



BUDGET



THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2019

FINANCIAL PLAN—FISCAL YEAR-END 2020-2023



ON THE COVER : Norman is a “railroad city.” In 1870, the United States Land Office contracted with a professional engineer to survey much of “Indian Territory.” (Most of what is now Oklahoma was originally reserved for Native Americans who were relocated from their homelands). Abner E. Norman, a young surveyor, became chairman and leader of the central survey area, with the responsibility of charting a course for rail lines to be laid across Indian Territory. The survey crew burned the words “NORMAN’S CAMP” into an elm tree near a watering hole to taunt their younger supervisor, and the name was kept when a town site was established at present-day Norman in 1889. Today, with an estimated 122,738 residents, Norman is the third largest city in the state of Oklahoma.

The Norman Santa Fe Depot was built in 1909 in an interpretation of the Mission Revival architectural style. The Depot was deeded to the City of Norman in 1971 and restored for public use with federal Community Development Block Grant funding. In 1991, The Depot was listed on the National Register of Historic Places. Passenger rail service returned to Norman with the implementation of the Amtrak “Heartland Flyer” service line, in 1999. A major refurbishment of the Depot was completed in 2017 with City of Norman Capital Sales Tax funding, restoring the building to its historic standard and meeting modern building codes. The building is leased by the City to The Depot, Incorporated, a non-profit entity that coordinates musical, artistic, and community activities in The Depot and greets railroad passengers daily.

Currently, a multi-jurisdictional study for future expanded commuter rail service throughout central Oklahoma, the “Central Oklahoma Regional Transportation Authority Task Force,” is being conducted. Norman is actively involved in this study, with interests in expanding passenger rail service through The Depot for residents to conveniently travel throughout the region for work, recreation, educational and other purposes.

*Front photo by Ryan Putman, Parks and Recreation

CITY OF NORMAN



CITY COUNCIL

MAYOR
Lynne Miller

Ward 1 Kate Bierman

Ward 5 Sereta Wilson

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

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THE CITY OF NORMAN

OUR MISSION

“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Norman
Oklahoma**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Norman, Oklahoma, for its annual budget for the fiscal year beginning July 1, 2017.

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 communication device.

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



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**City Manager's
Letter**





The City of **NORMAN**

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

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

April 13, 2018

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, 2018 – June 30, 2019 (FYE 2019). 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 residents 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 2019 budget has been prepared with a backdrop of financial stress in the City's major operating funds, due to continuing declines or very slow growth in the City's sales tax. The Council and staff have worked to build fund balances and to fund our "Rainy Day Fund" at its targeted level to prepare for times like we are experiencing; we have taken aggressive actions to maintain and reduce expenditures where possible. Still, we are experiencing financial stress in are major operating funds.

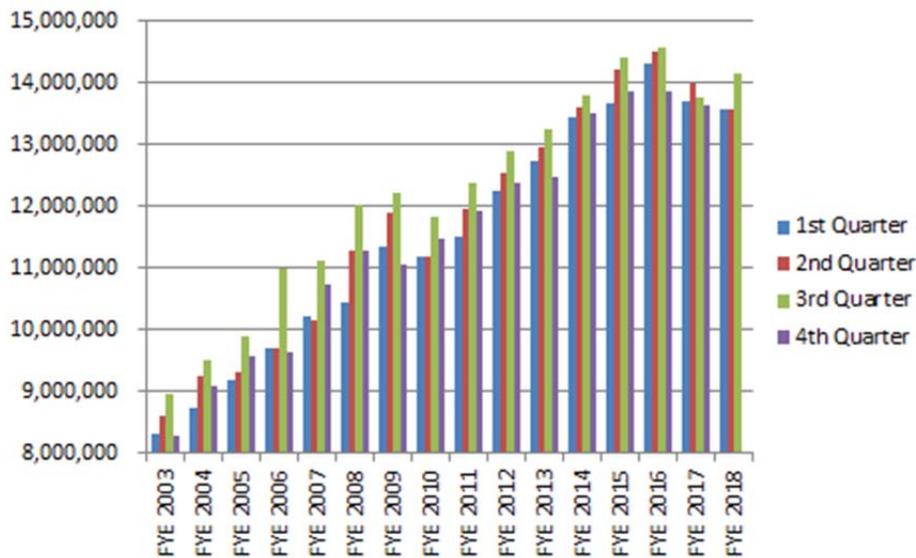
Sales tax is the major source of revenue funding City services, operations and capital improvements in the General Fund, Capital Fund, Public Safety Sales Tax Fund and NORMAN FORWARD Sales Tax Fund. The "cost of doing business" in these critical funds is rising much faster than the major revenue source to pay for them. This imbalance has been discussed with Council for many years, but the time has come for us to consider the impact of these "Mega-Trends" on our strategic planning.

MEGATREND I – Sales Tax Growth Patterns Have Changed

For over thirty years (roughly 1977 – 2008), the City's general purpose sales tax (the three percent of sales tax collected for non-dedicated sources; 2.3 percent for the General Fund and 0.7 percent for the Capital Fund) grew at a fairly steady rate. This historic growth trend has changed, for two primary reasons. First, the "Great Recession" of 2007-2009 changed the United States retail environment substantially. The model of major retailers selling goods at

brick and mortar stores financed by long-term debt was altered significantly by the Great Recession. Since that time, there has been very little growth in the retail sectors of the nation’s economy, upon which the City’s sales tax is largely based. Second, consumer buying patterns have shifted from being almost entirely concentrated in brick and mortar stores, which collect sales tax for the City, to higher proportions of on-line sales which in large part happen without sales tax being collected for the City. The impact of this Mega-Trend is illustrated below:

General Purpose Sales Tax By Quarter, FYE 2003 - 2018



The result of this change in retail behavior is stark. While the City’s sales tax has begun to grow slowly in year-over-year patterns, it is important to note that our collections are below the levels of 2-3 years ago. Meanwhile, expenditures for City services have gone up, due to increased costs of salaries and benefits for our employees who provide the services to our residents and increases in costs for materials and contracted services.

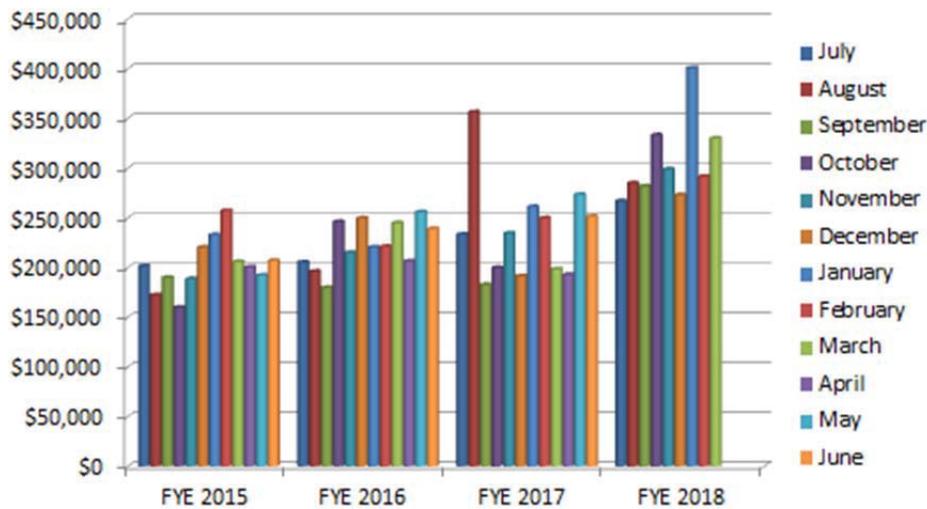
MEGATREND II – Use Tax Can Make Up Some But Not All of the Difference in Revenue

When goods are purchased from businesses outside of Norman for delivery to or use within Norman, sales tax applies to the sale and should be paid in the form of Use Tax at the same rate as if the purchase was made from a business located in Norman (and Cleveland County and the State of Oklahoma). Use tax collections have historically been very difficult to enforce however, because the business that is selling the goods are not compelled by law to collect the sales taxes and pay them over to the State, County and City unless the business has a physical presence in Oklahoma. In these cases, the purchaser of the goods is actually compelled to report the

purchases that they made and pay the sales taxes along with their income tax. This has been very difficult to enforce upon individual purchasers of goods online or from catalogs.

The City has been active for many years in the national movement to equalize the sales tax collection “playing field” between local stores with a physical presence in Norman and/or Oklahoma, and out-of-state retailers. There has been some success with getting “voluntary” compliance from some major online retailers to collect and remit use tax on their sales for delivery in Norman, primarily from Amazon.com. This success has resulted in significant increases in the City’s use tax in recent months (see below):

General Purpose Use Tax Collections By Month, FYE 2015 – FYE 2018 (To- date)



The City will continue to be active in this movement to equalize the sales tax collection playing field with the hope that either Congressional action to require online retailers to collect and remit sales tax (use tax) at the point of delivery will be taken, or the legal precedent that excuses retailers that do not have a physical presence in the state from their responsibility to collect and remit sales tax will be struck down by the federal courts.

Because the dollar amount of use tax in proportion to sales tax is still relatively low, it is important to note that the trends against local shopping will continue to have a net negative impact on City revenue.

MEGATREND III – Projected General Fund Revenues Fall Short of Expenses

As discussed below, the City of Norman has an adopted policy requiring General Fund balances to be maintained at adequate levels to maintain operations during periods of revenue decline or unexpected but necessary expenditures. When revenues fall short of expenditures in a fiscal year, however, these fund balances are drawn down to maintain operations. On a budgetary

basis, actual General Fund revenues were **\$-3,649,431** below expenditures in fiscal year 2016-2017. A one-time transfer of revenue from the University North Park Tax Increment Finance District Capital Fund (discussed in the UNP TIF Section below) will mask the fact that General Fund revenues are otherwise projected to be short of expenditures by **\$-1,525,246** in fiscal year 2017-2018.

This ongoing trend of General Fund revenues falling short of operational expenses is not sustainable. This negative Net Difference condition in the General Fund is projected to continue in fiscal year 2018-2019 and to worsen in future fiscal years (see General Fund Summary, page 57, line 63). Strategic actions must begin to be taken now to avoid this future situation.

MEGATREND IV – Public Safety Sales Tax Operations Will Be Absorbed Into the General Fund in Future Fiscal Years

Ordinance 1314-33 was approved by the voters of Norman on April 1, 2014, levying a permanent, one-half percent (1/2%) sales tax dedicated to public safety purposes. Proceeds of the “Public Safety Sales Tax (PSST)” include the addition of personnel in the Police, Fire and Public Works Departments and the construction of “Critical Capital Needs” facilities including the replacement of the City’s emergency communications (radio) systems; construction of an Emergency Operations/Communications Center; replacement of fire apparatus; and the reconstruction/re-location of Fire Station Number 5 in rural east Norman. Once these Critical Capital Needs have been accomplished, the PSST Ordinance mandates that 3/8 of one percent (0.375%) of sales tax proceeds will become a General Fund revenue, 1/8 percent (0.125%) will become a Capital Fund revenue, and the related annual expenditure costs will be borne by the General Fund and Capital Fund.

