. UNP TIF funds for this project are expected to be matched by federal and state road improvement funds.

CITY OF NORMAN

Beginning in FYE 14 a 3% (of TIF revenue) charge for administrative costs was expensed as a cost allocation. In FYE 15 this charge was increased to 5%.



Legacy Park Grand Opening, September 2015

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 16,548,107	\$ 16,835,834	\$ 20,099,992	\$ 22,493,046	\$ 27,041,784	\$ 32,186,177	\$ 37,342,085	\$ 42,624,533
2								
3 Revenues								
4 Sales Tax	\$ 4,363,571	\$ 3,794,061	\$ 4,637,150	\$ 4,753,079	\$ 4,943,202	\$ 5,140,930	\$ 5,346,567	\$ 5,560,430
5 Sales Tax - Economic Dev	872,714	-	900,000	900,000	900,000	900,000	900,000	900,000
6 Interest Income	4,366	17,500	17,500	17,500	17,500	17,500	17,500	17,500
7 Property Tax	670,281	835,000	835,000	835,000	835,000	835,000	835,000	835,000
10 Misc Income	2,742	-	-	369,516	385,680	385,680	385,680	385,680
11 BID Assessment Receipts	47,258	75,000	75,000	100,000	125,000	150,000	175,000	200,000
12								
13 Subtotal	\$ 5,960,932	\$ 4,721,561	\$ 6,464,650	\$ 6,975,095	\$ 7,206,382	\$ 7,429,110	\$ 7,659,747	\$ 7,898,610
16								
17 Total Revenue	\$ 5,960,932	\$ 4,721,561	\$ 6,464,650	\$ 6,975,095	\$ 7,206,382	\$ 7,429,110	\$ 7,659,747	\$ 7,898,610
18								
19 Expenditures								
20 Services /Maintenance	\$ 6,556	\$ 11,371	\$ 11,371	\$ 11,371	\$ 11,485	\$ 11,600	\$ 11,716	\$ 11,833
21 Administration	293,212	236,078	236,078	239,916	289,785	299,671	309,953	320,646
22 BID Expenses	80,235	116,485	151,377	116,485	119,980	123,579	127,286	131,105
23 Capital Equipment	-	-	20,000	-	-	-	-	-
24 Capital Projects	388,984	1,454,983	2,333,926	624,983	-	-	-	-
25 Debt Service	1,580,733	1,318,844	1,318,844	1,433,602	1,640,739	1,838,352	1,928,344	1,988,098
26 Audit adjustments	59,327	-	-	-	-	-	-	-
27								
28 Total Expenditures	\$ 2,409,047	\$ 3,137,761	\$ 4,071,596	\$ 2,426,357	\$ 2,061,989	\$ 2,273,202	\$ 2,377,299	\$ 2,451,682
29								
30 Net Difference	\$ 3,551,885	\$ 1,583,800	\$ 2,393,054	\$ 4,548,738	\$ 5,144,393	\$ 5,155,908	\$ 5,282,448	\$ 5,446,928
31								
32 Ending Fund Balance	\$ 20,099,992	\$ 18,419,634	\$ 22,493,046	\$ 27,041,784	\$ 32,186,177	\$ 37,342,085	\$ 42,624,533	\$ 48,071,461
33								
34 Reserves								
35 Reserved for BID	\$ 516,660	\$ 598,333	\$ 546,083	\$ 629,598	\$ 709,618	\$ 786,039	\$ 858,753	\$ 927,648
36 Available for Debt Repayment	12,665,000	11,815,000	11,815,000	10,815,000	9,565,000	8,065,000	6,415,000	4,640,000
37 Unreserved	6,918,332	6,006,301	10,131,963	15,597,186	21,911,559	28,491,046	35,350,780	42,503,813
38								
39 Total Reserves	\$ 20,099,992	\$ 18,419,634	\$ 22,493,046	\$ 27,041,784	\$ 32,186,177	\$ 37,342,085	\$ 42,624,533	\$ 48,071,461
40								
41 Outstanding Debt		\$ 11,815,000	\$ 11,815,000	\$ 10,815,000	\$ 9,565,000	\$ 8,065,000	\$ 6,415,000	\$ 6,415,000

**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, 2016, including debt to be paid by City-operated enterprises.

	Final Maturity	Outstanding Balance	Interest Rate
General Government Debt			
Combined Purpose Bonds of 2008A	Dec. 1, 2018	1,760,000	3.375% - 4.25 %
Combined Purpose Bonds of 2012B	Mar.1, 2017	3,750,000	.5% - 2%
Combined Purpose Bonds of 2012C	Mar.1, 2017	785,000	1% - 2%
Combined Purpose Bonds of 2012D	Dec. 1, 2032	17,940,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	22,525,000	0.5% - 4%
Combined Purpose Bonds of 2016	June 1, 2019	15,000,000	1.5%-2%
Combined Purpose Bonds of 2016A	July 1, 2027	<u>7,775,000</u>	4.0%-5.0%
 Total		 \$ 69,535,000	
 Tax Increment Authority Debt			
	Final Maturity	Outstanding Balance	Interest Rate
TIF Revenue Note of 2013	Sept. 1, 2023	<u>\$12,665,000</u>	3.81%
Total		\$12,665,000	

CITY OF NORMAN

Enterprise Fund Debt	Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	\$ 188,264	2.74%
Clean Water OWRB SRF Note	Sept. 15, 2019	870,513	.5%
NMA Sanitation Notes	Oct. 1, 2024	2,320,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,000,000	3.5% - 6.125%
Clean Water OWRB SRF Note	March 15, 2031	4,307,454	2.91%
Sanitation System Note	Oct. 1, 2018	815,000	1.1455%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	21,517,960	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	15,075,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	22,825,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	43,160,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	<u>9,380,000</u>	2.23%
Total		\$120,459,191	
Grand Total			<u>\$202,659,191</u>

*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

**PLEGDED 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			(3) COVERAGE RATIO	
			DEBT SERVICE PRINCIPAL	INTEREST	TOTAL		
2007	33,524	5,663	27,861	1,454	1,063	2,517	11.07
2008	31,428	7,888	23,540	2,153	1,401	3,554	6.62
2009	27,662	13,513	14,149	2,193	1,358	3,551	3.98
2010	33,559	10,873	22,686	2,242	1,251	3,493	6.49
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98
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

(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, 2016 Comprehensive Annual Financial Report, p. 120

CITY OF NORMAN

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, 2016

Assessed Valuation:		
Net Assessed Value		\$930,798,000
Section 26 limitation:		
10% of net assessed value	\$ 93,080,000	
Section 27 limitation:		
30% of net assessed value		\$279,239,000
Debt applicable to limitation:		
Total general bonded debt	\$ 71,419,000	
Less amount available for payment	<u>(6,552,000)</u>	
Total debt applicable to limitation	<u>\$ 64,867,000</u>	
Legal debt margin		\$214,372,000

Source: City of Norman, 2016 Comprehensive Annual Financial Report, p. 119

FYE 18 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.

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 8,839,181	\$ 8,261,494	\$ 6,522,426	\$ 6,291,578	\$ 6,992,659	\$ 7,686,113	\$ 7,963,134	\$ 8,235,610
2								
3 Revenues:								
4 Property Tax	\$ 9,124,209	\$ 10,477,309	\$ 10,477,309	\$ 14,197,672	\$ 14,037,531	\$ 5,292,443	\$ 5,196,998	\$ 5,113,733
5 Interest/Investment Income	86,876	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	-	-	-	-	-	-	-	-
7								
8 Subtotal	\$ 9,211,085	\$ 10,502,309	\$ 10,502,309	\$ 14,222,672	\$ 14,062,531	\$ 5,317,443	\$ 5,221,998	\$ 5,138,733
9 I/F Transf - 92 & 95 Bonds	-	-	-	-	-	-	-	-
10 I/F Transf - GF	-	-	-	-	-	-	-	-
11								
12 Total Revenue	\$ 9,211,085	\$ 10,502,309	\$ 10,502,309	\$ 14,222,672	\$ 14,062,531	\$ 5,317,443	\$ 5,221,998	\$ 5,138,733
13								
14 Expenditures								
15 Principal Payments	\$ 8,527,675	\$ 8,170,000	\$ 8,090,000	\$ 11,085,000	\$ 11,130,000	\$ 3,025,000	\$ 3,030,000	\$ 3,035,000
16 Interest Payments	2,115,365	1,501,274	1,777,127	1,606,591	1,409,077	1,185,422	1,089,522	1,005,222
17 Agents Fees	1,725	5,000	5,000	5,000	5,000	5,000	5,000	5,000
18 Assessment District-HP	-	-	-	-	-	-	-	-
19 Audit Accruals/Adjustments	22,044	-	-	-	-	-	-	-
20								
21 Subtotal	\$ 10,666,809	\$ 9,676,274	\$ 9,872,127	\$ 12,696,591	\$ 12,544,077	\$ 4,215,422	\$ 4,124,522	\$ 4,045,222
22 I/F Transf - Insurance	861,031	861,030	861,030	825,000	825,000	825,000	825,000	825,000
23 I/F Transf - GF	-	-	-	-	-	-	-	-
24								
25 Total Expenditures	\$ 11,527,840	\$ 10,537,304	\$ 10,733,157	\$ 13,521,591	\$ 13,369,077	\$ 5,040,422	\$ 4,949,522	\$ 4,870,222
26								
27 Net Difference	\$ (2,316,755)	\$ (34,995)	\$ (230,848)	\$ 701,081	\$ 693,454	\$ 277,021	\$ 272,476	\$ 268,511
28								
29 Ending Fund Balance	\$ 6,522,426	\$ 8,226,499	\$ 6,291,578	\$ 6,992,659	\$ 7,686,113	\$ 7,963,134	\$ 8,235,610	\$ 8,504,121
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 18 Budget

The FYE 18 Budget shows a beginning fund balance of \$613,433. No expenditures are projected to be made for FYE 18 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2018 – 2022 discusses planned recoupment projects in detail.

CITY OF NORMAN

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

	FYE 16 ACTUAL	FYE 17 BUDGET	FYE 17 ESTIMATED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED
1 Beginning Fund Balance	\$ 605,248	\$ 605,248	\$ 613,433	\$ 613,433	\$ 613,433	\$ 613,433	\$ 613,433	\$ 613,433
2								
3 Revenues								
4 Reimbursements/Interest	\$ 8,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 8,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8								
9 Expenditures								
10 Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Audit Adjustments	-	-	-	-	-	-	-	-
12								
13 Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14								
15 Net Difference	\$ 8,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 613,433	\$ 605,248	\$ 613,433	\$ 613,433	\$ 613,433	\$ 613,433	\$ 613,433	\$ 613,433

**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 18 Budget as separate funds of the City. It should be noted that the costs of contributions to the systems appear as a part of salaries and benefit category of expenditure in every operating fund of the City.

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of April 11, 2016, 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.



UNDER CONSTRUCTION

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	590	593	593	593	593
Part-time Positions	22	23	23	24	24
Total Budgeted Positions	<u>612</u>	<u>616</u>	<u>616</u>	<u>617</u>	<u>617</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	53,044,608	55,928,280	55,922,340	55,922,340	55,113,961
Supplies & Materials	4,592,145	5,224,590	5,259,163	5,224,364	5,929,345
Services & Maintenance	8,147,064	9,739,935	11,190,253	10,286,666	10,372,709
Internal Services	3,410,569	2,964,278	2,954,278	2,954,278	2,144,878
Capital Equipment	4,213,337	4,216,347	5,171,231	5,171,231	3,366,664
Subtotal	<u>73,407,723</u>	<u>78,073,430</u>	<u>80,497,265</u>	<u>79,558,879</u>	<u>76,927,557</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	121,306	0	0	0	0
Interfund Transfers	304,410	588,500	588,500	501,161	0
Audit Adjust/Encumbrances	(621,164)	0	0	0	0
Subtotal	<u>(195,448)</u>	<u>588,500</u>	<u>588,500</u>	<u>501,161</u>	<u>0</u>
Fund Total	<u><u>73,212,275</u></u>	<u><u>78,661,930</u></u>	<u><u>81,085,765</u></u>	<u><u>80,060,040</u></u>	<u><u>76,927,557</u></u>

OFFICE OF THE CITY CLERK

18 EMPLOYEES

CITY CLERK (1)

ADMINISTRATIVE CLERICAL SERVICE (5)
 Deputy City Clerk (1)
 Administrative Technician IV (2)
 Administrative Technician III (2)

FACILITY MAINTENANCE (6)
 Facility Maintenance Superintendent (1)
 Administrative Technician II (1)
 Tradesworker - Electrician (2)
 Tradesworker - Heat And Air (1)
 Tradesworker - Plumber (1)

CUSTODIAL SERVICES (6)
 Custodial Coordinator (1)
 FT Custodian (1)
 PT Custodian (4)

DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,042,867	1,113,080	1,113,080	1,113,080	1,103,998
Supplies & Materials	89,451	107,851	106,812	103,171	108,886
Services & Maintenance	197,208	233,131	219,523	210,418	236,901
Internal Services	25,385	25,893	25,893	25,893	26,663
Capital Equipment	63,139	7,000	16,513	16,513	154,000
Subtotal	1,418,050	1,486,955	1,481,821	1,469,075	1,630,448
Department Total	1,418,050	1,486,955	1,481,821	1,469,075	1,630,448

DIVISION SUMMARY

010-2020 CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	479,955	497,101	497,101	497,101	497,834
Supplies & Materials	4,517	6,378	6,378	6,378	6,378
Services & Maintenance	75,635	77,566	77,845	74,999	77,213
Internal Services	13,583	13,810	13,810	13,810	14,945
Capital Equipment	5,285	0	0	0	0
Subtotal	<u>578,975</u>	<u>594,855</u>	<u>595,134</u>	<u>592,288</u>	<u>596,370</u>
Division Total	<u><u>578,975</u></u>	<u><u>594,855</u></u>	<u><u>595,134</u></u>	<u><u>592,288</u></u>	<u><u>596,370</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**

CITY CLERK

GOALS:

To enhance customer service by:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	90%	95%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	90%	100%	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 3 days of Council meeting	95%	95%	95%	80%	85%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98%	98%
Number of special events and festival permits issued	15	15	15	18	20

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	70,788	88,766	88,766	88,766	76,328
Supplies & Materials	1,157	1,960	1,960	1,931	2,225
Services & Maintenance	36,139	34,206	36,420	30,276	35,329
Internal Services	2,169	2,674	2,674	2,674	2,054
Capital Equipment	2,237	0	0	0	0
Subtotal	112,490	127,606	129,820	123,647	115,936
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	112,490	127,606	129,820	123,647	115,936

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
FACILITY MAINTENANCE ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	95%	95%	95%	98%	95%
Percentage of repeat calls for same problem	10%	10%	10%	7%	10%

Notes to Results Report:

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

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	152,568	177,211	177,211	177,211	181,733
Supplies & Materials	32,249	40,837	40,259	40,218	39,938
Services & Maintenance	355	400	400	400	400
Internal Services	1,916	1,598	1,598	1,598	1,486
Capital Equipment	3,123	7,000	7,600	7,600	0
Subtotal	190,211	227,046	227,068	227,027	223,557
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	190,211	227,046	227,068	227,027	223,557

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
FACILITY CUSTODIAL SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	99%	95%	95%	95%	98%
Percentage of time inventory is adequate	95%	100%	100%	100%	100%
Percentage of time the above-referenced City facilities' janitorial needs are well maintained	85%	90%	100%	90%	100%

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, 37 storm sirens, 17 lift stations, 6 trash compactors, water and wastewater plants, parks, etc.
- Proactively schedule preventative maintenance for City facilities to prevent failure

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	339,557	350,002	350,002	350,002	348,103
Supplies & Materials	51,527	58,676	58,215	54,644	60,345
Services & Maintenance	18,605	28,844	18,604	18,489	41,844
Internal Services	7,717	7,811	7,811	7,811	8,178
Capital Equipment	52,494	0	8,913	8,913	154,000
Subtotal	469,900	445,333	443,545	439,859	612,470
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	469,900	445,333	443,545	439,859	612,470

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN 7/1/16- 1/1/17	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Total work orders for all requested		2240*	1589	3178	2464
Total work orders for all closed		2168*	1531	-	-
HVAC work orders requested		404*	180	360	444
HVAC work orders closed		396*	171	-	-
Electric work orders requested		684*	374	748	752
Electric work orders closed		668*	360	-	-
Plumbing work orders requested		917*	440	880	1009
Plumbing work orders closed		904*	434	-	-
Custodial work orders closed		146*	529	1058	581
Supervisor work orders closed		54*	37	74	59
Work orders voided, duplicated, or deferred		35*	58	60	63
Preventative Maintenance Scheduled work order. <i>Already included in each trade total</i>		3*	0	4	4

Notes to Results Report: *Partial year reporting

DIVISION SUMMARY

010-2095 MUNICIPAL ELECTIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	66,476	92,115	86,254	86,254	82,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	66,476	92,115	86,254	86,254	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	66,476	92,115	86,254	86,254	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	48,784	11,620	11,620	11,620	11,627
Supplies & Materials	6,595	17,425	17,131	13,509	18,425
Services & Maintenance	1,118,124	2,129,273	2,165,244	2,165,141	2,612,590
Internal Services	37,321	44,491	44,491	44,491	39,281
Capital Equipment	5,400	0	17,814	17,814	0
Subtotal	1,216,224	2,202,809	2,252,575	2,252,575	2,681,923
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	1,216,224	2,202,809	2,252,575	2,252,575	2,681,923

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 18 General Fund allocation to the City Council includes funding in the amount of \$966,600 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Campus Area Rapid Transit (CART) - \$585,500
- Norman Economic Development Coalition (NEDC) - \$125,000
- Center for Children & Families, Inc. (CCFI) - \$100,000
- Association of Central Oklahoma Governments (ACOG) – Membership – \$64,200
- Oklahoma Municipal League (OML) – Membership - \$65,000
- Kiwanis Kruiser - \$14,500
- Performing Arts Studio - \$3,500
- Veterans Day Parade - \$400

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	48,784	11,620	11,620	11,620	11,627
Supplies & Materials	6,595	16,425	17,131	13,509	17,425
Services & Maintenance	939,076	1,954,273	1,987,573	1,987,470	2,437,590
Internal Services	37,321	44,491	44,491	44,491	39,281
Capital Equipment	5,400	0	17,814	17,814	0
Subtotal	1,037,176	2,026,089	2,078,629	2,074,904	2,505,923
Division Total	1,037,176	2,026,809	2,078,629	2,074,904	2,505,923

*FYE 18 includes a 2% Emergency Reserve of \$1,420,848 and FYE 17 included a 2% Emergency Reserve of \$944,031.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	1,000	0	0	1,000
Services & Maintenance	973	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>973</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>973</u></u>	<u><u>1,000</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,000</u></u>

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:

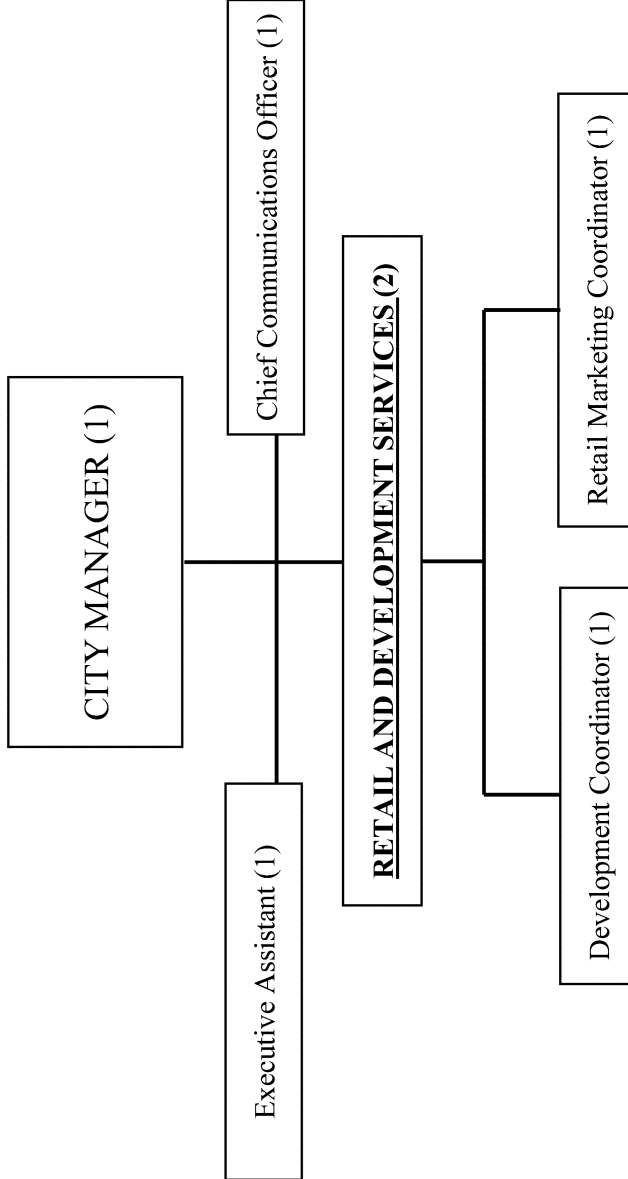
	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	178,075	175,000	177,671	177,671	175,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>178,075</u>	<u>175,000</u>	<u>177,671</u>	<u>177,671</u>	<u>175,000</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>178,075</u></u>	<u><u>175,000</u></u>	<u><u>177,671</u></u>	<u><u>177,671</u></u>	<u><u>175,000</u></u>

OFFICE OF THE CITY MANAGER

5 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	563,057	630,001	881,556	881,556	629,144
Supplies & Materials	22,281	11,557	305,227	305,227	11,557
Services & Maintenance	87,494	93,514	810,665	380,103	114,396
Internal Services	30,270	39,535	39,535	39,535	31,673
Capital Equipment	600	32,932	31,924	31,924	61,465
Subtotal	<u>703,702</u>	<u>807,539</u>	<u>2,068,907</u>	<u>1,638,345</u>	<u>848,235</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>703,702</u></u>	<u><u>807,539</u></u>	<u><u>2,068,907</u></u>	<u><u>1,638,345</u></u>	<u><u>848,235</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	327,772	324,396	575,951	575,951	320,766
Supplies & Materials	14,286	3,993	299,366	299,366	3,993
Services & Maintenance	17,176	20,702	738,560	307,998	20,784
Internal Services	30,123	39,364	39,364	39,364	31,204
Capital Equipment	600	32,932	28,932	28,932	59,465
Subtotal	<u>389,957</u>	<u>421,387</u>	<u>1,682,173</u>	<u>1,251,611</u>	<u>436,212</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>389,957</u></u>	<u><u>421,387</u></u>	<u><u>1,682,173</u></u>	<u><u>1,251,611</u></u>	<u><u>436,212</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
CITY MANAGER**

GOALS:

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

WORK PLAN FOR 2018

- 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).
- Support and participate in the Community Planning project for a master plan and building form standards for the City Center Visioning Project area.
- 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 Senior Center

PERFORMANCE MEASUREMENTS – RESULTS REPORT

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Norman News members	1,090	945	1,150	1,000	1,150

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	34,931	94,387	94,387	94,387	95,903
Supplies & Materials	4,065	6,225	2,472	2,472	6,225
Services & Maintenance	215	11,985	10,638	10,638	11,985
Internal Services	0	0	0	0	157
Capital Equipment	0	0	0	0	0
Subtotal	<u>39,211</u>	<u>112,597</u>	<u>107,497</u>	<u>107,497</u>	<u>114,270</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>39,211</u></u>	<u><u>112,597</u></u>	<u><u>107,497</u></u>	<u><u>107,497</u></u>	<u><u>114,270</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
COMMUNICATIONS**

GOALS:

- Work with IT to begi the development of the new website (as budget allows)
- Coordinate a Citizens Satisfaction Survey
- Assiste with public polling prior to ballot initiatives (as needed)
- Evaluate and redesign utility bill inserts in order to better promote with social media
- Assist with groundbreaking and ribbon cuttings and promotions for NORMAN FORWARD projects

OBJECTIVES:

- 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.
- Keep the community informed about the progress of the NORMAN FORWARD projects.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Send quarterly NORMAN FORWARD updates to stakeholders	n/a	n/a	4	4	4
Develop a NORMAN FORWARD Communication Plan	n/a	n/a	1	1	
Develop and send a weekly City Manager’s report electronically to staff, elected officials, and local media	n/a	n/a	52	51*	51
Provide annual media relations training for City Staff	n/a	n/a	1	1	1
Report the number of press releases issued	n/a	n/a	n/a	n/a	n/a
Report the number of visits to the City of Norman website	n/a	n/a	n/a	n/a	n/a
Report Facebook followers	n/a	n/a	n/a	n/a	n/a
Report Twitter followers	n/a	n/a	n/a	n/a	n/a

Notes to Results Report:

- **Facebook likes/followers was 3,661 in February 2016; February 2017 the number increased to 5,561 (+1,900 or 51%)**
- **Twitter followers was 1,812 in February 2016, February 2017 the number increased to 2,815 (+1,003)**
- **Established an agency presence on Next Door to communicate with neighborhoods.**

DIVISION SUMMARY

010-1011 RETAIL AND DEVELOPMENT SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	200,353	211,218	211,218	211,218	212,475
Supplies & Materials	3,762	1,139	3,389	3,389	1,139
Services & Maintenance	64,898	47,401	33,446	33,446	43,101
Internal Services	147	171	171	171	312
Capital Equipment	0	0	2,992	2,992	2,000
Subtotal	<u>269,160</u>	<u>259,929</u>	<u>251,216</u>	<u>251,216</u>	<u>259,027</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>269,160</u></u>	<u><u>259,929</u></u>	<u><u>251,216</u></u>	<u><u>251,216</u></u>	<u><u>259,027</u></u>

**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:

- Develop a system for updating businesses/developers of large City construction projects.
- Finalize items of common building/fire code concerns and finalize Code Clarification document for non-residential projects.
- Completion of Fee Study and Analysis of the City of Norman Wastewater Excise Tax on New Development and Connection Fees.
- Develop and distribute a Customer Service Survey for the Development Services Division to non-residential trade contractors, builders and other project representatives to receive their input on plan review and inspection services.

CITY OF NORMAN

- 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 15 ACTUAL	FYE 16 ACTUAL	PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
DestinationNorman.com website traffic (launched February 2015)	755 visits	1,585	2,500	2,300	2,750
LindseyStreetNorman.com website traffic (launched February 2015)	1,461 visits	10,239	10,000	15,000	14,000
Meetings with local business community & community partners	76	156	n/a	160	160
Local Outreach Events (presentations given & workshops hosted)	4	5	n/a	6	6
Regional/National Outreach Events	18	35	n/a	24	24

Notes to Results Report:

Please note, FYE 2015 numbers are only for the second half of the fiscal year.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	167	200	0	0	200
Services & Maintenance	0	8,526	86	86	3,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>167</u>	<u>8,726</u>	<u>86</u>	<u>86</u>	<u>3,726</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>167</u></u>	<u><u>8,726</u></u>	<u><u>86</u></u>	<u><u>86</u></u>	<u><u>3,726</u></u>

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:

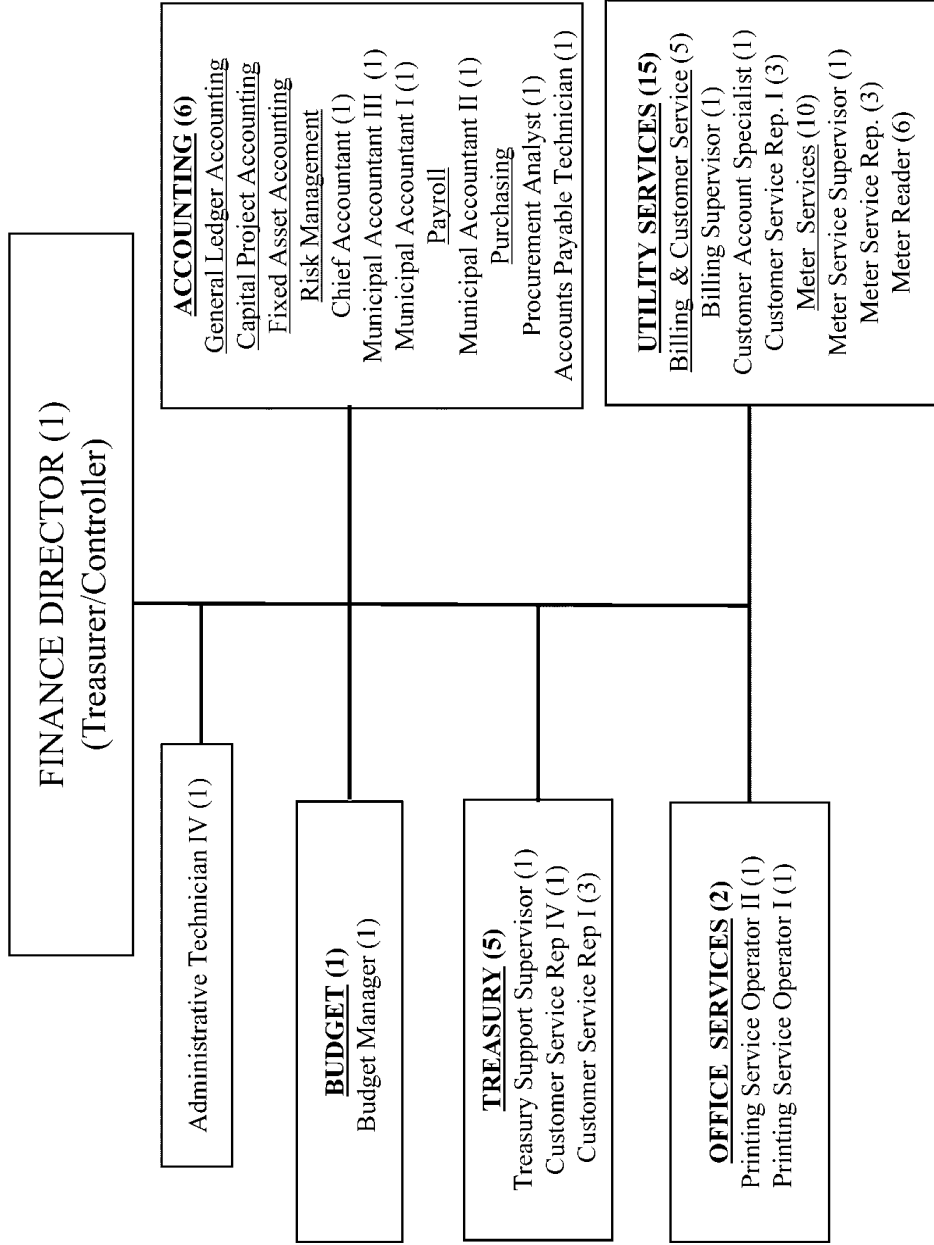
	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	5,205	4,900	27,935	27,935	35,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>5,205</u>	<u>4,900</u>	<u>27,935</u>	<u>27,935</u>	<u>35,000</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>5,205</u></u>	<u><u>4,900</u></u>	<u><u>27,935</u></u>	<u><u>27,935</u></u>	<u><u>35,000</u></u>

FINANCE DEPARTMENT

31 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	30	31	31	31	31
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	2,139,805	2,277,559	2,261,559	2,261,559	2,260,896
Supplies & Materials	47,830	63,324	47,085	47,164	64,470
Services & Maintenance	890,491	815,987	810,559	808,016	818,655
Internal Services	180,394	194,588	184,588	184,588	191,000
Capital Equipment	145,325	67,237	158,075	158,075	48,237
Subtotal	<u>3,403,845</u>	<u>3,418,695</u>	<u>3,461,866</u>	<u>3,459,402</u>	<u>3,383,258</u>
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	0	0	0	0	0
Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>3,403,843</u></u>	<u><u>3,418,695</u></u>	<u><u>3,461,866</u></u>	<u><u>3,459,402</u></u>	<u><u>3,383,258</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	499,877	529,638	526,138	526,138	527,130
Supplies & Materials	2,296	3,172	4,865	4,865	3,172
Services & Maintenance	116,354	134,598	122,713	122,713	138,236
Internal Services	15,274	13,904	13,904	13,904	12,819
Capital Equipment	0	2,100	2,100	2,100	0
Subtotal	<u>633,801</u>	<u>683,412</u>	<u>669,720</u>	<u>669,720</u>	<u>681,357</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>633,801</u></u>	<u><u>683,412</u></u>	<u><u>669,720</u></u>	<u><u>669,720</u></u>	<u><u>681,357</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
<u>Accounting and Financial Reporting:</u>					
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	24	25	26	26	27

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 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%
<u>Payroll:</u>					
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%
<u>Purchasing:</u>					
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	68%	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	242,008	240,928	233,928	233,928	227,272
Supplies & Materials	907	930	1,202	1,202	930
Services & Maintenance	11,450	23,460	19,139	16,857	22,873
Internal Services	42,606	44,330	44,330	44,330	55,748
Capital Equipment	0	3,500	3,500	3,500	0
Subtotal	<u>296,971</u>	<u>313,148</u>	<u>302,099</u>	<u>299,817</u>	<u>306,823</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>296,971</u></u>	<u><u>313,148</u></u>	<u><u>302,099</u></u>	<u><u>299,817</u></u>	<u><u>306,823</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	(21/26) 80%	80%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	60%	65%	100%	50%	100%

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	116,657	121,192	121,192	121,192	119,219
Supplies & Materials	344	348	338	338	348
Services & Maintenance	4,795	5,012	5,022	5,022	5,012
Internal Services	12,533	10,544	10,544	10,544	12,389
Capital Equipment	0	0	0	0	1,800
Subtotal	<u>134,329</u>	<u>137,096</u>	<u>137,096</u>	<u>137,096</u>	<u>138,768</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>134,329</u></u>	<u><u>137,096</u></u>	<u><u>137,096</u></u>	<u><u>137,096</u></u>	<u><u>138,768</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	24	24	26	25	26
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	80 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	1/5	1/25	2/3	1/8	2/3
Number of budget transfer requests annually	1,948	1,948	1,100	1,110	1,100
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	95%	95%
Actual revenues received vs. budget	-10.93%	+19.89%	n/a	+86.32%	n/a
Actual expenditures vs. budget	-7.9%	+5.49	n/a	+94.66%	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	103,711	109,198	107,698	107,698	114,448
Supplies & Materials	22,677	24,726	19,978	19,978	24,726
Services & Maintenance	126,887	117,497	126,696	126,268	117,474
Internal Services	1,263	975	975	975	882
Capital Equipment	0	0	1,027	1,027	0
Subtotal	254,538	252,396	256,374	255,946	257,530
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	254,538	252,396	256,374	255,946	257,530

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	>5%	>5%	>5%	5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	98%	99%	100%	97%	100%
Reduce follow up time	8%	10%	10%	10%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	95%	96%	100%	96%	100%
Reduce outside printing costs by specified percentage	8%	10%	10%	9%	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	369,840	379,283	378,783	378,783	373,769
Supplies & Materials	2,069	2,875	2,875	2,708	2,875
Services & Maintenance	382,680	277,763	278,059	278,226	277,763
Internal Services	7,291	7,000	7,000	7,000	6,405
Capital Equipment	8,524	1,400	1,411	1,411	3,300
Subtotal	<u>770,404</u>	<u>668,321</u>	<u>668,128</u>	<u>668,128</u>	<u>664,112</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>770,404</u></u>	<u><u>668,321</u></u>	<u><u>668,128</u></u>	<u><u>668,128</u></u>	<u><u>664,112</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
TREASURY**

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	20	80	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	24 hours	24 hours	24 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	14	15	15	15	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>14</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	807,712	897,320	893,820	893,820	899,058
Supplies & Materials	19,538	31,273	17,827	18,073	32,419
Services & Maintenance	248,326	257,657	258,930	258,930	257,297
Internal Services	101,427	117,835	107,835	107,835	102,757
Capital Equipment	136,801	60,237	150,037	150,037	43,137
Subtotal	<u>1,313,804</u>	<u>1,364,322</u>	<u>1,428,449</u>	<u>1,428,695</u>	<u>1,334,668</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,313,804</u></u>	<u><u>1,364,322</u></u>	<u><u>1,428,449</u></u>	<u><u>1,428,695</u></u>	<u><u>1,334,668</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
UTILITY SERVICES**

GOALS:

- Foster trust in City government by providing accurate and timely billing for the utility customers (within two days of target date).
- Accommodate customers by providing payment options.
- Ensure that each employee provides informative, courteous, customer service and all customers are treated with respect and fairness. To be knowledgeable about all utility related issues important to the City and citizens.
- Better customer service (greet every customer with a smile and ask if you may help them).
- Have all information on customers' account that is needed.
- Decrease the cut off list to 30 day past dues only.
- Begin paperless initiative and scan and store work product
- Work on collecting bad debt.
- Ongoing analysis of billing processes and procedures to determine the most effective and efficient billing meter reading cycles.
- Continued improvement of internal and external customer service relations through expanded staff development opportunities.
- Develop complaint tracking system to better quantify customer satisfaction in specific areas of service (customer service, billing problems, technical complaints, etc.)

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
<u>Utility Customer Services:</u>					
Accounts <60 days turned over to Collections	n/a	n/a	n/a	0%	Project on hold
Counter customers assisted	n/a	n/a	n/a	1,735	1,800
Final bills processed on time	+/- 6,072	n/a	98%	9,236	9,236

CITY OF NORMAN

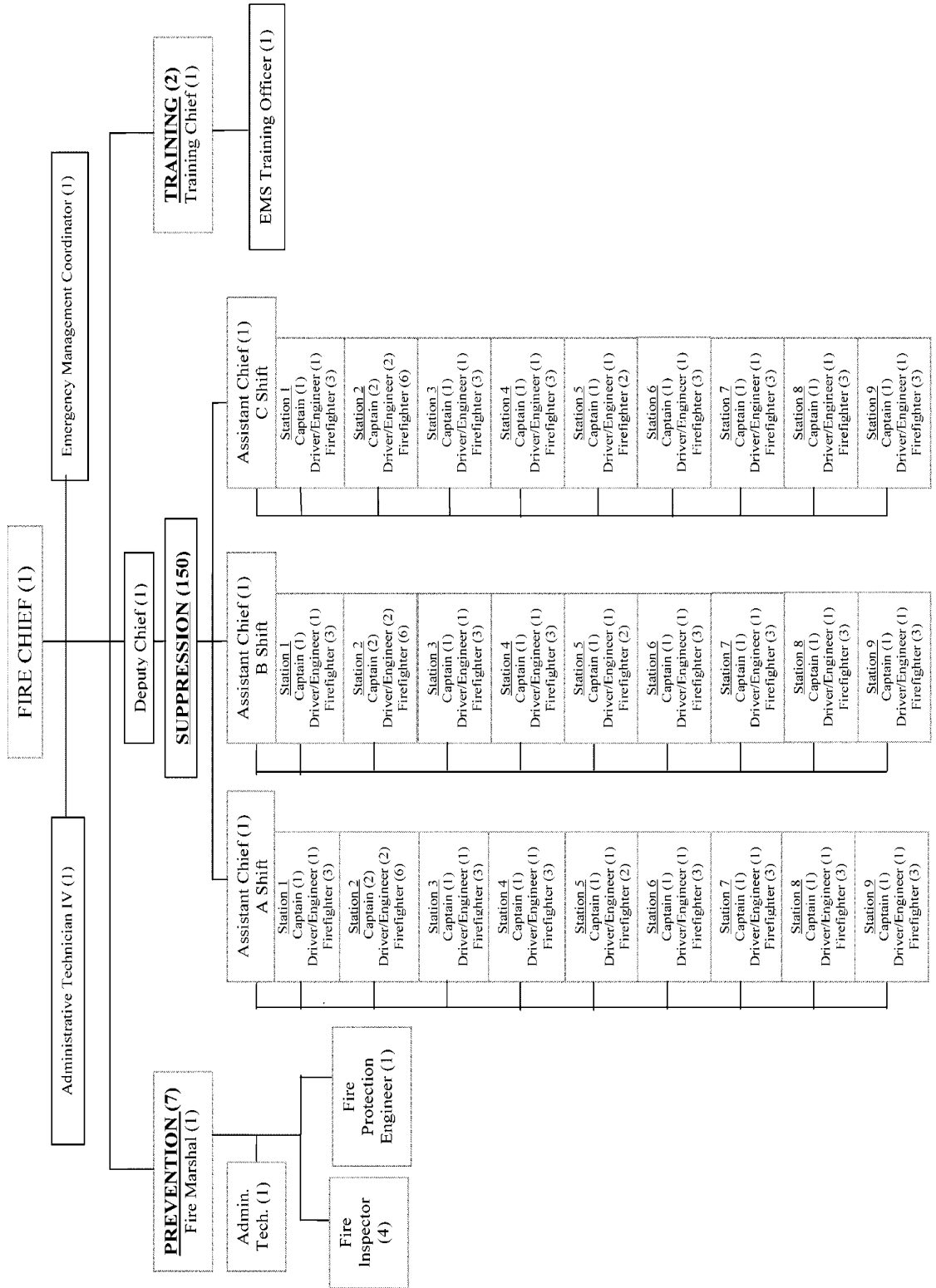
Incoming callers assisted	n/a	n/a	n/a	77,940	78,000
Notices produced and mailed on time	+/- 46,212	n/a	98%	47,550	47,550
Ratio of eligible cut-off accounts to be actually cut-off	36%-9%	n/a	n/a	5.91% mthly avg	50% Eligible
Refunds & adjustments approved by Supervisor	n/a	n/a	n/a	100%	100%
Requests for public disclosure documents	n/a	n/a	n/a	100%	100
Scanned work product (go green initiative)	n/a	n/a	n/a	50%	50%
Social Security (last 4 numbers) on all new accounts	n/a	n/a	n/a	100%	98%
Utility bills produced and mailed on time	+/- 473,208	n/a	98%	501,199 total annual	550,000

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
<u>Meter Reading Services:</u>					
Percentage of routes read on time (every 28 to 31 days)	55%	67%	75%	58%	75%
Training seminars provided per employee	0	5	0	0	5
Keep meter reading error rate under 1%	.5%	.5%	.5%	.5%	.5%
Average number of meters read per month	37,363	38,320	39,500	38,875	39,500

FIRE DEPARTMENT

163 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	133	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>133</u>	<u>133</u>	<u>133</u>	<u>133</u>	<u>133</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	13,696,285	14,130,033	13,973,998	13,973,998	13,829,687
Supplies & Materials	266,634	416,344	445,008	446,204	367,171
Services & Maintenance	355,439	461,125	539,509	502,566	390,576
Internal Services	968,675	644,224	644,224	644,224	274,050
Capital Equipment	365,892	251,420	478,426	478,426	523,472
Subtotal	<u>15,652,925</u>	<u>15,903,146</u>	<u>16,081,165</u>	<u>16,045,418</u>	<u>15,384,956</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>15,652,925</u></u>	<u><u>15,903,146</u></u>	<u><u>16,081,165</u></u>	<u><u>16,045,418</u></u>	<u><u>15,384,956</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	519,094	430,260	430,260	430,260	416,754
Supplies & Materials	10,808	14,868	16,537	16,537	14,093
Services & Maintenance	104,253	145,429	145,874	111,831	140,450
Internal Services	10,115	11,424	11,424	11,424	10,654
Capital Equipment	0	64,738	64,738	64,738	300
Subtotal	<u>644,270</u>	<u>666,719</u>	<u>668,833</u>	<u>634,790</u>	<u>582,251</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>644,270</u>	<u>666,719</u>	<u>668,833</u>	<u>634,790</u>	<u>582,251</u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
ADMINISTRATION**

GOALS:

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

OBJECTIVES:

- Continue individual protocol implementation for EMT-P.
- Oversee and complete the re-model project at the Fire Administration.
- Oversee implementation and improvement of CAD/RMS with Prevention for Fire Department use.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Protocol implementation	n/a	100%	100%	100%	100%
Re-model Fire Admin.	n/a	100%	100%	100%	100%
CAD/RMS implementation and Improv.	n/a	100%	100%	100%	100%

Notes to Results Report:

EMT-P – Emergency Medical Technician-Paramedic
 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	108,092	112,415	112,415	112,415	111,316
Supplies & Materials	9,245	34,564	29,384	29,384	26,783
Services & Maintenance	4,542	11,341	16,683	16,683	11,641
Internal Services	1,703	3,371	3,371	3,371	3,748
Capital Equipment	21,912	6,200	51,862	51,862	21,100
Subtotal	<u>145,494</u>	<u>167,891</u>	<u>213,715</u>	<u>213,715</u>	<u>174,588</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>145,494</u></u>	<u><u>167,891</u></u>	<u><u>213,715</u></u>	<u><u>213,715</u></u>	<u><u>174,588</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
EMERGENCY MANAGEMENT**

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	1	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	1	1	2	2	1
Audible tone warning system tested	48	48	48	48	48
Training attended	5	7	8	8	8
Public awareness activities	4	5	6	6	6
Staff exercises	2	1	1	1	1

DIVISION SUMMARY

010-6442 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	796,854	776,561	776,561	776,561	784,480
Supplies & Materials	18,007	17,817	25,652	25,652	17,997
Services & Maintenance	9,329	10,865	10,790	10,790	12,065
Internal Services	21,660	23,695	23,695	23,695	20,757
Capital Equipment	35,283	0	1,366	1,366	55,725
Subtotal	<u>881,133</u>	<u>828,938</u>	<u>838,064</u>	<u>838,064</u>	<u>891,024</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>881,133</u>	<u>828,938</u>	<u>838,064</u>	<u>838,064</u>	<u>891,024</u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
PREVENTION**

GOALS:

- Get all inspections and investigations in New World
- Work with Suppression in getting Commercial Floorplans created and inserted in 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	100	77	140	140	140
Personnel fully certified	4	4	3	3	3
Code Enforcement inspections	3,814	2,748	3,500	3,980	3,500
Plans reviewed	567	598	600	625	600
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%

DIVISION SUMMARY

010-6443 SUPPRESSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	12,092,901	12,555,759	12,399,724	12,399,724	12,258,489
Supplies & Materials	221,438	339,145	356,585	356,585	295,106
Services & Maintenance	207,049	216,370	312,926	310,026	195,100
Internal Services	931,712	601,297	601,297	601,297	234,293
Capital Equipment	249,959	177,282	350,709	350,709	431,147
Subtotal	13,703,059	13,889,853	14,021,241	14,018,341	13,414,135
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
Division Total	13,703,059	13,889,853	14,021,241	14,018,341	13,414,135

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	303	423	600	577	500
Emergency medical calls answered	9,286	9,500	9,500	9,050	9,500
Average response time (urban area)	5.20 minutes	5.12 minutes	5.0 minutes	5.0 minutes	5.0 minutes
Fire loss per capita	\$89.10	\$37.33	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	200.04%	83%	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	179,344	255,038	255,038	255,038	258,648
Supplies & Materials	7,135	9,950	16,850	18,046	13,192
Services & Maintenance	30,265	77,120	53,236	53,236	31,320
Internal Services	3,485	4,437	4,437	4,437	4,598
Capital Equipment	58,737	3,200	9,751	9,751	15,200
Subtotal	<u>278,966</u>	<u>349,745</u>	<u>339,312</u>	<u>340,508</u>	<u>322,958</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>278,966</u></u>	<u><u>349,745</u></u>	<u><u>339,312</u></u>	<u><u>340,508</u></u>	<u><u>322,958</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	29,528	30,000	35,000	30,000	35,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	110	110	120	110	120
Total EMT members	125	102	104	102	100
Total A-EMT members	n/a	18	7	18	24
Total Paramedic members	n/a	18	19	18	23

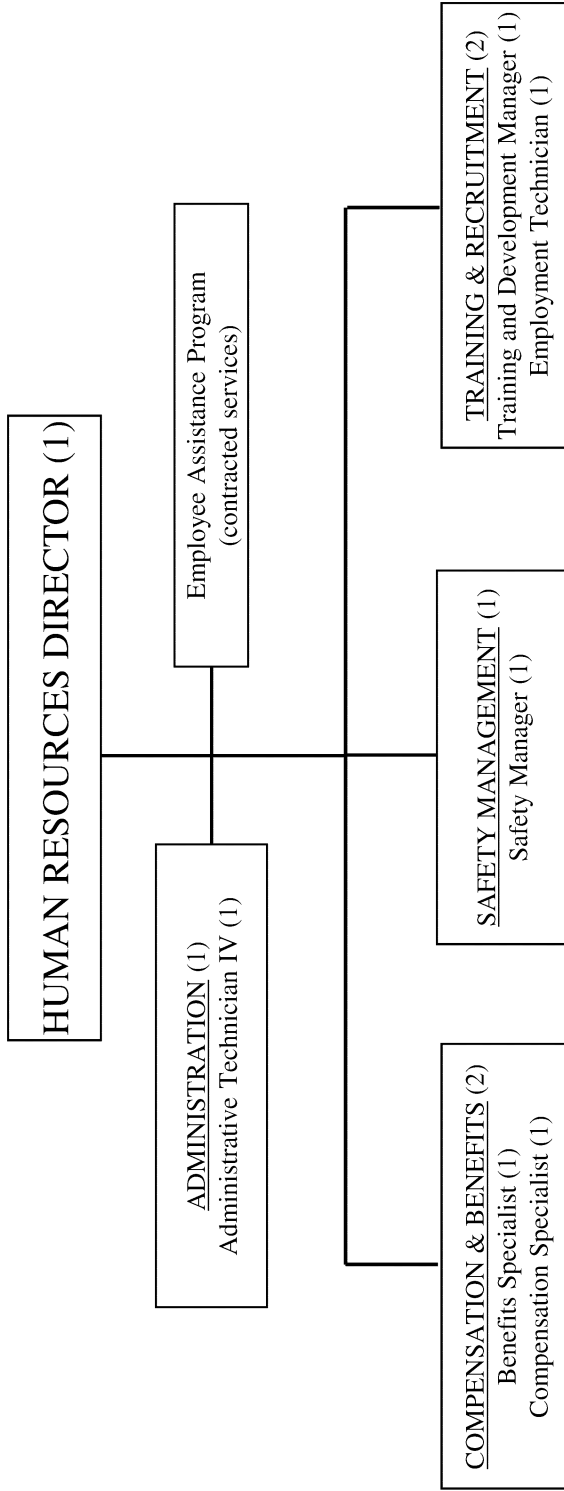
Notes to Results Report:

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	563,068	579,658	579,658	579,658	591,583
Supplies & Materials	22,723	26,197	29,568	31,068	28,090
Services & Maintenance	204,617	247,647	315,077	311,682	251,863
Internal Services	42,077	34,983	34,983	34,983	38,297
Capital Equipment	8,254	17,084	20,164	20,164	19,700
Subtotal	<u>840,739</u>	<u>905,569</u>	<u>979,450</u>	<u>977,555</u>	<u>929,533</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>840,739</u></u>	<u><u>905,569</u></u>	<u><u>979,450</u></u>	<u><u>977,555</u></u>	<u><u>929,533</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	502,444	515,297	515,297	515,297	516,444
Supplies & Materials	14,578	16,900	19,210	19,710	16,900
Services & Maintenance	141,238	157,232	218,534	216,139	156,997
Internal Services	42,077	34,983	34,983	34,983	38,297
Capital Equipment	8,254	3,500	6,580	6,580	16,500
Subtotal	708,591	727,912	794,604	792,709	745,138
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	708,591	727,912	794,604	792,709	745,138

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
HUMAN RESOURCES

GOALS:

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

OBJECTIVES:

- Reduce non-conformances related to human resource policies, practices and procedures and employment law through management/supervisory training and counseling.
- Reduce grievances through union and management consultation.
- Recruit, hire and promote highly qualified individuals for entry level and key positions.
- Conduct an active benefits communication program.
- Improve job performance utilizing an evaluation system that provides for year-round action planning and coaching opportunities.
- Conduct 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.
- Manage quality initiative through the American Public Works Association and Environmental Management Systems project team.
- Provide employee special events and programs that enhance employee engagement and community involvement.

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	100%	100%	80%	90%	90%
# of grievances / % total employees	7 / .84%	4 / .49%	7 / .81%	6 / .72%	6 / .71%
Percent of new hires successfully completing six-month probation	87%	84%	86%	86%	85%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name	76.61%	78.01%	76.70%	79.20%	80.40%
Total prescription plan cost	\$2,114,013	\$2,423,082	\$2,000,000	\$2,451,826	\$2,481,248
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	97%	98%	97%	98%	98%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$56,175	\$56,340	\$52,500	\$49,500	\$51,000
Number of training hours provided in the Computer Training Lab	3,745	3,756	3,500	3,300	3,400
Website utilization/average number of visits per month					
to Human Resources site:	9,448	9,389	9,500	9,000	9,000
to Job Posting Site/% of HR site visits	7,967/84.33%	7,914/84.29%	8,075/85%	7,605/84.50%	7,605/84.50%
APWA Re-Accreditation Internal Audits	526/526	526/541	271/541	526/541	541/541
36 chapters, 541 management practices*	100%	97%	50%	97%	100%
% internal audits completed					
Percent of Environmental Management Plans implemented (16 plans/8 divisions)	n/a	21%	n/a	43%	100%
Percent of employees participating in special events and programs	87%	94%	86%	86%	86%

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	44	44	44	44
Services & Maintenance	24,948	24,949	27,699	27,699	29,400
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>24,948</u>	<u>24,993</u>	<u>27,743</u>	<u>27,743</u>	<u>29,444</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>24,948</u></u>	<u><u>24,993</u></u>	<u><u>27,743</u></u>	<u><u>27,743</u></u>	<u><u>29,444</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	60,624	64,361	64,361	64,361	75,139
Supplies & Materials	8,145	9,253	10,314	11,314	11,146
Services & Maintenance	38,430	65,466	68,844	67,844	65,466
Internal Services	0	0	0	0	0
Capital Equipment	0	13,584	13,584	13,584	3,200
Subtotal	<u>107,199</u>	<u>152,664</u>	<u>157,103</u>	<u>157,103</u>	<u>154,951</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>107,199</u></u>	<u><u>152,664</u></u>	<u><u>157,103</u></u>	<u><u>157,103</u></u>	<u><u>154,951</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SAFETY

GOALS:

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

OBJECTIVES:

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

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTE D
PERFORMANCE INDICATORS:					
Training of employees in First Aid/CPR/AED	40	45	45	45	45
Cost savings of certifying employees in First Aid/CPR/AED Training	\$2,520	\$2,700	\$2,520	\$2,700	\$2,700
Conduct safety meetings at CON facilities to OSHA standards to help minimize accidents/incidents in all work environments	60 meetings	110 meetings	120 meetings	120 meetings	120 meetings
Conduct job hazard analysis at work sites and correct hazards, if applicable	20 JHAs	20 JHAs	30 JHAs	20 JHAs	30 JHAs
Implementation of CON Safety Committee to work together collectively to discuss hazards and make recommendations, as needed	n/a	3 meetings	12 meetings	8 meetings	3 meetings
Inspect all CON facilities and provide feedback to each department	10	10	15	15	10
Invite Oklahoma Rural Water Association Representative to conduct training to applicable employees	n/a	n/a	2 Training sessions	n/a	2 Training sessions

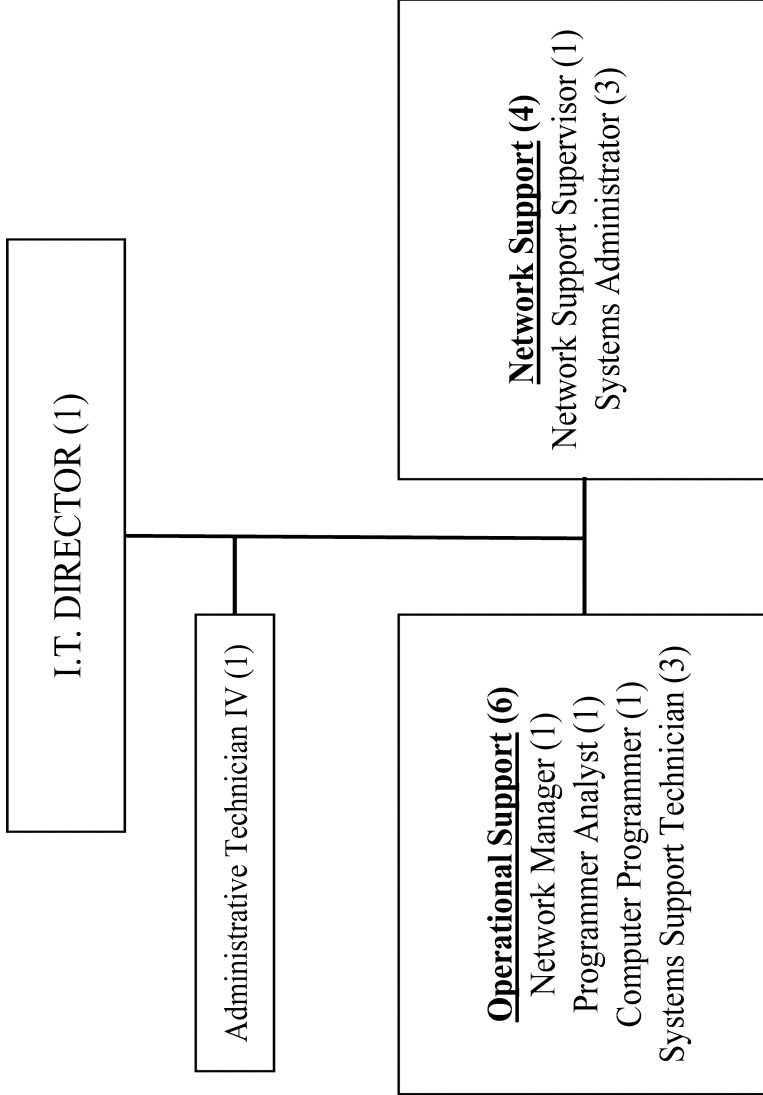
Notes to Results Report:

CON – City of Norman

JHA – Job Hazard Analysis

INFORMATION TECHNOLOGY DEPARTMENT

12 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL INFORMATION TECHNOLOGY (010-2321)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,201,965	1,289,623	1,289,623	1,289,623	1,296,936
Supplies & Materials	33,786	72,193	57,234	57,361	71,519
Services & Maintenance	605,991	679,037	1,019,494	1,007,683	716,097
Internal Services	39,795	32,979	32,979	32,979	15,150
Capital Equipment	352,810	120,123	153,726	153,726	170,300
Subtotal	2,234,347	2,193,955	2,553,056	2,541,372	2,270,002
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	2,234,347	2,193,955	2,553,056	2,541,372	2,270,002

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.

CITY OF NORMAN

- 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:

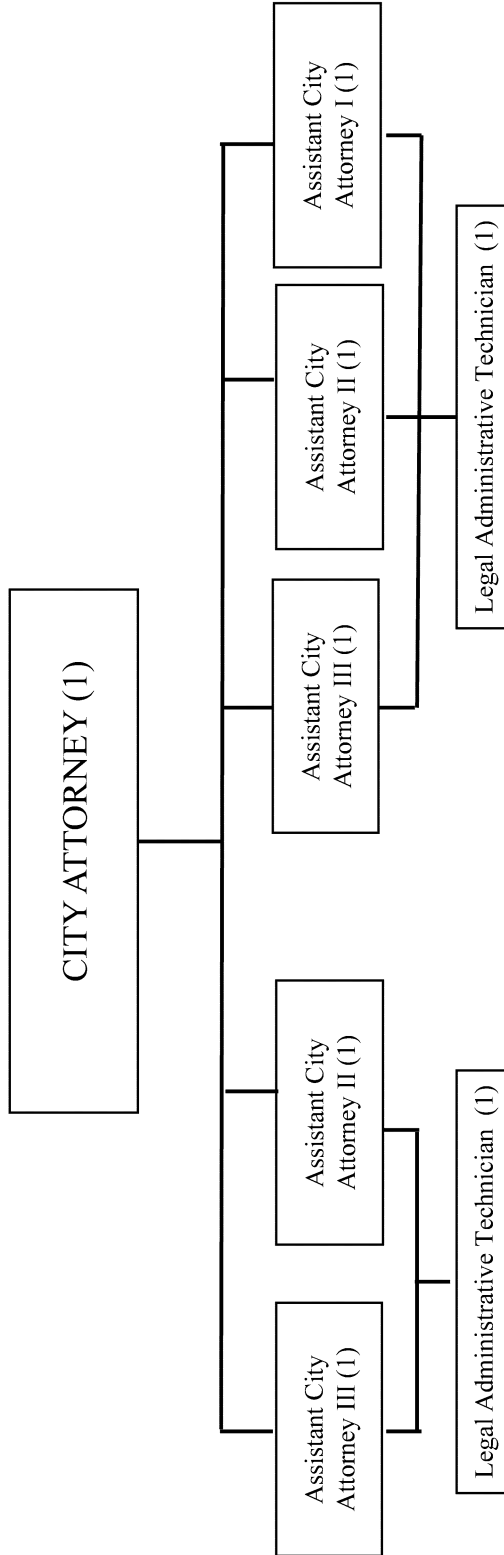
	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
Performance Indicators:					
Number of IT work requests completed	3,132	3,857	5,000	4,100	4,300
Number of public safety users supported	382	350	340	350	360
Number of public safety systems supported (PC’s, laptops, printers, faxes, copiers, phones)	1,099	1,098	1,150	1,100	1,170
VOIP Phones					
Cell Phones/Devices					
Access Control (Doors/Cameras)					
Tablets					
Number of public safety vehicles outfitted with IT supported equipment	130	138	152	140	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	181	193	219	199	219
Number of public safety work requests resolved	1,115	1,505	1,700	1,480	1,600
Number of department system users supported (excluding public safety)	319	375	376	380	385
Number of department devices supported (excluding public safety)	1,449	1,525	1,550	1,480	1,550
VOIP Phones					
Cell Phones/Devices					
Access Control (Doors, Cameras)					
Tablets					
Number of business applications supported	384	364	370	365	370
Number and type of major projects launched	13	16	15	15	14
Percent of servers virtualized	64%	68%	77%	72%	77%
Data growth in Terabytes**	165 TB	181 TB	300 TB	190 TB	300 TB

Notes to Results Report:

**1 Terabyte 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 (010-2220)

MISSION:

It is the mission of the Legal Department of the City of Norman to provide effective, efficient, professional, informed, progressive and preventive legal advice and services to the City Council, City Manager, City staff, Boards and Commissions; thereby, protecting the rights and interests of the citizens of the City of Norman and the City as a municipal corporation.

DESCRIPTION:

The Legal Department provides legal services through prosecution of cases initiated by the City, defends actions brought against the City, and provides legal opinions and legal advice on pertinent issues. The Legal Department provides legal research for the City Council, City Manager, City staff, Boards and Commissions. Department representatives attend all City Council meetings and attend Study Sessions and Board and Commission meetings, as requested. A Department Representative serves as Police Legal Advisor and attends Police staff meetings. The Department provides legal representation for Municipal Court prosecutions and appeals. The Department also provides leadership in community juvenile crime offender programs and in the operation of the Dispute Mediation Program.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	9	9	9	9	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	8

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	857,484	990,368	926,335	926,335	956,343
Supplies & Materials	11,205	12,698	11,941	11,641	12,698
Services & Maintenance	307,120	180,109	219,390	215,801	179,642
Internal Services	19,345	19,169	19,169	19,169	20,760
Capital Equipment	5,205	2,500	2,500	2,500	2,100
Subtotal	1,200,359	1,204,844	1,179,335	1,175,446	1,171,543
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	1,200,359	1,204,844	1,179,335	1,175,446	1,171,543

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	9	9	9	9	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	8

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	857,486	990,368	926,335	926,335	956,343
Supplies & Materials	11,045	12,698	11,820	11,520	12,698
Services & Maintenance	307,123	179,703	219,105	215,516	179,236
Internal Services	19,346	19,169	19,169	19,169	20,760
Capital Equipment	5,205	2,500	2,500	2,500	2,100
Subtotal	1,200,205	1,204,438	1,178,929	1,175,040	1,171,137
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	1,200,205	1,204,438	1,178,929	1,175,040	1,171,137

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	40%	75%	75%	50%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	50%	95%	75%	75%	78%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	95%	95%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	75%	95%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	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	35%	35%	50%	40%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	95%	95%	98%	95%	98%
Develop departmental policy/procedures handbook	n/a	n/a	n/a	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	140	0	89	89	0
Services & Maintenance	0	176	87	87	176
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>140</u>	<u>176</u>	<u>176</u>	<u>176</u>	<u>176</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>140</u></u>	<u><u>176</u></u>	<u><u>176</u></u>	<u><u>176</u></u>	<u><u>176</u></u>

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:

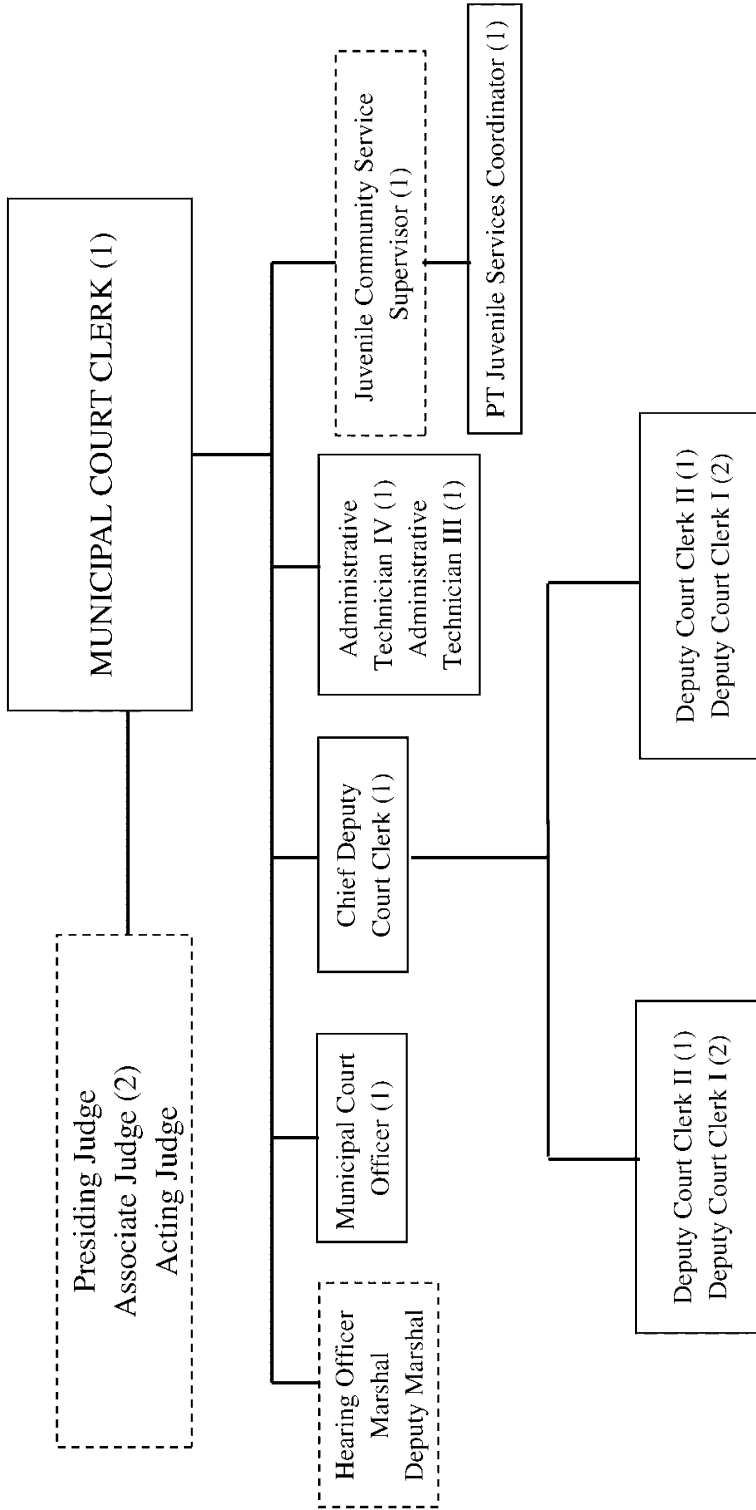
	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	32	32	0
Services & Maintenance	21	230	198	198	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	21	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	21	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 (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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	1	1
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	960,965	1,012,151	1,007,164	1,007,164	1,041,072
Supplies & Materials	10,632	11,763	10,763	10,873	15,915
Services & Maintenance	26,657	52,352	36,035	35,575	57,654
Internal Services	42,029	38,928	38,928	38,928	29,699
Capital Equipment	15,512	1,000	1,007	1,007	8,600
Subtotal	<u>1,055,794</u>	<u>1,116,194</u>	<u>1,093,897</u>	<u>1,093,547</u>	<u>1,152,940</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>1,055,794</u></u>	<u><u>1,116,194</u></u>	<u><u>1,093,897</u></u>	<u><u>1,093,547</u></u>	<u><u>1,152,940</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	960,965	1,012,151	1,007,164	1,007,164	1,006,980
Supplies & Materials	10,632	11,763	10,763	10,873	12,345
Services & Maintenance	26,657	52,352	36,035	35,575	49,624
Internal Services	42,029	38,928	38,928	38,928	29,245
Capital Equipment	15,512	1,000	1,007	1,007	8,600
Subtotal	<u>1,055,795</u>	<u>1,116,194</u>	<u>1,093,897</u>	<u>1,093,547</u>	<u>1,106,794</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,055,795</u></u>	<u><u>1,116,194</u></u>	<u><u>1,093,897</u></u>	<u><u>1,093,547</u></u>	<u><u>1,106,794</u></u>

**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.

CITY OF NORMAN

	FYE 15	FYE 16	FYE 17		FYE 18
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
<u>Access to Justice:</u>					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	2	2	3	3	3
<u>Expedition and Timeliness:</u>					
Cases disposed of within 90 days	85%	85%	89%	89%	90%
Administrative Deferred Sentence Program	756	736	1,600	816	800
Disposition rate of traffic and non-traffic cases	85%	91%	86%	89%	86%
Recovered costs for prisoner care	14%	18%	25%	14%	25%
<u>Equality, Fairness and Integrity:</u>					
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	71%	76%	75%	86%	80%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
<u>Independence and Accountability:</u>					
Provide employee diversity training sessions	3	3	4	3	4
<u>Public Trust and Confidence:</u>					
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	26	48	40	35

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	1	1
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	34,092
Supplies & Materials	0	0	0	0	3,570
Services & Maintenance	0	0	0	0	8,030
Internal Services	0	0	0	0	454
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>46,146</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>46,146</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

- Educate teens and parents on the long term effects of tobacco usage
- Partner with agencies that provide juvenile community service opportunities
- Guide development of independent practice of life skills

OBJECTIVES:

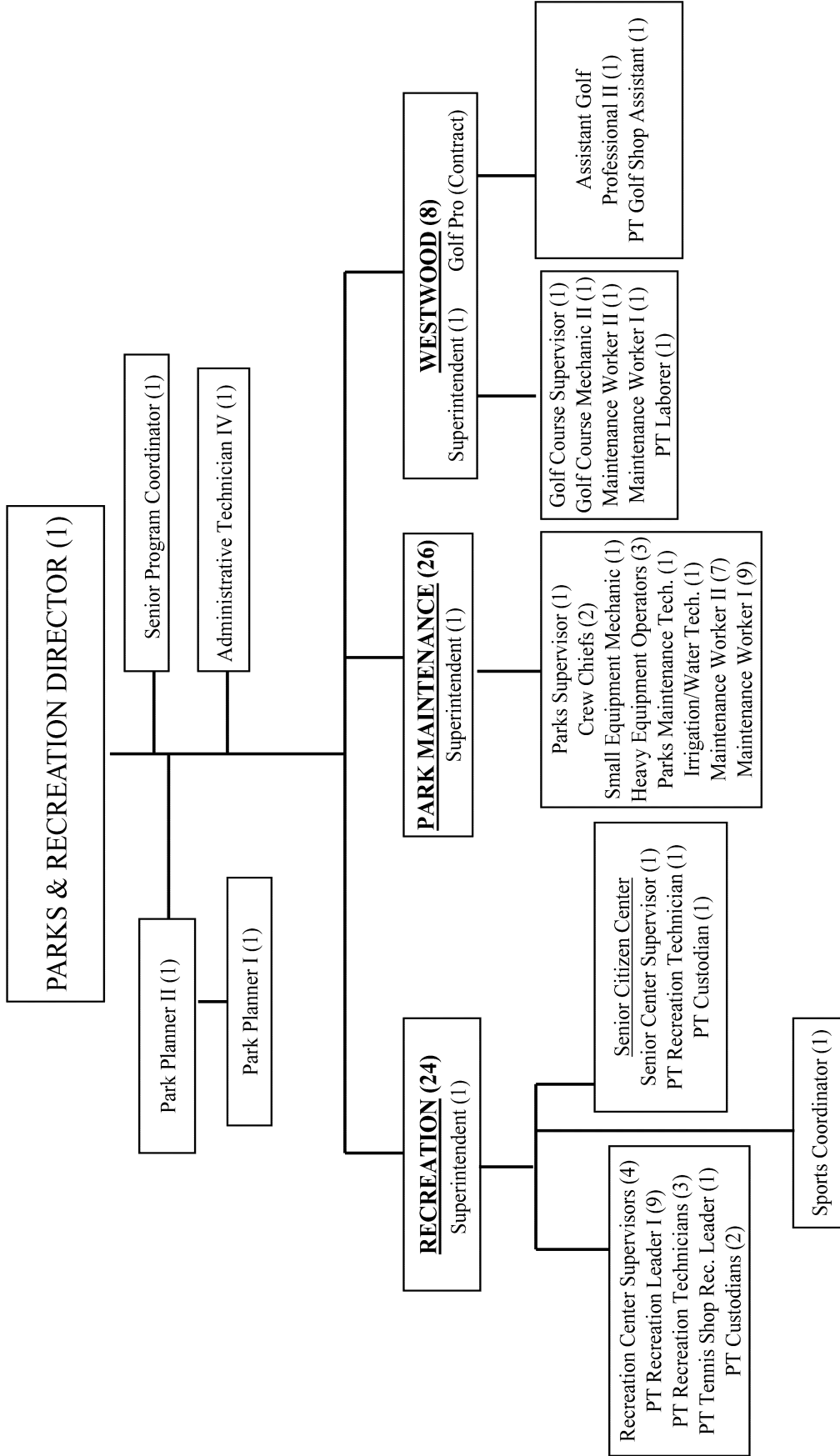
- Provide educational brochure that illustrates correlation regarding familial tobacco usage
- Utilize Tobacco Education Group program (TEG)
- Identify new local agencies interested in participating in community service projects
- Utilize Teens and Parents Partnership program (TAPP) agencies

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of students referred to TEG	36	26	48	15	25
Number of community agencies contacted for community service projects	3	3	5	19	10
Number of students assigned to TAPP	50	62	50	67	50

PARKS & RECREATION DEPARTMENT

63 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

The Parks and Recreation Department is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

The Parks and Recreation Department is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex. Management of the system includes the overall budget, accounting, purchasing, representation on City Boards and Commissions, representation to outside agencies, and the direction of the department in providing safe and enjoyable leisure activities and space for the citizens of Norman.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	38	38	38	38	38
Part-time Positions	17	17	17	17	17
Total Budgeted Positions	<u>55</u>	<u>55</u>	<u>55</u>	<u>55</u>	<u>55</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	3,185,032	3,718,797	3,718,797	3,718,797	3,622,145
Supplies & Materials	197,722	325,013	244,283	226,316	324,583
Services & Maintenance	429,202	522,890	511,397	397,638	536,396
Internal Services	361,580	357,096	357,096	357,096	246,197
Capital Equipment	563,986	306,769	481,077	481,077	101,680
Subtotal	<u>4,737,522</u>	<u>5,230,565</u>	<u>5,312,650</u>	<u>5,180,924</u>	<u>4,831,001</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>4,737,522</u></u>	<u><u>5,230,565</u></u>	<u><u>5,312,650</u></u>	<u><u>5,180,924</u></u>	<u><u>4,831,001</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	428,790	437,987	437,987	437,987	405,080
Supplies & Materials	3,658	5,647	4,115	4,115	5,647
Services & Maintenance	123,436	200,210	200,407	129,100	181,413
Internal Services	14,789	14,688	14,688	14,688	14,548
Capital Equipment	37,535	0	18,850	18,850	1,200
Subtotal	<u>608,208</u>	<u>658,532</u>	<u>676,047</u>	<u>604,740</u>	<u>607,888</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>608,208</u></u>	<u><u>658,532</u></u>	<u><u>676,047</u></u>	<u><u>604,740</u></u>	<u><u>607,888</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	24,921	25,962	26,000	26,000	45,000*
Westwood Golf participants	32,699	33,468	34,432	33,388	34,983
Forestry Programs participants	139	118	100	100	400
Recreation Programs participants	231,218	234,122	235,500	235,000	236,100
Youth Baseball/Softball participants	1,575	1,700	1,600	1,550	1,600
Senior Center participants	31,079	23,312	25,500	24,000	25,000
Total number of participants in activities listed above	321,631	318,682	321,132	319,938	343,083

Notes: *If the Westwood Family Aquatic Center is completed by July 1, 2017

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,024	9,642	1,295	1,674	9,642
Services & Maintenance	3,477	11,202	8,941	8,941	11,202
Internal Services	5	6	6	6	6
Capital Equipment	0	0	0	0	0
Subtotal	4,506	20,850	10,242	10,621	20,850
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	4,506	20,850	10,242	10,621	20,850

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Free Apache Foundation trees	123*	0	500	0	*500
Free OK Tree Bank Foundation Trees	0	100	100	100	100
Boy Scout Project participants	8	0	0	0	0
STOP (Shade Trees on Playgrounds) Free Trees – Sutton Place Park	0	8	8	0**	8**
Hazardous Tree Removals	8	10	10	7	10

Notes to Results Report:

*The Apache Foundation free tree program was greatly reduced in the fall of 2014. The grant program will again be available for application on June 5, 2017.