The operational revenues from the PSST are projected to be short of operational expenditures in future fiscal years (see PSST Fund Summary, page 61, line 43). Once the General Fund assumes financial responsibility for PSST operations, the negative Net Difference situation in the General Fund will be exacerbated.

MEGATREND V – The General Fund Absorbs Stormwater Maintenance Costs

The City of Norman adopted a *Stormwater Master Plan* (SWMP) in 2009. The SWMP identified areas of expanded operational and capital needs required to meet National Pollutant Discharge Elimination System (NPDES) regulations that were pronounced by the U.S. Environmental Protection Agency in the 1990’s. The SWMP also laid out 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 raise revenues 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 stormwater program enhancements over the past 20 years through the adoption of Stormwater Utility (SWU) rates. Norman is the only large city in Oklahoma without a SWU.

Currently, the General Fund allocates approximately \$3.1 million annually for stormwater-related maintenance costs, primarily in the Public Works Department, and additional SWU costs are borne by the Capital Fund. A fully-funded stormwater utility would relieve the General Fund and Capital Fund of these costs and partially offset the negative Net Difference situation that currently hampers the City's ability to provide public services in other areas. Ongoing public discussions are being held related to a proposed stormwater utility fee to be referred to the voters of Norman (unlike other large cities in Oklahoma, utility rate increases in Norman have to be approved by a vote of the citizens).

MEGATREND VI – The Apportionment of Sales Tax to the UNP TIF Fund Reduces Revenues Available For Operational Purposes

The City Council adopted the University North Park Tax Increment Finance District (UNP TIF) in May, 2006 (see UNP TIF Capital Fund discussion below and Fund 57 discussion on page 109). By Ordinance, sales and property tax revenues generated within the UNP are "apportioned" (divided) among the City and other property tax-levying jurisdictions and the UNP TIF Fund. In fiscal year 2017-2018, approximately \$3.9 million in City general purpose sales tax will be apportioned to the UNP TIF Fund, in addition to approximately \$700,000 in incremental property tax.

The UNP TIF was established to accomplish public purposes to support the UNP development. To date, approximately \$30.7 has been spent towards projects such as:

- Construction of the Rock Creek Road Overpass of I-35;
- Construction of Legacy Park;
- Construction of Traffic/Roadway and Intersection Improvements;
- Economic Development Incentives & Infrastructure to support the UNP Corporate Centre.

The UNP TIF Project Plan authorized a total of \$54,725,000 in project costs. At current collection and apportionment patterns, and considering cash that is currently on hand with the Norman Tax Increment Finance Authority Trustee Bank (approximately \$7.5 million, net of outstanding debt), sufficient funds will have been apportioned within about three and half years (42 months) to pay for all of the authorized project costs. By that time, the Council could consider ending or modifying the apportionment of property and/or sales tax. If the apportionment of City general purpose sales tax ends or is modified through a Project Plan amendment, the negative Net Difference situation discussed above could be significantly relieved.

MEGATREND VII – The 2015 General Obligation Bond Program Is Short of Funding

On April 24, 2012, the voters of Norman approved what was then the largest General Obligation Bond package in the City's history. The voters authorized bonds to be issued for the \$42,575,000 in road widening, improvement and drainage projects, including the following:

• West Main Street Bridge over Brookhaven Creek	\$ 2,540,000
• Franklin Road Bridge over Little River	\$ 1,940,000
• Cedar Lane Widening, 12 th the 24 th Avenue S.E.	\$ 3,610,000
• 12 th Avenue S.E. Widening, Cedar Lane to Highway 9	\$ 1,075,000
• 24 th Avenue S.E. Widening, Lindsey to Robinson Street	\$ 5,200,000
• 36 th Avenue N.W. Widening, Tecumseh to Indian Hills	\$ 5,450,000
• Alameda Street Widening, 24 th to 48 th Avenue East	\$ 1,290,000
• Lindsey Street Widening/Drainage, Berry to 24 th Avenue S.W.	\$21,470,000

Most of these major projects have been completed or are underway. Some of the projects, particularly the Lindsey Street project, have experienced cost overruns, which threaten the ability of the remainder of the projects to be completed within available bond proceeds. City Engineering Division staff has worked diligently to control costs on these projects and to maximize matching funds from federal and state sources, but it is currently projected that the 2012/2015 Street Bond Program will be more than \$5 million over budget. This condition, if realized, would cause the City's Capital Fund to be drawn into the negative in future fiscal years. City staff will continue to work with Council on alternative means of addressing this shortfall while completing the projects that the voters of Norman directed to be completed.

MEGATREND SUMMARY – STRATEGIC PLANNING

The fiscal year 2018-2019 budget is presented to Council with the need for long-term planning related to these “Megatrends” at the forefront of your thinking. Sales tax cannot be expected to grow at historic rates, even considering the faster growth in use tax. Our General Fund absorbs costs related to stormwater system maintenance that are paid by a stormwater utility in other cities that are comparable to Norman. Fixed operational costs are expected to grow at a faster rate than current revenues. Within the next few years, the resulting negative Net Difference situation (revenues falling short of expenses) will worsen when the General Fund assumes the operating costs of the Public Safety Sales Tax. We must prepare for these Megatrends by improving the General Fund's net position. We would suggest that the ideal ways to do that are to implement a fully-funded, voter-approved Stormwater Utility (or at least a fee/capital bond structure that offsets some costs currently borne by the General Fund and Capital Fund), and modify the apportionment of sales tax and/or property tax to the UNP TIF. These actions, taken together, would enable the General Fund to maintain its operational levels into the future. Without the implementation of these or similar strategic actions, major cuts to City-provided services will be required, starting in fiscal year 2019-2020, to maintain Ordinance-mandated Operational Reserve and Rainy Day Fund levels.

The total budget for all City of Norman funds for fiscal year ending 2018 was \$224,001,650 and for FYE 2019, the total proposed budget is \$253,100,343. The primary reasons for this significant budget increase relate to the timing of major capital projects that are included in the Public Safety Sales Tax Fund and the NORMAN FORWARD Capital Projects Fund. These projects have been delayed but are expected to progress in FYE 2019.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2017-2018

Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax trends can reflect the overall vitality of the local economy. Overall City general purpose sales tax collections for FYE 2018 are currently 0.8 percent (-0.83%) below FYE 2017 levels and below budgeted levels (budgeted increase of 2%). In the General Fund, sales tax collections are currently 2.4 percent (+2.39%) above fiscal year 2016-2017 levels, but 3.7 percent (-3.67%) below budget. This discrepancy is primarily caused by a reduction in the proportion of sales tax that is being apportioned from the General Fund to the University North Park Tax Increment Finance District (UNP TIF) Fund (the "Average Annualized Growth Rate Factor" discussed in the UNP TIF Project Plan) and a correction to the apportionment formula, which is discussed in the UNP TIF Section below.

In FYE 2019, General Fund and overall City sales tax collections are projected on a slow growth pattern (+2%), 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 continue to 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 online retailers, such as Amazon.com 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 ongoing efforts and the state and federal levels to enact legislation to improve the collection of use taxes that are due to the City, as well as judicial efforts to strike down the requirement for businesses to have a physical presence in the state in order to be legally required to collect sales tax (and pay over to the City as use tax) on goods purchased for use within Norman. If these efforts are successful, anticipated use tax revenue will increase in coming years.

Use tax revenue is projected to increase by three percent in FYE 2019, from FYE 2018 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 2018 by approximately \$469,000 (6%), due primarily to mild summer and winter weather conditions. Collections are projected to increase by three percent from FYE 2018 levels, in FYE 2019.

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 (Water Reclamation Utility revenues are separated from the General Fund). Permit volume and values have declined significantly from uncommonly high levels in 2015-2016, due primarily to large multi-family housing developments that were completed in 2017. License and permit revenues are down about twelve percent from prior-year levels, as of this writing.

Other Taxes – This revenue category primarily reflects the City of Norman's receipt of state shared Motor Vehicle and Tobacco Taxes. FYE 2018 collections are approximately 13 percent below budget, primarily due to lower cigarette tax revenue.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic/parking fines, adjudicated code violations, etc.). Fine and forfeiture revenue is above budget for FYE 2018. Revenues are projected to increase by three percent above projected FYE 2018 levels in FYE 2019.

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.

Other Revenue – The state of Oklahoma authorized an increase to the Emergency 911 Tariff rate that can be charged to users of cellular phones, to implement equipment that can more accurately identify the location of emergency calls placed on cell phones. This increased tariff rate will generate approximately \$200,000 per year in additional revenue.

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 3% of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or "Rainy Day") Fund.

The Ordinance on Reserve Policy 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 since its inception in FYE 2011.

As of the end of FYE 2018, the City currently 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 \$1,164,926) and its Target (4.5% of General Fund expenditures) balance (by \$75,080). 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 residents. To help to ensure that reserve levels were maintained at projected levels during FYE 2018, departmental managers were directed to reduce their operational (non-salary) budgets by two percent (2%). If projected revenue and expenditure patterns in the General Fund come to pass, the Council may have to consider appropriating Net Revenue Stabilization Fund moneys in the next budget year to maintain ongoing operations. As discussed in the “Megatrends” Section above, it is important for Council to think strategically about ways to avoid having to draw down Rainy Day Fund balances to maintain basic City operations in the near future.

FISCAL YEAR 2018-2019 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. Despite the continued efficient delivery of public services at low costs, the FYE 2019 General Fund budget has been prepared under the assumption that current year revenues will be short of current year expenditures (by \$-2,012,638). This “negative Net Difference” condition will cause projected General Fund balance to be drawn down in FYE 2019. However, if the 2% Emergency Reserve funds are not spent in FY18 and FY19, there will be a negative net difference of (-\$539,216). As we have discussed, this difficult budget proposal is made with the sense of urgency to develop and implement long-term solutions to help to ensure that the General Fund is financially able to continue to deliver the services our residents deserve and demand.

The City's small, efficient general governmental operation provides a minimal level of basic services. There are several areas of additional service that have been identified by the Council, the public, and City staff that need to be addressed in the future. These areas include, but are not limited to, the following:

- Additional School Resource Officers;
- Additional Emergency Vehicle Mechanics and Dispatchers, as planned in the PSST Ordinance;
- An Internal Audit function;
- Additional Information Technology Staffing, for increased cyber-security;
- Additional Parks and Public Grounds Maintenance staffing;
- Additional Stormwater Maintenance staffing, mandated by the U.S. EPA;
- Expanded Forestry staffing;
- Additional Sustainability Officer;
- Additional Americans with Disabilities Act Technician;
- Additional Budget and Management Analysis staffing;
- Additional Traffic Signal Maintenance staffing;
- Additional Veterinary Services staffing;
- Additional Supervisory Fire Department staffing;
- Additional Tradesworkers and Facility Maintenance Supervisory staffing;
- Human Resource Recruitment staffing;
- Additional Accounting Staffing to support capital projects

During the preparation of this budget proposal, senior staff members requested 46 additional full-time personnel positions in these areas of identified need. While these requests are not unreasonable, the General Fund and Public Safety Sales Tax Fund resources are not adequate to fund them at this time.

Several other areas of budget allocation were increased to meet cost inflation and service needs in areas of basic services (“base budget adjustments”). These include such things as contractual maintenance agreements for information technology (computer) equipment; credit card processing fees (offset by increased revenue); and increased supplies at the expanded Animal Welfare Center.

Two personnel positions are proposed to be added in the General Fund in fiscal year 2018-2019, which will have no net increase to budgeted costs and one position is added by Council direction:

- Aquatics/Special Events Coordinator (Parks and Recreation Department) – funded by reduction in temporary/part-time allocations and additional Westwood revenues
- Customer Service Representative (Finance Department) – funded by revenue transfers from the Water, Water Reclamation and Sanitation Utility Funds
- Multi-Media Specialist – added during fiscal year 2017-2018 to improve our public education and information efforts

The General Fund Summary makes a savings assumption for the net reduction in salary and benefit costs experienced through natural employee attrition (retirements, etc.). In fiscal year 2017-2018 an additional “Supply/Materials and Service/Maintenance Savings” assumption was 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. The level of this assumption was increased in FYE 2019, to reduce the amount of the shortfall between projected revenues and expenditures. Management will continue to work to attain these aggressive projected savings in budget allocations.

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. 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 reduced the rate of growth in our benefit costs. Due to extraordinary costs incurred by a very few of our health plan members, however, we are implementing a 2.5 percent (2.5%) increase to the City's and employee's health care premiums. It has been over four years since City health insurance premiums have been increased.

The fiscal year 2018-2019 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 (City) Contribution of \$656 per month (single) and \$1326 per month (family) for health insurance;
- An Employer Retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;
- A state-mandated 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 six percent (6%) 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 (costs are estimated):

- | | |
|---|--------------|
| • 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 |

PSST Personnel Additions

The first nine School Resource Officer (SRO) personnel have been deployed to Norman high schools and middle schools, based on a cost-sharing agreement with Norman Public Schools (NPS pays half of the cost of the SRO positions). The addition of the remaining four SRO positions is being delayed due to budget constraints. Two additional Communication Officers have been deployed, but the remaining two "dispatchers" will not be added until the Emergency Operations/Dispatch Center construction is complete. The addition of the Emergency Vehicle

Mechanics is also awaiting the completion of the Fire Apparatus Storage/Maintenance Facility, which is planned as a part of the ongoing Fire Apparatus Replacement Program.

Critical Public Safety Capital Needs

Progress is being made on 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. Delays in the implementation of the system were caused by site acquisition concerns for one of the communication towers, but system implementation is moving forward. Design of the Emergency Operations Center building, to be located in northeast Norman near the Water Treatment Plant, is underway.

The financial status of the Public Safety Sales Tax Fund and its future impact on the City's General Fund is discussed in the "Megatrend IV" section above. When the "PSST II" Ordinance was first proposed, it was envisioned that the General Fund would absorb PSST operational costs above what three-eighths of one percent (0.375%) of sales tax would generate. It will be important to prepare the General Fund to absorb those costs in the near future.

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.

Community Development Block Grant Disaster Recovery (CDBG-DR) funds, administered by the U.S. Department of Housing and Urban Development and the Federal Emergency Management Agency, have been used over the last two fiscal years to complete major paving and reconstruction projects for roads and bridges in rural east Norman that were damaged in wildfires, tornadoes and other natural disasters in 2015. These projects are nearing completion, with the denial by local administrators of the City's claim to repair some roads and bridges to better withstand future storm events.

The re-opening of the Westwood Family Aquatic Center in May, 2018 will have significant impact on the City's Westwood Fund. The Westwood Aquatic Center has been completely re-constructed from proceeds of the NORMAN FORWARD Sales Tax (see NORMAN FORWARD Section, below). The adopted Business Plan for the Aquatic Center calls for increases in both revenues and expenditures, in anticipation of expanded operations beginning in the summer season of 2018. The FYE 2019 Westwood Fund budget includes these anticipated additional revenues and expenditures, for a "break-even" operation of the Aquatic Center.



The new Westwood Family Aquatic Center

The Westwood Tennis Complex is also being expanded and renovated using NORMAN FORWARD Sales Tax revenues (see NORMAN FORWARD Section, below). Two additional outdoor tennis courts have been added and an addition of two enclosed indoor courts is currently under design. It is anticipated that increased revenues from the Tennis Center will benefit the City and enable expanded tennis operations.

The Westwood Golf Course implemented a green fee increase in April, 2018, which is projected to increase Westwood revenues. Westwood's golf fees remain in line with competing courses in the area.

Similar to the impact of online purchases on the City's sales tax, the City's Transient Guest Room Tax revenues are negatively impacted by visitors to Norman choosing to lodge with "shared hosting" services such as AirBnB, which do not collect Room Tax, instead of lodging with local hotels, which collect and remit Room Tax to the City. Ongoing negotiations are underway to attempt to collect the Room Tax which is due from these shared hosting services.

Room Tax Fund revenues are used for three purposes as established by Ordinance: the attraction of conventions and visitors to Norman; promotion of the arts and humanities; and improvement of parks and public spaces to enhance the quality of life in Norman. The first two purposes are carried out through contracts between the City and community non-profit agencies, VisitNorman (formerly the Norman Convention and Visitors Bureau) and the Norman Arts Council. Budgets submitted for these agencies are included in this document. The parks improvement portion of the Room Tax is administered by the City's Parks and Recreation Department. Major parks projects contemplated to be funded by Room Tax in fiscal year 2018-2019 include debt service for the 2002 reconstruction of the Westwood Golf Course (this debt is scheduled to be retired in June, 2022) and improvements to the Firehouse Art Center and the Sooner Theater.

Operational Budget Summary

While the fiscal year 2018-2019 operational budget continues to provide financial resources for basic service levels, the long-term “Megatrends” discussed above should be at the forefront of Council’s considerations. Unless major changes are implemented to improve the General Fund’s financial position, the City may have to draw upon the Net Revenue Stabilization (“Rainy Day”) Fund to maintain operations, and/or significant reductions in direct services will be necessary in the near future.

Capital Expenditure Budget Preparation

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) capital sales tax (CST), the 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 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.

2012/2015 Street Improvement Bond Program

As discussed in the “Megatrend VI” Section above, the City has made major progress on implementing the \$42 million road widening and drainage facility improvement capital program approved by the voters in 2012 (the authorized General Obligation Bond package was completed in two separate bond issuances, in 2012 and 2015). The West Lindsey Corridor, along with the major road network of southeast Norman has been almost completely transformed by completed or ongoing projects. Many of these projects have employed “multi-modal” design concepts, incorporating handicapped, pedestrian, bicycle and mass transit accessibility features. Many other enhancements (“betterments”) such as public art and undergrounding of utility infrastructure have also been included in many of the projects.



The new West Lindsey Bridge over Imhoff Creek

These “betterment” factors, along with the natural inflation in the cost of public infrastructure construction, have increased the cost of some of the completed bond projects above their budgets. As the City proceeds with the construction of the remaining projects directed and authorized by the voters in 2012, Council and staff will work to obtain cost savings and additional matching revenue to make sure that the full capital project can be completed without drawing down significant Capital Sales Tax revenues that are needed for other projects. Some methods that will be considered include obtaining additional Federal Highway Administration funds for the 36th Avenue project, beyond those anticipated in 2012; using General Obligation Bond proceeds leftover from allocations for street resurfacing projects (after the approved resurfacing projects are completed) and pursuing additional State matching funds.

Senior Citizen's Center

The City Council spent considerable time during Fiscal Year 2016-2017 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 a Senior Center Reserve of the Capital Fund Balance be established to set aside funds for the proposed Senior Center over time. This reserve is projected to total \$261,000 as of the end of fiscal year 2017-2018.

Further Council discussion led to the passage of a Resolution (R-1718-98) that recommended the review by the University North Park Tax Increment Finance District (UNP TIF) Statutory Committee of the use of \$8,750,000 in UNP TIF funding authorized for a Cultural Facility to be used for the construction of a Senior/Cultural Center within the University North Park Project Area, adjacent to the Cleveland County YMCA and proposed NORMAN FORWARD Indoor Aquatic Center and Indoor Multi-Sport facilities. Council's recommendation to fund the new Senior Citizen Cultural Center with UNP TIF revenues is currently being reviewed by the Statutory Review Committee and the UNP TIF Citizen Oversight Committee.

Council's final direction in this matter could free the Senior Center Capital reserve in the Capital Fund for other purposes, and could enable the City to move forward with the Municipal Complex renovation projects (Police Headquarters renovation and remodel; new Municipal Court facilities; new Development Center; etc.) approved by the voters of Norman in the 2008 General Obligation Bond referendum.

Other Capital Programs

The Council has re-iterated the high priority it places on walkability and sidewalk access for pedestrians. Over \$7 million in projects are programmed over the next two fiscal years that include sidewalk improvements. The City recently completed improvements at railroad crossings throughout Norman that have enabled Norman to be a “Railroad Quiet Zone” throughout the City limits. The Capital Sales Tax will continue to be used within priority areas identified by Council as detailed in the Capital Improvement Project budget document.

NORMAN FORWARD Sales Tax Capital Projects Fund

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

- New Central Branch Library \$ 39,000,000
- New East Branch Library \$ 5,000,000
- Neighborhood Park/Trail Projects \$ 14,500,000
- New Indoor Aquatic Facility \$ 14,000,000
- Westwood (Outdoor) Pool Facilities \$ 12,000,000
- Griffin Park Soccer Facility \$ 11,000,000
- Griffin Park Land Acquisition \$ 10,000,000
- Reaves Park Baseball/Softball Facility \$ 10,000,000
- New Community Park Development \$ 9,500,000
- New Indoor Multi-Sport Facility \$ 8,500,000
- James Garner Avenue Extension \$ 6,000,000
- Road Improvements \$ 2,730,000
- New Adult Football/Softball Complex \$ 2,500,000
- Canadian River Park Development \$ 2,000,000
- Westwood Tennis Center Improvements \$ 1,000,000
- Senior Citizen's Center To Be Determined based on available funding

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, 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 two of three anticipated Sales Tax Revenue Note issuances have been completed by the Norman Municipal Authority in December, 2015 and June, 2017. These debt financings have enabled the projects to continue apace.