**There was no funding for trees in FYE 2017 for STOP; applying again in June 2017 for FYE 2018.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,630	5,230	4,656	4,656	5,230
Services & Maintenance	34,153	21,500	21,500	21,500	21,500
Internal Services	3,066	1,963	1,963	1,963	240
Capital Equipment	0	0	0	0	0
Subtotal	<u>38,849</u>	<u>28,693</u>	<u>28,119</u>	<u>28,119</u>	<u>26,970</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>38,849</u></u>	<u><u>28,693</u></u>	<u><u>28,119</u></u>	<u><u>28,119</u></u>	<u><u>26,970</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	8,827	8,827	8,827	8,827
Supplies & Materials	161	6,350	4,955	4,955	6,350
Services & Maintenance	800	800	800	800	800
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>961</u>	<u>15,977</u>	<u>14,582</u>	<u>14,582</u>	<u>15,977</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>961</u></u>	<u><u>15,977</u></u>	<u><u>14,582</u></u>	<u><u>14,582</u></u>	<u><u>15,977</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	269	686	650	650	686
Services & Maintenance	0	81	81	81	81
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	269	767	731	731	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	269	767	731	731	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,710,399	1,950,034	1,950,034	1,950,034	1,886,485
Supplies & Materials	141,837	221,074	179,136	161,539	218,789
Services & Maintenance	99,604	56,898	54,902	54,902	92,040
Internal Services	250,313	243,337	243,337	243,337	165,368
Capital Equipment	523,948	300,969	456,426	456,426	99,280
Subtotal	<u>2,726,101</u>	<u>2,772,312</u>	<u>2,883,835</u>	<u>2,866,238</u>	<u>2,461,962</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,726,101</u></u>	<u><u>2,772,312</u></u>	<u><u>2,883,835</u></u>	<u><u>2,866,238</u></u>	<u><u>2,461,962</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	85%	85%	90%	90%	90%
On the job injuries	3	4	0	4	0

DIVISION SUMMARY

010-7021 RECREATION PROGRAMS

MISSION:

The Recreation Programs Division is committed to providing quality recreational services through programs for both passive and active users of all ages. This is accomplished through teamwork, respect and communication.

DESCRIPTION:

The Recreation Programs Division operates six facilities aimed at target groups of citizens. These centers include: one Senior Citizens Center, two recreational centers attached to middle schools (Whittier and Irving), one agency based community center (Little Axe), one garden, dance and exercise center (Reaves) and one multi-purpose center (12th Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	15	15	15	15	15
Total Budgeted Positions	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	855,676	922,242	922,242	922,242	922,984
Supplies & Materials	25,785	42,292	30,461	29,712	44,147
Services & Maintenance	150,345	207,067	201,884	162,834	204,783
Internal Services	80,361	84,587	84,587	84,587	56,725
Capital Equipment	2,504	5,800	5,801	5,801	0
Subtotal	<u>1,114,671</u>	<u>1,261,988</u>	<u>1,244,975</u>	<u>1,205,176</u>	<u>1,228,639</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,114,671</u></u>	<u><u>1,261,988</u></u>	<u><u>1,244,975</u></u>	<u><u>1,205,176</u></u>	<u><u>1,228,639</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
RECREATION PROGRAMS**

GOALS:

- To meet the needs of the citizens of Norman by offering quality programs and facilities and special events.

OBJECTIVES:

- To inform the community of the myriad of recreational opportunities offered through the Parks and Recreation Department through brochures, newspaper advertisements and banners.
- To involve as many citizens as possible in both active and passive recreational activities that are offered through our recreation centers.
- To implement new programs according to citizen requests and new industry trends.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	201,000	201,000	202,000	201,500	202,000
Tennis lessons, open court and tournament participants	26,245	30,500	31,000	30,500	31,000
Daddy-Daughter Dance participants	3,970	4,282	4,100	4,200	4,200
Total recreation revenue	571,439	603,794	500,000	603,000	605,000

DIVISION SUMMARY

010-7023 SENIOR CITIZENS CENTER

MISSION:

To provide quality programs in a safe and caring environment for citizens 55 years of age and older.

DESCRIPTION:

The Senior Citizens Program is housed in a tri-level, 12,000 square foot facility dedicated to the enjoyment and welfare of area senior citizens.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	2	2	2	2	2
Total Budgeted Positions ³	3	3	3	3	3

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	133,140	140,532	140,532	140,532	139,481
Supplies & Materials	799	2,278	1,600	1,600	2,278
Services & Maintenance	5,394	10,392	9,442	6,040	9,837
Internal Services	13,046	12,515	12,515	12,515	9,310
Capital Equipment	0	0	0	0	1,200
Subtotal	152,379	165,717	164,089	160,687	162,106
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	152,379	165,717	164,089	160,687	162,106

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	13,115	2,677	13,000	6,000	6,000
Annual participants including congregate meals program and special events	31,079	30,012	31,000	31,000	31,000

DIVISION SUMMARY

010-7022 YOUTH BASEBALL & SOFTBALL

MISSION:

To provide a healthy and safe environment for a quality recreational and competitive Youth Baseball & Softball Program to the Norman baseball and softball community.

DESCRIPTION:

The Youth Baseball & Softball Division provides the Norman youth baseball and softball programs for boys, ages 6 to 12, and girls, ages 6 to 16.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	57,027	259,175	259,175	259,175	259,288
Supplies & Materials	22,558	31,814	17,415	17,415	31,814
Services & Maintenance	11,993	14,740	13,440	13,440	14,740
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>91,578</u>	<u>305,729</u>	<u>290,030</u>	<u>290,030</u>	<u>305,842</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>91,578</u></u>	<u><u>305,729</u></u>	<u><u>290,030</u></u>	<u><u>290,030</u></u>	<u><u>305,842</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
YOUTH BASEBALL & SOFTBALL

GOALS:

- To offer a safe youth baseball and softball program in a fun atmosphere at quality facilities.
- To emphasize good sportsmanship for all participants, children and adults.

OBJECTIVES:

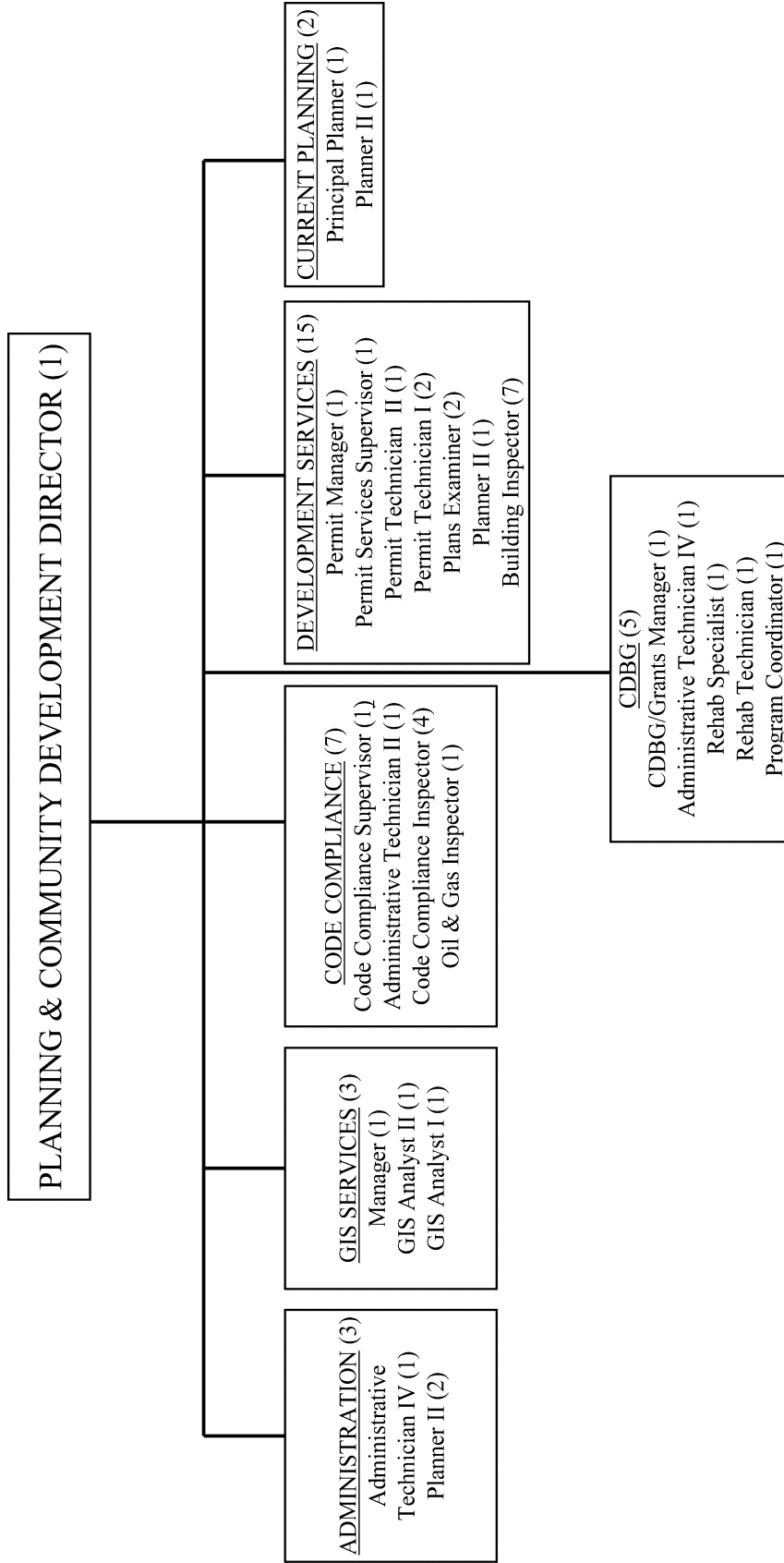
- To organize the youth program by registering all children who meet the minimum and maximum age requirement who desire to play.
- To recruit and coordinate volunteer coaches.
- To review and update rules as necessary.
- To manage the program to be self-supporting.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	\$4,415	\$56,609	\$2,000	\$50,000	\$50,000
Number of youth participants	1,575	1,420	1,600	1,500	1,500

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	3,003,272	3,208,499	3,197,999	3,197,999	3,148,350
Supplies & Materials	36,333	51,092	56,610	50,389	49,923
Services & Maintenance	181,448	232,921	203,151	197,191	240,684
Internal Services	110,595	107,861	107,861	107,861	105,392
Capital Equipment	133,086	127,226	167,413	167,413	100,700
Subtotal	<u>3,464,734</u>	<u>3,727,599</u>	<u>3,733,034</u>	<u>3,720,853</u>	<u>3,645,049</u>
Department Total	<u>3,464,734</u>	<u>3,727,599</u>	<u>3,733,034</u>	<u>3,720,853</u>	<u>3,645,049</u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	455,025	475,723	475,223	475,223	468,850
Supplies & Materials	6,241	3,935	4,711	4,958	4,101
Services & Maintenance	30,099	51,097	49,597	43,637	50,680
Internal Services	45,602	48,655	48,655	48,655	57,887
Capital Equipment	5,006	7,400	10,480	10,480	4,000
Subtotal	<u>541,973</u>	<u>586,810</u>	<u>588,666</u>	<u>582,953</u>	<u>585,518</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>541,973</u></u>	<u><u>586,810</u></u>	<u><u>588,666</u></u>	<u><u>582,953</u></u>	<u><u>585,518</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
ADMINISTRATION**

GOALS:

- Identify present and future community needs, establish priorities, and formulate long-term and short-term planning goals for consideration by City Council.
- Provide leadership ensuring the successful operation of each division of the Planning and Community Development Department in the execution of their goals and objectives.
- Develop and implement new processes and strategies for improved customer service.
- Coordinate and implement departmental planning: budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Provide staff support to numerous Boards and Commissions which provide oversight for quality development in the City.
- Update Zoning Code changes for distribution internally and on the website for the public.
- Provide public information on land development and planning issues through advertised public meetings and meetings in the office with customers.

OBJECTIVES:

- Provide leadership and guidance to each division of the Planning and Community Development Department.
- Administer resource allocations for each division.
- Provide direction for the department as a whole.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Prepare information packets for all Board and Commission meetings	100%	100%	100%	100%	100%
Prepare information packets for City Council meetings	100%	100%	100%	100%	100%
Implement adopted plans through recommendations to Boards, Commissions and City Council	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-4083 BOARD OF ADJUSTMENT

MISSION:

The mission of the Board of Adjustment is to hear and decide appeals, special exceptions and variances pertaining to Chapter 22 and Chapter 18 of the Code.

DESCRIPTION:

The Board of Adjustment holds public meetings to hear applications for special exceptions, variances or on decisions of City employees related to interpretation of Chapter 22 of the Code.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	8	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	7	7	7	7

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	615,246	676,646	676,646	676,646	641,781
Supplies & Materials	7,889	12,800	11,259	10,804	12,911
Services & Maintenance	70,697	96,771	80,029	80,029	96,771
Internal Services	15,691	16,939	16,939	16,939	14,551
Capital Equipment	32,191	49,838	58,088	58,088	8,400
Subtotal	741,714	852,994	842,961	842,506	774,414
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	741,714	852,994	842,961	842,506	774,414

**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 15 ACTUAL	FYE 16 ACTUAL	PLAN	FY ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification	62%	69%	58%	65%	65%
Percent of abatement work orders voluntarily abated after work order issued to contractor	23%	23%	23%	23%	23%
Percentage of code cases that are proactive	48%	54%	48%	54%	54%
Percent of total compliance rate	90%	94%	90%	90%	90%

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	213,773	226,590	226,590	226,590	228,133
Supplies & Materials	0	75	75	75	75
Services & Maintenance	0	2,373	0	0	2,373
Internal Services	2,034	1,660	1,660	1,660	1,310
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	<u>215,807</u>	<u>232,498</u>	<u>230,125</u>	<u>230,125</u>	<u>231,891</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>215,807</u></u>	<u><u>232,498</u></u>	<u><u>230,125</u></u>	<u><u>230,125</u></u>	<u><u>231,891</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
CURRENT PLANNING**

GOALS:

- Ensure that each complete application is processed in an expeditious manner.
- Provide a timely and professional review of development-related requests.
- Provide all required support to the Boards and Commissions which the department staffs.
- Periodically examine and revise the ordinances that regulate development within the community.

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in reviews of all required permits. Perform inspections as needed.
- Hold the annual meeting of the Reapportionment Commission, and provide all necessary data and maps for their annual review of population growth.
- Expedite items from the Planning Commission to the City Council whenever possible, while ensuring that such items are correct, complete, and express the concerns of the Planning Commission. Prepare detailed, accurate minutes of all public meetings.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 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	90%	95%	100%	100%	100%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days	100%	100%	100%	100%	100%
Board of Adjustment applications received and, newspaper and mailed notices processed within three business days.	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared to send out on the Friday before the meeting.	95%	95%	100%	100%	100%

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

DIVISION SUMMARY

010-4051 DEVELOPMENT SERVICES

MISSION:

To provide professional support, guidance, and assistance to the citizens of Norman who are directly or indirectly involved with building or altering the built environment of the community, to ensure that all such activity is consistent with the policies and ordinances adopted by the City Council.

DESCRIPTION:

The Development Services Division provides a variety of services which directly impact all construction activities that occur in our community including: general and specific guidance to those individuals and businesses interested in any aspect of construction; review and coordination of all types of building permits and inspections for compliance with adopted ordinances; and staff support to the Board of Appeals.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	15	15	15	15	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,383,740	1,487,800	1,477,800	1,477,800	1,474,227
Supplies & Materials	18,510	27,527	34,796	28,783	26,081
Services & Maintenance	23,730	20,134	15,442	15,442	20,134
Internal Services	37,304	30,306	30,306	30,306	21,887
Capital Equipment	95,831	56,588	74,095	74,095	69,100
Subtotal	<u>1,559,115</u>	<u>1,622,355</u>	<u>1,632,439</u>	<u>1,626,426</u>	<u>1,611,429</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,559,115</u></u>	<u><u>1,622,355</u></u>	<u><u>1,632,439</u></u>	<u><u>1,626,426</u></u>	<u><u>1,611,429</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
DEVELOPMENT SERVICES**

GOALS:

- Improve the timeliness of the permit review process by continuously updating the permit application process and adopting specific performance targets.
- Enhance inspection services; utilize all available technologies in order to minimize delays when inspections are requested.
- Increase the level of professionalism by providing appropriate staff training.

OBJECTIVES:

- Continuously refine building permit applications and processes so that they are more easily understood by the public, while still requiring all necessary information to properly process each type of permit.
- Utilize national standards to establish appropriate review time frames for each type of permit and inspection result.
- Continue to improve the effectiveness and consistency of plan reviewers and inspectors.
- Continue to refine the non-residential project plan review process.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Non-residential permits reviewed within 14 days. FYE 16 average review days: 27	72%	40%	75%	60%	62%
Non-residential permits reviewed within 28 days.	70%	80%	90%	90%	92%
Residential permits issued within 1 hour as a % of all residential permits	66%	70%	60%	70%	72%
Residential permits issued within 2 days	74%	80%	98%	80%	82%
Residential permits issued within 4 days	84%	90%	100%	90%	92%
Inspections performed within 48 hours. FYE 16 average inspection time: 1 day	97%	99%	95%	99%	99%

DIVISION SUMMARY

010-4050 GEOGRAPHIC INFORMATION SERVICES

MISSION:

Maintain accurate and complete information relating to the City's infrastructure and legally mandated management zones and disseminate that information in a professional "customer oriented" manner.

DESCRIPTION:

The division provides maps, analyses, and services in a support capacity for the public, the business community, other governmental agencies, City Council, City Boards and Commissions, and all departments within the City. A partial list of specific functions and activities include:

- Design, implementation, and maintenance of the Geographic Information System, especially as it relates to the various components of the City's infrastructure.
- Map and research resource for City Council, Planning Commission, the public, other City departments, and other divisions within the department.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	335,488	341,740	341,740	341,740	335,359
Supplies & Materials	3,693	6,375	5,769	5,769	6,375
Services & Maintenance	56,565	59,445	56,129	56,129	64,625
Internal Services	9,832	10,086	10,086	10,086	9,564
Capital Equipment	57	11,600	22,950	22,950	19,200
Subtotal	405,635	429,246	436,674	436,674	435,123
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	405,635	429,246	436,674	436,674	435,123

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	95%	97%	100%	93%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	98%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	99%	100%	97%	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.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	290	0	0	290
Services & Maintenance	0	200	0	0	200
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	490	0	0	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	0	0	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	106	2,644	1,644	1,644	5,644
Internal Services	132	215	215	215	193
Capital Equipment	0	0	0	0	0
Subtotal	238	2,859	1,859	1,859	5,837
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	238	2,859	1,859	1,859	5,837

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:

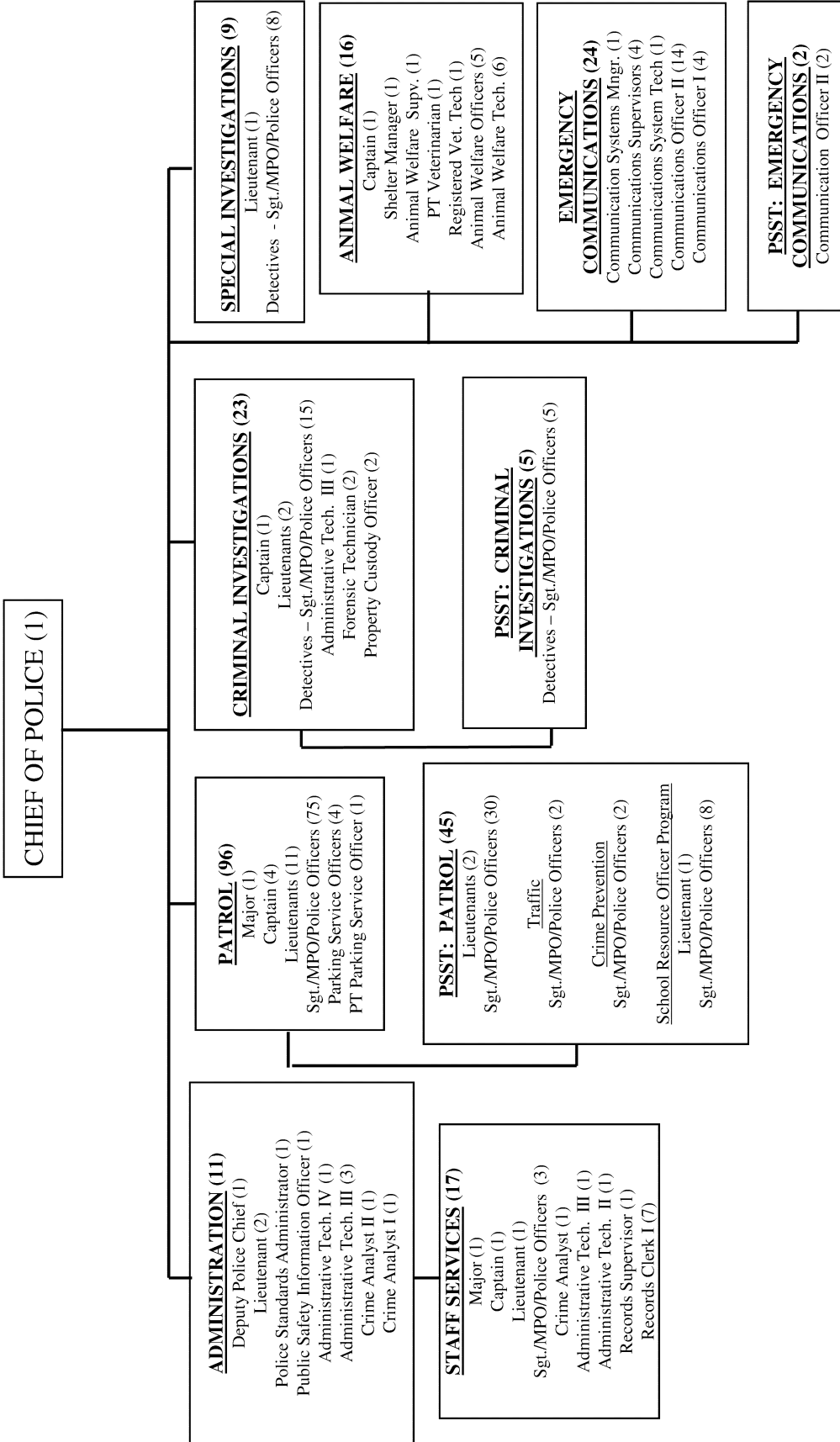
	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	90	0	0	90
Services & Maintenance	250	257	310	310	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	250	347	310	310	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	250	347	310	310	347

POLICE DEPARTMENT

249 EMPLOYEES



* In FYE 2018 there will be 52 Police positions associated with the Public Safety Sales Tax (PSST)

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	194	194	194	194	195
Part-time Positions	1	2	2	2	2
Total Budgeted Positions	<u>195</u>	<u>196</u>	<u>196</u>	<u>196</u>	<u>197</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	17,961,536	18,510,104	18,510,104	18,510,104	18,181,015
Supplies & Materials	553,271	685,543	681,131	682,436	712,087
Services & Maintenance	946,509	1,222,847	992,746	928,121	1,239,771
Internal Services	819,873	717,449	717,449	717,449	555,588
Capital Equipment	1,099,117	974,461	1,120,359	1,120,359	547,774
Subtotal	<u>21,380,306</u>	<u>22,110,404</u>	<u>22,021,789</u>	<u>21,958,469</u>	<u>21,236,235</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>21,380,306</u></u>	<u><u>22,110,404</u></u>	<u><u>22,021,789</u></u>	<u><u>21,958,469</u></u>	<u><u>21,236,235</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,111,306	1,185,286	1,185,286	1,185,286	1,208,339
Supplies & Materials	8,034	7,376	7,923	8,228	9,006
Services & Maintenance	103,016	167,452	177,415	135,672	149,595
Internal Services	34,290	34,751	34,751	34,751	63,353
Capital Equipment	0	300	1,500	1,500	5,300
Subtotal	<u>1,256,645</u>	<u>1,395,165</u>	<u>1,406,875</u>	<u>1,365,437</u>	<u>1,435,593</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,256,645</u></u>	<u><u>1,395,165</u></u>	<u><u>1,406,875</u></u>	<u><u>1,365,437</u></u>	<u><u>1,435,593</u></u>

**DEPARTMENT SERVICE EFFORTS
AND ACCOMPLISHMENTS
ADMINISTRATION**

GOALS:

- Establish, facilitate, and participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.
- Build Trust between citizens and our officers, maintaining Public Safety in an atmosphere of mutual respect.
- Provide leadership, support and direction of operations to facilitate overall officer emotional wellness.

OBJECTIVES:

- Utilize Community Oriented Policing to form partnerships with the citizens of Norman through communications with employees, City staff, and individuals within the community.
- Develop new and expand programs which aid in accomplishing the department’s mission and have a positive benefit for the community.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services *estimated population 121,000	\$197	\$210	\$220	\$200	\$210*

Notes to Results Report:

- Leadership training provided to all department supervisors.
- Diversity and Implicit Bias training being conducted and attended by department members.
- Statistical Analysis Section, using Data Driven Approaches to Crime and Traffic Safety (DDACTS) method for data analysis:
- Operational efforts moved from reactive to proactive policing.

DIVISION SUMMARY

010-6070 ANIMAL WELFARE

MISSION:

The mission of 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	13	13	13	13	15
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	<u>13</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>16</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	840,900	963,841	963,841	963,841	1,041,807
Supplies & Materials	97,003	103,424	101,042	101,042	131,230
Services & Maintenance	108,404	98,033	100,326	85,719	80,454
Internal Services	39,371	41,187	41,187	41,187	30,317
Capital Equipment	219,196	54,380	89,517	89,517	10,300
Subtotal	<u>1,304,874</u>	<u>1,260,865</u>	<u>1,295,913</u>	<u>1,281,306</u>	<u>1,294,108</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,304,874</u></u>	<u><u>1,260,865</u></u>	<u><u>1,295,913</u></u>	<u><u>1,281,306</u></u>	<u><u>1,294,108</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Average shelter stay-dogs	n/a	14	14	14	10
Average shelter stay-cats	n/a	13	14	14	10
Public presentations	n/a	2	3	3	4
Internal presentations	n/a	0	2	2	4
High Stray Area Programs	n/a	1	2	2	4
Volunteer Hours	n/a	1,580	1,800	1,980	2,100
Medical Supplies expenditures	\$38,617	\$29,878	\$38,440	\$50,214	\$60,000

DIVISION SUMMARY

010-6021 CRIMINAL INVESTIGATIONS

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

- Investigative
 - Review all Part I Crime reports in City of Norman
 - Investigate viable leads that may result in the arrest and prosecution of criminals.
 - Crimes against person
 - Crimes against property
 - Manage the department's Offender Registration Program
- Forensic
 - Crime Lab Services
 - Video Forensics
 - Computer Forensics
 - Property Custody

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	24	24	24	24	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	24	24	24	23

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	2,459,496	2,421,986	2,421,986	2,421,986	2,529,873
Supplies & Materials	41,747	52,455	50,369	50,369	49,670
Services & Maintenance	92,432	97,947	90,150	82,133	96,349
Internal Services	110,724	72,109	72,109	72,109	64,176
Capital Equipment	112,147	105,076	68,663	68,663	183,855
Subtotal	2,816,546	2,749,573	2,703,277	2,695,260	2,923,923
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	2,816,546	2,749,573	2,703,277	2,695,260	2,923,923

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
CRIMINAL INVESTIGATIONS**

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Fill two (2) vacant Detective Positions in FYE 2018
- Increase the number of supervisors in CID and stabilize the “Span of Control”
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	n/a	18	n/a	16	18
Cases closed by arrest	n/a	279	n/a	400	400
C.O.P. Follow-up	n/a	291	n/a	275	275
Cases Investigated	n/a	1,555	n/a	1,500	1,500

Notes to Results Report:

Prior to 2016 all numbers were from another records management system and are not available.
 COP-Community Oriented Policing
 CID-Criminal Investigations Division

DIVISION SUMMARY

010-6039 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Communications Division’s mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,836,263	1,815,493	1,815,493	1,815,493	1,766,764
Supplies & Materials	23,194	31,168	17,504	17,504	31,540
Services & Maintenance	124,916	164,169	128,836	130,907	216,669
Internal Services	24,124	22,447	22,447	22,447	20,731
Capital Equipment	15,109	0	1,810	1,810	3,000
Subtotal	2,023,606	2,033,277	1,986,090	1,988,161	2,038,704
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	2,023,606	2,033,277	1,986,090	1,988,161	2,038,704

**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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	0	0	50%	50%	75%
Interoperability solutions	30%	30%	80%	80%	100%
Text to 911	30%	30%	30%	30%	100%
Recruit and train	90%	92%	95%	95%	98%

Notes to Results Report:

Text to 911 is ready to deploy; however, surrounding agencies are not and this needs to be a metro wide initiative. There are current plans for interoperability but with the purchase of a new radio system new 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	95	95	95	95	95
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>96</u>	<u>96</u>	<u>96</u>	<u>96</u>	<u>96</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	9,124,529	9,594,378	9,594,378	9,594,378	9,184,252
Supplies & Materials	247,117	335,544	330,384	331,384	320,575
Services & Maintenance	69,483	105,186	89,359	90,059	105,186
Internal Services	496,850	445,744	445,744	445,744	287,557
Capital Equipment	539,724	638,518	685,193	685,193	186,786
Subtotal	<u>10,477,703</u>	<u>11,119,370</u>	<u>11,145,058</u>	<u>11,146,758</u>	<u>10,084,356</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>10,477,703</u></u>	<u><u>11,119,370</u></u>	<u><u>11,145,058</u></u>	<u><u>11,146,758</u></u>	<u><u>10,084,356</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police service.
- 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase directed patrol activities focused on traffic enforcement	n/a	n/a	104	104	156
Increase directed patrol activities focused on criminal behavior	n/a	n/a	52	52	104
Community policing activity hours	n/a	n/a	4,800	4,800	5,300

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	10	10	10	10	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>9</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,183,423	1,113,974	1,113,974	1,113,974	1,031,273
Supplies & Materials	31,743	47,152	42,906	42,906	39,630
Services & Maintenance	27,401	35,158	27,423	27,423	35,158
Internal Services	51,013	34,937	34,937	34,937	30,197
Capital Equipment	49,152	0	22,232	22,232	9,600
Subtotal	<u>1,342,732</u>	<u>1,231,221</u>	<u>1,241,472</u>	<u>1,241,472</u>	<u>1,145,858</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,342,732</u></u>	<u><u>1,231,221</u></u>	<u><u>1,241,472</u></u>	<u><u>1,241,472</u></u>	<u><u>1,145,858</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SPECIAL INVESTIGATIONS**

GOALS:

- Respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- Educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- Create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- Improve and maintain the Special Investigation Division’s investigative capabilities in the areas of illicit drug investigations, narcotics interdiction, prescription drug diversion, and technical investigations.

OBJECTIVES:

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations. Provide representation on local drug and narcotic support groups.
- Work with Oklahoma Bureau of Narcotics to identify and collaborate with pharmacists.
- Work with other law enforcement agencies to disrupt transportation and delivery of narcotics/illicit drugs into the Norman community.
- Facilitate training opportunities with NADDI (National Association of Drug Diversion Investigators), NATIA (National Technical Investigators Association), A-One Narcotics Investigators, and NIC (National Interdiction Conference).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	120	100	180	100	100
Number of cases investigated	70	111	70	100	100
Number of presentations / press releases	32	40	25	40	40
Number of hours in specialized training	240	1,677	480	300	300

DIVISION SUMMARY

010-6015 STAFF SERVICES

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	16	16	16	16	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>17</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,405,619	1,415,146	1,415,146	1,415,146	1,418,707
Supplies & Materials	104,431	108,424	131,003	131,003	130,436
Services & Maintenance	420,857	554,902	379,237	376,208	556,360
Internal Services	63,502	66,274	66,274	66,274	59,257
Capital Equipment	163,789	176,187	251,444	251,444	148,933
Subtotal	<u>2,158,198</u>	<u>2,320,933</u>	<u>2,243,104</u>	<u>2,240,075</u>	<u>2,313,693</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,158,198</u></u>	<u><u>2,320,933</u></u>	<u><u>2,243,104</u></u>	<u><u>2,240,075</u></u>	<u><u>2,313,693</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- 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 agency’s new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods:

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 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	40	40	40	40	40

CITY OF NORMAN

scheduled for commissioned personnel

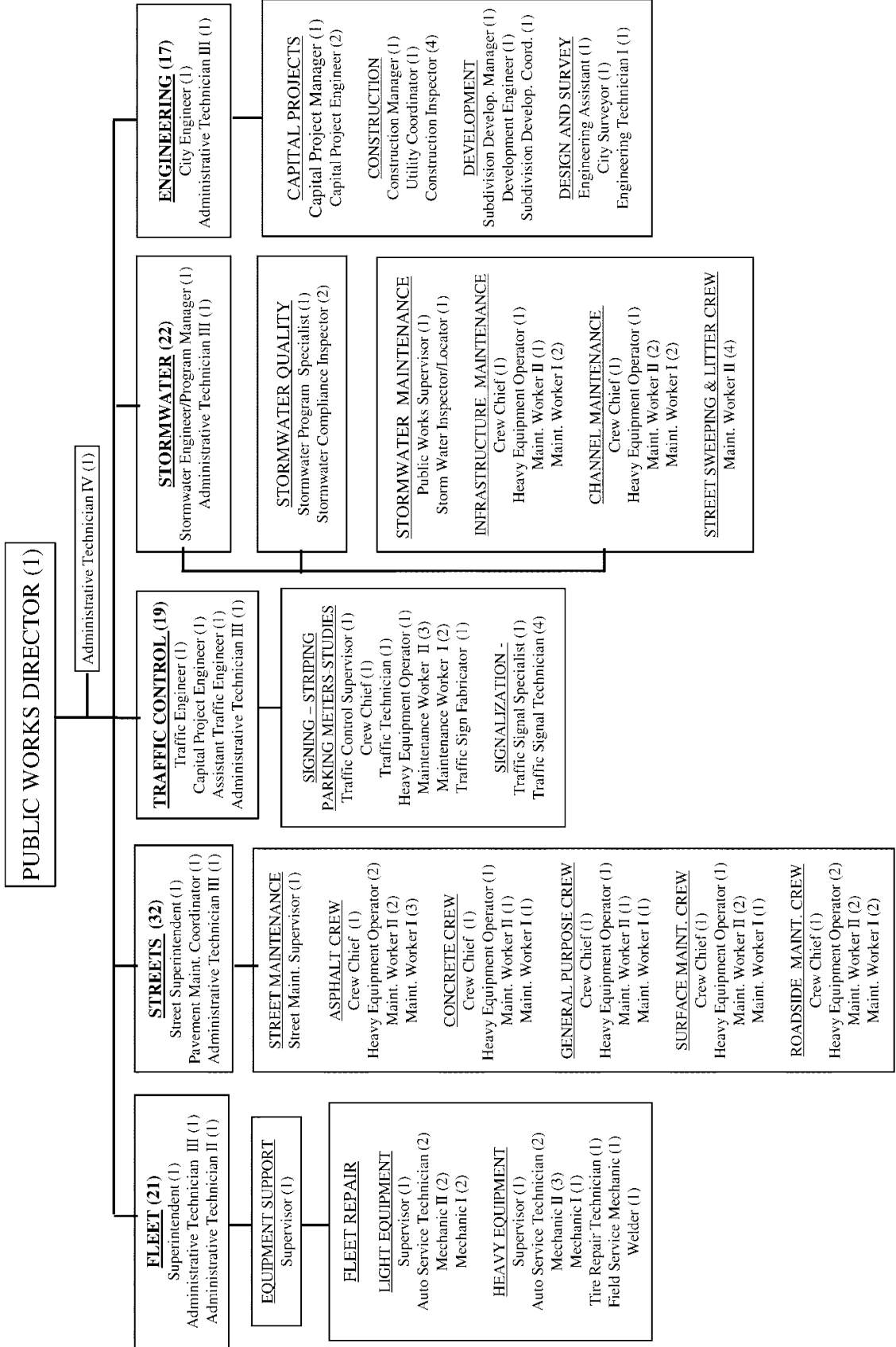
Number of outside courses hosted by training section	4	4	4	5	5
Number of officers qualified on CLEET firearms	100%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms	100%	100%	100%	100%	100%

Notes to Results Report:

NPD – Norman Police Department

PUBLIC WORKS DEPARTMENT

113 EMPLOYEES



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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	106	108	108	108	108
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>106</u>	<u>108</u>	<u>108</u>	<u>108</u>	<u>108</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	7,782,322	8,456,787	8,450,847	8,450,847	8,441,165
Supplies & Materials	3,331,848	3,423,590	3,246,370	3,239,005	4,144,021
Services & Maintenance	2,436,574	2,473,945	2,952,259	2,763,593	2,584,720
Internal Services	619,914	587,651	587,651	587,651	392,274
Capital Equipment	1,430,012	2,308,595	2,522,233	2,522,233	1,628,636
Subtotal	<u>15,600,670</u>	<u>17,250,568</u>	<u>17,759,360</u>	<u>17,563,329</u>	<u>17,190,816</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>15,600,670</u></u>	<u><u>17,250,568</u></u>	<u><u>17,759,360</u></u>	<u><u>17,563,329</u></u>	<u><u>17,190,816</u></u>

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 and one Administrative Technician IV.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	247,291	257,249	257,249	257,249	255,570
Supplies & Materials	2,863	4,150	8,008	8,008	4,150
Services & Maintenance	26,348	33,108	31,186	27,289	32,200
Internal Services	15,963	17,137	17,137	17,137	20,853
Capital Equipment	2,250	0	0	0	6,700
Subtotal	<u>294,715</u>	<u>311,644</u>	<u>313,580</u>	<u>309,683</u>	<u>319,473</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>294,715</u></u>	<u><u>311,644</u></u>	<u><u>313,580</u></u>	<u><u>309,683</u></u>	<u><u>319,473</u></u>

**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 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.

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
<u>PERFORMANCE INDICATORS:</u>					
Highway projects completed	40%	60%	70%	70%	90%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	20%	30%	40%	40%	50%
Completion of 2016 Street Bond Program	0%	5%	25%	25%	45%
Completion of comprehensive Transportation Plan	10%	15%	20%	20%	25%
Implementation of Wayfinding Plan	5%	10%	10%	10%	15%
Implementation of 2012 Bond program	5%	15%	40%	40%	60%

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,006,837	1,076,127	1,076,127	1,076,127	1,079,655
Supplies & Materials	20,506	29,797	27,037	27,037	31,788
Services & Maintenance	352,551	44,667	220,504	219,923	44,603
Internal Services	36,840	34,808	34,808	34,808	34,933
Capital Equipment	35,561	60,883	62,883	62,883	50,819
Subtotal	<u>1,452,295</u>	<u>1,246,282</u>	<u>1,421,359</u>	<u>1,420,778</u>	<u>1,241,798</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,452,295</u></u>	<u><u>1,246,282</u></u>	<u><u>1,421,359</u></u>	<u><u>1,420,778</u></u>	<u><u>1,241,798</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	95%	100%	80%	100%	95%
Complete projects on time, 75% of the time	98%	96%	75%	100%	75%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	90%	90%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	80%	80%	70%	100%	80%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	70%	100%	90%
Public requests for information will be provided within 2 hours, 70% of the time	98%	98%	70%	95%	90%
Will inspect all active projects once a day, 90% of the time	95%	95%	90%	95%	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	100%	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%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	85%	75%

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT: - Continued

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 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 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.

DESCRIPTION:

There are 23 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 budget figures for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	330,839	348,393	342,453	342,453	339,633
Supplies & Materials	14,041	11,048	12,509	12,509	10,902
Services & Maintenance	33,879	52,880	60,506	47,102	50,805
Internal Services	2,109	4,008	3,212	3,212	2,923
Capital Equipment	2,509	0	0	0	600
Subtotal	383,377	416,329	418,680	405,276	404,863
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	383,377	416,329	418,680	405,276	404,863

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program:					5 year average
(missed services)	211	338	>100	115	100
(completed services)	1,466	1,126	1,475	1,022	1,200
Capital Equipment/Vehicle – Outlay (excluding Westwood)	4,255,788	3,813,082	4,500,000	4,500,000	4,439,149
Sanitation Fund outlay only	1,464,415	1,183,225	2,000,000	2,000,000	2,197,000
Vehicle Replacement Report:					
No. of requests for replacement	80	122	174	174	216
No. of requests approved for replacement	26	96	64	64	86
No. of requests deferred for replacement	25	26	110	110	130
Fuel Report:					
Diesel / gallons dispensed	295,122	275,932	285,000	285,000	316,185
Unleaded gasoline / gallons dispensed	245,817	237,362	235,000	235,000	272,150
Compressed natural gas / gallons dispensed	125,486	145,094	140,000	140,000	204,980
Compressed natural gas sold to public:					
Gallons	180,962	117,962	180,000	85,646	90,870
Dollars	301,283	301,283	164,859	105,572	141,757

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 Fleet Management, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement.

Support of City Policies: Fleet Management supports and has aided in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment.

DIVISION SUMMARY

010-5075 FLEET CNG STATION

MISSION:

The Compressed Natural Gas (CNG) Station is a fueling facility for the City’s fleet and the public. Fleet tracks CNG usage of the public and City’s fleet while maintaining the fueling facility with repairs and maintenance ensuring it is open to the public 24 hours a day.

DESCRIPTION:

FuelMaster is a system used by Fleet to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows Fleet to report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected. This new division was created beginning in FYE 15 for better accounting purposes.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	47,660	50,750	50,750	50,750	73,066
Supplies & Materials	102,752	285,800	281,300	281,300	215,763
Services & Maintenance	49,129	109,700	117,750	118,104	109,700
Internal Services	0	0	0	0	0
Capital Equipment	33,956	0	5	5	0
Subtotal	233,497	446,250	449,805	450,159	398,529
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	233,497	446,250	449,805	450,159	398,529

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,036,892	1,588,377	1,565,384	1,553,957	2,468,241
Services & Maintenance	309,069	198,477	344,756	354,665	359,641
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,345,961	1,786,854	1,910,140	1,908,622	2,827,882
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	2,345,961	1,786,854	1,910,140	1,908,662	2,827,882

DIVISION SUMMARY

010-5071 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

MISSION:

The mission of Fleet Automotive/Light Equipment Repair Division is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

DESCRIPTION:

The Fleet Automotive/Light Equipment Repair Division is comprised of one shop Supervisor and six Technicians: 2 Mechanic II, 2 Mechanic I, and 2 Auto Service Technicians. These 7 Fleet employees are responsible for 543 of the 892 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 Fleet Automotive/Light Equipment Repair Division 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	17	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	7	7	7	7

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,003,773	462,100	462,100	462,100	449,391
Supplies & Materials	36,471	36,524	17,379	21,441	24,701
Services & Maintenance	23,007	11,414	16,534	16,534	11,414
Internal Services	18,164	28,515	22,122	22,122	5,243
Capital Equipment	34,221	49,500	58,653	58,653	600
Subtotal	1,115,636	588,053	576,788	580,850	491,349
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	1,115,636	588,053	576,788	580,850	491,349

**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 75% of repairs in 24 hours and 25% of repairs in 48 hours.
- Provide 95% parts on hand.
- Uphold a higher standard relationship with all the Fleet Automotive/Light Equipment Repair Division customers.
- Perform routine maintenance and repairs on the City’s CNG Fueling Facility, providing consistent, reliable supply of CNG to our customers.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City’s personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%)
- Keep downtime of the City’s CNG Fueling Facility to an absolute minimum.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of light duty units	540	546	550	547	550
Number of light duty CNG units	49	77	70	79	82
Yearly productive average (national average is 70%)	79%	81.7%	>70%	80%	82%
Benchmark repair standards (average compared to industry standard)	-0.23%	-0.32%	<0.00%	-0.35%	-0.25%
Preventive Maintenance Program:					
(missed services)	119	130	150	111	150
(completed services)	793	895	800	744	1,000
Work orders completed	2,115	1,712	2,500	1,704	1,700
(within 24 hours)	911	595	700	400	700
(within 48 hours)	202	237	200	189	200
Yearly scheduled work order average (National average goal is less than 5%)	29%	38.7%	50%	52%	50%
Number of scheduled work orders	674	1,085	800	930	850
Number of unscheduled work orders	1,600	1,712	800	855	850
Number of sublet vendor repairs	16	48	15	38	25

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: 1 Field 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 266 of the 892 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 Fleet Truck/Heavy Equipment Repair Division's 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	38,165	680,039	680,039	680,039	664,537
Supplies & Materials	0	20,915	33,500	33,500	34,913
Services & Maintenance	90	16,337	16,047	16,047	16,337
Internal Services	0	4,439	11,628	11,628	10,020
Capital Equipment	0	0	0	0	53,900
Subtotal	<u>38,255</u>	<u>721,730</u>	<u>741,214</u>	<u>741,214</u>	<u>779,707</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>38,255</u></u>	<u><u>721,730</u></u>	<u><u>741,214</u></u>	<u><u>741,214</u></u>	<u><u>779,707</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
FLEET REPAIR SERVICES – HEAVY DUTY**

GOALS:

- Provide safe and reliable repairs to all Divisions that Fleet represent.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 75% of repairs in 24 hours and 25% of repairs in 48 hours.
- Provide 95% parts on hand.
- Uphold a higher standard relationship with all Fleet customers.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City’s personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of heavy duty units	255	262	270	272	275
Number of heavy duty CNG vehicles	7	25	29	30	33
Yearly productive average (national standard average is 70%)	79%	81.7%	>70%	82%	80%
Benchmark repair standards (average compared to industry standard)	-0.24%	-0.36%	<0.00%	-0.38%	-0.25%
Preventive Maintenance Program:					
(missed services)	19	11	15	6	10
(completed services)	243	265	275	336	300
Work orders completed	1,925	892	1,000	1,008	1,100
(within 24 hours)	1,281	446	700	600	900
(within 48 hours)	195	237	200	60	96
Yearly scheduled work order average (National average goal is less than 5%)	20%	40%	95%	39%	40%
Number of scheduled work orders					
Number of unscheduled work orders	388	357	950	396	660
Number of sublet vendor repairs	1,122	525	50	612	440
	14	48	15	16	15

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 provide effective stormwater infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regulations, 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.

CITY OF NORMAN

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	23	24	24	24	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>23</u>	<u>24</u>	<u>24</u>	<u>24</u>	<u>17</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,614,215	1,791,211	1,791,211	1,791,211	1,235,508
Supplies & Materials	266,474	329,974	293,566	293,566	276,544
Services & Maintenance	288,380	335,426	413,979	410,193	230,068
Internal Services	196,867	177,800	177,800	177,800	108,100
Capital Equipment	380,243	900,434	944,450	944,450	498,345
Subtotal	<u>2,746,179</u>	<u>3,534,845</u>	<u>3,621,006</u>	<u>3,617,220</u>	<u>2,348,565</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,746,179</u></u>	<u><u>3,534,845</u></u>	<u><u>3,621,006</u></u>	<u><u>3,617,220</u></u>	<u><u>2,348,565</u></u>

**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.
- Mangle 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	50%	95%	95%	95%	95%
Mechanically sweep 500 curb miles per month	30%	50%	50%	50%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	75%	40%	50%	70%	50%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year	30%	90%	90%	90%	90%
Apply chemical vegetative control to open drainage channels, one (1) time per year	n/a	n/a	n/a	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 provide effective stormwater infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regulations, 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.

CITY OF NORMAN

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	4	4	4	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	176,082	214,171	214,171	214,171	296,859
Supplies & Materials	8,636	75,676	68,604	68,604	78,903
Services & Maintenance	11,654	19,939	22,767	22,767	41,989
Internal Services	145	2,642	2,642	2,642	2,593
Capital Equipment	37,037	59,450	75,950	75,950	3,300
Subtotal	<u>233,554</u>	<u>371,878</u>	<u>384,134</u>	<u>384,134</u>	<u>423,644</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>233,554</u></u>	<u><u>371,878</u></u>	<u><u>384,134</u></u>	<u><u>384,134</u></u>	<u><u>423,644</u></u>

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.
- Provide efficient stormwater sewer system.
- Mangle 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Permit all earth disturbing operations over ≥1 acre in size	90%	95%	95%	95%	95%
Permit all floodplain activities as appropriate*	n/a	n/a	95%	95%	95%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of dealines.*	n/a	n/a	n/a	100%	100%
Perform erosion control inspections of permitted sites within 30 days	95%	100%	100%	100%	100%
Respond to stormwater complaints within 24 hours of the time reported	50%	95%	95%	95%	95%
Inspect City facilities identified as potential stormwater pollution sources	50%	50%	50%	50%	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 Maintenance Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance and construction of street and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt concrete and chip-sealed streets, and aggregate surfaced rural roads.
- Surface and roadside maintenance for approximately 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 emergency 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.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	26	26	26	26	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	32

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,875,357	2,020,236	2,020,236	2,020,236	2,503,508
Supplies & Materials	641,534	792,138	692,568	692,568	749,862
Services & Maintenance	92,409	66,770	102,282	99,202	217,384
Internal Services	266,474	243,563	243,563	243,563	161,921
Capital Equipment	628,909	815,050	896,327	896,327	710,229
Subtotal	3,504,683	3,937,757	3,954,976	3,951,896	4,342,904
Division Total	3,504,683	3,937,757	3,954,976	3,951,896	4,342,904

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	90%	90%	95%	95%	95%
Overlay / pave 10 lane-miles per year	100%	100%	100%	100%	100%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	40%	30%	50%	40%	80%
Grade all unpaved public roads eight (8) times a year	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-5023 TRAFFIC CONTROL

MISSION:

The mission of the Traffic Control Division is to provide and maintain the controls necessary for the safe movement of traffic with minimum delay by using nationally accepted standards, guidelines and procedures.

DESCRIPTION:

The Traffic Control Division operates and maintains 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,480,267	1,556,511	1,556,511	1,556,511	1,543,438
Supplies & Materials	163,514	249,191	246,515	246,515	248,254
Services & Maintenance	1,250,057	1,585,227	1,605,948	1,431,767	1,470,579
Internal Services	83,354	74,739	74,739	74,739	45,688
Capital Equipment	275,325	423,278	483,965	483,965	304,143
Subtotal	3,252,517	3,888,946	3,967,678	3,793,497	3,612,102
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	3,252,517	3,888,946	3,967,678	3,793,497	3,612,102

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 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%

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 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 installations/day (2-person crew)	5	4 to 6 installations/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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	71,156	81,397	81,397	72,186	80,921
Internal Services	4,578	4,230	4,230	4,230	4,226
Capital Equipment	0	0	0	0	0
Subtotal	75,734	85,627	85,627	76,416	85,147
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	75,734	85,627	85,627	76,416	85,147

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	35,719	40,317	40,317	36,583	40,096
Internal Services	3,857	2,944	2,944	2,944	522
Capital Equipment	0	0	0	0	0
Subtotal	39,576	43,261	43,261	39,527	40,618
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	39,576	43,261	43,261	39,527	40,618

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Rainy Day Fund	0	88,500	88,500	0	0
Westwood	12,504	0	0	1,161	0
Capital Project Fund	246,752	500,000	500,000	500,000	0
Special Grant Fund	0	0	0	0	0
Seizure Fund	45,154	0	0	0	0
Subtotal	<u>304,410</u>	<u>588,500</u>	<u>588,500</u>	<u>501,161</u>	<u>0</u>
Division Total	<u>304,410</u>	<u>588,500</u>	<u>588,500</u>	<u>501,161</u>	<u>0</u>

DIVISION SUMMARY

010-2080 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Pioneer Multi-County Library entered into on July 24, 1962, the City has agreed to provide building maintenance and custodial services for the main Norman branch of the Pioneer Library System (PLS) located at 225 North Webster Avenue.

DESCRIPTION:

The Facility Maintenance Division of the City Clerk’s Department performs maintenance services and preventive maintenance programs to reduce repairs. Facility Maintenance also provides custodial service to the Norman Public Library. In FYE 2014 two new library programs were added in Norman. First was the installation of a 24-hour Automated Library Services machine at Irving Middle School through a cooperative agreement between the City of Norman, Norman Public Schools, and PLS. Second, a library satellite was opened as Norman Public Library West in a portion of the Pioneer Library Systems new administrative services facility located at 300 Norman Center Court through a lease agreement with PLS.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	167,033	175,467	175,467	167,585	174,450
Internal Services	99,928	107,012	107,012	107,012	170,426
Capital Equipment	25,000	0	0	0	0
Subtotal	<u>291,961</u>	<u>282,479</u>	<u>282,479</u>	<u>274,597</u>	<u>344,876</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>291,961</u></u>	<u><u>282,479</u></u>	<u><u>282,479</u></u>	<u><u>274,597</u></u>	<u><u>344,876</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	5,605	9,332	9,379	5,957	9,134
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,605	9,332	9,379	5,957	9,134
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	5,605	9,332	9,379	5,957	9,134

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:

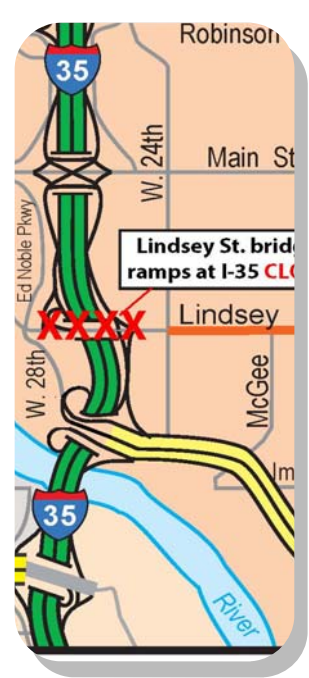
The Sooner Theatre is a building owned by the City of Norman for the purpose of promoting theatrical arts and entertainment for the citizens of Norman. The day-to-day operations of the theatre are managed by the Sooner Theatre, Inc. The City currently pays the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	79,558	88,644	88,644	80,827	88,163
Internal Services	4,952	5,245	5,245	5,245	3,680
Capital Equipment	0	0	0	0	0
Subtotal	<u>84,510</u>	<u>93,889</u>	<u>93,889</u>	<u>86,072</u>	<u>91,843</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>84,510</u></u>	<u><u>93,889</u></u>	<u><u>93,889</u></u>	<u><u>86,072</u></u>	<u><u>91,843</u></u>



UNDER CONSTRUCTION



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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,816	16,000	22,761	22,761	16,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>10,816</u>	<u>16,000</u>	<u>22,761</u>	<u>22,761</u>	<u>16,000</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>10,816</u></u>	<u><u>16,000</u></u>	<u><u>22,761</u></u>	<u><u>22,761</u></u>	<u><u>16,000</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	30,494	30,505	31,400	31,400	30,505
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	30,494	30,505	31,400	31,400	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	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	30,494	30,505	31,400	31,400	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	943	1,500	1,500	1,500	1,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	943	1,500	1,500	1,500	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	943	1,500	1,500	1,500	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	29,551	29,005	29,900	29,900	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>29,551</u>	<u>29,005</u>	<u>29,900</u>	<u>29,900</u>	<u>29,005</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>29,551</u></u>	<u><u>29,005</u></u>	<u><u>29,900</u></u>	<u><u>29,900</u></u>	<u><u>29,005</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Community Development	909,812	502,196	1,199,240	1,273,845	460,421
HOME	424,686	316,375	269,396	589,771	316,375
Emergency Shelter	0	0	0	0	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-DR	811,027	699,000	16,608,845	16,226,913	0
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	4,337	0	10,457	10,457	0
Public Services	100,191	254,107	119,571	119,571	113,382
Interfund Transfers	416,948	0	498,867	15,607,229	0
Audit Adjust/Encumbrances	178,264	0	0	0	0
Fund Total	<u>2,845,265</u>	<u>1,771,678</u>	<u>18,706,376</u>	<u>33,827,786</u>	<u>890,178</u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided*	7,725	6,085	6,000	6,000	6,000
Number of households assisted through housing programs	40	40	40	40	40
Awarded contract amounts for homeless Programs:					
Continuum of Care	362,238	362,238	362,330	373,113	408,258
Emergency Shelter Grant	171,868	171,868	175,615	175,615	175,000
Funding application amounts submitted:					
Entitlement CDBG	721,987	721,987	756,303	756,303	756,303
Entitlement HOME	318,067	318,067	316,961	316,961	316,961
16237 CDBG DR	12,054,090	0	0	0	0
16570 CDBG DR	0	5,004,821	0	0	0

CITY OF NORMAN

Notes to Results Report:

The information provided for units of service and households assisted is from the most recent Comprehensive Annual Performance Report to HUD – FYE 16.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Community Park Improve	46	50,000	115,974	169,139	0
Neighborhood Park Improve	308,659	0	151,756	173,384	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	2,845	0	0	0	0
Fund Total	311,549	50,000	267,730	342,523	0

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

On May 13, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax (PSST) in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008, and terminating on September 30, 2015. On April 1, 2014, the citizens passed a permanent one-half percent (1/2%) PSST in order to maintain the personnel added and to fund public safety equipment and projects.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	77	79	79	79	82
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>77</u>	<u>79</u>	<u>79</u>	<u>79</u>	<u>82</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	7,594,245	7,933,800	7,895,800	7,933,800	8,443,059
Supplies & Materials	228,178	268,262	242,490	280,002	347,226
Services & Maintenance	183,429	255,555	289,231	348,524	278,380
Internal Services	144,236	149,566	149,566	149,566	110,387
Capital Equipment	2,398,831	790,550	2,028,759	2,028,759	867,827
Subtotal	<u>10,548,919</u>	<u>9,397,733</u>	<u>10,605,846</u>	<u>10,740,651</u>	<u>10,046,879</u>
Capital Projects	44,063	21,679,253	22,255,936	22,795,936	695,000
Cost Allocations	0	0	0	0	0
Debt Service	501,506	2,333,838	2,333,838	2,333,838	2,346,374
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	(130,309)	0	0	0	0
Subtotal	<u>415,260</u>	<u>24,013,091</u>	<u>24,589,774</u>	<u>25,129,774</u>	<u>3,041,374</u>
Fund Total	<u><u>10,964,179</u></u>	<u><u>33,410,824</u></u>	<u><u>35,195,620</u></u>	<u><u>35,870,425</u></u>	<u><u>13,088,253</u></u>

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	2,958,768	3,126,694	3,088,694	3,126,694	3,133,685
Supplies & Materials	72,571	84,367	70,865	101,229	132,944
Services & Maintenance	102,607	102,110	112,748	112,748	102,852
Internal Services	32,534	41,294	41,294	41,294	37,100
Capital Equipment	1,608,328	540,000	886,699	886,699	631,250
Subtotal	<u>4,774,808</u>	<u>3,894,465</u>	<u>4,200,300</u>	<u>4,268,664</u>	<u>4,037,831</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>4,774,808</u></u>	<u><u>3,894,465</u></u>	<u><u>4,200,300</u></u>	<u><u>4,268,664</u></u>	<u><u>4,037,831</u></u>

DIVISION SUMMARY

015-6543 SUPPRESSION – Public Safety Sales Tax Fund

MISSION:

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

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	2,958,768	3,126,694	3,088,694	3,126,694	3,133,685
Supplies & Materials	72,571	84,367	70,865	101,229	132,944
Services & Maintenance	102,607	102,110	112,748	112,748	102,852
Internal Services	32,534	41,294	41,294	41,294	37,100
Capital Equipment	1,608,328	540,000	886,699	886,699	631,250
Subtotal	<u>4,774,808</u>	<u>3,894,465</u>	<u>4,200,300</u>	<u>4,268,664</u>	<u>4,037,831</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>4,774,808</u></u>	<u><u>3,894,465</u></u>	<u><u>4,200,300</u></u>	<u><u>4,268,664</u></u>	<u><u>4,037,831</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	303	423	600	577	500
Emergency medical calls answered	9,286	9,500	9,500	9,050	9,500
Average response time (urban area)	5.20 minutes	5.12 minutes	5.00 minutes	5.00 minutes	5.00 Minutes
Fire loss per capita	\$89.10	\$37.33	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	200.04%	83%	90%	90%	90%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	47	49	49	49	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>47</u>	<u>49</u>	<u>49</u>	<u>49</u>	<u>52</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	4,635,477	4,807,106	4,807,106	4,807,106	5,309,374
Supplies & Materials	155,607	183,895	171,625	178,773	214,282
Services & Maintenance	80,821	153,445	176,483	235,776	175,528
Internal Services	111,702	108,272	108,272	108,272	73,287
Capital Equipment	790,504	250,550	1,142,060	1,142,060	236,577
Subtotal	<u>5,774,111</u>	<u>5,503,268</u>	<u>6,405,546</u>	<u>6,471,987</u>	<u>6,009,048</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>5,774,111</u></u>	<u><u>5,503,268</u></u>	<u><u>6,405,546</u></u>	<u><u>6,471,987</u></u>	<u><u>6,009,048</u></u>

DIVISION SUMMARY

015-6121 CRIMINAL INVESTIGATIONS – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

- Investigative
 - Review all Part I Crime reports in City of Norman
 - Investigate viable leads that may result in the arrest and prosecution of criminals.
 - Crimes against person
 - Crimes against property
 - Manage the department’s Offender Registration Program
- Forensic
 - Crime Lab Services
 - Video Forensics
 - Computer Forensics
 - Property Custody

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	578,581	570,625	570,625	570,625	566,752
Supplies & Materials	9,954	6,512	7,672	7,672	8,146
Services & Maintenance	0	2,160	2,230	7,323	2,160
Internal Services	4,348	6,584	6,584	6,584	6,956
Capital Equipment	10,654	4,400	19,846	19,846	46,800
Subtotal	<u>603,537</u>	<u>590,281</u>	<u>606,957</u>	<u>612,050</u>	<u>630,814</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>603,537</u></u>	<u><u>590,281</u></u>	<u><u>606,957</u></u>	<u><u>612,050</u></u>	<u><u>630,814</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
CRIMINAL INVESTIGATIONS**

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.

OBJECTIVES:

- Fill two (2) vacant Detective Positions in FYE 2018
- Increase the number of supervisors in CID and stabilize the “Span of Control”.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	n/a	18	n/a	16	18
Cases closed by arrest	n/a	279	n/a	400	400
C.O.P. Follow-up	n/a	291	n/a	275	275
Cases investigated	n/a	1,555	n/a	1,500	1,500

Notes to Results Report:

Prior to 2016 all numbers were from another records management system and not available.

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

DIVISION SUMMARY

015-6139 EMERGENCY COMMUNICATIONS – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Communications Division’s mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	122,745	122,745	122,745	109,169
Supplies & Materials	0	150	0	0	150
Services & Maintenance	0	1,200	1,201	5,201	1,200
Internal Services	0	0	0	0	17
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>124,095</u>	<u>123,946</u>	<u>127,946</u>	<u>110,536</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>0</u></u>	<u><u>124,095</u></u>	<u><u>123,946</u></u>	<u><u>127,946</u></u>	<u><u>110,536</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
EMERGENCY COMMUNICATIONS**

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	0	0	50%	50%	75%
Interoperability solutions	30%	30%	80%	80%	100%
Text to 911	30%	30%	30%	30%	100%
Recruit and train	90%	92%	95%	95%	98%

Notes to Results Report:

Text to 911 is ready to deploy however surrounding agencies are not and this needs to be a metro wide initiative. There are current plans for interoperability but with the purchase of a new radio system new plans will need to be established. Objective 1 is based on staffing levels and availability.

DIVISION SUMMARY

015-6122 PATROL – Public Safety Sales Tax Fund

MISSION:

The Patrol Bureau is dedicated to providing the most effective and efficient police services to the community while working in partnership to resolve problems and improve the quality of life in Norman.

Beginning in FYE 11, the Patrol Bureau – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	42	42	42	42	45
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>	<u>45</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	4,056,896	4,113,736	4,113,736	4,113,736	4,633,453
Supplies & Materials	144,580	177,233	163,953	163,953	183,126
Services & Maintenance	73,223	100,058	102,980	153,180	120,683
Internal Services	107,354	101,688	101,688	101,688	66,314
Capital Equipment	328,757	246,150	700,773	700,773	171,591
Subtotal	<u>4,710,810</u>	<u>4,738,865</u>	<u>5,183,130</u>	<u>5,233,330</u>	<u>5,175,167</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>4,710,810</u></u>	<u><u>4,738,865</u></u>	<u><u>5,183,130</u></u>	<u><u>5,233,330</u></u>	<u><u>5,175,167</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.
- 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase directed patrol activities focused on traffic enforcement	n/a	n/a	104	104	156
Increase directed patrol activities focused on criminal behavior	n/a	n/a	52	52	104
Community Policing activity hours	n/a	n/a	4,800	4,800	5,300

DIVISION SUMMARY

015-6115 STAFF SERVICES – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

Beginning in FYE 11, the Staff Services Division – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,072	0	0	7,148	22,860
Services & Maintenance	7,598	50,027	70,072	70,072	51,485
Internal Services	0	0	0	0	0
Capital Equipment	451,093	0	421,441	421,441	18,186
Subtotal	<u>459,763</u>	<u>50,027</u>	<u>491,513</u>	<u>498,661</u>	<u>92,531</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>459,763</u></u>	<u><u>50,027</u></u>	<u><u>491,513</u></u>	<u><u>498,661</u></u>	<u><u>92,531</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
STAFF SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- 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

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 15	FYE 16	FYE 17		FYE 18
	ACTUAL	ACTUAL	PLAN	ESTIMATE	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	40	40	40	40	40

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 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

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,329,131	1,410,000	1,502,535	1,502,535	1,282,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>1,329,131</u>	<u>1,410,000</u>	<u>1,502,535</u>	<u>1,502,535</u>	<u>1,282,500</u>
Capital Projects	246,788	305,000	524,944	524,944	365,000
Cost Allocation	95,637	99,213	99,213	57,134	72,024
Debt Service	0	0	0	0	0
Interfund Transfers	203,760	77,922	144,822	144,822	99,827
Audit Adjust/Encumb	(12,118)	0	0	0	0
Subtotal	<u>534,067</u>	<u>482,135</u>	<u>2,271,514</u>	<u>726,900</u>	<u>536,851</u>
Fund Total	<u><u>1,863,198</u></u>	<u><u>1,892,135</u></u>	<u><u>2,271,514</u></u>	<u><u>2,229,435</u></u>	<u><u>1,819,351</u></u>

DIVISION 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	95,637	99,213	99,213	57,134	72,024
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>95,637</u>	<u>99,213</u>	<u>99,213</u>	<u>57,134</u>	<u>72,024</u>
Division Total	<u><u>95,637</u></u>	<u><u>99,213</u></u>	<u><u>99,213</u></u>	<u><u>57,134</u></u>	<u><u>72,024</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	460,000	470,000	475,000	475,000	427,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>460,000</u>	<u>470,000</u>	<u>475,000</u>	<u>475,000</u>	<u>427,500</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>460,000</u></u>	<u><u>470,000</u></u>	<u><u>475,000</u></u>	<u><u>475,000</u></u>	<u><u>427,500</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	869,131	940,000	1,027,535	1,027,535	855,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>869,131</u>	<u>940,000</u>	<u>1,027,535</u>	<u>1,027,535</u>	<u>855,000</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>869,131</u></u>	<u><u>940,000</u></u>	<u><u>1,027,535</u></u>	<u><u>1,027,535</u></u>	<u><u>855,000</u></u>

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 18 - FYE 22 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	246,788	305,000	524,944	524,944	365,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	203,760	77,922	144,822	144,822	99,827
Subtotal	450,548	382,922	669,766	669,766	464,827
Division Total	450,548	382,922	669,766	669,766	464,827

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	67,166	75,921	75,921	75,921	0
Supplies & Materials	23,027	12,070	17,970	17,970	25,500
Services & Maintenance	137,882	124,890	130,843	130,843	120,860
Internal Services	47	730	730	406	0
Capital Equipment	21,510	84,626	84,918	84,918	10,500
Subtotal	249,632	298,237	310,382	310,058	156,860
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	(200)	0	0	0	0
Subtotal	(200)				
Fund Total	249,431	298,237	310,382	310,058	156,860

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	498	300	300	300	300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	498	300	300	300	300
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	498	300	300	300	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 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 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	67,166	75,921	75,921	75,921	0
Supplies & Materials	1,741	4,070	4,070	4,070	0
Services & Maintenance	4,279	7,530	7,530	7,530	0
Internal Services	47	730	730	406	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>73,232</u>	<u>88,251</u>	<u>88,251</u>	<u>87,927</u>	<u>0</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>73,232</u></u>	<u><u>88,251</u></u>	<u><u>88,251</u></u>	<u><u>87,927</u></u>	<u><u>0</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	21,286	8,000	13,900	13,900	25,500
Services & Maintenance	133,105	117,060	123,013	123,013	120,560
Internal Services	0	0	0	0	0
Capital Equipment	21,510	84,626	84,918	84,918	10,500
Subtotal	175,901	209,686	221,831	221,831	156,560
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	175,901	209,686	221,831	221,831	156,560

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	82,922	43,335	149,432	149,432	43,334
Supplies & Materials	38,106	1,000	62,396	62,068	1,000
Services & Maintenance	1,091,021	18,500	213,007	213,335	43,500
Internal Services	59	0	0	0	0
Capital Equipment	178,910	0	9,361	9,361	0
Subtotal	<u>1,391,018</u>	<u>62,835</u>	<u>434,196</u>	<u>434,196</u>	<u>87,834</u>
Capital Projects	693,791	700,000	2,183,151	2,470,427	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	760,964	0	498,867	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	<u>1,454,755</u>	<u>700,000</u>	<u>2,682,018</u>	<u>2,470,427</u>	<u>0</u>
Fund Total	<u><u>2,845,773</u></u>	<u><u>762,835</u></u>	<u><u>3,116,214</u></u>	<u><u>2,904,623</u></u>	<u><u>87,834</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	790,988	836,652	836,652	836,652	844,633
Supplies & Materials	107,682	124,925	123,798	123,763	138,800
Services & Maintenance	178,667	181,713	184,001	184,036	218,156
Internal Services	34,411	34,668	34,668	34,668	27,850
Capital Equipment	131,803	71,000	71,000	71,000	81,200
Subtotal	<u>1,243,551</u>	<u>1,248,958</u>	<u>1,250,119</u>	<u>1,250,119</u>	<u>1,310,639</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	205,004	208,424	208,424	208,424	204,869
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	3,599	0	0	0	0
Subtotal	<u>208,603</u>	<u>208,424</u>	<u>208,424</u>	<u>208,424</u>	<u>204,869</u>
Division Total	<u><u>1,452,154</u></u>	<u><u>1,457,382</u></u>	<u><u>1,458,543</u></u>	<u><u>1,458,543</u></u>	<u><u>1,515,508</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	155,395	158,334	158,334	158,334	157,093
Supplies & Materials	5,220	6,585	5,685	6,585	6,585
Services & Maintenance	159,413	161,356	160,882	161,407	159,770
Internal Services	1,574	2,546	2,546	2,546	1,421
Capital Equipment	0	0	0	0	1,200
Subtotal	<u>321,602</u>	<u>328,821</u>	<u>327,447</u>	<u>328,872</u>	<u>326,069</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>321,602</u></u>	<u><u>328,821</u></u>	<u><u>327,447</u></u>	<u><u>328,872</u></u>	<u><u>326,069</u></u>

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	32,468	33,833	34,740	34,071	34,800
Men’s & Women’s Associations	33	33	34	34	34
Outside tournaments	42	43	40	43	44
Junior Academy Participants	82	72	90	80	80
Regular annual memberships	7	7	7	6	7
Regular annual membership w/range	6	7	4	2	2
Regular annual membership w/cart	13	14	17	16	17
Regular annual membership w/cart & w/range	16	18	20	15	18
Senior annual membership	0	0	0	0	0
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	6	8	5	11	12
Senior annual membership w/cart & w/range	1	2	0	2	2
Junior annual membership	7	5	4	2	4
Junior summer membership	8	4	6	6	6
Range only membership	1	1	3	1	2
Additional family member	8	9	12	8	10
Annual trail fee membership	1	1	1	1	1

Notes to Results Report:

*Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	520,559	555,113	555,113	555,113	547,540
Supplies & Materials	75,904	85,784	74,039	84,622	88,715
Services & Maintenance	5,025	6,456	8,728	8,728	6,456
Internal Services	24,100	24,308	24,308	24,308	18,457
Capital Equipment	131,803	71,000	71,000	71,000	80,000
Subtotal	<u>757,391</u>	<u>742,661</u>	<u>733,188</u>	<u>743,771</u>	<u>741,168</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>757,391</u></u>	<u><u>742,661</u></u>	<u><u>733,188</u></u>	<u><u>743,771</u></u>	<u><u>741,168</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.6%	99.4%	100%	99.8%	100%
Turf quality*	8.2	8.3	8.5	8.2	8.5
Customer satisfaction (scale of 1-5)**	4.4	4.4	4.5	4.3	4.5

Notes to Results Report:

*Turf quality is expressed as Stimp Measurement. This measure is the industry scale to compare the pace of greens. This data is collected every Friday, weather permitting.