NORMAN FORWARD Sales Tax revenues are negatively impacted by the factors discussed in "Megatrend I" above, but the City is working diligently to deliver on the promises made when voters approved the NFST initiative.

As of this writing, the Westwood Family Aquatic Center reconstruction is nearly complete and preparing to re-open for the 2018 swimming season. The Westwood Tennis Center improvements are expected to be completed in 2018. The East Branch Library is nearing completion, and opening is expected in June, 2018. Master Development Plans have been completed for the Griffin Soccer Complex and the Reaves Park Baseball/Softball Complex. The Central Branch Library construction project has been "topped out" and the adjacent James Garner Avenue/Acres Street intersection project is underway. Clearly, the exciting,

transformative aspects envisioned when NORMAN FORWARD was approved are coming to fruition.

Some delays have been experienced in securing land purchases or leases related to the facilities on land owned by the University of Oklahoma and the Oklahoma Department of Mental Health and Substance Abuse Services, but negotiations are ongoing. The investments that our citizens have made in improving their quality of life are paying off.



The new Norman Public Library, Central Branch

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 are nearing completion. The Council may consider another renewal of this highly successful bond program within the next year.

University North Park TIF District Capital Fund

Significant growth continues 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. Public infrastructure and Project Plan components accomplished in the first eleven years of the UNP TIF include: Embassy Suites and Conference Center (no cost to the City); Rock Creek Overpass of Interstate 35 (\$12 million project which leveraged \$6.5 million in matching funds); major roadway improvements including five intersections totaling \$24 million by leveraging \$10.7 million in matching funds; Legacy Park opening in September 2015;

establishment of a \$2.1 million Business Improvement District by leveraging \$900,000 in incremental tax revenue; acquisition, platting and infrastructure for 60 acres of Economic Development land with IMMY as the first Quality Jobs employer in this development. Total incremental tax revenue expended in the first eleven years of the UNP TIF is approximately \$30 million. Private investment into the UNP TIF District, as reported by the Cleveland County Assessor records is approximately \$234 million.

Based on current apportionment patterns, it is estimated that sufficient funds will be on hand to pay for all of the public improvement projects authorized within the UNP TIF in approximately three years (during fiscal year 2022-2023).

The Council/Norman Tax Increment Finance Authority jointly funded a Master Plan study regarding the development of the UNP area north of Rock Creek Road. The Council was presented this Master Plan during the fall of 2017. The proposal includes major single and multi-family housing and an "Entertainment District", which would feature an arena to host University of Oklahoma basketball, concerts and other events; a major hotel addition; public parking structure; and an adjoining exposition center. It is expected, the Council, acting as Trustees of the Norman Tax Increment Finance Authority, will continue to take the proposal, and potential funding sources for its public components, under advisement in the coming months.

During fiscal year 2017-2018, an error was discovered by City staff in the method by which sales tax was being apportioned from the General Fund and Capital Fund to the University North Park Tax Increment Finance District (UNP TIF) Fund. It was discovered that when the sales tax rate in Norman was increased by one-half percent (0.5%) for the Public Safety Sales Tax (PSST) in 2008, and by another one-half percent for the NORMAN FORWARD Sales Tax (NFST) in 2015, the amount of total sales tax that was collected by businesses in UNP was not being adjusted, for apportionment purposes, for the new tax rates. Since the NFST and PSST Ordinances exempt those "dedicated" sales taxes from TIF apportionment, the amount of sales tax that was being apportioned was too high (note that the proper amount of sales tax was deposited on an ongoing monthly basis to the PSST and NFST Funds before the apportionment process began; no correction to those funds was needed). Council directed that the amount of over-apportioned sales tax be verified by a third-party accountant and then transferred from the UNP TIF Fund to the General Fund and Capital Fund, as appropriate.

The amount of sales tax over-apportioned to the UNP TIF Fund since 2008 was \$5,576,750. \$4,275,508 was transferred to the General Fund and \$1,301,242 was transferred to the Capital Fund in February, 2017. The UNP TIF Fund was able to absorb this transfer-out from moneys that were on hand at the Norman Tax Increment Finance Authority's Trustee Bank, awaiting approved TIF project expenditures. After the transfers were complete, approximately \$7 million remained on hand at the NTIFA Trustee Bank (net of outstanding debt principal) for future authorized UNP TIF projects, and future apportionments will continue to be made based on the corrected apportionment formula.

The transferred revenue is available for appropriation by the Council during the FYE 2019 budget process. As discussed above in "Megatrend III", this one-time infusion of revenue prevented the General Fund from having a projected negative fund balance in FYE 2019.

Without the one-time infusion, this proposed budget would be recommending a transfer from the Net Revenue Stabilization ("Rainy Day") Fund to the General Fund to meet ongoing operational expenses.

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, *address taste and odor issues* that have been experienced periodically, and repair aging infrastructure. Construction of the improvements, at an estimated cost of \$33 million, is well underway and expected to be complete in the fall of 2019.

The Norman Water Utility provides water to its customers through three major sources: surface water from Lake Thunderbird; ground water through wells in the Garber-Wellington Aquifer; and through purchases of treated water from the Oklahoma City Water Utilities Trust. The rates for Oklahoma City water purchases will increase by 5.9% in January 2019.

As directed by the City's *Strategic Water Supply Plan*, the Water Utility is also embarking on a project, costing an estimated \$12,000,000, to expand its ground water well field in east Norman. Eventually, the Water Utility plans to add two million gallons per day of water supply through this well field expansion and associated water transmission lines.

Norman Water Reclamation (Wastewater) Enterprise Utility

Major improvements at the Norman Water Reclamation Facility (WRF) were completed in fiscal year 2017-2018. 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; new and improved treatment processes to meet or exceed all effluent discharge requirements; and to make the WRF more resistant to weather-related emergencies.

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, residential yard waste collection and composting services, bulky item pickup and participates in a household hazardous waste disposal program. Residential curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor. The Sanitation Utility is currently considering new contracts for the disposal of solid waste at approved landfills and for the provision of residential curbside recycling services, with the intent being to maintain these contractual costs within the current Sanitation rate structure. The Utility will also consider developing a Solid Waste Master Plan to evaluate all phases of solid waste management, including: source reduction and reuse, recycling/regional solutions, organics management, etc. The Sanitation Utility continues to allocate funds to provide for its package of customer services within the ratepayer revenues provided.

Norman Stormwater 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 stormwater program enhancements over the past 20 years through the adoption of Stormwater Utility (SWU) rates. Norman is the only large city in Oklahoma without a SWU. Extensive Council/NUA and community dialogue continues on this topic as discussed in "Megatrend V", above. If the voters of Norman approve a SWU rate structure, the City would implement a Stormwater Utility Enterprise in future budget years.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2019 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 2018-2019 budget is generally a status quo budget. Every effort has been made to continue to provide public services within available revenues in the General Fund. Due to the impact of the factors discussed above in the "Megatrends" Section, the City is confronted with the need to think strategically to identify ways to continue to provide public services. There will

be a need to generate new revenues or substantially reduce costs through service reductions in the next year to two years. We will continue to work to follow Council's direction to address these Megatrends, and to address the long-term revenue imbalance through a combination of new revenue sources (i.e., expanded retail bases; a Stormwater Utility that funds services currently paid from the General Fund), the re-allocation of existing sales tax revenue (ending or modifying the apportionment of sales tax from the General Fund and Capital Fund to the University North Park TIF Fund), improved collection of sales taxes and expansion of the sales/use tax base through Federal legislative or judicial action; or reduction in public services.

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 residents and utility ratepayers and to work to implement it in providing the services they justifiably demand.

Sincerely,



Steven Lewis
City Manager



Community Profile



History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 124,445 residents, Norman is the third largest city in the State of Oklahoma.

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



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

The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman was chosen as the location for the University of Oklahoma (OU), contingent upon the county passing bonds to construct a building. Town and country residents were also required to donate 40 acres of land for a campus site. The residents of Norman were successful in all their plans to be OU's home and by 1895, the university enrolled 100 students. Today, the Norman campus has an enrollment of approximately 27,077.

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

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

Norman — The City of Festivals

Widely recognized as the “City of Festivals”, Norman is the host of several annual festivals that are free to the public. Spring and Summer festivals include the Medieval Fair, Earth Day Festival, Norman Music Festival, May Fair, Jazz in June, and Midsummer Night’s Fair in July. Fall and Winter festivals include a Holiday Celebration in December and the Chocolate Festival held in February.



Holiday Celebration in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night’s Fair held in July

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

Community Profile

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



Max Westheimer Airport



Owen Field and Oklahoma Memorial Football Stadium



Norman Music Festival



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation



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

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
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	3.2
2016	120,866	28,562	31.1	16,046	3.5
2017	122,553	n/a	n/a	15,944	3.5
2018	124,445	n/a	n/a	16,105	n/a

Sources:

- (1) 2009 and 2011-2017 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2018 Estimated – City of Norman Finance Department
- (2) 2009-2016 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate
- (3) 2009-2016 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 (2017-2018 School Year):

Total school enrollment – Norman Public Schools	16,105
Number of elementary schools	17
Number of elementary students	7,967
Number of elementary school instructors	597
Number of secondary schools	6
Number of secondary school students	8,138
Number of secondary school instructors	487
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