**Customer satisfaction surveys were initiated in FYE 2010

DIVISION SUMMARY

029-7033 WESTWOOD POOL

MISSION:

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. New facility expected to open August 2017.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	115,033	123,205	123,205	123,205	140,000
Supplies & Materials	26,558	32,556	21,004	32,556	43,500
Services & Maintenance	14,228	13,901	13,901	13,901	51,930
Internal Services	8,736	7,814	7,814	7,814	7,972
Capital Equipment	0	0	0	0	0
Subtotal	<u>164,555</u>	<u>177,476</u>	<u>165,924</u>	<u>177,476</u>	<u>243,402</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>164,555</u></u>	<u><u>177,476</u></u>	<u><u>165,924</u></u>	<u><u>177,476</u></u>	<u><u>243,402</u></u>

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	(\$11,965)	\$20,004	(\$39,658)	\$81,748	\$2,000*
Number of swim lessons sold	795	675	84	84	1,000
Number of accidents requiring EMS services	0	0	1	1	0
Total season attendance	24,921	25,611	11,753	11,753	100,000

Notes to Results Report

*2018 results could greatly vary depending on construction of a new facility being built as part of the Norman Forward projects

EMS – Emergency Medical Services

DIVISION SUMMARY

029 - WESTWOOD / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Westwood Fund.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	205,004	208,424	203,754	208,424	204,869
Interfund Transfers	0	0	0	0	0
Subtotal	<u>205,004</u>	<u>208,424</u>	<u>203,754</u>	<u>208,424</u>	<u>204,869</u>
Division Total	<u><u>205,004</u></u>	<u><u>208,424</u></u>	<u><u>203,754</u></u>	<u><u>208,424</u></u>	<u><u>204,869</u></u>



UNDER CONSTRUCTION



Enterprise Funds

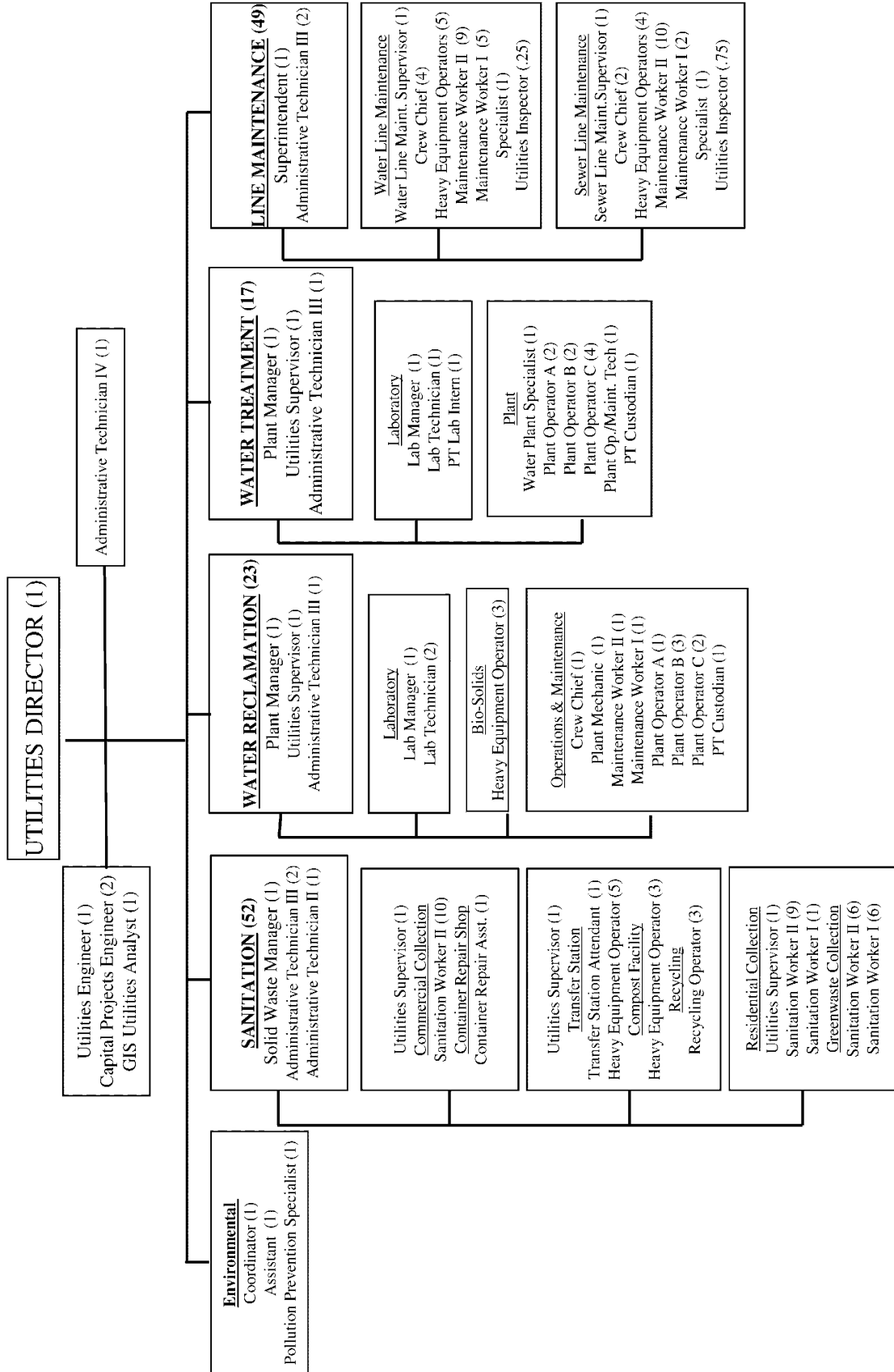


ENTERPRISE FUNDS

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

147 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	141	143	143	143	144
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	<u>144</u>	<u>146</u>	<u>146</u>	<u>146</u>	<u>147</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	11,285,306	11,537,843	11,539,693	11,539,693	11,506,133
Supplies & Materials	2,807,668	4,344,416	4,533,230	4,533,230	4,434,247
Services & Maintenance	6,603,783	7,547,529	8,414,928	8,414,928	7,668,181
Internal Services	1,385,619	1,281,493	1,281,493	1,281,493	1,046,733
Capital Equipment	2,941,240	3,160,400	3,727,596	3,727,596	2,645,567
Subtotal	<u>25,023,616</u>	<u>27,871,681</u>	<u>29,496,940</u>	<u>29,496,940</u>	<u>27,300,861</u>
Capital Projects	35,580,677	35,985,400	76,546,210	80,898,811	23,849,000
Cost Allocation	5,353,511	5,065,956	5,065,956	5,065,956	5,045,608
Debt Service	10,885,371	11,692,344	10,187,794	9,492,183	9,046,305
Interfund Transfers	3,029,124	1,681,227	1,738,838	1,738,838	1,710,877
Audit Adjust/Encumbrances	(847,135)	0	0	0	0
Subtotal	<u>54,001,548</u>	<u>54,424,927</u>	<u>93,538,798</u>	<u>97,195,788</u>	<u>39,651,790</u>
Department Total	<u><u>79,025,164</u></u>	<u><u>82,296,608</u></u>	<u><u>123,035,735</u></u>	<u><u>126,692,728</u></u>	<u><u>66,952,651</u></u>

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- **Protect the Environment:**
 1. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
 2. Eliminate sewer overflows during construction.
 3. Eliminate discharges of chlorinated water to drainage systems.
 4. Implement construction related Best Management Practices to protect 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.
 9. Perform customer satisfaction surveys following construction completion.
- **Increase Knowledge of the General Public:**
 1. Inform the public regarding the need for utility improvements prior to and during implementation.
 2. Educate our customers regarding available technologies and the advantages of implementation.
 3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
 4. Inform the public regarding changes to regulations and the impact on the cost of our services.
 5. Increase knowledge of employees so they advance into higher positions.

CITY OF NORMAN

- 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
For Construction Projects:					
Project completed within contract time, 90% of the time.	75%	100%	90%	100%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	100%	67%	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.	67%	56%	90%	95%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	98%	90%	98%	95%
Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	3	3	2	3
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	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	51	52	52	52	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>51</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	4,218,622	4,149,615	4,149,615	4,149,615	4,135,081
Supplies & Materials	947,690	1,274,471	1,276,521	1,276,521	1,256,784
Services & Maintenance	2,956,874	3,001,139	3,015,905	3,015,905	3,109,903
Internal Services	708,874	803,614	803,614	803,614	758,049
Capital Equipment	1,805,740	2,327,655	2,410,205	2,410,205	2,104,855
Subtotal	<u>10,637,800</u>	<u>11,556,494</u>	<u>11,655,860</u>	<u>11,655,860</u>	<u>11,364,672</u>
Capital Projects	14,138	23,000	2,032,719	2,032,719	0
Cost Allocations	1,509,337	1,422,558	1,422,558	1,422,558	1,406,995
Debt Service	643,048	651,390	651,390	651,390	654,416
Interfund Transfers	0	47,880	47,880	47,880	46,000
Audit		0	0	0	0
Adjust/Encumbrances	161,062				
Subtotal	<u>2,327,585</u>	<u>2,144,828</u>	<u>4,154,547</u>	<u>4,154,547</u>	<u>2,107,411</u>
Fund Total	<u><u>12,965,425</u></u>	<u><u>13,701,322</u></u>	<u><u>15,810,407</u></u>	<u><u>15,810,407</u></u>	<u><u>13,472,083</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	255,101	318,839	318,839	318,839	335,789
Supplies & Materials	8,926	10,119	12,293	12,293	12,967
Services & Maintenance	46,633	83,940	97,766	97,766	82,914
Internal Services	21,333	21,945	21,945	21,945	13,905
Capital Equipment	1,520	0	0	0	0
Subtotal	<u>333,512</u>	<u>434,843</u>	<u>450,843</u>	<u>450,843</u>	<u>445,575</u>
Capital Projects	0	0	0	0	0
Cost Allocation	64,832	61,313	61,313	61,313	60,707
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>64,832</u>	<u>61,313</u>	<u>61,313</u>	<u>61,313</u>	<u>60,707</u>
Division Total	<u><u>398,344</u></u>	<u><u>496,156</u></u>	<u><u>512,156</u></u>	<u><u>512,156</u></u>	<u><u>506,282</u></u>

**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:

- Reduce capital spending.
- 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	38,985	40,070	40,053	41,152	42,263
Total annual tons MSW collected (residential, recycle, commercial, and private businesses)	122,665	117,155	120,217	120,503	122,964
Total annual disposal cost	\$1,747,896	\$1,740,843	\$1,740,600	\$1,977,471	\$2,032,350
Total vehicle accidents	15	31	0	9	0

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	920,937	931,819	931,819	931,819	909,608
Supplies & Materials	207,342	290,694	278,401	278,401	282,847
Services & Maintenance	14,585	16,809	19,697	19,697	19,740
Internal Services	136,799	171,736	171,736	171,736	143,458
Capital Equipment	632,519	739,270	801,635	801,635	374,270
Subtotal	<u>1,912,182</u>	<u>2,150,328</u>	<u>2,203,288</u>	<u>2,203,288</u>	<u>1,729,923</u>
Capital Projects	0	0	0	0	0
Cost Allocation	259,083	244,984	244,984	244,984	242,567
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>259,083</u>	<u>244,984</u>	<u>244,984</u>	<u>244,984</u>	<u>242,567</u>
Division Total	<u><u>2,171,265</u></u>	<u><u>2,395,312</u></u>	<u><u>2,448,272</u></u>	<u><u>2,448,272</u></u>	<u><u>1,972,490</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SANITATION / COMMERCIAL COLLECTION**

GOALS:

- To provide a safe, effective and efficient collection system for Commercial Solid waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base so as to provide effective and efficient Commercial Solid waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,510	2,530	2,557	2,539	2,602
Annual tons collected	42,079	41,592	42,353	41,792	42,836
Annual disposal cost	\$791,927	\$813,123	\$851,415	\$840,019	\$861,003
Chargeable vehicle accidents	10	4	0	1	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	1.2%	1.2%	1.2%	1.2%	0%

Notes to Results Report:

Tipping fee increase in 2017. Went from \$19.55 to \$20.10.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	340,015	296,498	296,498	296,498	292,461
Supplies & Materials	32,583	71,850	71,196	71,196	68,136
Services & Maintenance	11,089	19,037	19,737	19,737	17,010
Internal Services	37,975	30,228	30,228	30,228	20,143
Capital Equipment	509	0	4,860	4,860	0
Subtotal	<u>422,171</u>	<u>417,613</u>	<u>422,519</u>	<u>422,519</u>	<u>397,750</u>
Capital Projects	0	0	0	0	0
Cost Allocation	148,024	136,289	136,289	136,289	133,422
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>148,024</u>	<u>136,289</u>	<u>136,289</u>	<u>136,289</u>	<u>133,422</u>
Division Total	<u><u>570,195</u></u>	<u><u>553,902</u></u>	<u><u>558,808</u></u>	<u><u>558,808</u></u>	<u><u>531,172</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SANITATION / COMPOST OPERATIONS**

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Eliminate dust by utilizing sprinkler system.
- Improve the quality of the compost and improve the maturing time by utilizing the effluent water from the Water Reclamation Facility.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	11,973	13,461	12,014	13,929	14,367
vs.					
Compost/mulch generated (tons)	866	866	921	905	933
Savings from landfill (cost avoidance)	\$250,908	\$233,473	\$201,006	\$234,273	\$296,822
Length of time to mature compost	Available 8 mos thru out the year	Available 8 mos thru out the year	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

033-5071 SANITATION / FLEET REPAIR

MISSION:

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

DESCRIPTION:

In previous years, an 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 reclassified 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	92,054	87,844	87,844	87,844	86,132
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	92,054	87,844	87,844	87,844	86,132
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	92,054	87,844	87,844	87,844	86,132

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. Yard waste collection is reduced to once per month during the winter months of December, January and February.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	750,138	802,642	802,642	802,642	816,331
Supplies & Materials	88,380	128,119	128,166	128,166	144,108
Services & Maintenance	158,394	165,075	165,075	165,075	173,150
Internal Services	84,605	84,947	84,947	84,947	71,135
Capital Equipment	0	0	5,792	5,792	632,000
Subtotal	<u>1,081,517</u>	<u>1,180,783</u>	<u>1,186,622</u>	<u>1,186,622</u>	<u>1,836,724</u>
Capital Projects	0	0	0	0	0
Cost Allocation	545,184	514,526	514,526	514,526	509,448
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>545,184</u>	<u>514,526</u>	<u>514,526</u>	<u>514,526</u>	<u>509,448</u>
Division Total	<u><u>1,626,701</u></u>	<u><u>1,695,309</u></u>	<u><u>1,701,148</u></u>	<u><u>1,701,148</u></u>	<u><u>2,346,172</u></u>

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	36,475	37,924	38,123	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	\$81,585
Percent hours lost to OJI (hours lost/total hours worked)	3%	1.3%	0%	1.3%	0%
Chargeable vehicle accidents per year	3	1	0	1	0
Reduce average number of complaints per route per year	24	23	0	15	0
Average number of households per route per day	1,216	1,222	1,271	1,278	1,281

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

To provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational projects 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 contractor to the same standard of services our residents have come to expect from our Sanitation Division.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	268,591	250,076	250,076	250,076	247,922
Supplies & Materials	48,928	48,111	48,120	48,120	46,477
Services & Maintenance	722,197	763,454	760,816	760,816	780,150
Internal Services	39,709	39,080	39,080	39,080	34,837
Capital Equipment	12,060	13,885	13,885	13,885	13,885
Subtotal	<u>1,091,485</u>	<u>1,114,606</u>	<u>1,111,977</u>	<u>1,111,977</u>	<u>1,123,271</u>
Capital Projects	0	0	0	0	0
Cost Allocation	43,034	40,697	40,697	40,697	40,296
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>43,034</u>	<u>40,697</u>	<u>40,697</u>	<u>40,697</u>	<u>40,296</u>
Division Total	<u><u>1,134,519</u></u>	<u><u>1,155,303</u></u>	<u><u>1,152,674</u></u>	<u><u>1,152,674</u></u>	<u><u>1,163,567</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SANITATION / RECYCLING OPERATION**

GOALS:

- Maintain a recycling program that is convenient to the citizens of Norman.
- Operate a recycling program that is cost effective.
- Promote reuse of recyclable materials.
- Ensure employee safety.
- Target recyclable materials and divert from landfill to an appropriate facility.
- Be a leader in the state with the recycling program.

OBJECTIVES:

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	311,135	133,451	83,316	170,633	199,633
Revenue earned for set fee of cardboard containers	89,226	49,417	89,222	84,630	78,164
Total tons of waste recycled (drop centers)	1,422	1,478	1,500	1,658	1,640
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	89	153	88	52	67
Aluminum	8	10	9	8	7
Steel Cans	10	24	12	26	28
Plastic	23	98	96	99	100
Cardboard	330	741	792	934	820
Newspaper	156	133	132	119	136
Mixed Office Paper	145	318	288	323	310
Savings of landfill cost avoidance (drop centers)	\$38,265	\$45,764	\$29,325	\$42,480	\$53,400
Total tons of waste recycled (curbside)	5,663	5,640	5,700	5,390	5,700
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	1,019	804	816	758	999
Aluminum	64	70	88	64	93
Steel Cans	123	141	132	135	140
Plastic	660	406	447	328	457
Newspaper	2,250	354	0	0	0
Mixed Office Paper	634	2,208	1,944	2,497	2,848
Savings of landfill cost avoidance (curbside)	\$106,589	\$106,144	\$103,635	\$108,904	\$109,988

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	950,162	857,422	857,422	857,422	846,870
Supplies & Materials	295,393	370,612	370,612	370,612	340,361
Services & Maintenance	9,586	11,539	11,539	11,539	14,539
Internal Services	234,580	280,321	280,321	280,321	217,972
Capital Equipment	400,018	792,500	770,000	770,000	825,500
Subtotal	1,889,739	2,312,394	2,289,894	2,289,894	2,245,242
Capital Projects	0	0	0	0	0
Cost Allocation	319,640	302,256	302,256	302,256	299,273
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	319,640	302,256	302,256	302,256	299,273
Division Total	2,209,379	2,614,650	2,592,150	2,592,150	2,544,515

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	36,475	37,924	38,123	38,778	39,747
Annual tons collected	27,710	29,079	28,860	28,344	29,052
Annual disposal cost	\$521,502	\$541,730	\$580,086	\$569,714	\$583,957
Percent hours lost to OJI (hours lost/total hours worked)	5.7%	1.3%	0%	.09%	0%
Chargeable vehicle accidents per year	4	2	0	1	0
Reduce average number of complaints per route per year	54	20	31	25	31
Average number of households per route per day	912	917	953	942	961

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-5563 SANITATION / WASTE DISPOSAL

MISSION:

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	647,642	604,475	604,475	604,475	599,968
Supplies & Materials	266,139	354,966	367,733	367,733	361,888
Services & Maintenance	1,994,388	1,941,285	1,941,275	1,941,275	2,022,400
Internal Services	153,873	175,357	175,357	175,357	256,599
Capital Equipment	759,113	782,000	814,033	814,033	259,200
Subtotal	<u>3,821,155</u>	<u>3,858,083</u>	<u>3,902,873</u>	<u>3,902,873</u>	<u>3,500,055</u>
Capital Projects	0	0	0	0	0
Cost Allocation	129,540	122,493	122,493	122,493	121,282
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>129,540</u>	<u>122,493</u>	<u>122,493</u>	<u>122,493</u>	<u>121,282</u>
Division Total	<u><u>3,950,695</u></u>	<u><u>3,980,576</u></u>	<u><u>4,025,366</u></u>	<u><u>4,025,366</u></u>	<u><u>3,621,337</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	92,499	95,715	92,591	91,381	98,931
Disposal Cost	\$1,740,843	\$1,871,226	\$1,810,154	\$1,836,780	\$1,927,362
Quantity of municipal solid waste received at transfer station outside of route collections	20,176	19,177	20,712	17,440	22,000
Miles driven per year (transport trucks)	201,690	230,560	223,906	225,540	226,145
Tons of household waste disposed of during spring & fall cleanup	1,956	2,179	1,500	1,505	1,500

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	14,138	23,000	2,032,719	2,032,719	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>14,138</u>	<u>23,000</u>	<u>2,032,719</u>	<u>2,032,719</u>	<u>0</u>
Division Total	<u><u>14,138</u></u>	<u><u>23,000</u></u>	<u><u>2,032,719</u></u>	<u><u>2,032,719</u></u>	<u><u>0</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	643,048	651,390	651,390	651,390	654,416
Interfund Transfers	0	0	0	0	0
Subtotal	643,048	651,390	651,390	651,390	654,416
Division Total	643,048	651,390	651,390	651,390	654,416

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	41	42	42	42	42
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>42</u>	<u>43</u>	<u>43</u>	<u>43</u>	<u>43</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	3,097,368	3,282,489	3,284,339	3,284,339	3,249,587
Supplies & Materials	336,312	611,813	550,805	550,805	617,801
Services & Maintenance	1,166,411	1,458,665	1,746,172	1,746,172	1,455,512
Internal Services	382,681	273,307	273,307	273,307	136,513
Capital Equipment	725,537	467,619	769,831	769,831	306,336
Subtotal	<u>5,708,309</u>	<u>6,093,893</u>	<u>6,624,454</u>	<u>6,624,454</u>	<u>5,765,749</u>
Capital Projects	13,064,865	922,400	13,015,928	13,015,928	735,000
Cost Allocations	1,955,036	1,787,343	1,787,343	1,787,343	1,756,550
Debt Service	5,018,633	3,265,418	3,265,418	3,265,418	2,857,400
Interfund Transfers	1,999,327	617,172	617,142	617,142	626,647
Audit					
Adjust/Encumbrances	(1,614,201)	0	0	0	0
Subtotal	<u>20,423,660</u>	<u>6,592,303</u>	<u>18,685,831</u>	<u>18,685,831</u>	<u>5,975,597</u>
Fund Total	<u><u>26,131,969</u></u>	<u><u>12,686,196</u></u>	<u><u>25,310,285</u></u>	<u><u>25,310,285</u></u>	<u><u>11,741,346</u></u>

DIVISION 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	301,505	322,224	322,724	322,724	379,797
Supplies & Materials	7,923	10,770	13,501	13,501	10,745
Services & Maintenance	48,170	58,387	70,778	70,778	57,387
Internal Services	3,948	3,439	3,439	3,439	2,715
Capital Equipment	3,497	0	0	0	0
Subtotal	<u>365,043</u>	<u>394,820</u>	<u>410,442</u>	<u>410,442</u>	<u>450,644</u>
Capital Projects	0	0	0	0	0
Cost Allocations	601,657	509,013	509,013	509,013	489,365
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>601,657</u>	<u>509,013</u>	<u>509,013</u>	<u>509,013</u>	<u>489,365</u>
Division Total	<u><u>966,700</u></u>	<u><u>903,833</u></u>	<u><u>919,455</u></u>	<u><u>919,455</u></u>	<u><u>940,009</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	80%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	6	8	8	16	8
Employees cross-trained	3	4	3	3	2

DIVISION 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	182,421	239,479	239,479	239,479	259,910
Supplies & Materials	107,939	219,340	219,340	219,340	220,093
Services & Maintenance	148,735	196,609	270,331	270,331	204,959
Internal Services	16,016	21,222	21,222	21,222	11,799
Capital Equipment	114,408	12,100	24,440	24,440	63,739
Subtotal	<u>569,519</u>	<u>688,750</u>	<u>774,812</u>	<u>774,812</u>	<u>760,500</u>
Capital Projects	0	0	0	0	0
Cost Allocations	77,876	74,165	74,165	74,165	73,555
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>77,876</u>	<u>74,165</u>	<u>74,165</u>	<u>74,165</u>	<u>73,555</u>
Division Total	<u><u>647,395</u></u>	<u><u>762,915</u></u>	<u><u>848,977</u></u>	<u><u>848,977</u></u>	<u><u>834,055</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Thickened waste activated sludge percent total solids	2.3%	2%	3%	5%	6%
Number of training hours per employeec	24	16	24	24	24

DIVISION 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	35,976	36,816	36,816	36,816	36,164
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	35,976	36,816	36,816	36,816	36,164
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	35,976	36,816	36,816	36,816	36,164

DIVISION 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	309,119	322,382	322,382	322,382	301,936
Supplies & Materials	6,705	14,068	14,267	14,267	14,620
Services & Maintenance	117,666	140,024	155,355	155,355	160,347
Internal Services	13,982	14,290	14,290	14,290	10,713
Capital Equipment	0	74,458	74,458	74,458	0
Subtotal	<u>447,472</u>	<u>565,222</u>	<u>580,752</u>	<u>580,752</u>	<u>487,616</u>
Capital Projects	0	0	0	0	0
Cost Allocations	167,782	155,538	155,538	155,538	152,584
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>167,782</u>	<u>155,538</u>	<u>155,538</u>	<u>155,538</u>	<u>152,584</u>
Division Total	<u><u>615,254</u></u>	<u><u>720,760</u></u>	<u><u>736,290</u></u>	<u><u>736,290</u></u>	<u><u>640,200</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 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	\$135,846.59	\$123,644.60	\$83,000	\$83,000	\$83,000

Notes to Results Report:

CFR – Code of Federal Regulations
 OPDES – Oklahoma Pollutant Discharge Elimination System
 POTW – Publicly Owned Treatment Works

DIVISION 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	242,130	225,985	227,335	227,335	239,030
Supplies & Materials	15,227	22,370	22,249	22,249	23,870
Services & Maintenance	23,573	36,220	87,528	87,528	33,220
Internal Services	25	30	30	30	27
Capital Equipment	35,214	0	13,956	13,956	10,300
Subtotal	316,169	284,605	351,098	351,098	306,447
Capital Projects	0	0	0	0	0
Cost Allocations	95,151	90,668	90,668	90,668	90,016
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	95,151	90,668	90,668	90,668	90,016
Division Total	411,320	375,273	441,766	441,766	396,463

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	0	1	0	1	0
Percent compliance with QC standards	100%	81.2%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
 CFR – Code of Federal Regulations
 QC – Quality Control

DIVISION SUMMARY

032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Water Reclamation Facility by safely performing operational process control and process equipment maintenance tasks as required to protect the City's facility investments and ensure OPDES (Oklahoma Pollutant Discharge Elimination System) discharge permit compliance.

DESCRIPTION:

Provides safe, efficient, cost effective and proper process operations and equipment maintenance services for the City of Norman's Water Reclamation Facility.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	758,322	766,878	766,878	766,878	725,917
Supplies & Materials	102,481	185,714	165,053	165,053	173,205
Services & Maintenance	520,974	678,798	678,798	678,798	645,322
Internal Services	38,480	33,331	33,331	33,331	24,002
Capital Equipment	59,017	194,100	204,100	204,100	56,900
Subtotal	<u>1,479,274</u>	<u>1,858,821</u>	<u>1,848,160</u>	<u>1,848,160</u>	<u>1,625,346</u>
Capital Projects	0	0	0	0	0
Cost Allocation	220,744	218,275	218,275	218,275	219,730
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>220,744</u>	<u>218,275</u>	<u>218,275</u>	<u>218,275</u>	<u>219,730</u>
Division Total	<u><u>1,700,018</u></u>	<u><u>2,077,096</u></u>	<u><u>2,066,435</u></u>	<u><u>2,066,435</u></u>	<u><u>1,845,076</u></u>

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 and allow time for off campus training.
- Increase number of standard operating procedures.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	75%	75%	100%	70%	100%
Number of training hours per employee	21	24	30	40	24
Standard Operating Procedures on file	8	10	20	16	30

Notes to Results Report:

Training hours include start up training on new plant equipment from Phase 2.

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 495 miles of sanitary sewer mains, fifteen sewage pumping stations, and 11,632 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,273,086	1,368,725	1,368,725	1,368,725	1,306,833
Supplies & Materials	96,037	159,551	116,395	116,395	175,268
Services & Maintenance	307,293	348,627	483,382	483,382	354,277
Internal Services	310,230	200,995	200,995	200,995	87,257
Capital Equipment	513,401	186,961	452,877	452,877	175,397
Subtotal	<u>2,500,047</u>	<u>2,264,859</u>	<u>2,622,374</u>	<u>2,622,374</u>	<u>2,099,032</u>
Capital Projects	0	0	0	0	0
Cost Allocation	791,826	739,684	739,684	739,684	731,300
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>791,826</u>	<u>739,684</u>	<u>739,684</u>	<u>739,684</u>	<u>731,300</u>
Division Total	<u><u>3,291,873</u></u>	<u><u>3,004,543</u></u>	<u><u>3,362,058</u></u>	<u><u>3,362,058</u></u>	<u><u>2,830,332</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
WATER RECLAMATION / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12” and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,800,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.40 hour	.42 hour	.40 hour	.75 hour	.40 hour
% hours lost due to OJI per 1,000 hours worked	0	2.92	0	0	.0
Feet of sewer line cleaned	1,800,000	864,088	1,800,000	1,445,803	1,800,000
Feet of sewer line roots mechanically removed	80,000	21,430	60,000	31,239	60,000
Feet of sewer pipe treated for roots	100,000	109,109	100,000	90,135	100,000
Feet of sewer pipe CCTV inspected	400,000	109,112	350,000	213,780	350,000
Number of SSOs*:	15	8	15	8	15
City side	5	3	5	6	5
Private	10	5	10	2	10
Lift station preventive maintenance hours	2,500 hrs	1,140 hrs	1,800 hrs	2,178 hrs	1,800 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	4,500	2,114	4,500	3,996	4,500
Number of service requests responded to	368	350	350	307	307

Notes to Results Report:

SSO – Sanitary Sewer Overflows*

OJI – On-the-Job Injuries

CCTV – Closed Circuit Television

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 18 - FYE 22 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	13,064,865	922,400	13,015,928	13,015,928	735,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>13,064,865</u>	<u>922,400</u>	<u>13,015,928</u>	<u>13,015,928</u>	<u>735,000</u>
Division Total	<u><u>13,064,865</u></u>	<u><u>922,400</u></u>	<u><u>13,015,928</u></u>	<u><u>13,015,928</u></u>	<u><u>735,000</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	5,018,633	3,265,418	3,265,418	3,265,418	2,857,400
Interfund Transfers	0	0	0	0	0
Subtotal	<u>5,018,633</u>	<u>3,265,418</u>	<u>3,265,418</u>	<u>3,265,418</u>	<u>2,857,400</u>
Division Total	<u><u>5,018,633</u></u>	<u><u>3,265,418</u></u>	<u><u>3,265,418</u></u>	<u><u>3,265,418</u></u>	<u><u>2,857,400</u></u>

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 356).

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	51,758	57,123	57,123	57,123	57,770
Supplies & Materials	2,161	2,109	2,259	2,259	2,671
Services & Maintenance	1,417	2,025	1,875	1,875	1,825
Internal Services	0	300	300	300	100
Capital Equipment	0	0	0	0	0
Subtotal	<u>55,336</u>	<u>61,557</u>	<u>61,557</u>	<u>61,557</u>	<u>62,366</u>
Capital Projects	4,376,418	3,803,000	5,091,361	5,091,361	4,300,000
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	<u>4,376,418</u>	<u>3,803,000</u>	<u>5,091,361</u>	<u>5,091,361</u>	<u>4,300,000</u>
Fund Total	<u><u>4,431,754</u></u>	<u><u>3,864,557</u></u>	<u><u>5,152,918</u></u>	<u><u>5,152,918</u></u>	<u><u>4,362,366</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	51,758	57,123	57,123	57,123	57,770
Supplies & Materials	2,161	2,109	2,259	2,259	2,671
Services & Maintenance	1,417	2,025	1,875	1,875	1,825
Internal Services	0	300	300	300	100
Capital Equipment	0	0	0	0	0
Subtotal	55,336	61,557	61,557	61,557	62,366
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	55,336	61,557	61,557	61,557	62,366

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	97%	99%	90%	97%	95%
Respond to public requests for information within 4 working hours – 90% of the time	96%	94%	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 18 – FYE 22 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	4,376,418	3,803,000	5,091,361	5,091,361	4,300,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>4,376,418</u>	<u>3,803,000</u>	<u>5,091,361</u>	<u>5,091,361</u>	<u>4,300,000</u>
Division Total	<u><u>4,376,418</u></u>	<u><u>3,803,000</u></u>	<u><u>5,091,361</u></u>	<u><u>5,091,361</u></u>	<u><u>4,300,000</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	8,981,855	92,000	7,239,787	7,239,787	0
Cost Allocations	0	0	0	0	0
Debt Service	2,677,419	1,978,538	1,978,538	1,978,538	1,980,151
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>11,659,274</u>	<u>2,070,538</u>	<u>9,218,325</u>	<u>9,218,325</u>	<u>1,980,151</u>
Fund Total	<u><u>11,659,274</u></u>	<u><u>2,070,538</u></u>	<u><u>9,218,325</u></u>	<u><u>9,218,325</u></u>	<u><u>1,980,151</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	48	48	48	48	49
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>51</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	3,917,558	4,048,616	4,048,616	4,048,616	4,063,695
Supplies & Materials	1,521,505	2,456,023	2,703,645	2,703,645	2,556,991
Services & Maintenance	2,479,081	3,085,700	3,650,976	3,650,976	3,100,941
Internal Services	294,065	204,272	204,272	204,272	152,071
Capital Equipment	409,963	365,126	547,560	547,560	234,376
Subtotal	<u>8,622,172</u>	<u>10,159,737</u>	<u>11,155,069</u>	<u>11,155,069</u>	<u>10,108,074</u>
Capital Projects	9,143,401	31,145,000	49,166,415	53,519,016	18,814,000
Cost Allocations	1,889,138	1,856,055	1,856,055	1,856,055	1,882,063
Debt Service	2,546,271	5,796,998	4,292,448	3,596,837	3,554,338
Interfund Transfers	1,029,797	1,016,205	1,073,816	1,073,816	1,038,230
Audit Adjust/Encumbrances	606,004	0	0	0	0
Subtotal	<u>15,214,611</u>	<u>39,814,258</u>	<u>56,388,734</u>	<u>60,045,724</u>	<u>25,288,631</u>
Fund Total	<u><u>23,836,783</u></u>	<u><u>49,973,995</u></u>	<u><u>67,543,803</u></u>	<u><u>71,200,793</u></u>	<u><u>35,396,705</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	731,371	711,224	711,224	711,224	708,460
Supplies & Materials	4,525	5,505	7,105	7,105	5,724
Services & Maintenance	37,961	48,888	60,436	60,436	47,915
Internal Services	8,830	8,949	8,949	8,949	9,832
Capital Equipment	3,626	0	206	206	0
Subtotal	786,313	774,566	787,920	787,920	771,931
Capital Projects	0	0	0	0	0
Cost Allocation	186,553	184,304	184,304	184,304	187,184
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	186,553	184,304	184,304	184,304	187,184
Division Total	972,866	958,870	972,224	972,224	959,115

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	35,976	36,816	36,816	36,816	36,165
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	<u>35,976</u>	<u>36,816</u>	<u>36,816</u>	<u>36,816</u>	<u>36,165</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>35,976</u></u>	<u><u>36,816</u></u>	<u><u>36,816</u></u>	<u><u>36,816</u></u>	<u><u>36,165</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	36,129	41,667	41,667	41,667	40,748
Supplies & Materials	1,326	1,375	2,401	2,401	1,375
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	3,500	3,500	3,500	0
Subtotal	37,455	46,542	47,568	47,568	42,123
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	37,455	46,542	47,568	47,568	42,123

*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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	21%	17%	50%	15%	20%
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.	n/a	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 2016 – As-built data entry delayed due to position being vacant the first quarter of FYE 2016, as well as subsequent comprehensive data clean-up efforts in the water and wastewater datasets and the Cityworks database. The database cleanup was necessitated by the choice to start modeling smaller diameter lines in the 2016 water model update. Updates will proceed as normal once cleanup is done.

FYE 2017-As-built data delayed due to GIS Utilities Analyst remaining primarily focused on project management and support for the updated water distribution modeling project.

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	268,003	276,711	276,711	276,711	271,961
Supplies & Materials	1,145	2,580	3,263	3,263	2,505
Services & Maintenance	67,262	102,779	105,779	105,779	101,935
Internal Services	7,153	6,523	6,523	6,523	4,712
Capital Equipment	0	0	0	0	3,600
Subtotal	343,563	388,593	392,276	392,276	284,713
Capital Projects	0	0	0	0	0
Cost Allocation	111,943	110,579	110,579	110,579	112,309
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	111,943	110,579	110,579	110,579	112,309
Division Total	455,506	499,172	502,855	502,855	497,022

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed in 1 day	25	25	24	25	25
% 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%	96%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,400	1,125	1,800	1,800	1,500
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	90%	98%	85%	95%	100%

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 597 miles of water lines and associated 5,921 fire hydrants and 10,753 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 389,085 existing water meters, are provided by Division personnel.

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

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	1,662,502	1,731,209	1,731,209	1,731,209	1,779,226
Supplies & Materials	381,353	415,974	515,974	515,974	438,690
Services & Maintenance	91,139	76,106	78,106	78,106	76,106
Internal Services	179,714	136,520	136,520	136,520	100,555
Capital Equipment	348,419	292,426	376,193	376,193	173,031
Subtotal	2,663,127	2,652,235	2,838,002	2,838,002	2,567,608
Capital Projects	0	0	0	0	0
Cost Allocation	933,167	921,870	921,870	921,870	936,294
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	933,167	921,870	921,870	921,870	936,294
Division Total	3,596,294	3,574,105	3,759,872	3,759,872	3,503,902

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 200 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.52 hours	2.49 hours	2.70 hours	2.70 hours	2.50 hours
Number of AMR meters installed	231	220	200	230	200
Service calls completed	6,002	5,904	5,500	6,000	6,200
Number of locates completed	5,399	5,486	5,500	5,500	6,000
Number of valves exercised	3,453	2,488	4,000	2,500	3,000
Percent hours lost to OJI per 1,000 hours worked	2.05%	.03%	.03%	0.5%	.05%
Fire hydrants maintained	1,176	1,232	3,000	1,200	3,000
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	3,672	6,345	3,250	4,000	3,900
Feet of “hot soils” (corrosive soils) pipe replaced	2,600	2,555	1,830	1,900	2,200

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	295,494	313,888	313,888	313,888	256,328
Supplies & Materials	6,212	6,554	7,056	7,056	6,044
Services & Maintenance	29,064	59,536	64,710	64,710	50,304
Internal Services	94,762	47,699	47,699	47,699	32,823
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	425,532	429,477	435,153	435,153	345,499
Capital Projects	0	0	0	0	0
Cost Allocation	657,475	639,302	639,302	639,302	646,276
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	657,475	639,302	639,302	639,302	646,276
Division Total	1,083,007	1,068,779	1,074,455	1,074,455	991,775

**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 produced 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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Safety training sessions held	12	45	22	48	64
OJI	0	0	0	0	0
Tours conducted	17	12	10	18	10
Number of people on tours	181	196	120	210	120
Job related training (personnel hours)	144	376	64	784	84
Cross training (personnel hours)	240	75	48	200	48
Million gallon of Well Water Produced	1,417	1,414	1,430	1,320	1,430

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	1	1	1	1	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	109,492	109,913	109,913	109,913	148,449
Supplies & Materials	56,276	43,318	53,338	53,338	58,579
Services & Maintenance	48,141	78,840	90,677	90,677	65,045
Internal Services	746	1,064	1,064	1,064	925
Capital Equipment	0	28,900	32,614	32,614	3,145
Subtotal	<u>214,655</u>	<u>262,035</u>	<u>287,606</u>	<u>287,606</u>	<u>276,143</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>214,655</u></u>	<u><u>262,035</u></u>	<u><u>287,606</u></u>	<u><u>287,606</u></u>	<u><u>276,143</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Evaluate and carry out new chemical and bacterial testing regulations.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Provide data and information to consultants and support Water Treatment Division capital projects.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.

OBJECTIVES:

- Bacteriological Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Read published information on upcoming regulations and relevant research and inform supervisor of the impact on the Water Treatment Division.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	115%	103%	112%	112%	112%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	100%	98%	100%	100%	100%
Performance tests passed	92%	92%	100%	100%	100%
Laboratory inspection deficiencies	0	0	No Inspection	No Inspection	0
Laboratory inspection corrective actions	13	9	0	0	0
Compliance Chemistry Well Sample Collection	110%	131%	100%	110%	100%
Number of samples invalidated	20	65	0	12	10

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	640,257	692,688	692,688	692,688	641,871
Supplies & Materials	1,016,067	1,870,247	1,995,038	1,995,038	1,932,525
Services & Maintenance	1,627,139	1,925,936	2,447,670	2,447,670	1,964,425
Internal Services	1,643	2,259	2,259	2,259	2,296
Capital Equipment	10,399	3,500	93,825	93,825	9,700
Subtotal	3,295,505	4,494,630	5,231,480	5,231,480	4,550,817
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,295,505	4,494,630	5,231,480	5,231,480	4,550,817

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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	64%	99.8%	100%	99%	95%
Percent of bacteriologically “Safe” compliance water samples	99.7%	99.1%	100%	99.5%	99.5%
Number of complaints on water quality or pressure	194	58	50	100	50
Water production, million gallons per day					
Average day	12.4	12.2	13.8	12.0	13.2
Maximum day	20.6	15.6	18.2	22.0	22.0
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	98.9%	96.4%	100%	98%	98%
Number of months more that 30.4 million gallons of water was purchased from Oklahoma City	0	0	0	5	0
Number of Emergency work orders on plant equipment	Not tracked	Not tracked	0	4	0
Percent of work orders completed on or before completion date	Not tracked	Not tracked	100%	90%	100%

Notes to Results Report:

**NTU, or Nephelometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

DIVISION SUMMARY

031-5535 WATER / WATER WELLS

MISSION:

To ensure the City’s water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City’s water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	149,795	134,500	134,500	134,500	180,487
Supplies & Materials	49,723	105,470	114,470	114,470	106,549
Services & Maintenance	578,376	792,956	799,039	799,039	794,552
Internal Services	1,217	1,258	1,258	1,258	928
Capital Equipment	47,519	35,000	39,422	39,422	44,900
Subtotal	<u>826,630</u>	<u>1,069,184</u>	<u>1,088,689</u>	<u>1,088,689</u>	<u>1,127,416</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>826,630</u></u>	<u><u>1,069,184</u></u>	<u><u>1,088,689</u></u>	<u><u>1,088,689</u></u>	<u><u>1,127,416</u></u>

**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 15 ACTUAL	FYE 16 ACTUAL	FYE 17 PLAN	FYE 17 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	95%	100%	95%	98%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	95%	100%
Number of Total Coliform positive samples collected from wells	11	12	0	3	0
Number of Emergency work orders on water wells	Not tracked	Not tracked	0	2	0
Percent of routine work orders on water wells completed within 1 week	Not tracked	Not tracked	100%	90%	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 18 - FYE 22 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	9,143,401	31,145,000	49,166,415	53,519,016	18,814,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>9,143,401</u>	<u>31,145,000</u>	<u>49,166,415</u>	<u>53,519,016</u>	<u>18,814,000</u>
Division Total	<u><u>9,143,401</u></u>	<u><u>31,145,000</u></u>	<u><u>49,166,415</u></u>	<u><u>53,519,016</u></u>	<u><u>18,814,000</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,546,271	5,796,998	4,292,448	3,596,837	3,554,338
Interfund Transfers	0	0	0	0	0
Subtotal	<u>2,546,271</u>	<u>5,796,998</u>	<u>4,292,448</u>	<u>3,596,837</u>	<u>3,554,338</u>
Division Total	<u><u>2,546,271</u></u>	<u><u>5,796,998</u></u>	<u><u>4,292,448</u></u>	<u><u>3,596,837</u></u>	<u><u>3,554,338</u></u>

DIVISION SUMMARY

031-5582 ENVIRONMENTAL CONTROL ADVISORY BOARD

MISSION:

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise.

DESCRIPTION:

The Environmental Control Advisory Board holds public meetings on environmental issues, and makes recommendations to the City Council on issues related to environmental quality for the health and safety of Norman residents.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	4,878	5,000	5,000	5,000	5,000
Services & Maintenance	15	659	4,559	4,559	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	4,893	5,659	9,559	9,559	5,659
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	4,893	5,659	9,559	9,559	5,659

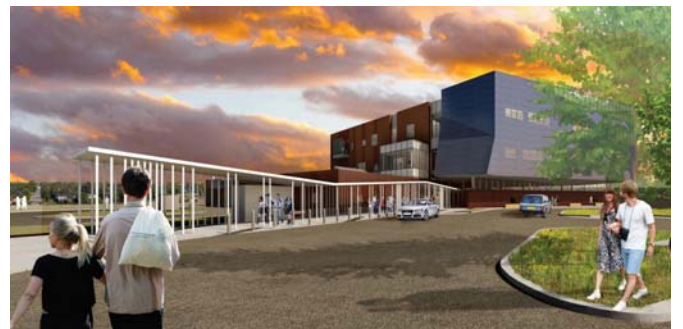
NORMAN PUBLIC LIBRARY CENTRAL

80,000 square-feet | approximately \$39 M | opening Spring 2019 (estimated)



UNDER CONSTRUCTION

Internal Service Fund



MSR
msrdesign.com

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	923,805	972,972	972,972	546,786	972,004
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,263,065	14,253,986	14,264,875	13,556,837	15,184,963
Internal Services	11	17	17	17	17
Capital Equipment	0	0	0	0	0
Subtotal	<u>13,186,881</u>	<u>15,226,975</u>	<u>15,237,864</u>	<u>14,103,623</u>	<u>16,156,967</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	20,941	0	72,395	96,019	0
Audit Adjust/Encum	1,495,710	0	0	0	0
Subtotal	<u>1,516,651</u>	<u>0</u>	<u>72,395</u>	<u>96,019</u>	<u>0</u>
Department Total	<u><u>14,703,530</u></u>	<u><u>15,226,975</u></u>	<u><u>15,310,259</u></u>	<u><u>14,199,659</u></u>	<u><u>16,156,967</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	93,057	94,966	94,966	94,966	93,323
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,934,956	12,329,313	12,329,313	12,742,106	13,251,790
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>11,028,013</u>	<u>12,424,279</u>	<u>12,424,279</u>	<u>12,837,072</u>	<u>13,345,113</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>11,028,013</u></u>	<u><u>12,424,279</u></u>	<u><u>12,424,279</u></u>	<u><u>12,837,072</u></u>	<u><u>13,345,113</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	231,019	170,000	170,000	170,000	170,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	231,019	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	231,019	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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	219,148	225,506	225,506	225,506	226,181
Supplies & Materials	0	0	0	0	0
Services & Maintenance	309,516	166,673	197,045	197,045	175,173
Internal Services	11	17	17	17	0
Capital Equipment	0	0	0	0	0
Subtotal	528,675	392,196	422,568	422,568	401,354
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	528,675	392,196	422,568	422,568	401,354

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	8,333	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	<u>8,333</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>8,333</u></u>	<u><u>22,000</u></u>	<u><u>22,000</u></u>	<u><u>22,000</u></u>	<u><u>22,000</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	603,266	631,000	631,000	204,814	631,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	787,573	1,587,500	1,568,017	47,186	1,587,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>1,390,839</u>	<u>2,218,500</u>	<u>2,199,017</u>	<u>652,000</u>	<u>2,218,500</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,390,839</u></u>	<u><u>2,218,500</u></u>	<u><u>2,199,017</u></u>	<u><u>652,000</u></u>	<u><u>2,218,500</u></u>



UNDER CONSTRUCTION



Capital Projects Funds



CAPITAL PROJECTS FUND

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent (\$.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 18 - FYE 22 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	954,731	1,179,827	1,179,827	1,179,827	1,203,552
Supplies & Materials	0	499	499	499	0
Services & Maintenance	2,708	16,499	16,499	16,499	16,499
Internal Services	200	200	200	200	0
Capital Equipment	4,123,544	4,216,347	5,171,231	5,171,231	3,366,664
Subtotal	<u>5,081,183</u>	<u>5,413,372</u>	<u>6,368,256</u>	<u>6,368,256</u>	<u>4,586,715</u>
Capital Projects	27,329,887	14,156,653	47,875,839	44,952,346	14,047,217
Cost Allocations	0	0	0	0	0
Debt Service	263,220	0	0	0	0
Interfund Transfers	22,361,860	334,765	570,917	570,917	370,946
Audit Adjust/Encumb	81,119	0	0	0	0
Subtotal	<u>50,036,086</u>	<u>14,491,418</u>	<u>48,446,756</u>	<u>45,523,263</u>	<u>14,418,163</u>
Fund Total	<u><u>55,117,268</u></u>	<u><u>19,904,791</u></u>	<u><u>54,815,012</u></u>	<u><u>51,891,519</u></u>	<u><u>19,004,878</u></u>

DIVISION SUMMARY

050-5011 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers and a Capital Projects 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	3	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	739,239	955,200	955,200	955,200	980,491
Supplies & Materials	0	499	499	499	0
Services & Maintenance	0	499	499	499	499
Internal Services	200	200	200	200	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>739,439</u>	<u>956,398</u>	<u>956,398</u>	<u>956,398</u>	<u>980,990</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>739,439</u></u>	<u><u>956,398</u></u>	<u><u>956,398</u></u>	<u><u>956,398</u></u>	<u><u>980,990</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	100,176	104,317	104,317	104,317	103,219
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	100,176	104,317	104,317	104,317	103,219
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	100,176	104,317	104,317	104,317	103,219

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	115,315	120,310	120,310	120,310	119,842
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	115,315	120,310	120,310	120,310	119,842
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	115,315	120,310	120,310	120,310	119,842

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	27,329,887	14,156,653	47,875,839	44,952,346	14,047,217
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>27,329,887</u>	<u>14,156,653</u>	<u>47,875,839</u>	<u>44,952,346</u>	<u>14,047,217</u>
Division Total	<u><u>27,329,887</u></u>	<u><u>14,156,653</u></u>	<u><u>47,875,839</u></u>	<u><u>44,952,346</u></u>	<u><u>14,047,217</u></u>

FUND SUMMARY

TOTAL NORMAN FORWARD SALES TAX FUND (51)

MISSION:

Established by City Ordinance to receive revenues

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to

PERSONNEL:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	146,836	0	1,600,808	1,600,808	4,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>146,836</u>	<u>0</u>	<u>1,600,808</u>	<u>1,600,808</u>	<u>4,000</u>
Capital Projects	3,182,217	57,803,362	61,845,342	61,845,342	23,817,900
Cost Allocation	0	0	0	0	0
Debt Service	460,130	2,220,286	2,220,286	2,220,286	6,267,167
Interfund Transfers	5,582,696	0	0	0	0
Audit Adjust/Encum.	1,593,839	0	0	0	0
Subtotal	<u>10,818,881</u>	<u>60,023,648</u>	<u>64,065,628</u>	<u>64,065,628</u>	<u>30,085,067</u>
Division Total	<u><u>10,965,718</u></u>	<u><u>60,023,648</u></u>	<u><u>65,666,436</u></u>	<u><u>65,666,436</u></u>	<u><u>30,089,067</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	86,791	127,856	162,748	162,748	127,856
Internal Services	0	0	0	0	0
Capital Equipment	0	0	20,000	20,000	0
Subtotal	<u>86,791</u>	<u>127,856</u>	<u>182,748</u>	<u>182,748</u>	<u>127,856</u>
Capital Projects	388,984	1,454,983	2,531,248	2,333,926	624,983
Cost Allocations	293,212	236,078	236,078	236,078	239,916
Debt Service	1,580,733	1,318,844	1,318,844	1,318,844	1,433,602
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	59,327	0	0	0	0
Subtotal	<u>2,322,256</u>	<u>3,009,905</u>	<u>4,086,170</u>	<u>3,888,848</u>	<u>2,298,501</u>
Fund Total	<u><u>2,409,047</u></u>	<u><u>3,137,761</u></u>	<u><u>4,268,918</u></u>	<u><u>4,071,596</u></u>	<u><u>2,426,357</u></u>

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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 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 16 ACTUAL	FYE 17 ORIGINAL	FYE 17 REVISED	FYE 17 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	0	0	0	0	0

CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
I. Bond Funded											
na	015-9523-419	BP0029	Emergency Communications Center ^	6,500,000	6,000,000	0	0	0	0	0	0
na	015-9519-419	BP0030	Emergency Communications System^	14,955,936	14,339,253	0	0	0	0	0	0
SUBTOTAL BOND FUNDED				\$21,455,936	\$20,339,253	\$0	\$0	\$0	\$0	\$0	\$0
II. Paygo Funded											
9	015-6543-422	FT0004	Fire Apparatus Replacement	540,000	540,000	625,000	535,000	1,525,000	450,000	700,000	2,225,000
10	015-9302-419	BG0064	Fire Apparatus Storage Facility	800,000	800,000	70,000	0	0	0	0	0
na	015-	FT	Fire Station 5 Reconstruction/Relocation	0	0	0	0	0	0	0	3,500,000
SUBTOTAL PAYGO FUNDED				\$1,340,000	\$1,340,000	\$695,000	\$535,000	\$1,525,000	\$450,000	\$700,000	\$5,725,000
TOTAL PSST FUND 15 PROJECTS				\$22,795,936	\$21,679,253	\$695,000	\$535,000	\$1,525,000	\$450,000	\$700,000	\$5,725,000

CITY OF NORMAN

**CDBG FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
na	021-4000-463	GC0066	84th Ave NE: Rock Creek Rd to North End	457,600	457,600	0	0	0	0	0	0
na	021-4000-463	GC0061	84th Ave SE: Tecumseh Rd to Franklin Rd	1,163,200	1,163,200	0	0	0	0	0	0
na	021-4000-463	GC0063	96th Ave NE: Tecumseh Rd to Arrowhead D	1,163,200	1,163,200	0	0	0	0	0	0
na	021-4000-463	GC0060	108th Ave SE: Etowah to SH9	3,495,936	3,495,936	0	0	0	0	0	0
na	021-4000-463	GC0067	120th Ave NE: Tecumseh to Stella Rd	3,808,380	3,808,380	0	0	0	0	0	0
na	021-4000-463	GC0065	120th Ave SE: Etowah Rd to SH9	1,016,000	1,016,000	0	0	0	0	0	0
na	021-4000-463	GC0064	Rock Creek Rd: 108th to 120th	366,000	366,000	0	0	0	0	0	0
na	021-4000-463	GC0068	Stella Rd: 132nd Ave NE to 144th Ave NE	888,590	888,590	0	0	0	0	0	0
na	021-4000-463	GC0062	Tecumseh Rd: 84th to 120th	3,417,456	3,417,456	0	0	0	0	0	0
TOTAL CDBG FUND 21 PROJECTS				\$15,776,362	\$15,776,362	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**SPECIAL GRANTS FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES										
na	022-9381-431	TR0105 CNG Facility Upgrades	100,000	100,000	0	0	0	0	0	0
17	022-	PR Firehouse Art Center Addition	0	0	25,000	0	0	0	0	0
18a	022-	TR Flood Multi Modal Path	0	0	0	600,000	0	0	0	0
na	022-9097-452	TR0082 Legacy Trail Multi Modal Path Extension	574,859	574,859	0	600,000	0	0	0	0
na	022-9300-431	TR0047 Main Street Downtown Improvements w Ed Enh	33,292	33,292	0	0	0	0	0	0
na	022-9082-431	TR0081 Safe Routes to School - Kennedy	15,000	15,000	0	0	0	0	0	0
na	022-9674-452	PC0003 Saxon Park Design & Improvements	160,000	160,000	0	0	0	0	0	0
na	022-9391-431	TR0073 State Highway 9 Multi-Modal Path Ph 1	600,000	600,000	0	0	0	0	0	0
na	022-5023-429	TR0107 State Highway 9 Multi-Modal Path Ph 2	700,000	700,000	0	0	0	0	0	0
18b	022-	TR State Highway 9 Multi-Modal Path Ph 3	0	0	0	600,000	0	0	0	0
TOTAL SPECIAL REVENUE FUND 22 PROJECTS			\$2,183,151	\$2,183,151	\$25,000	\$1,800,000	\$0	\$0	\$0	\$0

CITY OF NORMAN

**ROOM TAX FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
22	023-	RT	12th Avenue Rec Center playground	0	0	95,000	0	0	0	0	0
na	023-9050-452	RT0080	Andrews Park Rental Building A/C	22,000	22,000	0	0	0	0	0	0
23	023-	RT	Bicycle Skills Park	0	0	20,000	225,000	0	0	0	0
na	023-9375-452	RT0084	Citywide Disc Golf Improvements	33,094	33,094	0	0	0	0	0	0
24	023-	RT	Firehouse Art Center addition (match)	0	0	25,000	0	0	0	0	0
25	023-	RT	Historic Museum parking lot	0	0	75,000	0	0	0	0	0
na	023-9321-451	RT0079	Recreation Centers A/C (3)	74,000	74,000	0	0	0	0	0	0
na	023-9181-451	RT0086	Santa Fe Depot Renovations	39,214	39,214	0	0	0	0	0	0
na	023-9674-452	RT0081	Saxon Community Park Development	136,575	136,575	0	0	0	0	0	0
26	023-9814-452	RT0087	Sooner Theatre Seat Replace & Interiors (match)	175,000	175,000	150,000	75,000	0	0	0	0
na	023-9441-452	RT0083	Sports Complex Bleacher Replacement	37,500	37,500	0	0	0	0	0	0
na	023-9321-451	RT0085	Whittier & Irving Recreation Center Bleachers	7,561	7,561	0	0	0	0	0	0
TOTAL ROOM TAX FUND 23 PROJECTS				\$524,944	\$524,944	\$365,000	\$300,000	\$0	\$0	\$0	\$0

CITY OF NORMAN

**WATER FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
WATER DISTRIBUTION SYSTEM											
na	031-9345-462	WA0141	16" Waterline FYE08	50,000	0	0	0	0	0	0	0
31	031-	WA	24th NE Waterline: Robinson to Alameda to Carter	0	0	1,343,000	2,287,000	0	0	1,090,000	4,060,000
32	031-9395-462	WA0201	Backflow Prevention Program	16,868	16,868	50,000	0	0	0	0	0
na	031-9356-462	DR0012	Drainage Projects FYE09	42,154	42,154	0	0	0	0	0	0
na	031-9345-462	WA0140	FY08 12' Water Line	50,000	0	0	0	0	0	0	0
na	031-9345-462	WA0196	I-35 Waterline Relocation	29,037	29,037	0	0	0	0	0	0
33	031-	WA	Large Water Meter Testing	0	0	150,000	0	0	0	0	0
na	031-9360-462	WA0173	Master Meters Installation	261,589	261,589	0	0	0	0	0	0
34	031-	WA	Robinson Waterline: 24th NW to WTP	0	0	800,000	3,350,000	3,410,000	2,480,000	0	0
35	031-9360-462	WA	Water Dist Sys Improvements-Segment B	0	0	0	0	527,000	2,789,000	0	0
36	031-9360-462	WA0239	Water Dist Sys Improvements-Segment D Ph 4 (paygo)	4,608,920	4,608,920	966,000	0	0	0	0	0
37	031-9360-462	WA	Water Dist Sys Improvements-Segment G	0	0	0	0	0	0	1,040,000	0
38	031-	WA	Water Line Improvement: OKC Second Feed	0	0	0	0	0	0	1,916,000	12,184,000
na	031-	WA	Water Line Replacement: Cedar Land at Bishop Creek Water Line Replacement: Classen/Flood: Hwy9 to Indian Hills	14,502	0	0	0	0	0	0	0
39	031-	WA		0	0	0	0	0	0	2,540,000	9,481,000
na	031-9360-462	WA0213	Water Line Replacement: Crossroads Area	1,271,729	1,271,729	0	0	0	0	0	0
40	031-	WA	Water Line Replacement: Flood Avenue	0	0	0	0	560,000	1,301,000	0	0
41	031-9360-462	WA	Water Line Replacement: Flood-Rock Ck to Venture	0	0	0	530,000	2,740,000	0	0	0
42	031-9360-462	WA0224	Water Line Replacement: Gray & Tonhawa	474,000	474,000	81,000	0	0	0	0	0
na	031-9521-462	WA0202	Water Line Replacement: Gray Street	799,833	799,833	0	0	0	0	0	0
43	031-9521-462	WA	Water Line Replacement: Hall Park Phase 2	0	0	0	0	442,000	0	0	0
44	031-9360-462	WA	Water Line Replacement: Interstate Drive	0	0	1,114,000	0	0	0	0	0
na	031-9360-462	WA0223	Water Line Replacement: Main Library	497,000	497,000	0	0	0	0	0	0
45	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35	4,065,330	4,065,330	2,100,000	0	0	0	0	0
46	031-9360-462	WA	Water Line Replacement: West of Campus	0	0	863,000	0	0	0	0	0
47	031-	WA	Water Metering/Billing Audit	0	0	25,000	0	0	0	0	0
48	031-	WA	Waterline Maintenance Plan: 40 Year Plan	0	0	0	0	0	2,915,000	2,915,000	109,269,000
na	031-9521-462	WA0305	Waterline Replacement: Berry Road	1,127,729	1,127,729	0	0	0	0	0	0
Subtotal Water Distribution System Projects				13,308,691	13,194,189	7,492,000	6,167,000	7,679,000	9,485,000	9,501,000	134,994,000
WATER TOWERS											
49	031-9354-462	WA0293	Water Tower - High Pressure Plane	520,275	305,858	0	0	0	0	0	0
50	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	0	0	0	0	0	0	774,000	0
51	031-9354-462	WA0189	Water Tower Maint - Cascade Tower	0	0	0	0	500,000	0	0	0
52	031-9354-462	WA0294	Water Tower Maint - Hall Park Tower	0	0	0	100,000	0	0	0	0
53	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	0	0	0	0	200,000	0	0	0
54	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	0	0	0	0	0	767,000	0	0
55	031-9354-462	WA0274	WTP Backwash Tower - Resurfacing Project	60,000	60,000	220,000	0	0	0	0	0
Subtotal Water Tower Projects				580,275	365,858	220,000	100,000	700,000	767,000	774,000	0
WATER WELL IMPROVEMENTS											
na	031-9345-462	WA0212	FYE15 Water Wells/Supl Ln (paygo)	2,193,811	2,193,811	0	0	0	0	0	0
na	031-9345-462	WA0235	Groundwater Well Field Development	250,000	250,000	0	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry	23,375	23,375	0	0	0	0	0	0
na	031-9345-462	WA0193	Well Arc Flash Safety Improvements*	96,028	0	0	0	0	0	0	0
56	031-9345-462	WA0009	Well Modifications: Arsenic Treatment	0	0	0	0	0	1,460,000	0	0
Subtotal Water Well and Distribution System Projects				2,563,214	2,467,186	0	0	0	1,460,000	0	0
WATER TREATMENT PLANT											
57	031-	WA	12 MGD GWTP for Chromium/Arsenic	0	0	0	0	0	8,702,000	32,018,000	31,050,000
58	031-	WA	Fiber Expansion to Water Treatment Plant	0	0	55,000	0	0	0	0	0
59	031-	WA	New Building for Line Maintenance (match)	0	0	0	115,000	1,143,000	0	0	0
na	031-9942-462	WA0225	Pilot Study - Chromium Grant	191,847	191,847	0	0	0	0	0	0
na	031-9942-462	WA0236	Pilot Study Chromium PayGo	150,000	150,000	0	0	0	0	0	0
60	031-	WA	Reactivate Arsenic Wells & 3 MGD GWTP	0	0	0	0	0	13,717,000	2,647,000	2,646,000
61	031-9398-468	WA0214	Well Field Blending at WTP	964,000	939,000	0	1,443,000	1,443,000	0	0	0
62	031-	WA	WTP Laboratory Remodel	0	0	0	125,000	0	0	0	0
63	031-	WA	WTP Land Purchase	0	0	0	1,600,000	0	0	0	0
na	031-9939-462	WA0291	WTP Phase 2: Improvements (paygo)	3,573,283	3,573,283	0	0	0	0	0	0
na	031-9356-462	WA0051	WTP Raw Water Line Phase 1	357,091	76,000	0	0	0	0	0	0
64	031-	WA	WTP SCADA Improvements	0	0	70,000	0	0	0	0	0
Subtotal WTP Other Projects				5,236,221	4,930,130	125,000	3,283,000	2,586,000	22,419,000	34,665,000	33,696,000
URBAN SERVICE AREA WATER LINES											
FYE 2015 Lines											
na	031-9343-462	WA0208	Nicole Place-Timberline Cir	7,762	7,762	0	0	0	0	0	0
FYE 2016 Lines											
na	031-9343-462	WA0215	Vida Way: N Crawford to Stubbeman	23,763	23,763	0	0	0	0	0	0
na	031-9343-462	WA0217	Garfield: Lindsey to Stinson	45,500	45,500	0	0	0	0	0	0
na	031-9343-462	WA0218	Madison: Pickard to end of cul-de-sac*	16,995	16,995	0	0	0	0	0	0

CITY OF NORMAN

WATER FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
<u>FYE 2017 Lines</u>											
na	031-9343-462	WA0226	Kingswood Dr: Meadowood Blvd to dead end	18,000	18,000	0	0	0	0	0	0
na	031-9343-462	WA0227	Richardson Dr: Kingswood Dr to Dunham Dr	40,000	40,000	0	0	0	0	0	0
na	031-9343-462	WA0228	Smalley Dr: Meadowood Blvd to end of cul de sac	28,000	28,000	0	0	0	0	0	0
na	031-9343-462	WA0229	Smalley Cir: Smalley Dr to end of cul de sac	28,000	28,000	0	0	0	0	0	0
na	031-9343-462	WA0238	Par Drive Water line	24,000	24,000	0	0	0	0	0	0
<u>FYE 2018 Lines</u>											
65	031-9343-462	WA	Dunham Dr: Meeadowood Blvd to Dead End	0	0	28,000	0	0	0	0	0
65	031-9343-462	WA	Columbia Cir: Biloxi Dr to Dead end cul de sac	0	0	32,000	0	0	0	0	0
65	031-9343-462	WA	Timberdell Rd: Chautauqua to Pickard	0	0	56,000	0	0	0	0	0
65	031-9343-462	WA	Timberdell Rd: Chautauqua and Pickard	0	0	44,000	0	0	0	0	0
<u>FYE 2019 Lines</u>											
65	031-9343-462	WA	Rhoades Dr: Edward Dr to Ramsey Ct	0	0	0	38,000	0	0	0	0
65	031-9343-462	WA	Stinson St: Jenkins Ave to George Ave	0	0	0	78,000	0	0	0	0
65	031-9343-462	WA	Wellsite Dr: Tecumseh Rd to end of cul-de-sac	0	0	0	46,000	0	0	0	0
<u>FYE 2020 Lines</u>											
65	031-9343-462	WA	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse	0	0	0	0	31,000	0	0	0
65	031-9343-462	WA	Kiowa Way: Hunting Horse Tr to dead end cul de sac	0	0	0	0	29,000	0	0	0
65	031-9343-462	WA	W. Brooks St: Berry Rd to Wylie Rd	0	0	0	0	103,000	0	0	0
65	031-9343-462	WA	E. Eufaula: Porter to Ponca	0	0	0	0	27,000	0	0	0
65	031-9343-462	WA	Comanche: Porter to Ponca	0	0	0	0	36,000	0	0	0
65	031-9343-462	WA	Robinson St (Griffin Park): Robinson north to silo	0	0	0	0	16,000	0	0	0
<u>FYE2021 Lines</u>											
65	031-9343-462	WA	Beaumont Dr: 24th SE to Brandywine Ln	0	0	0	0	0	82,000	0	0
65	031-9343-462	WA	Venture Dr: N Flood Ave to NW 28th	0	0	0	0	0	118,000	0	0
65	031-9343-462	WA	28th Ave NW: OK National Guard to dead end of 28th A	0	0	0	0	0	64,000	0	0
65	031-9343-462	WA	1357 12th Ave NE: 12th Ave to 12th Ave	0	0	0	0	0	39,000	0	0
<u>FYE2022 Lines</u>											
65	031-9343-462	WA	Crest Place: Vanessa Dr to dead end of Crest Place	0	0	0	0	0	0	104,000	0
65	031-9343-462	WA	Blessing Ct: Crest Pl to dead end cul-de-sac	0	0	0	0	0	0	16,000	0
65	031-9343-462	WA	Jackson Dr: Crestland Dr to Crest Place	0	0	0	0	0	0	55,000	0
65	031-9343-462	WA	Morren Dr: Crestland Dr to 200' W of Crest Place	0	0	0	0	0	0	66,000	0
65	031-9343-462	WA	Crest Ct: Morren Dr to dead end of cul de sac of Crest C	0	0	0	0	0	0	21,000	0
65	031-9343-462	WA	Barb Ct: Morren Dr to Crestland Dr	0	0	0	0	0	0	31,000	0
Subtotal Urban Service Area Water Line Projects				232,020	232,020	160,000	162,000	242,000	303,000	293,000	0
HOT SOILS WATER LINE REPAIR PROGRAM											
<u>FYE 2017 Lines</u>											
na	031-9344-462	WA0231	Windward Ct: Pheasant Run to end of cul-de-sac	25,000	25,000	0	0	0	0	0	0
na	031-9344-462	WA0232	Creekwood Ct: Pheasant Run to end of cul-de-sac	25,000	25,000	0	0	0	0	0	0
na	031-9344-462	WA0233	Cove Hollow Ct: Pheasant Run to end of cul-de-sac	25,000	25,000	0	0	0	0	0	0
na	031-9344-462	WA0234	Greenwood Ct: Pheasant Run to end of cul-de-sac	25,000	25,000	0	0	0	0	0	0
<u>FYE 2018 Lines</u>											
66	031-9344-462	WA	Queenston: Rock Creek Rd to Pinewood Dr	0	0	50,000	0	0	0	0	0
66	031-9344-462	WA	Wheaton Dr: 24th Ave NE to End of cul de sac	0	0	50,000	0	0	0	0	0
<u>FYE 2019 Lines</u>											
66	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlero	0	0	0	32,000	0	0	0	0
66	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	18,000	0	0	0	0
66	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd	0	0	0	50,000	0	0	0	0
<u>FYE 2020 Lines</u>											
66	031-9344-462	WA	Crail Dr: 36th Ave NW to Astor Dr	0	0	0	0	50,000	0	0	0
66	031-9344-462	WA	Buckingham Dr: Brownwood Ln to Bridgeport Rd	0	0	0	0	50,000	0	0	0
<u>FYE 2021 Lines</u>											
66	031-9344-462	WA	Madra St: South Lake Blvd to Shadow St	0	0	0	0	0	38,000	0	0
66	031-9344-462	WA	Shadow St: Madra St to Rising Hill Dr	0	0	0	0	0	42,000	0	0
66	031-9344-462	WA	Rising Hill Dr: Madra St to Shadow St	0	0	0	0	0	20,000	0	0
<u>FYE 2022 Lines</u>											
66	031-9344-462	WA	Wind Hill Rd: High Meadows Dr: to Fairlawn Dr	0	0	0	0	0	0	28,000	0
66	031-9344-462	WA	Briar Meadow Rd: High Meadows Dr to Fairlawn Dr	0	0	0	0	0	0	21,000	0
66	031-9344-462	WA	High Trail Rd: High Meadows Dr to Fairlawn Dr	0	0	0	0	0	0	18,000	0
66	031-9344-462	WA	Fairlawn Dr: High Trail Rd to Wind Hill Rd	0	0	0	0	0	0	33,000	0
Subtotal Hot Soils Water Line Repair Program				100,000	100,000	100,000	100,000	100,000	100,000	100,000	0
SUBTOTAL PAYGO WATER PROJECTS				22,020,421	21,289,383	8,097,000	9,812,000	11,307,000	34,534,000	45,333,000	168,690,000
WATER BOND PROJECTS Series 2006											
na	031-9345-462	WB0305	Water Line Replacement Berry Road	1,052,050	1,052,050	0	0	0	0	0	0
Subtotal Bond Expenses for 2006 Water Bond Projects				1,052,050	1,052,050	0	0	0	0	0	0
WATER BOND PROJECTS SRF Loan											
67	031-9345-462	WB0212	FYE15 Water Wells and Supply Lines (Bond)	0	0	10,717,000	0	0	0	0	0
na	031-9939-462	WB0292	WTP Phase 2: Improvements (SRF loan/grant)	26,157,000	31,000,000	0	0	0	0	0	0
Subtotal Bond Expenses for SRF Loan Projects				26,157,000	31,000,000	10,717,000	0	0	0	0	0
TOTAL ALL WATER FUND 31 PROJECTS				\$49,229,471	\$53,341,433	\$18,814,000	\$9,812,000	\$11,307,000	\$34,534,000	\$45,333,000	\$168,690,000