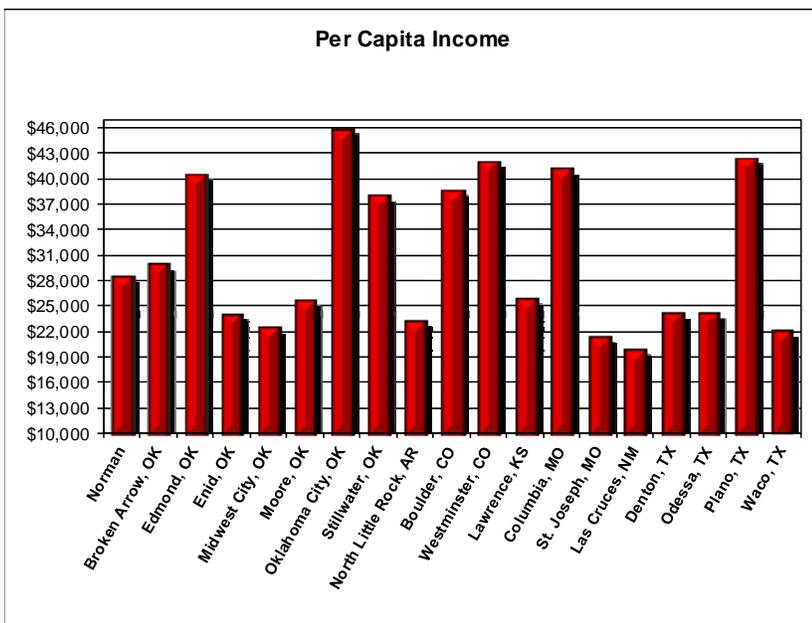
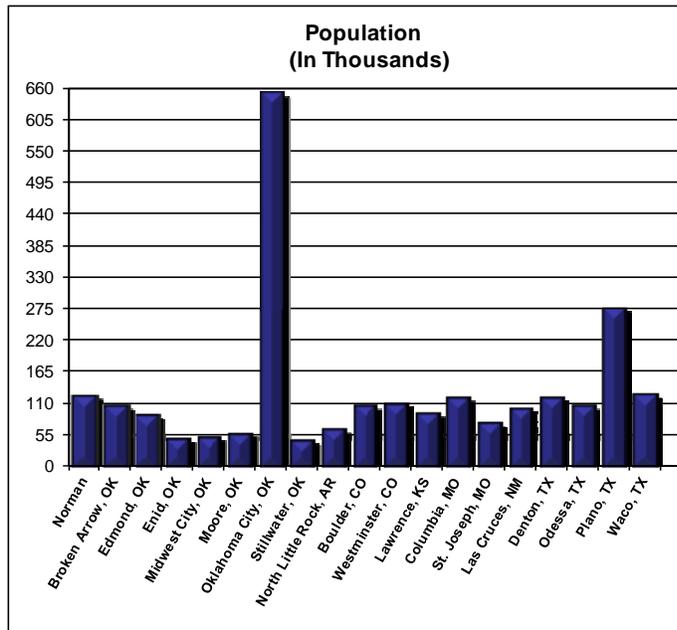
<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	12,911
Norman Regional Hospital	Medical Services	3,040
Norman Public Schools	Education Services	1,872
York International / Johnson Controls	Heating / Air Conditioning	971
City of Norman	Government Services	869
Wal-Mart Supercenters	General Merchandise Retailer	652
NOAA National Severe Storm Laboratory	National Weather Services	550
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	519
Hitachi	Computer Products	410
Oklahoma Veterans' Center – Norman Division	Medical Services	402
USPS National Center for Employee Development	Government Service	395
Sitel	Business Process Outsourcing	350
Sysco	Food Service Distributor	320

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	124,445	31.1	189.5
Broken Arrow, OK	107,403	36.5	46.2
Edmond, OK	91,743	35.7	90.0
Enid, OK	51,386	36.5	73.9
Midwest City, OK	54,371	35.2	28.0
Moore, OK	60,451	34.0	21.8
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

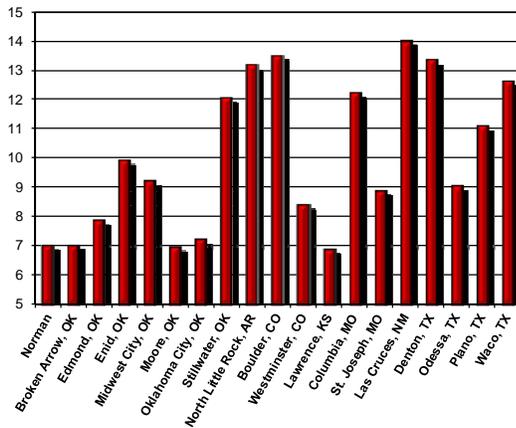


City	Per Capita Income
Norman	\$28,562
Broken Arrow, OK	\$29,962
Edmond, OK	\$40,495
Enid, OK	\$24,076
Midwest City, OK	\$22,451
Moore, OK	\$25,821
Oklahoma City, OK	\$46,000
Stillwater, OK	\$38,028
North Little Rock, AR	\$23,282
Boulder, CO	\$38,636
Westminster, CO	\$42,070
Lawrence, KS	\$25,989
Columbia, 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	16,105	3.50%	Oklahoma Gas & Electric (OG&E), Wal-Mart Stores, Inc., Links at Norman
Broken Arrow, OK	28,649	5.70%	Public Service Company, Wal-Mart Stores Inc., Valor Communications
Edmond, OK	23,994	2.80%	Champions Pipe & Supply, Oklahoma Gas & Electric (OG&E), BRE Silver MF Second OK
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	22,899	4.00%	Oklahoma Gas & Electric (OG&E), KRG Shops at Moore, LLC, Wal-Mart Real Estate Business
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 Apartments
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%	El 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), Well Services Division of STC
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



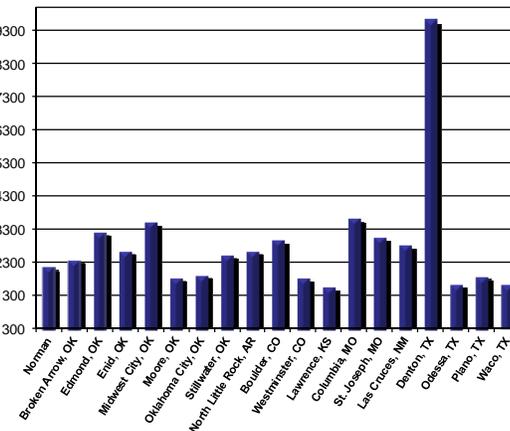
Full-Time & Permanent Part-Time Budgeted Positions Employees Per 1,000 Citizens

City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	869	7.0
Broken Arrow, OK	752	7.0
Edmond, OK	720	7.8
Enid, OK	509	9.9
Midwest City, OK	500	9.2
Moore, OK	419	6.9
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

Budgeted Revenues Budgeted Expenditures Expenditures Per Capita (In Millions)

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	\$214.50	\$270.94	\$2,177
Broken Arrow, OK	\$232.73	\$258.38	\$2,406
Edmond, OK	\$241.61	\$297.71	\$3,245
Enid, OK	\$134.72	\$136.91	\$2,664
Midwest City, OK	\$150.08	\$192.62	\$3,543
Moore, OK	\$112.50	\$112.50	\$1,861
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

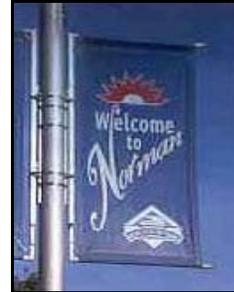
Expenditures Per Capita Income



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

300

Non-Union

156

Fire Protection:

Number of Stations

9

Number of fire personnel

163

Number of calls answered (for 2017)

14,578

Number of inspections conducted (for 2017)

3,153

Police Protection:

Number of stations (includes Norman Investigations Center)

2

Number of police personnel (includes emergency communications staff)

250

Number of patrol units

127

Physical arrests (for 2017)

5,916

Traffic violations (for 2017) (citations issued)

42,118

Parking violations (for 2017)

17,438

Number of reported crimes (part one crime index for 2017)

3,766

Calls for service (for 2017)

96,800

Sewerage System:

Miles of sanitary sewers maintained by the City

511

Miles of storm sewers maintained by the City

141.8

Number of treatment plants

1

Daily average treatment in gallons

11,000,000

Design capacity of treatment plant in gallons

17,000,000

Water System:

Miles of water mains maintained by the City

601

Number of service connections (includes 890 sprinkler connections)

38,220

Number of fire hydrants

5,988

Daily average production in gallons (for 2017-excluding water purchased from OKC)

9,179,000

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

538.2

Miles of rural streets maintained by the City

230.3

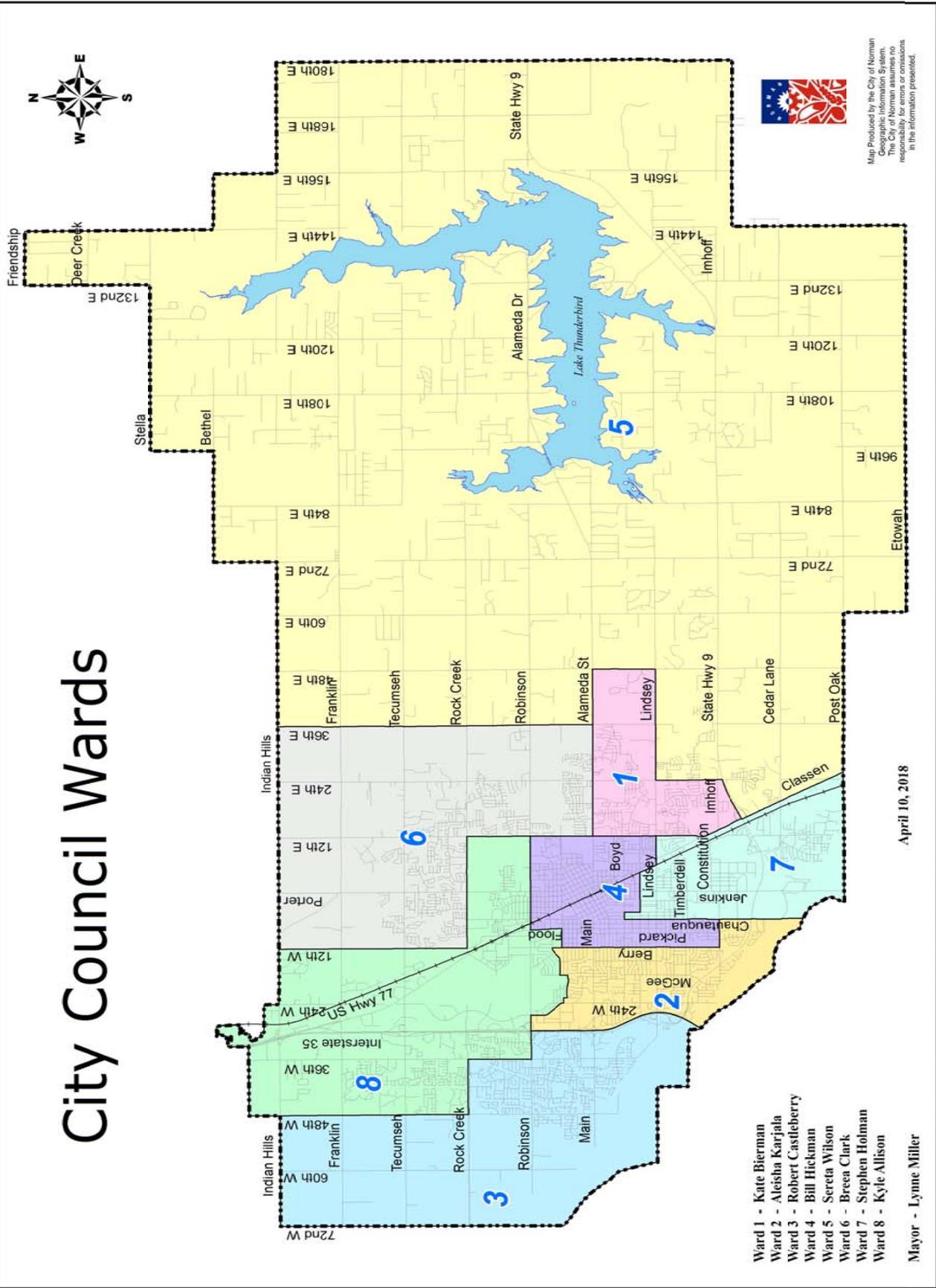
Number of street lights

6,588

Number of signalized locations

256

City Council Wards



- Ward 1 - Kate Bierman
 - Ward 2 - Aleisha Karjala
 - Ward 3 - Robert Castleberry
 - Ward 4 - Bill Hickman
 - Ward 5 - Sereia Wilson
 - Ward 6 - Breen Clark
 - Ward 7 - Stephen Holman
 - Ward 8 - Kyle Allison
- Mayor - Lynne Miller