CITY OF NORMAN

**WATER RECLAMATION FUNDS
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
71	032-	WW	New Building for Line Maintenance (match)	0	0	0	115,000	1,143,000	0	0	0
na	032-9048-432	WW0065	South WRF Phase 2 Improvements (match)	8,623,121	8,623,121	0	0	0	0	0	0
72	032-	WW	South WRF Phase 3 Improvements (match)	0	0	0	0	0	3,475,000	3,475,000	54,950,000
73	032-9048-432	WW0278	Summit Valley Interceptor Payback	0	0	79,000	204,900	0	0	0	0
na	032-9337-432	WW0042	Wastewater Flow Monitoring	29,680	29,680	0	0	0	0	0	0
na	032-9677-432	WW0056	WRF Admin Bldg Lighting	13,917	13,917	0	0	0	0	0	0
74	032-	WW	WRF Blower Building Roof Replacement	0	0	0	112,000	0	0	0	0
75	032-9911-432	WW0171	WRF Class A Sludge Improvements	0	0	414,000	2,070,000	0	0	0	0
76	032-	WW	WRF Dewatering Centrifuge Telemetry	0	0	161,000	0	0	0	0	0
na	032-9911-432	WW0058	WRF Effluent Re-Use at Compost Facility	280,759	280,759	0	0	0	0	0	0
na	032-9911-432	WW0050	WRF Effluent Truck Wash	340,000	340,000	0	0	0	0	0	0
77	032-	WW	WRF Environmentally Services Roof Replacement	0	0	0	43,000	0	0	0	0
na	032-9911-432	WW0311	WRF Gen Access Platforms	193,000	193,000	0	0	0	0	0	0
na	032-9911-432	WW0309	WRF Grit Classifier Replacement	350,000	350,000	0	0	0	0	0	0
na	032-9911-432	WW0170	WRF Land Purchase South WRF	200,000	200,000	0	0	0	0	0	0
78	032-	WW	WRF Main Control Building HVAC Replacements	0	0	55,000	0	0	0	0	0
na	032-9911-432	WW0310	WRF New Grit Classifier Unit	270,000	270,000	0	0	0	0	0	0
79	032-9391-432	WW0205	WRF Non-Potable Effluent Reuse System	500,000	500,000	0	0	2,402,000	0	0	0
na	032-9677-432	WW0168	WRF Paint Shop Roof	4,000	0	0	0	0	0	0	0
na	032-9911-432	WW0171	WRF Primary Sludge Thickener	740,000	740,000	0	0	0	0	0	0
na	032-9911-432	WW0052	WRF SCADA Improvements	247,128	247,128	0	0	0	0	0	0
80	032-9677-432	WW0172	WRF Shop Building Roof Replacement	3,000	3,000	26,000	0	0	0	0	0
na	032-9911-432	WW0169	WRF South Digester Boiler Replacement	1,095,000	1,095,000	0	0	0	0	0	0
na	032-9677-432	WW0176	WRF Telemetry Room Cooling	49,385	49,385	0	0	0	0	0	0
TOTAL WATER RECLAMATION FUND 32 PROJECTS				\$12,938,990	\$12,934,990	\$735,000	\$2,544,900	\$3,545,000	\$3,475,000	\$3,475,000	\$54,950,000

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
na	321-9338-432	WW0209	Bishop Creek Sewer Crossing Emerg Repair*	2,518	2,518	0	0	0	0	0	0
84	321-9338-432	WW0305	FYE17 Lift Station Modifications	510,000	510,000	40,000	0	0	0	0	0
85	321-9048-432	WW0091	Replace Lift Station D Force Main Phase 2	56,000	56,000	497,000	0	0	0	0	0
na	321-9649-432	WW0062	Royal Oaks Force Main	850,021	850,021	0	0	0	0	0	0
86	321-9234-432	WW	Sewer Lift Station Rehab: Alameda Park	0	0	50,000	0	0	0	0	0
na	321-9234-432	WW0208	Sewer Lift Station Rehab: Hall Park North*	49,998	49,998	0	0	0	0	0	0
na	321-9234-432	WW0306	Sewer Lift Station Rehab: Hall Park South	50,000	50,000	0	0	0	0	0	0
86	321-9234-432	WW	Sewer Lift Station Rehab: Sienna Springs	0	0	0	0	50,000	0	0	0
86	321-9234-432	WW	Sewer Lift Station Rehab: Summit Lakcs	0	0	0	50,000	0	0	0	0
86	321-9234-432	WW	Sewer Lift Station Rehab: Summit Valley	0	0	0	0	0	50,000	0	0
86	321-9234-432	WW	Sewer Lift Station Rehab: Post Oak	0	0	0	0	0	0	50,000	0
87	321-9338-432	WW0202	Sewer Maint Plan FYE 2014	972,744	972,744	1,500,000	0	0	0	0	0
na	321-9338-432	WW0307	Sewer Maint Plan FYE 2017	2,477,496	2,477,496	0	0	0	0	0	0
88	321-9338-432	WW	Sewer Maint Plan FYE 2018	0	0	2,113,000	0	0	0	0	0
89	321-9338-432	WW	Sewer Maint Plan FYE 2019	0	0	0	2,650,000	0	0	0	0
90	321-9338-432	WW	Sewer Maint Plan FYE 2020	0	0	0	0	2,650,000	0	0	0
91	321-9338-432	WW	Sewer Maint Plan FYE 2021	0	0	0	0	0	2,650,000	0	0
92	321-9338-432	WW	Sewer Maint Plan FYE 2022	0	0	0	0	0	0	2,650,000	0
93	321-9974-432	WW0248	SS Emergency Repairs #	122,584	122,584	100,000	100,000	100,000	100,000	100,000	ongoing
TOTAL SEWER MAINTENANCE FUND 321 PROJECTS				\$5,091,361	\$5,091,361	\$4,300,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$0

CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
na	322-9048-432	WW0120	Interceptor/Woodcrest	1,479,120	1,479,120	0	0	0	0	0	0
na	322-9049-432	WW0204	North WRF Engineering Report	32,085	32,085	0	0	0	0	0	0
na	322-9048-432	WW0065	Phase 2 South WRF Improvements	5,319,582	5,319,582	0	0	0	0	0	0
97	322-9048-432	WW0308	SE Lift Station Payback (match)	92,000	92,000	0	0	0	0	727,000	3,455,000
98	322-	WW	South WRF Phase 3 BNR Improvements (match)	0	0	0	0	0	775,000	775,000	12,250,000
99	322-	WW	Summit Valley Interceptor Payback	0	0	0	223,100	0	0	0	0
na	322-9911-432	WW0311	WRF Gen Access Platforms	132,000	132,000	0	0	0	0	0	0
na	322-9911-432	WW0310	WRF New Grit Classifier Unit	185,000	185,000	0	0	0	0	0	0
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS				7,239,787	7,239,787	0	223,100	0	775,000	1,502,000	15,705,000

CITY OF NORMAN

**SANITATION FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
na	033-9975-432	SA0013	Compost Equipment Storage Shec	23,000	23,000	0	0	0	0	0	0
na	033-9975-432	SA0010	East Norman Recycle Center	161,500	161,500	0	0	0	0	0	0
na	033-9975-432	SA0012	Material Recovery Facility	1,000,000	1,000,000	0	0	0	0	0	0
na	033-9975-432	SA0009	Sanit Cont Maint Facility	460,000	460,000	0	0	0	0	0	0
na	033-9975-432	SA0011	Sanit Office Improvements	140,396	140,396	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	247,823	247,823	0	0	0	0	0	0
TOTAL SANITATION FUND 33 PROJECTS				\$2,032,719	\$2,032,719	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

CAPITAL FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
I. CAPITAL OUTLAY (Approximately 27% by Formula)											
na	050-3090-419	n.a.	Capital Outlay # (2/16/17)	4,382,571	4,382,571	3,366,664	3,501,330	3,641,384	3,787,039	3,938,521	-
**SUBTOTAL CAPITAL OUTLAY				4,382,571	4,382,571	3,366,664	3,501,330	3,641,384	3,787,039	3,938,521	-
II. STREET MAINTENANCE (Approximately 25% by Formula)											
112	050-9369-431	SC	Alley Repair Program	0	0	200,000	200,000	200,000	200,000	200,000	ongoing
Asphalt Pavt Maint FYE 2014											
na	050-9511-431	SC0557	Robinson: 24th NE - 60th NE	444,947	444,947	0	0	0	0	0	-
na	050-9511-431	SC0558	North Base City Facility Paving	140,000	140,000	0	0	0	0	0	-
na	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											
na	050-9511-431	SC0103	ODOT Roadway Plesf Match 15	424,258	424,258	0	0	0	0	0	-
na	050-9511-431	SC0104	Haddock: Peters-Crawford	300,000	300,000	0	0	0	0	0	-
na	050-9511-431	SC0105	Roserock: Cardinal-S end	50,097	50,097	0	0	0	0	0	-
Asphalt Pavt Maint FYE 2016											
na	050-9511-431	SC0581	36th Ave NE: Alameda Street to Robinson	305,000	305,000	0	0	0	0	0	-
na	050-9511-431	SC0582	Alameda St: 72nd SE to end .5 east of 84th Ave SE	78,158	78,158	0	0	0	0	0	-
na	050-9511-431	SC0583	Peters Ave: Main St to Eufaula St	100,000	100,000	0	0	0	0	0	-
na	050-9511-431	SC0584	Comanche St: Jones Ave to Peters Ave	41,377	41,377	0	0	0	0	0	-
na	050-9511-431	SC0585	Park Drive: Symmes St to Elm Ave	50,000	50,000	0	0	0	0	0	-
na	050-9511-431	SC0586	Asphalt Pvm Data/Test 16	12,500	12,500	0	0	12,500	0	0	-
Asphalt Pavt Maint FYE 2017											
na	050-9511-431	SC0603	Whispering Hills North Addition Streets	61,377	61,377	0	0	0	0	0	-
na	050-9511-431	SC0604	Asphalt P.V. Data/Test 17	12,500	12,500	0	0	0	0	0	-
Asphalt Pavt Maint FYE 2018											
113	050-9511-431	SC	FYE2018 Four Locations	0	0	833,877	0	0	0	0	-
113	050-9511-431	SC	Asphalt Pavt Maint FYE 2019-2022	0	0	0	833,877	833,877	833,877	833,877	ongoing
Asphalt Paver Patch FYE10											
na	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	20,343	20,343	0	0	0	0	0	-
Asphalt Paver Patch FYE 2012											
na	050-9692-431	SC0524	Ed Noble Parkway: Main - Lindsey	185,000	185,000	0	0	0	0	0	-
na	050-9692-431	SC0525	200-300 Blk Norman Center Court	46,000	46,000	0	0	0	0	0	-
na	050-9692-431	SC0526	3000 Block William Pereira	30,000	30,000	0	0	0	0	0	-
Asphalt Paver Patch FYE 2014											
na	050-9692-431	SC0561	Indian Hills Rd: 48th Ave NW - 69th Ave NW	24,338	0	0	0	0	0	0	-
Asphalt Paver Patch FYE 2015											
na	050-9692-431	SC0108	168th NE: Franklin-Indian Hill	48,378	48,378	0	0	0	0	0	-
Asphalt Paver Patch FYE 2016											
na	050-9692-431	SC0587	36TH Ave NW: Franklin Rd to .5 north of Indian Hills Rd	120,360	15,713	0	0	0	0	0	-
na	050-9692-431	SC0588	Asphalt Paver Data/Test16	12,500	12,500	0	0	0	0	0	-
Asphalt Paver Patch FYE 2017											
na	050-9692-431	SC0605	Whispering Hills South Addition Streets	197,046	197,046	0	0	0	0	0	-
na	050-9692-431	SC0606	24th Ave SE: Highway 77 to New pavement	61,454	61,454	0	0	0	0	0	-
na	050-9692-431	SC0607	Asphalt Paver Data/Test17	12,500	12,500	0	0	0	0	0	-
115	050-9692-431	SC	Asphalt Paver Patch FYE 2018	0	0	271,000	0	0	0	0	-
115	050-9692-431	SC	Asphalt Paver Patch FYE 2019-2022	0	0	0	271,000	271,000	271,000	271,000	ongoing
Concrete Pavement Maintenance FYE 2011											
na	050-9718-431	SC0503	300 Block Overton: Panel Replacement	24,000	24,000	0	0	0	0	0	-
na	050-9718-431	SC0504	Westchester: South side at Main Street	30,000	30,000	0	0	0	0	0	-
Concrete Pavement Maintenance FYE 2012											
na	050-9718-431	SC0530	IMS Conc Pvm Data/Test 12	7,275	7,275	0	0	0	0	0	-
Concrete Pavement Maintenance FYE 2014											
na	050-9718-431	SC0564	Comanche St: Lahoma Ave - Chautauqua Ave	128,000	0	0	0	0	0	0	-
na	050-9718-431	SC0565	Morningside Dr: Alameda St - Schulze Dr	160,000	160,000	0	0	0	0	0	-
na	050-9718-431	SC0566	IMS Concrete Pvm Dta/Tst14	1,160	1,160	0	0	0	0	0	-
Concrete Pavement Maintenance FYE 2015											
na	050-9718-431	SC0110	Stoneleigh: Danfield - end	200,000	200,000	0	0	0	0	0	-
na	050-9718-431	SC0111	Peters & Eufaula Intersection	88,000	88,000	0	0	0	0	0	-
na	050-9718-431	SC0112	Concrete Pvm Dta/Tst 15	10,642	10,642	0	0	0	0	0	-
Concrete Pavement Maintenance FYE 2016											
na	050-9718-431	SC0589	Peters Ave & Coimanche Street Intersection	25,000	25,000	0	0	0	0	0	-
na	050-9718-431	SC0590	Peters Ave & Eufaula Street Intersection	100,000	100,000	0	0	0	0	0	-
na	050-9718-431	SC0591	Reed Avenue/Schulze Drive	163,000	163,000	0	0	0	0	0	-
na	050-9718-431	SC0592	Concrete Pvm Data/Test16	12,500	12,500	0	0	0	12,500	0	-
Concrete Pavement Maintenance FYE 2017											
na	050-9718-431	SC0608	Morningside Dr: Schulze Dr to Alameda St	61,600	61,600	0	0	0	0	0	0
na	050-9718-431	SC0609	Reed Ave: Schulze to Sherwood Dr	81,000	81,000	0	0	0	0	0	0
na	050-9718-431	SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	145,400	145,400	0	0	0	0	0	0
na	050-9718-431	SC0611	Concrete Pvm Data/Test17	12,500	12,500	0	0	0	12,500	0	0
117	050-9718-431	SC	Concrete Pavement Maintenance FYE 2018	0	0	300,500	0	0	0	0	-
117	050-9718-431	SC	Concrete Pavement Maintenance FYE 2019-2022	0	0	0	300,500	300,500	300,500	300,500	ongoing
119	050-9051-431	SC	Concrete Valley Gutter Project FYE 2018	0	0	75,000	0	0	0	0	-
119	050-9051-431	SC0253	Concrete Valley Gutter Project FYE 2019-2022	0	0	0	75,000	75,000	75,000	75,000	ongoing

CITY OF NORMAN

CAPITAL FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Accl No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
120	050-9686-431	SC0612	Crack Seal Program	225,000	225,000	225,000	225,000	225,000	225,000	225,000	ongoing
			Force Account Drainage Materials FYE10								
na	050-9906-451	SC0472	Carter Ave. Rich St south	11,674	11,674	0	0	0	0	0	-
na	050-9906-451	SC0473	Imhoff Channel Liner Repair: Frank to Acres	4,104	4,104	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2011								
na	050-9906-451	SC0508	Eufaula Street and College Avenue	27,957	27,957	0	0	0	0	0	-
na	050-9906-451	SC0509	Sandpiper Lane	14,818	7,998	0	0	0	0	0	-
na	050-9906-451	SC0510	Yorktown Circle	10,257	0	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2012								
na	050-9906-451	SC0533	Vicksburg Channel Liner Repair	85,000	85,000	0	0	0	0	0	-
na	050-9906-451	SC0534	Sutton Wildemess Dam Rehab*	33,999	33,999	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2013								
na	050-9906-451	SC0551	2348 Blue Court Storm Sewer Extension	29,214	0	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2014								
na	050-9906-451	SC0568	400 Blk E Eufaula: Storm Sewer Installation	30,719	0	0	0	0	0	0	-
na	050-9906-451	SC0569	2000 Blk GrandVew Ave: Storm Sewer Repair	0	42,128	0	0	0	0	0	-
na	050-9906-451	SC0570	Merkle Cr: Iow St North to Westwood Golf Course	40,000	40,000	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2015								
na	050-9906-451	SC0575	Summit Lakes Park Storm Sewer	39,895	39,895	0	0	0	0	0	-
na	050-9906-451	SC0576	Brookhaven Creek Tributary Channel	91,569	91,569	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2016								
na	050-9906-451	SC0584	Acres St and Lahoma Ave Drainage Improvements	40,000	40,000	0	0	0	0	0	-
na	050-9906-451	SC0585	Guardrail Improvements	65,340	65,340	0	0	0	0	0	-
na	050-9906-451	SC0586	Pedestrian Hand/Safe Rail Improvements	19,714	19,714	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2017								
na	050-9906-451	SC0613	Merkle Creek: Reestablish natural vegetative liner	80,000	80,000	0	0	0	0	0	-
na	050-9906-451	SC0614	Lochwood & Devonshire: Drainage Improvements	25,000	25,000	0	0	0	0	0	-
na	050-9906-451	SC0615	Shelby Ct: Drainage Improvements	30,000	30,000	0	0	0	0	0	-
na	050-9352-431	SC0621	Havenbrook Bridge Repair	58,750	58,750	0	0	0	0	0	-
			Force Account Drainage Materials FYE 2018								
121	050-9906-451	SC	FYE2018 two locations	0	0	135,000	0	0	0	0	-
121	050-9906-451	SC	Force Account Drainage Materials FYE 2018-2022	0	0	0	135,000	135,000	135,000	135,000	ongoing
			Rural Roads Improvements FYE 2012								
na	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	30,000	30,000	0	0	0	0	0	-
			Rural Roads Imprvts FYE 2014								
na	050-9696-431	SC0571	60th Ave NE: Franklin Rd - Indian Hills Rd	27,660	27,660	0	0	0	0	0	-
			Rural Roads Imprvts FYE 2015								
na	050-9696-431	SC0578	Rural Chp Seal FYE15	76,252	76,252	0	0	0	0	0	-
			Rural Roads Imprvts FYE 2016								
na	050-9696-431	SC0587	Tecumseh Rd: 60th NE to 72nd NE	109,661	109,661	0	0	0	0	0	-
na	050-9696-431	SC0588	72nd NE: Tecumseh to Robinson	239,493	239,493	0	0	0	0	0	-
na	050-9696-431	SC0589	Rural Rd Impr Data/Test16	12,500	12,500	0	0	0	0	0	-
			Rural Road Imprvts FYE 2017								
na	050-9696-431	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE	298,914	298,914	0	0	0	0	0	-
na	050-9696-431	SC0617	Intersection Area: 60th Ave NW & Robinson St.	37,338	37,338	0	0	0	0	0	-
na	050-9696-431	SC0618	96th Ave NE: Franklin Rd to Dare Ln.	51,248	51,248	0	0	0	0	0	-
na	050-9696-431	SC0619	Rural Rd Impr Data/Test17	12,500	12,500	0	0	0	0	0	-
			Rural Road Imprvts FYE 2018								
123	050-9696-431	SC	FYE 2018 four locations	0	0	400,000	0	0	0	0	-
123	050-9696-431	SC	Rural Roads Imprvts FYE 2019-2022	0	0	0	400,000	400,000	400,000	400,000	ongoing
Subtotal Street Maintenance Projects				6,055,392	5,679,269	2,440,377	2,440,377	2,440,377	2,440,377	2,440,377	0

III. MAINTENANCE OF EXISTING FACILITIES 5%

Pg #	Accl No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
na	050-9677-419		MAINTENANCE OF EXISTING FACILITIES								
		EF0206	12th Ave Rec Center Door & Entry Improvements	16,000	16,000	0	0	0	0	0	-
		EF0207	12th Ave Rec Center Gym Painting	15,000	15,000	0	0	0	0	0	-
		EF0003	Animal Shelter Renovation	2,423	2,423	0	0	0	0	0	-
		EF0211	Building A Engineer Office Remodel	7,500	7,500	0	0	0	0	0	-
		EF0179	City Datacenter Return Air System	30,000	30,000	0	0	0	0	0	-
		EF0146	City Hall Security Improvements	5,263	0	0	0	0	0	0	-
		EF	Fire - Repair Trench Prop	0	0	45,000	0	0	0	0	-
		EF0194	Fire Administration Office Security	7,000	7,000	0	0	0	0	0	-
		EF0180	Fire Administration Remodel	181,000	181,000	0	0	0	0	0	-
		EF0204	Fire Pump Testing Facility	4	4	0	0	0	0	0	-
		EF0150	Fire Station #6 - Restoration & Repairs	9,238	9,238	0	0	0	0	0	-
		EF0134	Fire Station 1 Repair	5,988	5,988	0	0	0	0	0	-
		EF0006	Fire Station 4	700	700	0	0	0	0	0	-
		EF0208	Fire Station 4 Driveway replacement	8,470	8,470	0	0	0	0	0	-
		EF0209	Fire Station 6 Driveway replacement	12,720	12,720	0	0	0	0	0	-
		EF0183	Fire Station 7 Rehab	5,500	5,500	0	0	0	0	0	-
		EF	Fire Station 7 Remodel	0	0	30,000	0	0	0	0	-
		EF	Fire Stations Overhead Door Replacements	0	0	18,000	0	0	0	0	-
		EF0184	Firehouse Art Center gutter replacement	6,935	6,935	0	0	0	0	0	-
		EF0210	Fleet Bay Door Seals	4,000	4,000	0	0	0	0	0	-
		EF	Fleet Shop Office Upgrade and Platform	0	0	45,000	0	0	0	0	-
		EF0165	Fleet Window Replacement	2,906	2,906	0	0	0	0	0	-
		EF0185	Hallway Door Project Building C	2,670	2,670	0	0	0	0	0	-

CITY OF NORMAN

CAPITAL FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
		EF0169	Painting Municipal Complex	122,595	0	0	125,000	50,000	50,000	50,000	ongoing
		EF0187	Park Electrical Services Maintenance	5,543	5,543	5,000	5,000	5,000	5,000	5,000	ongoing
		EF0143	Park Maintenance Fiber Optic Con *	29	29	0	0	0	0	0	-
		EF0012	Park Parking Lots & Sidewalks Maintenance*	42,884	42,884	40,000	40,000	40,000	40,000	40,000	ongoing
		EF0062	Park Playground Maintenance	11,589	11,589	10,000	10,000	10,000	10,000	10,000	ongoing
		EF0197	Park Shelter & Restroom Maintenance	17,587	17,587	10,000	10,000	10,000	10,000	10,000	ongoing
		EF0124	Park Fence Maintenance	29,650	29,650	25,000	25,000	25,000	25,000	25,000	ongoing
		EF0170	Police - Animal Welfare Fencing	45,000	19,886	0	0	0	0	0	-
		EF	Police - Animal Welfare Kennel Shade	0	0	10,000	0	0	0	0	-
		EF	Police - Animal Welfare Kennel Improvements	0	0	5,000	0	0	0	0	-
		EF	Police - Animal Welfare Kennel Phone Software	0	0	10,000	0	0	0	0	-
		EF	Police - Animal Welfare Kennel Trailer Carport	0	0	5,000	0	0	0	0	-
		EF	Police Uniform Support Office Construction	0	0	12,750	0	0	0	0	-
		EF0173	Recreation Center Interior Renovations (kitchens and paint gyl)	6,893	6,893	0	0	0	0	0	-
		EF0190	Fleet Power Washer and Plumbing	7,639	7,639	0	0	0	0	0	-
		EF0192	Park Maintenance Office Rewire	4,477	4,477	0	0	0	0	0	-
		EF0212	Santa Fe Depot Renovation	9,500	9,500	0	0	0	0	0	-
		EF0201	Santa Fe Depot Repairs	629,918	629,918	0	0	0	0	0	-
		EF0193	Sooner Theater Sign and Marquee Repairs	4,121	4,121	0	0	0	0	0	-
		EF0017	Sports Field Relamping	10,000	10,000	10,000	10,000	10,000	10,000	10,000	ongoing
		EF0198	Pneumatic Plymv System Upgrade	2,230	2,230	0	0	0	0	0	-
		EF	Whittier & Irving Exterior Paint & Door Replacement	0	0	60,000	0	0	0	0	-
		EF0110	Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	-
		EF0020	zMaintenance of Existing Facilities Contingency	33,434	33,434	20,000	20,000	20,000	20,000	20,000	ongoing
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES				1,308,046	1,155,084	360,750	245,000	170,000	170,000	170,000	0

IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO

TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING											
125	050-9076-431	TR0051	12th & High Meadows Signal	224,790	224,790	100,000	0	0	0	0	-
na	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal	5,000	5,000	0	0	0	0	0	-
126	050-	TR	12th NW: Rock Creek to Tecumseh	0	0	0	0	0	630,000	0	1,266,400
127	050-9076-431	TR0061	12th SE & Tnad Village Signal	45,000	45,000	16,252	0	0	0	0	-
128	050-9079-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal	191,298	191,298	325,000	0	0	0	0	-
na	050-9079-431	TR0050	36th and Havenbrook Signal	298,588	298,588	0	0	0	0	0	-
129	050-9079-431	TR0102	36th Ave NW & Crail Dr - Traffic Signal	40,000	40,000	0	125,000	0	0	0	-
130	050-	TR	36th Ave NW & Tecumseh Road	0	0	50,000	100,000	0	0	0	-
131	050-	TC	36th NW: Bart Corner to Cascade Blvd Signal Interconnect	0	0	60,000	0	0	0	0	-
132	050-9402-431	TR0103	36th Ave NW: Indian Hills to City Limits	518,000	0	0	350,000	0	702,500	0	-
133	050-	TR	36th SE: Cedar Lane to State Hwy 9	0	0	0	0	700,000	0	1,347,790	ongoing
134	050-9206-431	TC0038	ADA Sidewalk Compliance Audit and Repair	298,260	298,260	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9076-431	TR0079	Alameda/Findlay Signal	935	935	0	0	0	0	0	-
na	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	29,310	0	0	0	0	0	-
na	050-9999-431	TC0023	Bellatona ODOT Pass Thru*	90,794	90,794	0	0	0	0	0	-
na	050-9076-431	TR0091	Boyd and University Boulevard New Signal	48,329	48,329	0	0	0	0	0	-
na	050-9712-431	TR0093	Boyd Street Sidewalk Improvements	3,132	3,132	0	0	0	0	0	-
na	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	9,002	0	0	0	0	0	-
135	050-9552-431	TR0106	Cedar Lane: E of 24th SE to 36th SE	200,000	200,000	200,000	0	491,000	1,817,000	0	-
na	050-9554-419	TC0044	ADA Assessment Citywide	200,000	200,000	0	0	0	0	0	-
na	050-9511-431	TR0055	Pavement Overlays Citywide	506,095	506,095	0	0	0	0	0	-
na	050-9076-431	TR0057	Classen Blvd Signals	300,000	300,000	0	0	0	0	0	-
136	050-	TC	Classen Sidewalks: Boyd to 12th Ave SE	0	0	15,000	33,000	0	0	0	-
na	050-9381-431	TR0105	CNG Facility Storage and Controls Upgrade	150,206	150,206	0	0	0	0	0	-
137	050-	TR	Constitution Street Multi-Modal Path	0	0	70,000	150,000	0	0	0	-
138a	050-	TR	Flood Avenue Multi-Modal Path	0	0	70,000	150,000	0	0	0	-
138b	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	50,810	50,810	10,000	0	0	0	0	-
139	050-	TC	Flood Sidewalks	0	0	20,000	0	53,000	0	0	-
na	050-9352-431	TR0042	Hwy 9/Little River Bridge	1,605	1,605	0	0	0	0	0	-
na	050-9079-431	TR0095	I-35/Indian Hills Rd Interchange/Corridor Study	193,750	193,750	0	0	0	0	0	-
na	050-9583-431	TR0230	I-35/Main Interchange 13	175,000	0	0	0	0	0	0	-
140	050-	TR	Imhoff and Constitution Intersection	0	0	0	0	0	600,000	0	720,000
141	050-9079-431	TR0080	Indian Hills Road Signals	300,000	0	0	300,000	0	0	0	-
na	050-9552-431	TC0039	Jenkins & Bratcher-Minor Intersection Realignment	50,000	50,000	0	0	0	0	0	-
142	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	200,951	200,951	178,000	0	0	0	0	-
143	050-	TR	Lindsey St. Interchange Landscaping	0	0	85,000	0	0	0	0	-
144	050-	TC	Lindsey Street/SH-9 Wayfinding	0	0	40,000	200,000	0	0	0	-
na	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	2,255,973	2,255,973	0	0	0	0	0	-
na	050-9081-431	TR0075	Main Street Roadway Lighting Design	24	24	0	0	0	0	0	-
145	050-	TR	McGee Drive Sidewalks (East Side)	0	0	30,000	60,000	0	0	0	-
146	050-9535-431	TR0068	ODOT Audit Adjustments	209,967	209,967	100,000	100,000	100,000	100,000	100,000	ongoing
147	050-9079-431	TR0097	Porter & Acres Inters & Signal	160,000	160,000	0	0	250,000	200,000	400,000	-
na	050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	-
na	050-9161-431	TR0066	Railroad Quiet Zone	1,020,331	624,073	0	0	0	0	0	-
148	050-9391-431	TC0047	Regional Transportation Authority	117,667	117,667	77,380	0	0	0	0	-
na	050-9552-431	TR0104	Robinson Street West of I-35 (match for Fund 57)	685,831	685,831	0	0	0	0	0	-
na	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	13,901	13,901	0	0	0	0	0	-
na	050-9076-431	TR0099	Rock Creek & Sequoyah Trail - New Signal (private)	52	52	0	0	0	0	0	-
149	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	762,221	762,221	0	625,000	0	0	0	-

CITY OF NORMAN

CAPITAL FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2016 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
150	050-9552-431	TR0094	Rock Creek: Grandview to 36th NW Widening	99,880	99,880	100,000	497,000	0	0	0	-
na	050-9082-431	TR0081	Safe Routes to School - Kennedy	13,322	13,322	0	0	0	0	0	-
na	050-9688-431	TR0073	SH 9 Multi-modal Path Phase 1 (match)	840,271	840,271	0	0	0	0	0	-
151	050-9688-431	TR0107	SH9 Multi-Modal Path Phase 2 (match)	255,000	80,000	0	0	175,000	0	0	-
152	050-	TR	State Highway 9 Multi Modal Path Ph 3 (match)	0	0	80,000	175,000	0	0	0	-
na	050-9387-419	SR0100	Site #7 RckCrk/156NE/168NE	30,010	30,010	0	0	0	0	0	-
na	050-9387-419	SR0101	Site #9 Post Oak/108E/120E	20,650	20,650	0	0	0	0	0	-
na	050-9387-419	SR0102	Site #11 RckCrk/168NE/180NE	19,072	19,072	0	0	0	0	0	-
na	050-9387-419	SR0103	Site #17 Imhoff Channel	434,916	434,916	0	0	0	0	0	-
na	050-9387-419	SR0104	Site #28 72ndNE/Tecumseh	87,402	87,402	0	0	0	0	0	-
na	050-9076-431	TR0075	State Highway 9 and 36th Ave SE Signal	2,409	2,409	0	0	0	0	0	-
153	050-	TR	Tecumseh: 12th NE to Hollister	0	0	0	0	0	200,000	0	-
na	050-9080-431	TC0040	Traffic Signal Adaptive Control System	5,500	5,500	0	0	0	0	0	-
154	050-9076-431	TR0101	US 77 (Classen) & Post Oak Signal	55,000	55,000	20,000	0	0	0	0	-
na	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	6,747	0	0	0	0	0	-
na	050-9611-431	TC0041	Wayfinding Pilot *	635	635	0	0	0	0	0	-
			Subtotal Transp w/ Fedl Funds	11,372,913	9,747,916	1,746,632	2,965,000	1,869,000	4,349,500	1,947,790	-
TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING											
155	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	388,750	388,750	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9052-431	TC0261	Citywide Sidewalk Reconstruction FYE 2014	31	31	0	0	0	0	0	-
na	050-9052-431	TC0263	Citywide Sidewalk Reconstruction FYE 2015	2,688	2,688	0	0	0	0	0	-
na	050-9052-431	TC0265	Citywide Sidewalk Reconstruction FYE 2016	15,760	15,760	0	0	0	0	0	-
na	050-9052-431	TC0268	Citywide Sidewalk Reconstruction FYE 2017	50,000	50,000	0	0	0	0	0	-
156	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2018	0	0	50,000	0	0	0	0	-
156	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2019-2022	0	0	0	50,000	50,000	50,000	50,000	ongoing
157	050-9373-451	CD0001	Community/Neighborhood Improvements	331,007	158	0	100,000	100,000	100,000	100,000	ongoing
na	050-9716-431	TC0267	Downtown Area Sidewalks & Curbs FYE 16	45,900	45,900	0	0	0	0	0	-
na	050-9716-431	TC0269	Downtown Area Sidewalks & Curbs FYE 17	50,000	50,000	0	0	0	0	0	-
na	050-9716-431	TC0264	Downtown Area Sidewalks & Curbs FYE15	3,394	3,394	0	0	0	0	0	-
158	050-9716-431	TC0271	Downtown Area Sidewalks & Curbs	0	0	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9069-431	TC0157	Downtown/Campus Parking Study	9,500	9,500	0	0	0	0	0	-
na	050-9370-431	SC0600	Driveway Repair Program FYE 2016*	499	499	0	0	0	0	0	-
na	050-9370-431	SC0620	Driveway Repair Program FYE 2017	10,000	10,000	0	0	0	0	0	0
159	050-9370-431	SC	Driveway Repair Program FYE 2018	0	0	10,000	0	0	0	0	-
159	050-9370-431	SC	Driveway Repair Program FYE 2019-2022	0	0	0	10,000	10,000	10,000	10,000	ongoing
na	050-9069-431	TC0155	Main/Gray Two Way Feasibility Study	3,000	3,000	0	0	0	0	0	-
na	050-9082-431	TC0046	McKinley Elementary School Zone Upgrade	1,626	1,626	0	0	0	0	0	-
na	050-9082-431	TC0042	McKinley School Traffic Circulation	18,027	18,027	0	0	0	0	0	-
na	050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson	50,000	50,000	0	0	0	0	0	-
na	050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design	2,375	2,375	0	0	0	0	0	-
160	050-	TR	Sidewalk Horizontal Saw Cut Program	0	0	40,000	40,000	40,000	40,000	40,000	ongoing
161	050-9316-431	TC0238	Sidewalk Accessibility	96,039	96,039	30,000	30,000	30,000	30,000	30,000	ongoing
162	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	108,881	108,881	80,000	80,000	80,000	80,000	80,000	ongoing
na	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	45,640	45,640	0	0	0	0	0	-
na	050-9712-431	TC0043	Sidewalk: Robinson: 12th NE to 24th NW South Side	44,954	44,954	0	0	0	0	0	-
163	050-9179-431	TC0282	Sidewalks & Trails - New	240,445	240,445	120,000	120,000	120,000	120,000	120,000	ongoing
164	050-9406-431	TC0270	Street Striping	50,000	50,000	50,000	50,000	50,000	50,000	50,000	ongoing
165	050-9073-431	TC0230	Traffic Calming	95,101	3,443	0	50,000	50,000	50,000	50,000	ongoing
			Subtotal Transp City Funds Only	1,663,617	1,241,110	530,000	680,000	680,000	680,000	680,000	0
BUILDINGS AND GROUNDS											
166	050-	BG	201 W Gray Admin Building Carpet Replacement	0	0	0	110,000	0	0	0	-
167	050-	BG	201 W Gray Admin Building Generator	0	0	165,000	0	0	0	0	-
na	050-9935-419	BG0085	201 W Gray HVAC Renovation	273,091	273,091	0	0	0	0	0	-
168	050-	BG	City Data Center Air Conditioning Replacement	0	0	160,000	0	0	0	0	-
na	050-9364-419	BG0055	Fans: Fleet Above Lead Recirculation	5,041	5,041	0	0	0	0	0	-
na	050-9556-419	BG0047	Access Control System Consolidation/Migrations	1,945	1,945	0	0	0	0	0	-
169	050-	BG	201 W Gray Bldg A Generator	0	0	0	0	121,000	0	0	-
na	050-9540-419	EF1004	Building Maintenance - Lighting	98,649	98,649	0	0	0	0	0	-
170	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	142,812	142,812	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9540-419	EF1002	Building Maintenance - Roofs	394,734	394,734	0	0	0	0	0	-
171	050-	BG	Security System Replacement & Expansion	0	0	125,000	300,000	300,000	300,000	0	-
172	050-	BG	City Clerk's Office Remodel	0	0	0	107,000	0	0	0	-
173	050-9365-419	BG0056	City Datacenter Storage	934,000	934,000	467,000	0	0	0	0	-
na	050-9556-419	BG0060	City Fiber Infrastructure Repair & Expansion	254,656	254,656	0	0	0	0	0	-
174	050-9556-419	BG0063	City Website Design and Mobile App	138,000	0	138,000	137,000	0	0	0	-
na	050-9388-431	BG0164	Comprehensive Land Use Plan Update	500,000	500,000	0	0	0	0	0	-
na	050-9385-419	BG0027	Council Chambers Audio/Visual Upgrade	4,872	4,872	0	0	0	0	0	-
175	050-9534-431	WS0002	Debris Management Plan	5,000	5,000	35,000	0	0	0	0	-
na	050-9365-419	BG0041	Demolition of 1 West Gray	20,363	20,363	0	0	0	0	0	-
na	050-9365-419	BG0028	Downtown Parking Lot Expansion	14,683	14,683	0	0	0	0	0	-
176	050-	BG	ERP System Upgrade	0	0	1,050,000	1,050,000	1,050,000	1,050,000	0	-
na	050-9644-419	BG0057	Exterior Door Replacement 201 W Gray (Admin)	1,664	1,664	0	0	0	0	0	-
na	050-9388-431	BG0165	North Base Feasibility Study	80,000	80,000	0	0	0	0	0	-
na	050-9377-419	FT0002	Fire Station 8 Westside (PSST)	6,672	6,672	0	0	0	0	0	-
na	050-9377-419	FT0003	Fire Station 9 Eastside (PSST)	33,481	33,481	0	0	0	0	0	-