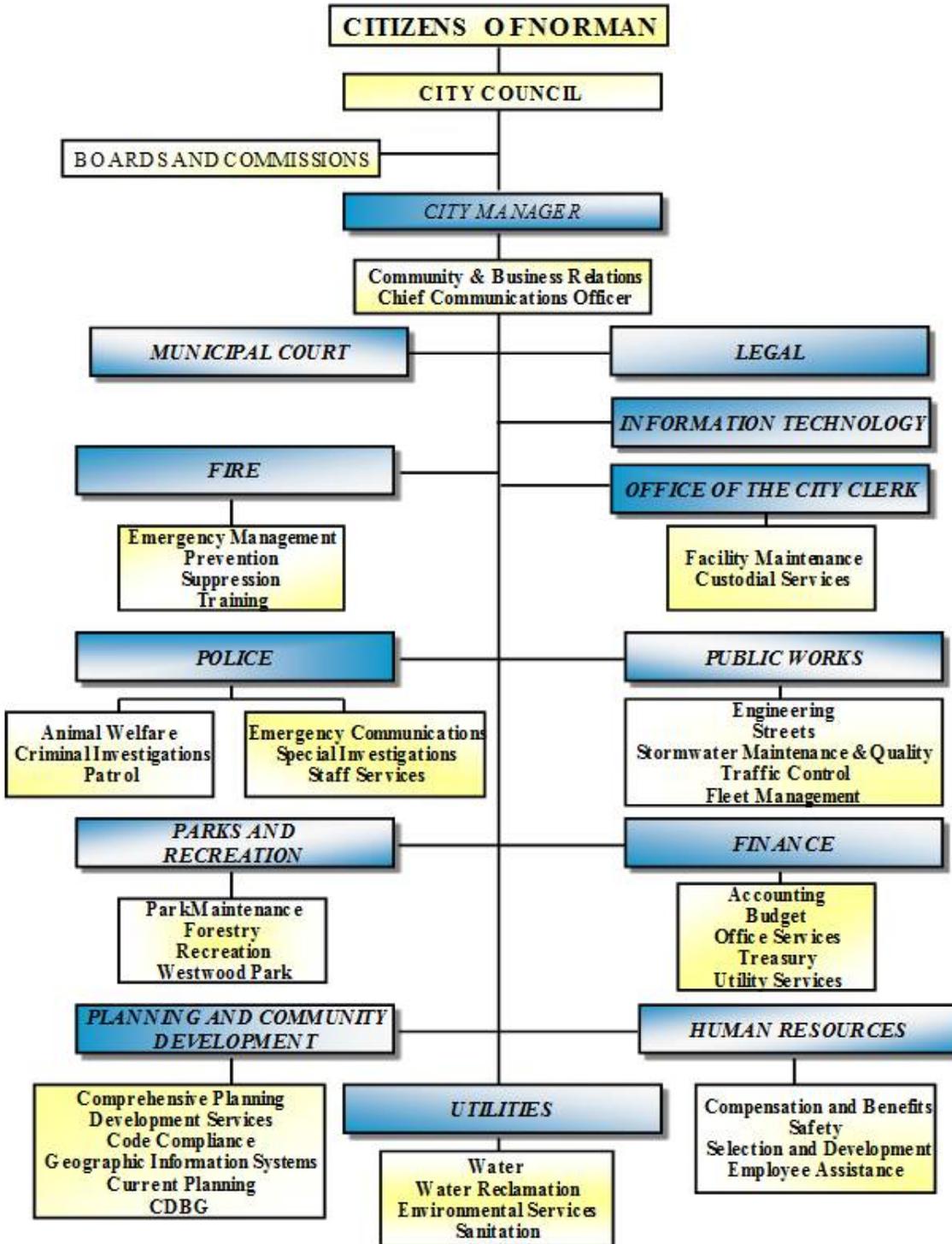
April 10, 2018



**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 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19
GENERAL	568	599	558	601	602	596	599	610	615	617	620
PUBLIC SAFETY SALES TAX	0	0	45	65	67	69	71	77	79	82	82
RECREATION	20	20	20	0	0	0	0	0	0	0	0
CDBG	6	6	6	6	6	6	6	5	5	5	5
SPECIAL GRANTS	0	0	1	1	1	0	0	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	1	1	0	0	0	0
EMERGENCY COMMUNICATIONS	22	22	22	0	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8	8
WATER	52	52	52	52	52	51	51	50	50	51	52
WATER RECLAMATION	23	23	21	21	22	22	22	42	43	43	43
SANITATION	53	53	51	51	51	51	51	51	52	52	52
RISK MANAGEMENT	0	0	0	1	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	5	5	5
SEWER MAINTENANCE	25	25	21	21	21	21	21	1	1	1	1
TOTAL	780	811	808	830	834	829	834	848	859	865	869

FYE 13 to FYE 14 - Cut 12 Frozen Positions (11 in General Fund & 1 in Water Fund). Added a Retail Recruiter position, 3 part-time Recreation Leaders and reclassified 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 Fund.

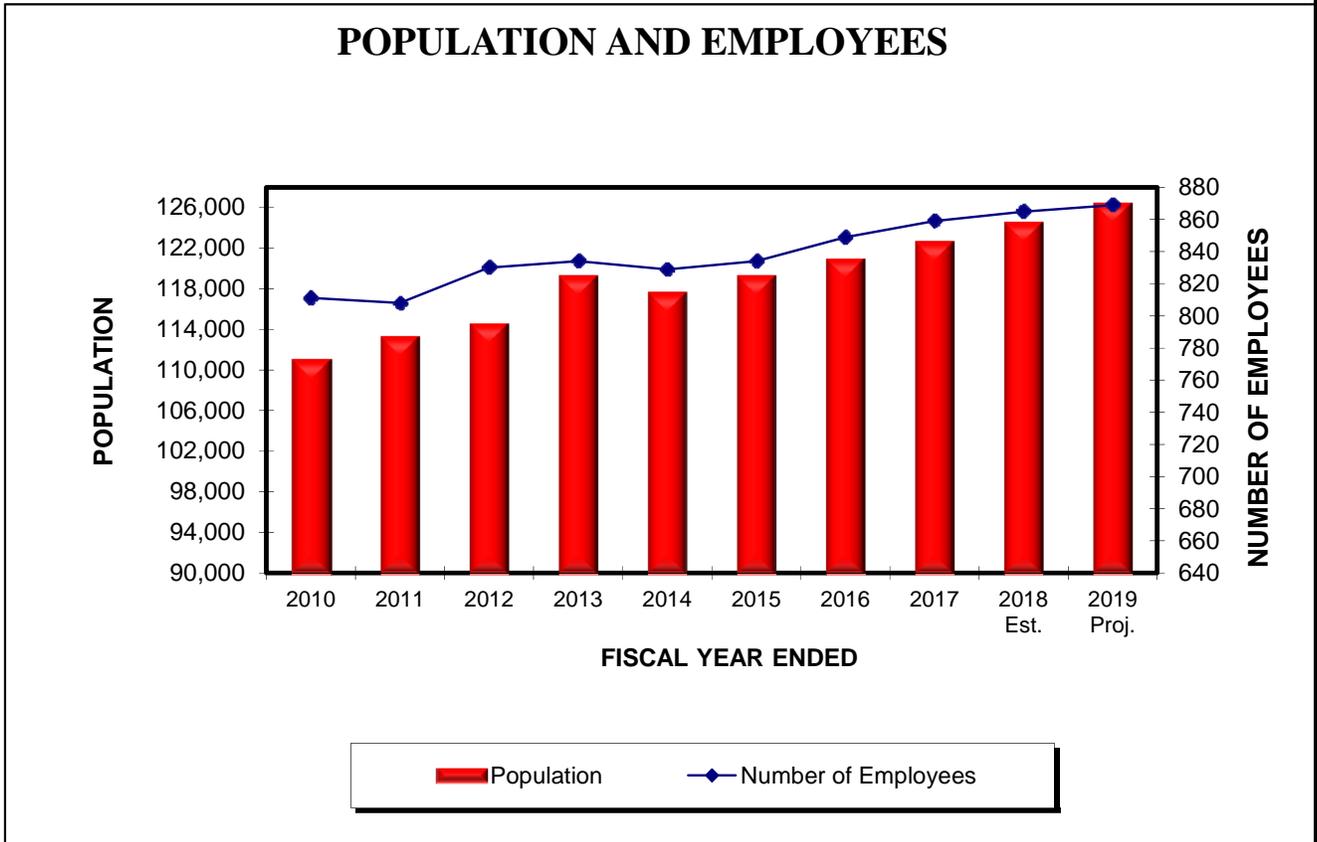
FYE 14 to FYE 15 - Added PT Admin. Tech for I.T., added an Equipment Repair Supervisor for Fleet and a Mechanic II, reclassified PT Kennel Attendant to FT, reclassified a temporary Tennis Recreation Leader to PT, cut 1 CDBG Position and added 2 Police Officers in the Public Safety Fund.

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. For FYE 16 added a Registered Veterinarian 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 PT Juvenile Services Coordinator in the Seizure Fund. Cut a Water Treatment Plant Operator. In FYE 15, twenty of the Sewer Line Maintenance Fund employees were transferred to the Water Reclamation Fund.

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

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

FYE 18 to FYE 19 - During FYE 18 added one Customer Service Representative in Finance and one Multi-Media Specialist. For FYE 19 added a Cross Connection Program Coordinator in the Water Fund and an Aquatics/Special Event Supervisor in the Parks & Recreation Department.