CITY OF NORMAN

CAPITAL FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
na	050-9556-419	BG0058	Fire Suppression for Data Centers	30,000	30,000	0	0	0	0	0	-
177	050-9175-452	PR0040	Greenbelt Acquisition	218,622	218,622	0	50,000	50,000	50,000	50,000	ongoing
178	050-9533-419	BG0051	GIS Mapping FY15	22,154	22,154	0	145,000	0	145,000	0	ongoing
178	050-9533-419	BG0061	GIS Mapping FY17	145,000	145,000	0	0	0	0	0	-
na	050-9699-441	BP0188	Norman Animal Shelter (2011 GOB)	35,206	35,206	0	0	0	0	0	-
na	050-9699-441	BG0246	Animal Welfare Building PayGo	23,943	23,943	0	0	0	0	0	-
na	050-9208-419	BG0052	Police - Classroom Expansion*	43,476	43,476	0	0	0	0	0	-
179	050-9913-421	BG0061	Police Firearms Bero Renovation	0	0	0	0	120,000	0	1,050,000	-
na	050-9607-419	BG0062	Police Investigations Center Auditorium	5,000	5,000	0	0	0	0	0	-
180	050-	BG	Replace Core Network Switches	0	0	275,000	0	0	0	0	-
na	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	19,651	19,651	0	0	0	0	0	-
na	050-9365-419	BG0054	Security Projects	52,000	52,000	0	0	0	0	0	-
181	050-9644-419	BG0046	Signage Replacement Municipal Complex	50,000	50,000	0	100,000	0	0	0	-
182	050-	BG	Street Division North Base Facility	0	0	0	0	475,000	0	0	-
na	050-9389-419	BG0031	Treasury Area Safety Project	8,598	8,598	0	0	0	0	0	-
na	050-9092-419	BG0242	Trench Rescue Training	8	8	0	0	0	0	0	-
183	050-	BG	Video Conferencing Expansion	0	0	0	0	0	0	162,250	-
Subtotal Buildings and Grounds				3,563,321	3,425,321	2,465,000	2,049,000	2,166,000	1,595,000	1,312,250	0
PARKS AND RECREATION											
na	050-9050-452	PR0140	Andrews Park Reforestation	5,691	1,691	0	0	0	0	0	-
na	050-9973-452	PR0068	Basketball Court Replacements	3,137	0	0	0	0	0	0	-
na	050-9813-452	PR0146	Beautification Throughout the City	20,741	20,741	0	0	0	0	0	-
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths	15,947	7,947	0	0	0	0	0	-
na	050-9639-452	PR0147	Griffin Drainage Improvements	13,897	13,897	0	0	0	0	0	-
na	050-9639-452	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	120,000	120,000	0	0	0	0	0	-
na	050-9922-452	PR0123	Little Axe Improvements	102,823	102,823	0	0	0	0	0	-
na	050-9965-452	PR0117	NE Lions Improvements*	973	973	0	0	0	0	0	-
na	050-9738-452	PR0128	New Park Development-Highland Village Park	100,000	100,000	0	0	0	0	0	-
na	050-9737-452	PR0055	New Park Development-Southlake Park	139,938	139,938	0	0	0	0	0	-
na	050-9218-452	PR0151	Park Mstr Pln: Eastwood Park	76,091	76,091	0	0	0	0	0	-
na	050-9218-452	PR0153	Park Mstr Pln: NE Lions Park	197,411	197,411	0	0	0	0	0	-
na	050-9375-452	PR0106	Park Playground Additions*	5,942	5,942	0	0	0	0	0	-
184	050-9973-452	PR0013	Park Site Amenities and Furnishings	43,170	43,170	20,000	20,000	20,000	20,000	20,000	ongoing
na	050-9674-452	PC0003	Saxon Community Park Development	150,825	150,825	0	0	0	0	0	-
na	050-9914-451	PR0187	Spooner Theater Seat Replacement & Interiors (match)	50,000	50,000	0	0	0	0	0	-
na	050-9074-452	PC0019	Sutton Wilderness Trail	40,000	40,000	0	0	0	0	0	-
na	050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	14,106	11,781	0	0	0	0	0	-
185	050-9966-452	PR0212	Tree Program - Matching Funds	11,656	11,656	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-9372-452	PR0150	Westwood Golf Tournament Shelter*	251	251	0	0	0	0	0	-
Subtotal Parks & Recreation				1,112,599	1,095,137	30,000	30,000	30,000	30,000	30,000	0
STORMWATER DRAINAGE AND STORM SEWER SYSTEMS											
na	050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	120,000	0	0	0	0	0	-
na	050-9968-431	DR0010	Brookhaven Ck/Rob/Crossrds	14,613	14,613	0	0	0	0	0	-
na	050-9528-431	DR0018	Cambridge Drainage improvements	34,500	34,500	0	0	0	0	0	-
na	050-9968-431	DR0063	Creston Way and Schulze Drive Storm Sewer	292,000	292,000	0	0	0	0	0	-
na	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	43,994	43,994	0	0	0	0	0	-
186	050-9967-431	DR0019	Drainage - Misc Annual Projects	133,054	133,054	45,000	45,000	45,000	45,000	45,000	ongoing
na	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main)	412,154	412,154	0	0	0	0	0	-
188	050-9968-431	DR0057	Drainage Projects	548,955	548,955	285,000	285,000	285,000	285,000	285,000	ongoing
na	050-9530-431	DR0062	Imhoff Creek Stabilization Study	84,427	84,427	0	0	0	0	0	-
190	050-	DR	Vineyard Detention Pond Drainage Design	0	0	30,000	0	0	0	0	-
191	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL	522,731	522,731	300,000	300,000	300,000	300,000	300,000	ongoing
na	050-9968-431	DR0059	Sutton Wilderness Dam Drainage*	390,156	390,156	0	0	0	0	0	-
na	050-9968-431	DR0015	Tecumseh/36th NW - channel	83,623	83,623	0	0	0	0	0	-
Subtotal Drainage				2,680,207	2,680,207	660,000	630,000	630,000	630,000	630,000	0
**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)				20,392,657	18,189,693	5,431,632	6,354,000	5,375,000	7,284,500	4,600,040	0
V. TRANSFERS											
na	050-5090-491		Transfer to GF St Maint Drainage Labor # (3/30/16)	263,765	263,765	289,746	304,233	319,445	335,417	352,188	-
na	050-5090-491		Transfer to GF Fleet Replacement Supplement (2/16/17)	788,660	788,660	0	0	0	0	0	-
na	050-5090-491	SR Projec	Transfer to GF Unreimbursed FEMA Claim (TBD)	0	236,152	0	0	0	0	0	-
na	050-5090-491		Services and Maintenance # (2/16/17)	17,198	17,198	16,499	16,664	16,831	16,999	17,169	-
na	050-5090-491		Transfer To Westwood Golf #	71,000	71,000	81,200	61,500	61,500	61,500	61,500	-
**SUBTOTAL TRANSFERS Subtotal Transfers for Projects				1,140,623	1,376,775	387,445	382,397	397,776	413,916	430,857	0
VI. SALARIES AND BENEFITS											
na	050-		Salary and Benefits # (2/16/17)	1,179,827	1,179,827	1,203,552	1,263,730	1,326,916	1,393,262	1,462,925	-
**SUBTOTAL SALARIES AND BENEFITS				1,179,827	1,179,827	1,203,552	1,263,730	1,326,916	1,393,262	1,462,925	0
VII. BOND PROJECTS (March 29, 2005 Referendum)											
Proposition 1											
Proposition 1 Issuance Cost (GOB)											
na	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	51,797	51,797	0	0	0	0	0	-
na	050-9161-431	BP0357	Railroad Quiet Zone (Bond)	244,809	53,364	0	0	0	0	0	-
na	050-9065-431	BP0226	Duffy RR Crossing and Realignment (GOB)	57,289	57,289	0	0	0	0	0	-

CITY OF NORMAN

CAPITAL FUND
FYE 18 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2016 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
na	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo) *	5,832	5,832	0	0	0	0	0	-
			SUBTOTAL GOB COSTS PROP. 1	302,098	110,653	0	0	0	0	0	0
			not recapt. SUBTOTAL PAYGO COSTS PROP. 1	57,629	57,629	0	0	0	0	0	0
Proposition 2											
			Proposition 2 Issuance Cost (GOB)	0	0	0	0	0	0	0	-
na	050-9677-419	BP0356	Fire Admin Remodel (Bond) (Prop 4)	70,221	70,221	0	0	0	0	0	-
na	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	6,150	6,150	0	0	0	0	0	-
na	050-9552-431	BP0235	Lindsey; Jenkins to Classen Widening (GOB)*	0	0	0	0	0	0	0	-
na	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	70,221	70,221	0	0	0	0	0	0
			not recapt. 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				372,319	180,874	0	0	0	0	0	0
Subtotal PayGo Fund 50				63,779	63,779	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 Asphalt Pavement								
na	050-9511-431	BP0249	Robinson; 24th NE to 60th NE	692,618	692,618	0	0	0	0	0	-
na	050-9401-431	BP0241	Urban Asphalt Pavement 2014	443,294	443,294	0	0	0	0	0	-
na	050-9401-431	BP0246	Urban Asphalt Pavement 2015	228,841	228,841	0	0	0	0	0	-
			Urban Asphalt Pavement Rehabilitation								
			Urban Concrete Pavement 2015								
na	050-9393-431	BP0242	Main St; Park Dr-Berry Rd	583,467	583,467	0	0	0	0	0	-
na	050-9393-431	BP0243	Comanche St (2 locations)	329,620	329,620	0	0	0	0	0	-
na	050-9371-431	BP0240	Rural Road Improvements 2014	158,731	158,731	0	0	0	0	0	-
na	050-9385-431	BP0353	Road Reconstruction 2013	330,315	330,315	0	0	0	0	0	-
na	050-9385-431	BP0239	Road Reconstruction 2014	59,280	59,280	0	0	0	0	0	-
na	050-9385-431	BP0245	Road Reconstruction 2015 (Dakota; Berry to Univ)	819,415	819,415	0	0	0	0	0	-
Proposition 2											
			Proposition 1 Issuance Cost (GOB)	0	0	0	0	0	0	0	-
na	050-9386-419	BP0313	Outdoor Warning	3,189	3,189	0	0	0	0	0	-
Subtotal 2010 GOB Bond Issuance Costs				0	0	0	0	0	0	0	0
Subtotal 2010 GOB Fund 50				3,648,770	3,648,770	0	0	0	0	0	0

IX. BOND PROJECTS (October 2012 Referendum)

Proposition Issuance Cost (GOB)(rev 3-21-13)											
na	050-9552-431	TR0191	12th Ave SE/Hwy9-Cedar Ln (PAYGO)	33,477	33,477	0	0	0	0	0	-
na	050-9552-431	BP0191	12th Ave SW; Highway 9 to Cedar Lane Widening	845,289	845,289	0	0	0	0	0	-
192	050-9552-431	BP0192	24th East Widening from Lindsey to Robinson	2,517,534	2,517,534	0	1,938,400	2,017,000	0	0	-
193	050-9552-431	BP0197	36th Ave NW; Tecumseh to Indian Hills Rd Widening	1,689,299	1,689,299	0	479,100	2,911,402	0	0	-
194	050-9552-431	BP0190	Alameda Street Safety Project	424,044	424,044	0	0	0	900,000	0	-
na	050-9352-431	BP0195	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	1,212,925	1,212,925	0	0	0	0	0	-
na	050-9352-431	BP0194	Bridge Replacement Main St Local Bridge No 016	1,966,682	1,966,682	0	0	0	0	0	-
na	050-9079-431	BP0196	Cedar Lane Rd; 12th Ave SE to 24th Ave SE Widening	37,498	37,498	0	0	0	0	0	-
195	050-9552-431	TR0193	Lindsey; 24th SW to Berry Rd Widening Phase 1 (PAYGO)	15,270	15,271	0	0	0	0	0	-
195	050-9552-431	BP0189	Lindsey; 24th SW to Berry Rd Widening	2,066,414	2,066,414	666,137	0	0	0	0	-
Subtotal 2012 GOB Bond Issuance Costs				0	0	0	0	0	0	0	0
Subtotal 2012 GOB Fund 50				10,759,685	10,759,685	666,137	2,417,500	2,911,402	900,000	0	0
Subtotal PAYGO				48,747	48,748	0	0	0	0	0	0

X. BOND PROJECTS (April 5, 2016 Referendum)(rev 6/6/16)

Proposition 1 Issuance Cost (GOB)											
196			Urban Asphalt Pavement	0	0	1,604,611	1,604,611	1,592,467	1,610,523	1,458,388	-
na	050-9401-431	BP0358	Murphy; Lindsey - S 1300 block	78,114	78,114	0	0	0	0	0	-
na	050-9401-431	BP0359	Adkins Crossing Addition	26,417	26,417	0	0	0	0	0	-
na	050-9401-431	BP0360	Olde Brook Cr; Main St to end	8,316	8,316	0	0	0	0	0	-
na	050-9401-431	BP0361	Cambridge Addition	62,425	62,425	0	0	0	0	0	-
na	050-9401-431	BP0362	Springbrook Addition	224,555	224,555	0	0	0	0	0	-
na	050-9401-431	BP0363	Cambridge Place Addition	83,138	83,138	0	0	0	0	0	-
na	050-9401-431	BP0364	Parsons Addition	169,775	169,775	0	0	0	0	0	-
na	050-9401-431	BP0365	Tulls Addition	250,176	250,176	0	0	0	0	0	-
na	050-9401-431	BP0366	Norman Old Town	118,841	118,841	0	0	0	0	0	-
na	050-9401-431	BP0367	NATTC	153,667	153,667	0	0	0	0	0	-
na	050-9401-431	BP0368	Warwick Addition	438,387	438,387	0	0	0	0	0	-
198	050-9393-431		Urban Concrete Pavement	0	0	1,753,400	1,778,400	1,733,706	1,772,494	0	-
na		BP0369	Meadows Park Addition	106,000	106,000	0	0	0	0	0	-
na		BP0370	Brookhaven 23rd Addition	431,000	431,000	0	0	0	0	0	-
na		BP0371	River Oaks Addition	202,000	202,000	0	0	0	0	0	-
na		BP0372	Brookhaven 35th Addition	71,000	71,000	0	0	0	0	0	-
na		BP0373	Classen/Miller Addition	130,000	130,000	0	0	0	0	0	-

CITY OF NORMAN

**CAPITAL FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2016 PREL. BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
na		BP0374	Woodlawn Addition	453,000	453,000	0	0	0	0	0	-
na		BP0375	Castlerock Addition	306,000	306,000	0	0	0	0	0	-
na		BP0376	Sherwood:Morningside to Alameda	96,000	96,000	0	0	0	0	0	-
na		BP0377	James Drive: Stinson to Fleetwood	32,000	32,000	0	0	0	0	0	-
200			Rural Road Improvements			605,000	750,000	500,000	700,000	0	-
na	050-9371-431	BP0227	Imhoff: 180th SE to west end	150,000	150,000	0	0	0	0	0	-
na	050-9371-431	BP0228	Indian Hills: 120th NE to E & W ends	250,000	250,000	0	0	0	0	0	-
202	050-9385-431	BP0247	Road Reconstruction	1,385,634	1,385,634	1,185,110	459,131	959,073	1,103,052	0	-
			Subtotal 2016 GOB Bond Issuance Costs	0	0	0	160,000	0	0	0	-
			Subtotal 2016 GOB Project Expenses	5,226,445 ^{SP}	5,226,445 ^{SP}	5,148,321 ^F	4,592,342 ^F	4,785,246 ^F	5,186,069 ^F	1,458,388 ^F	0
			TOTAL 2016 BOND	\$5,226,445	\$5,226,445	\$5,148,321	\$4,752,342	\$4,785,246	\$5,186,069	\$1,458,388	\$0
TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES				\$54,578,861	\$51,891,520	\$19,004,878	\$21,356,676	\$21,048,101	\$21,575,163	\$14,501,108	\$0

CITY OF NORMAN

**NORMAN FORWARD SALES TAX CAPITAL FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 Years
EXPENDITURES											
I. Bond Funded											
207	051-	NFB	Andrews Park Development	0	0	1,200,000	300,000	0	0	0	0
208	051-	NFB	Canadian River Park	0	0	0	0	0	0	0	2,000,000
na	051-9507-455	NFB016	Library-New Central Branch	37,727,924	37,727,924	0	0	0	0	0	0
209	051-	NFB	Acres T & Central Library Fiber Relocae	0	0	70,000	0	0	0	0	0
na	051-9507-455	NFB017	Library-New East Branch	4,924,202	4,924,202	0	0	0	0	0	0
210	051-9639-452	NFB001	Griffin Park Remodel	2,150,000	2,150,000	5,000,000	2,000,000	1,750,000	0	0	0
211	051-9546-452	NFB002	Indoor Aquatic Facility	1,000,000	1,000,000	3,000,000	10,000,000	0	0	0	0
212	051-9601-452	NFB003	Indoor Sports Facility Construction	750,000	750,000	1,500,000	6,000,000	250,000	0	0	0
213	051-9403-431	NFB004	James Garner Blvd: Acres to Flood	465,000	465,000	862,500	212,000	1,150,000	0	0	0
214	051-9403-431	NFB008	James Garner/Acres Intersection	55,970	55,970	2,138,400	0	0	0	0	0
215	051-	NFB	Fiber at Acres and James Garner	0	0	107,000	0	0	0	0	0
216	051-9441-452	NFB005	New Community Sports Park Develop	800,000	800,000	1,700,000	0	0	0	0	0
217	051-	NFB	New Senior Citizens Center	0	0	0	0	0	0	0	10,000,000
218	051-	NFB	North Base Roads	0	0	0	0	0	0	0	2,730,000
219	051-9205-452	NFB006	Reaves Park Remodel	800,000	800,000	6,200,000	3,000,000	0	0	0	0
na	051-9404-451	NFB018	Westwood Swim Complex Replaceme	11,731,110	11,731,110	0	0	0	0	0	0
na	051-9364-451	NFB007	Westwood Tennis Center	1,000,000	1,000,000	0	0	0	0	0	0
SUBTOTAL BOND FUNDED				\$61,404,206	\$61,404,206	\$21,777,900	\$21,512,000	\$3,150,000	\$0	\$0	\$14,730,000
II. Paygo Funded											
220	051-9830-452	NFP101	Neighborhood Park Improvements	250,000	250,000	250,000	250,000	500,000	500,000	500,000	4,250,000
221	051-	NFP	New Neighborhood Park Development	0	0	300,000	300,000	700,000	700,000	0	0
222	051-	NFP	New Trail Development Throughout Town	0	0	0	0	2,000,000	2,500,000	1,500,000	1,000,000
223	051-9500-452	NFP100	Public Arts Projects	145,000	145,000	290,000	275,000	0	0	0	0
na	051-9639-452	NFP102	Griffin Park Regrading	46,136	46,136	0	0	0	0	0	0
224	051-	NFP	Ruby Grant Park Development	0	0	1,200,000	1,250,000	1,550,000	2,000,000	0	0
225	051-	NFP	Saxon Park Development	0	0	0	900,000	500,000	600,000	0	0
SUBTOTAL PAYGO FUNDED				\$441,136	\$441,136	\$2,040,000	\$2,975,000	\$5,250,000	\$6,300,000	\$2,000,000	\$5,250,000
TOTAL NORMAN FORWARD FUND 51 PROJECTS				\$61,845,342	\$61,845,342	\$23,817,900	\$24,487,000	\$8,400,000	\$6,300,000	\$2,000,000	\$19,980,000

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 YEARS
EXPENDITURES											
COMMUNITY PARKS											
na	052-9639-432	PC0016	Griffin Trail Improvements	18,212	18,212	0	0	0	0	0	0
na	052-9441-452	PC0020	Legacy Park Audio Equipment	50,000	50,000	0	0	0	0	0	0
na	052-9674-452	PC0003	Saxon Park Improvements	34,953	34,953	0	0	0	0	0	0
na	052-9441-452	PC0018	Sports Complex Bleacher Replacements	43,974	43,974	0	0	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements	22,000	22,000	0	0	0	0	0	0
Subtotal Community Parks				169,139	169,139	0	0	0	0	0	0
NEIGHBORHOOD PARKS											
na	052-9609-452	PR0155	Brookhaven Park Improvements	13,002	13,002	0	0	0	0	0	0
na	052-9397-452	PR0156	Brookhaven Square Park Improvements	17,776	17,776	0	0	0	0	0	0
na	052-9739-452	PR0159	Deerfield Park Improvements	151	151	0	0	0	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk*	760	760	0	0	0	0	0	0
na	052-9640-452	PR0188	Oakhurst Park Improvements	8,475	8,475	0	0	0	0	0	0
na	052-9348-452	PR0025	Woodcreek Park Improvements	33,220	33,220	0	0	0	0	0	0
na	052-7042-452	PR0129	The Links Park Improvements	25,000	25,000	0	0	0	0	0	0
na	052-7042-452	PR0128	Highland Village Park Improvements	75,000	75,000	0	0	0	0	0	0
Subtotal Neighborhood Parks				173,384	173,384	0	0	0	0	0	0
TOTAL PARK DEVELOPMENT FUND 52 PROJECTS				\$342,523	\$342,523	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 Years
EXPENDITURES											
na	057-9403-431	UT0012	24th & Radius Intersection	852,960	852,960	0	0	0	0	0	0
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
na	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT0008	Economic Development	388,476	388,476	0	0	0	0	0	8,250,000
na	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	0	1,750,000
na	057-9545-431	UT0009	Interstate Drive East Extension	210,162	210,162	0	0	0	0	0	0
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
232	057-9552-431	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,079,750	1,079,750	624,983	0	0	0	0	0
na	057-9510-431	UT0098	UNP Legacy Park & Trail	0	0	0	0	0	0	0	1,884,774
na	057-9510-431	UT0099	UNP Transportation Improvements	0	0	0	0	0	0	0	9,550,601
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS				\$2,531,348	\$2,531,348	\$624,983	\$0	\$0	\$0	\$0	\$38,610,375

CITY OF NORMAN

**ARTERIAL ROADS RECOUPMENT FUND
FYE 18 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE2017 BUDGET	FYE2017 ESTIMATE	FYE2018 PREL BUD	FYE2019 PROJECTED	FYE2020 PROJECTED	FYE2021 PROJECTED	FYE2022 PROJECTED	BEYOND 5 Years
EXPENDITURES											
na	078-9964-431	AR0057	Tecumseh Road Phase III*	0	0	0	0	0	0	0	0
na	078-9517-431	UT0003	Rock Creek Overpass*	0	0	0	0	0	0	0	0
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



UNDER CONSTRUCTION



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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0		0
Cost Allocations	0	0	0	0	0
Debt Service	10,644,765.01	9,676,274	9,872,127	9,872,127	12,696,591
Interfund Transfers	861,030.78	861,030	861,030	861,030	825,000
Audit Adjust/Encum	22,044	0	0	0	0
Subtotal	<u>11,527,840</u>	<u>10,537,304</u>	<u>10,733,157</u>	<u>10,733,157</u>	<u>13,521,591</u>
Fund Total	<u>11,527,840</u>	<u>10,537,304</u>	<u>10,733,157</u>	<u>10,733,157</u>	<u>13,521,591</u>

CITY OF NORMAN

2016 GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$15,000,000
 Interest: 1.5% to 2.0%
 Dated: June 1, 2016
 Retired: June 1, 2019
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2016-2017	0	0	262,500	262,500	15,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	15,000,000	7,500,000	262,500	7,762,500	7,500,000
2018-2019	7,500,000	7,500,000	150,000	7,650,000	0
		15,000,000	675,000	15,675,000	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
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	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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

CITY OF NORMAN

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	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000

CITY OF NORMAN

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	

CITY OF NORMAN

2008A GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$5,210,000
 Interest: 3.375% - 4.25%
 Dated: December 1, 2008
 Retired: December 1, 2018
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	0	0	301,950	301,950	5,210,000
2010-2011	5,210,000	575,000	191,597	766,597	4,635,000
2011-2012	4,635,000	575,000	172,191	747,191	4,060,000
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000
2013-2014	3,485,000	575,000	130,863	705,863	2,910,000
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	1,185,000	575,000	37,783	612,783	610,000
2018-2019	610,000	610,000	12,962	622,962	0
		5,210,000	1,254,000	6,464,000	

CITY OF NORMAN

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

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
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	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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	

CITY OF NORMAN

2013 NORMAN TAX INCREMENT FINANCE AUTHORITY BONDS
057-3050

Name: Norman Tax Increment Finance Authority, Taxible
Series 2013
Norman Tax Increment Finance
Issuer: Authority
Trustee: BancFirst
Amount: \$14,215,000
Interest: 3.810%
Dated: August 29, 2013
Retired: September 1, 2023
Source of Funds: Revenue Generated from UNP TIF

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2013-2014	0	0	273,805	273,805	14,215,000
2014-2015	14,215,000	750,000	527,304	1,277,304	13,465,000
2015-2016	13,465,000	800,000	497,776	1,297,776	12,665,000
2016-2017	12,665,000	850,000	466,344	1,316,344	11,815,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	11,815,000	1,000,000	431,102	1,431,102	10,815,000
2018-2019	10,815,000	1,250,000	388,238	1,638,238	9,565,000
2019-2020	9,565,000	1,500,000	335,852	1,835,852	8,065,000
2020-2021	8,065,000	1,650,000	275,845	1,925,845	6,415,000
2021-2022	6,415,000	1,775,000	210,597	1,985,597	4,640,000
2022-2023	4,640,000	1,850,000	141,541	1,991,541	2,790,000
2023-2024	2,790,000	2,790,000	53,150	2,843,150	0
		14,215,000	3,601,554	17,816,554	

CITY OF NORMAN

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
To be Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
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	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-

CITY OF NORMAN

2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
2020-2021	375,000	180,000	22,969	202,969	195,000
2021-2022	195,000	195,000	11,944	206,944	0
		-	-	-	
		2,315,000	1,692,553	4,007,553	

CITY OF NORMAN

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
 November 1,
 Retired: 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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

CITY OF NORMAN

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
 September 15,
 Retired: 2019
 Source of Funds: Revenue Generated from NUA

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

To be Paid

Principal Beginning	Total	Principal Ending
-	-	-

CITY OF NORMAN

Fiscal Year	Balance	Principal	Interest	Payment	Balance
-	-	-	-	-	-
2017-2018	621,794	248,718	2,840	251,558	373,076
2018-2019	373,076	248,718	1,579	250,297	124,358
2019-2020	124,358	124,358	318	124,676	0
		-	-	-	
		4,850,000	239,524	5,089,524	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453

CITY OF NORMAN

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	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
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	

CITY OF NORMAN

2013 NORMAN MUNICIPAL AUTHORITY - SANITATION
033-5564

Name: Norman Municipal Authority, Series 2013
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$1,620,000
 Interest: 1.146%
 Dated: June 12, 2013
 Retired: October 1, 2018
 Source of Funds: Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2013-2014	1,620,000	180,000	14,725	194,725	1,440,000
2014-2015	1,440,000	310,000	15,607	325,607	1,130,000
2015-2016	1,130,000	315,000	12,056	327,056	815,000
2016-2017	815,000	320,000	8,419	328,419	495,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	495,000	330,000	4,725	334,725	165,000
2018-2019	165,000	165,000	945	165,945	0
		1,620,000	56,477	1,676,477	

CITY OF NORMAN

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	3,075,000	901,913	3,976,913	37,010,000
2019-2020	37,010,000	3,150,000	832,725	3,982,725	33,860,000
2020-2021	33,860,000	3,220,000	761,850	3,981,850	30,640,000
2021-2022	30,640,000	3,300,000	689,400	3,989,400	27,340,000
2022-2023	27,340,000	3,380,000	615,150	3,995,150	23,960,000
2023-2024	23,960,000	3,450,000	539,100	3,989,100	20,510,000
2024-2025	20,510,000	3,540,000	461,475	4,001,475	16,970,000
2025-2026	16,970,000	3,620,000	381,825	4,001,825	13,350,000
2026-2027	13,350,000	3,705,000	300,375	4,005,375	9,645,000
2027-2028	9,645,000	3,790,000	217,013	4,007,013	5,855,000
2028-2029	5,855,000	3,880,000	131,738	4,011,738	1,975,000

CITY OF NORMAN

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

CITY OF NORMAN

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

To be 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
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

CITY OF NORMAN

2039-2040	980,000	980,000	13,818	993,818	0
		-	-	-	
		31,000,000	10,858,810	41,858,810	

Note: Interest amounts estimated



UNDER CONSTRUCTION



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.



UNDER CONSTRUCTION



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

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 – Nephelometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSKA – 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.

CITY OF NORMAN

INDEX

A

Accounting Process..... 38
 Acronyms..... 445
 Art In Public Places Fund..... 75, 280
 Arterial Roads Recoupment Fund 116, 401

B

Board of Adjustment..... 218
 Budget Calendar 37
 Budget Proccss..... 38

C

Campus Corner TIF District 315
 Capital Improvements Projects Fund 101, 394
 Capital Engineer..... 395
 Facility Maintenance Personnel..... 396
 Parks Personnel..... 397
 Capital Projects 398
 Capital Projects Schedules..... 402
 Central Oklahoma Master Conservancy
 District..... 83
 Children’s Rights Commission..... 191
 City Clerk..... 122
 City Clerk Admin..... 123
 Facilities Maintenance Administration..... 125
 Facility Custodial Services 127
 Facility Maintenance & Repairs 129
 Municipal Elections 131
 City Council 132
 Sister Cities Program 134
 Social & Voluntary Services 135
 City Manager 137
 City Manager 138
 Communications 140
 Retail & Development Services..... 142
 Employee Training / Development..... 145
 Special Studies / Contributions..... 146
 City of Festivals 2
 Citywide Operating Expenditures 32
 CLEET Program Fund..... 72, 281
 Court CLEET Training 282
 Police CLEET Training 283
 Community Development Fund 61, 284
 Community Profile 3
 Consolidated Fund Summary 28

D

Debt Service Funds..... 426

E

Employee Assistance Program 181
 Employee Training / Development Program... 145
 Environmental Control Advisory Board 387

F

Finance Department 148
 Accounting Division..... 149
 Administration Division..... 152
 Budget Division..... 154
 Office Services Division 156
 Treasury Division 158
 Utility Services Division 160
 Financial Policies..... 33
 Financial Summaries:
 Art in Public Places Fund..... 75
 Arterial Roads Recoupment Fund..... 116
 Capital Improvements Projects Fund..... 101
 CLEET Fund 72
 Community Development Fund..... 61
 General Debt Services Fund..... 112
 General Fund 53
 Net Revenue Stabilization Fund..... 57
 New Development Excise Fund..... 91
 Norman Forward Sales Tax Fund 105
 Park Land & Development Fund 107
 Public Safety Sales Tax Fund..... 59
 Retirement Systems..... 118
 Risk Management Fund 98
 Room Tax Fund..... 65
 Sanitation Fund..... 95
 Seizures & Restitution Fund 70
 Sewer Maintenance Fund..... 89
 Sewer Sales Tax Fund 93
 Special Grants Fund 63
 University North Park TIF 109
 Water Reclamation Fund..... 85
 Water Fund 80
 Westwood Park Fund (29)..... 77
 Fire Department..... 164
 Administration Division..... 165
 Emergency Management..... 167
 Prevention Division..... 169
 Suppression Division..... 171
 Training Division..... 173
 Firehouse Art Center 274

CITY OF NORMAN

INDEX

G

General Debt Service Fund..... 112, 424
 General Fund..... 53, 120
 General Obligation Bond Schedules..... 424
 Glossary of Terms and Acronyms 444
 Government Facilities & Service Statistics..... 8
 Graphs:
 All Funds Projected Total Revenues 19
 Assessed Property Valuations..... 15
 Budgeted Positions 14
 Funding Sources for Departments 39
 General Fund Expenditures 22
 General Fund Expenditures by Department 24
 General Fund Revenues..... 21
 General Fund Expenditures by Department 24
 General Fund Revenues by Source..... 23
 Population & Employees 13
 Projected Total Expenditures..... 20
 Property, Franchise & Sales Tax 17
 Sales Tax Revenue..... 18
 Sanitation Fund Operations 27
 Single Family Construction 16
 Water Reclamation Fund Operations 26
 Water Fund Operations..... 25
 Greenbelt Commission 225

H

Historic District Commission 226
 Historical Museum..... 275
 History of Norman 1
 Holiday Decorations 203
 Human Resources Department 176
 Administration Division 177
 Employee Assistance Program 180
 Safety Division..... 181
 Human Rights Commission..... 192

I

Information Technology 184
 Inter-City Benchmark Comparisons..... 6
 Introduction..... 10
 Interfund Transfers..... 276

L

Legal Department 188
 Legal Admin 189
 Children’s Rights Commission 191
 Human Rights Commission..... 192

M

Mosquito Control 204
 Municipal Budget Act 43
 Municipal Court 194
 Municipal Elections 131

N

New Development Excise Fund 91, 366
 Net City Budget..... 29
 Net Revenue Stabilization Fund 57
 Norman Arts Council 68, 306
 Norman Convention & Visitors Bureau 69,307
 Norman Forward Sales Tax Fund..... 105,399
 Norman Public Library 277

O

Organization Charts:
 City of Norman..... 11
 City Clerk 121
 City Manager 136
 Finance Department..... 147
 Fire Department..... 163
 Human Resources Department..... 175
 Information Technology..... 183
 Legal Department 187
 Municipal Court..... 193
 Parks & Recreation Department..... 197
 Planning & Community Development Dept... 214
 Police Department 230
 Public Works Department 247
 Utilities Department 324

P

Park Land & Development Fund 107, 287
 Parks & Recreation Department 198
 Administration Division 199
 Forestry Division 201
 Holiday Decorations..... 203
 Mosquito Control..... 204
 Parks Board..... 205
 Parks Maintenance Division..... 206
 Recreation Programs 208
 Senior Citizen Center 210
 Youth Baseball & Softball 212
 Personnel History (By Fund) 12
 Planning & Community Development Dept 215
 Administration Division..... 216
 Board of Adjustment..... 218

CITY OF NORMAN

INDEX

S

Greenbelt Commission 225
 Historic District Commission 226
 Planning Commission 227
 Code Compliance Division..... 228
 Police Department..... 231
 Administration Division 232
 Animal Welfare Division..... 234
 Criminal Investigations Division 236
 Emergency Communications..... 238
 Patrol Division 240
 Special Investigations Division 242
 Staff Services Division 244
 Profile of Norman..... 3
 Public Safety Sales Tax 59, 288
 Fire - Suppression 290
 Police – Criminal Investigations..... 293
 Police – Emergency Communications..... 295
 Police – Patrol 297
 Police – Special Investigations 299
 Police – Staff Services 301
 Public Works Department 248
 Administration Division 249
 Engineering Division 252
 Fleet Administration 255
 Fleet CNG Station..... 258
 Fleet Fuel & Parts 259
 Fleet Automotive/Light Eqpt Repair 260
 Fleet Truck/Heavy Eqpt Repair 262
 Stormwater Drainage 264
 Stormwater Quality..... 266
 Streets Division..... 268
 Traffic Control Division 270

Sanitation Fund..... 95, 328
 Administration Division 329
 Commercial Collection Division..... 331
 Compost Operations Division 333
 Fleet Repair..... 335
 Green Waste Division 336
 Recycling Operation Division 338
 Residential Collection Division..... 340
 Waste Disposal Division 342
 Santa Fe Depot 278
 Seizures & Restitution Fund..... 70,309
 Federal Seizures & Restitution..... 310
 Juvenile Programs 311
 State Seizures & Restitution..... 313
 Sewer Maintenance Fund 89,362
 Utilities Inspection..... 363
 Sewer Sales Tax Fund..... 93, 367
 Sister Cities Program..... 134
 Social & Voluntary Services 135
 Sooner Theatre..... 279
 Special Grants Fund 63, 314
 Special Studies / Contributions 146
 Summary of Fund Balances 30

T

TIF – Campus Corner 315
 TIF – University North Park 109, 400
 Total City Revenues & Other Sources 31

U

Utilities Department 324
 Administration 325

W

Ward Map – City of Norman 9
 Water Reclamation Fund..... 85, 346
 Administration Division 347
 Bio-Solids Division 349
 Engineering 351
 Environmental Section 352
 Laboratory Division..... 354
 Operations & Maintenance Division..... 356
 Sewer Line Maintenance 358

R

Retirement Systems 118
 Room Tax Fund 65, 304
 Administration 305
 Norman Arts Council..... 68, 306
 Convention & Visitors Bureau 69, 307
 Capital Projects 308
 Risk Management Fund..... 98,388
 Insurance Benefits Personnel..... 389
 Judgments & Claims 390
 Risk Administration 391
 Unemployment Compensation 392
 Workers' Compensation 393

INDEX

W

Water Fund	80, 368
Utilities Department Administration	369
Engineering	370
Utilities Modeling	371
Line Maintenance Administration	373
Line Maintenance Division.....	375
Treatment Plant Administration	377
Laboratory	379
Treatment Plant.....	381
Water Wells	383
Westwood Fund (29)	77,316
Golf Course Division	317
Park Maintenance Division.....	319
Pool Division	321

BACK COVER/DIVIDER PAGES: In addition to ongoing City G.O. Bond and dedicated capital sales taxes, the citizens of Norman have also approved a dedicated one-half per cent Public Safety Sales Tax which is paying for the replacement of the City's radio communications systems and for the construction of a new Emergency Operations/Dispatch Facility. **NORMAN FORWARD** will pay for major improvements to City park facilities and an expanded public art program. Federal Transportation Enhancement Grants will pay for major streetscape improvements in downtown Norman, and ongoing Community Development Block Grant Disaster Recovery funds are paying for major road and drainage improvements in rural Norman.

The City's water and water reclamation (wastewater) utility enterprises are proceeding with the construction of major new facilities to serve utility customers, including a major expansion of the Water Reclamation Facility and improvements to the City's water supply and distribution systems, and wastewater collection, conveyance and treatment systems. The University of Oklahoma is constructing major new housing facilities and improving its water, storm drainage and wastewater systems that are ultimately served by City of Norman utility systems.

UNDER CONSTRUCTION