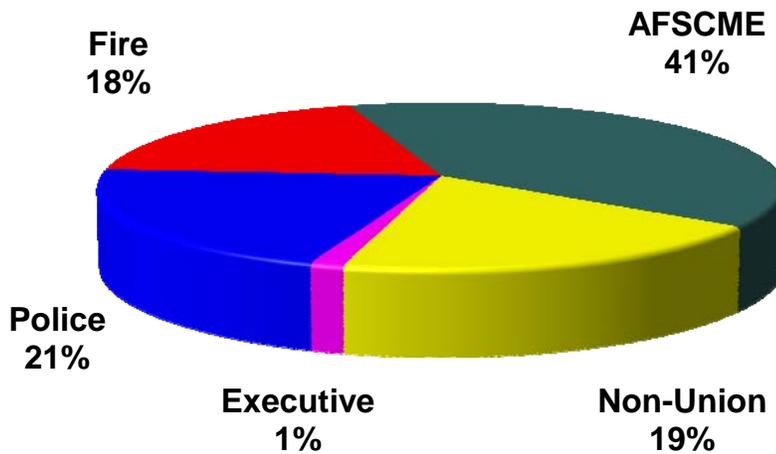
Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2019, the City will employ 869 permanent employees, which is 4 more positions budgeted in FYE 2018. Eighty-two positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 869 personnel, the City is budgeting 58 more positions than in FY 2010, or an increase of 7.1%. In 2019, the City of Norman's population is projected to be 126,366, an increase of approximately 13.9% from 2010.

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

BUDGETED POSITIONS BY UNION

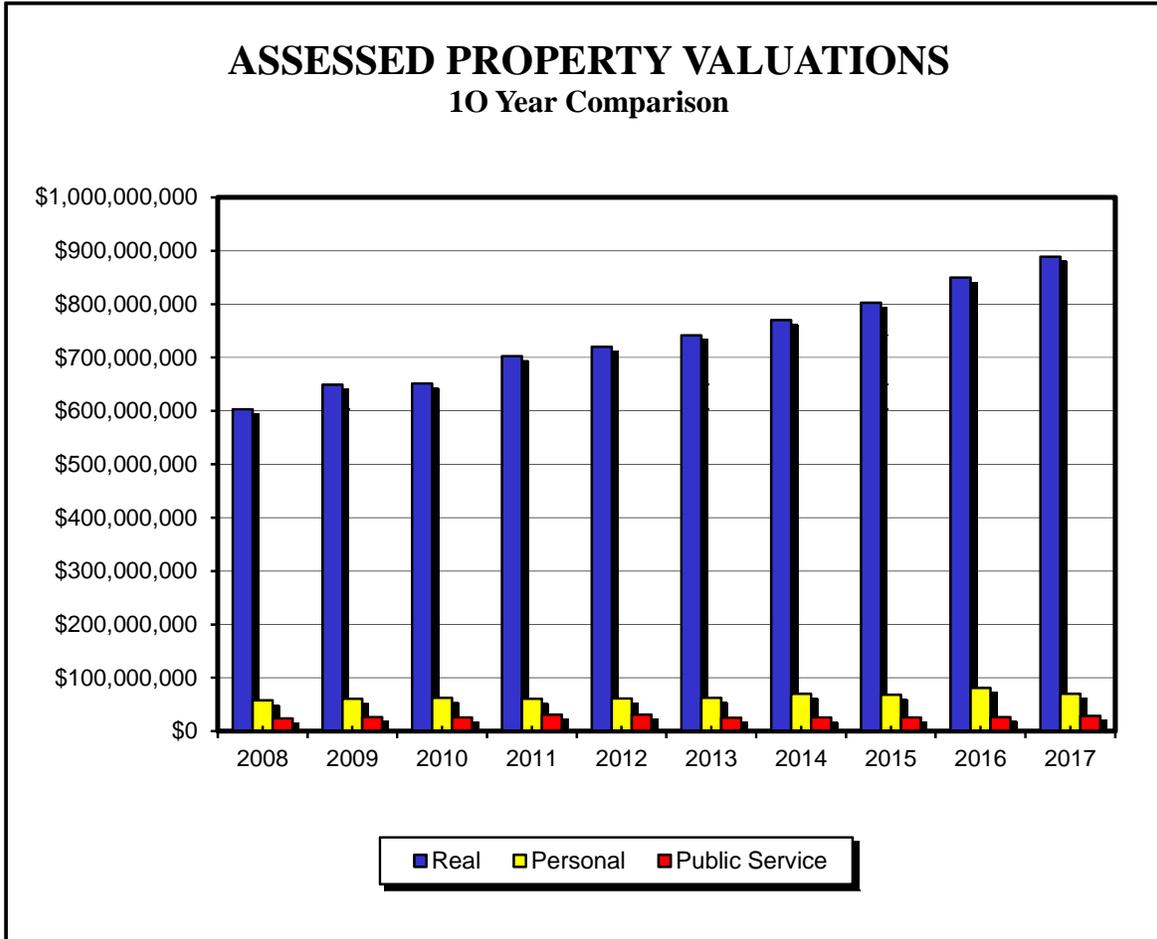
FYE 2019
869 Total Positions



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2018-2019, 869 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (351) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 250 Police Department personnel, of which 178 are members of the Fraternal Order of Police (FOP) union and 50 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 183 employees that are non-union members including the executive employees.

ASSESSED PROPERTY VALUATIONS 10 Year Comparison

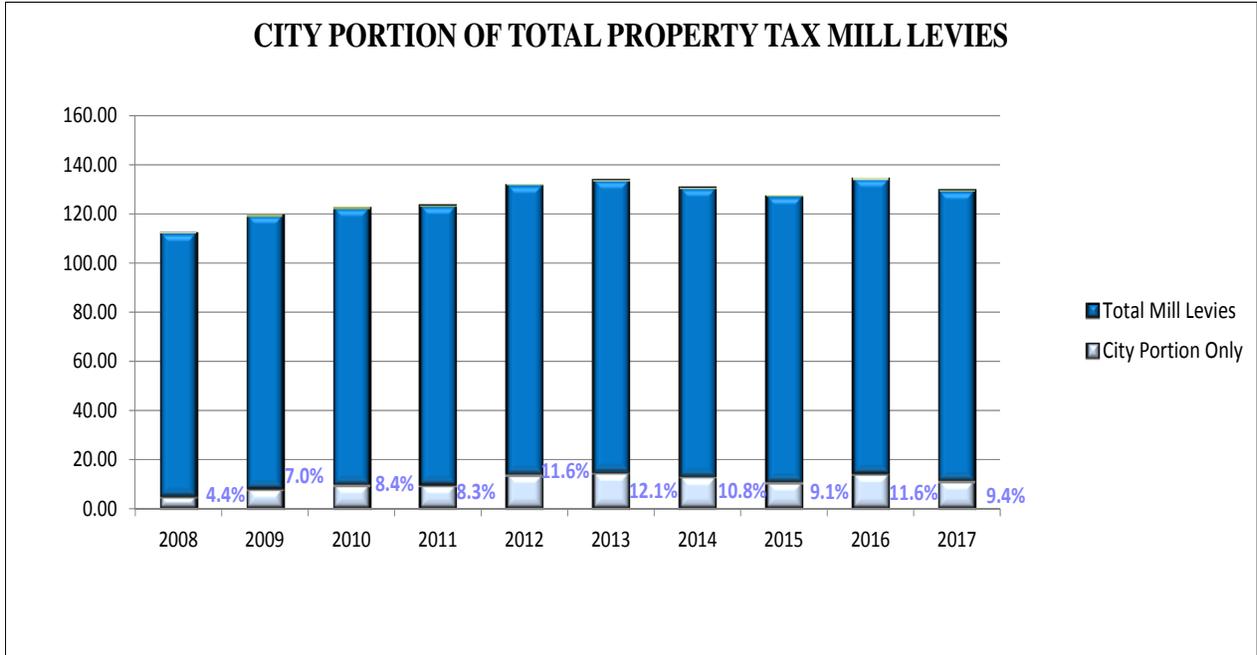


Discussion of the Graph

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.

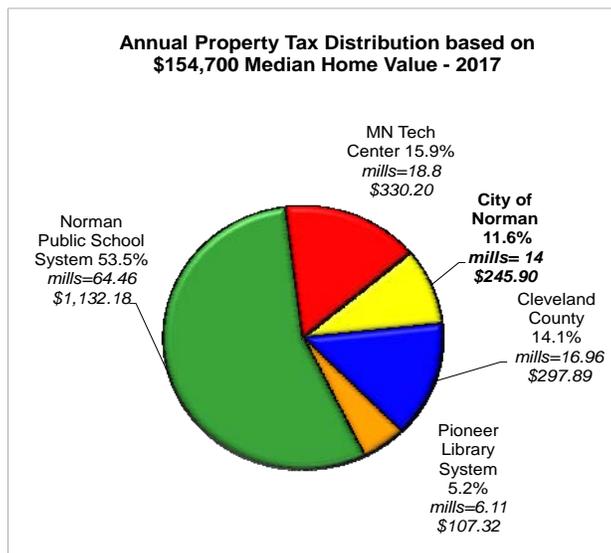
* Real Valuations do not include the homestead exemption

CITY OF NORMAN

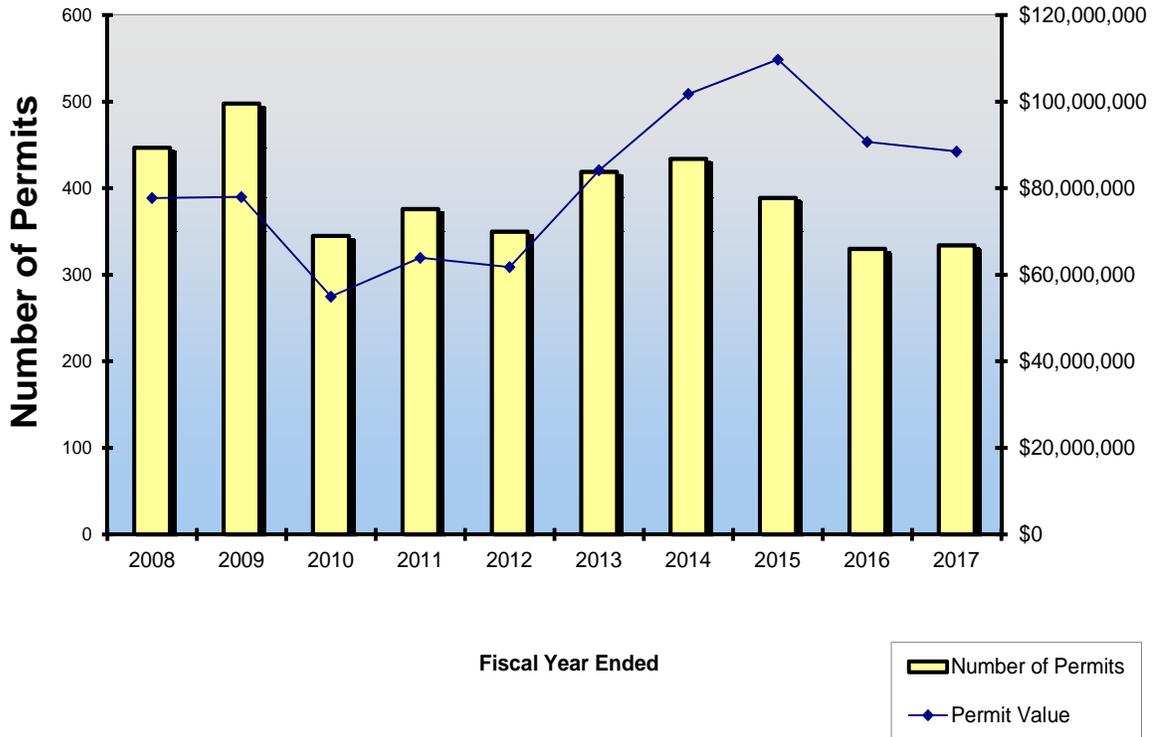


Discussion of the Graph

The City portion of actual property taxes levied in Norman in 2017 were 11.4 mills or \$10,731,951 which is 1.1% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated \$154,700.



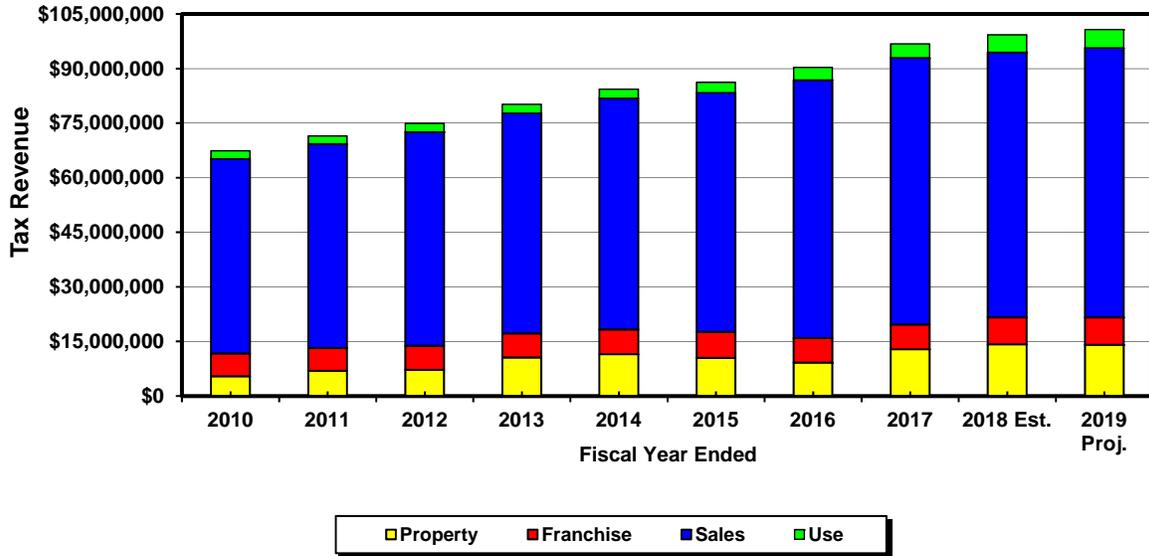
SINGLE FAMILY CONSTRUCTION



Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. In 2010, the City of Norman economy followed the U.S. economy recession. In 2013 and 2014, the permit values increased significantly from 2010. Beginning in 2015, residential construction levels dropped and continued to drop in 2016. In 2017, residential construction has increased slightly.

**PROPERTY, FRANCHISE, SALES & USE TAXES
10 Year Comparison**

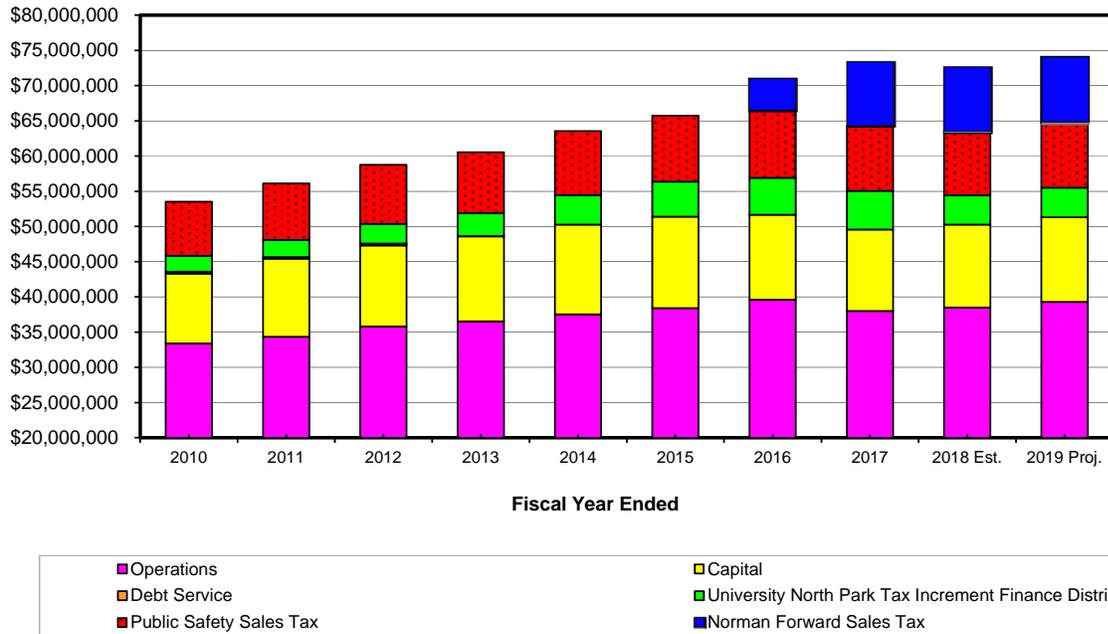


Discussion of the Graph

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

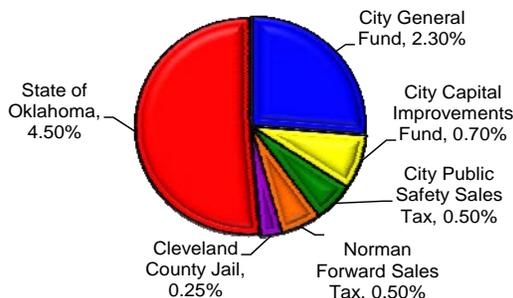
SALES TAX REVENUE
10 Year Comparison



Discussion of the Graph

The City of Norman currently has a 4.0% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2010 to 2015. On May 13, 2008 Norman citizens approved a 1/2 percent (0.5%), 7-year, public safety sales tax dedicated to additional police and fire personnel and two new fire stations. On April 1, 2014 the citizens approved a permanent extension of that tax. Debt funded with sales tax revenues has remained low over the 10-year period. Beginning in FYE 2014, the portion of sales tax diverted to the General Obligation (G.O.) Combined Purpose Bonds Fund (Fund 64) to pay for 1992 G.O. Bonds is no longer be needed. The bond was completely paid off. In October of 2015, citizens approved a 1/2 percent (0.5%) new sales tax called NORMAN FORWARD Sales Tax. The NORMAN FORWARD initiative provides for funding for recreational, athletic, library, park and infrastructural improvements.

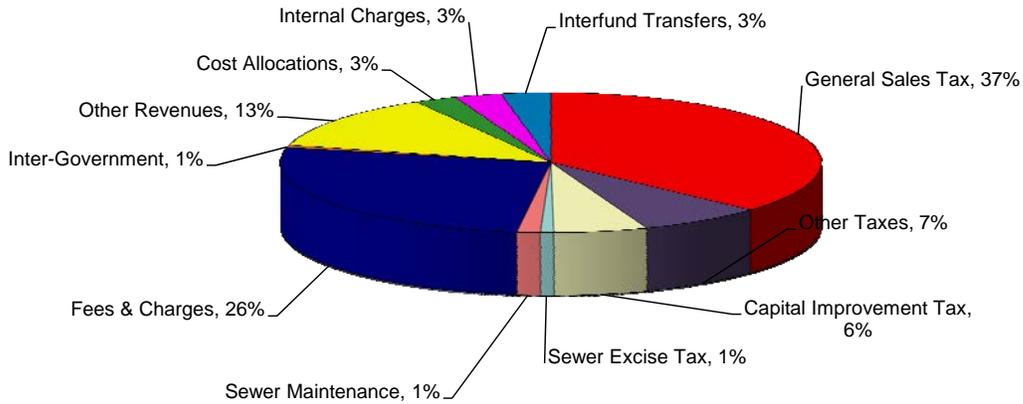
Distribution of the 8.75% Sales Tax Rate



FYE 2019 Projected Figures:

Operations	\$39,313,117
Capital	\$11,992,288
Tax Increment Finance	\$ 4,227,210
Public Safety	\$ 9,264,370
<u>NORMAN FORWARD</u>	<u>\$ 9,264,370</u>
Total	\$74,061,355

FYE 2019 ALL FUNDS PROJECTED TOTAL REVENUES
\$214,501,659

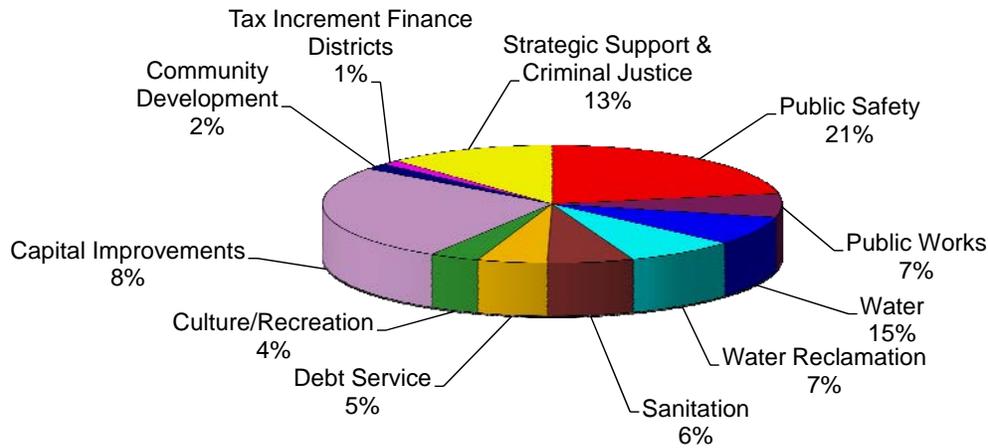


Discussion of the Graph

Budgeted revenues for FYE 2019 of \$214,501,659 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.

CITY OF NORMAN

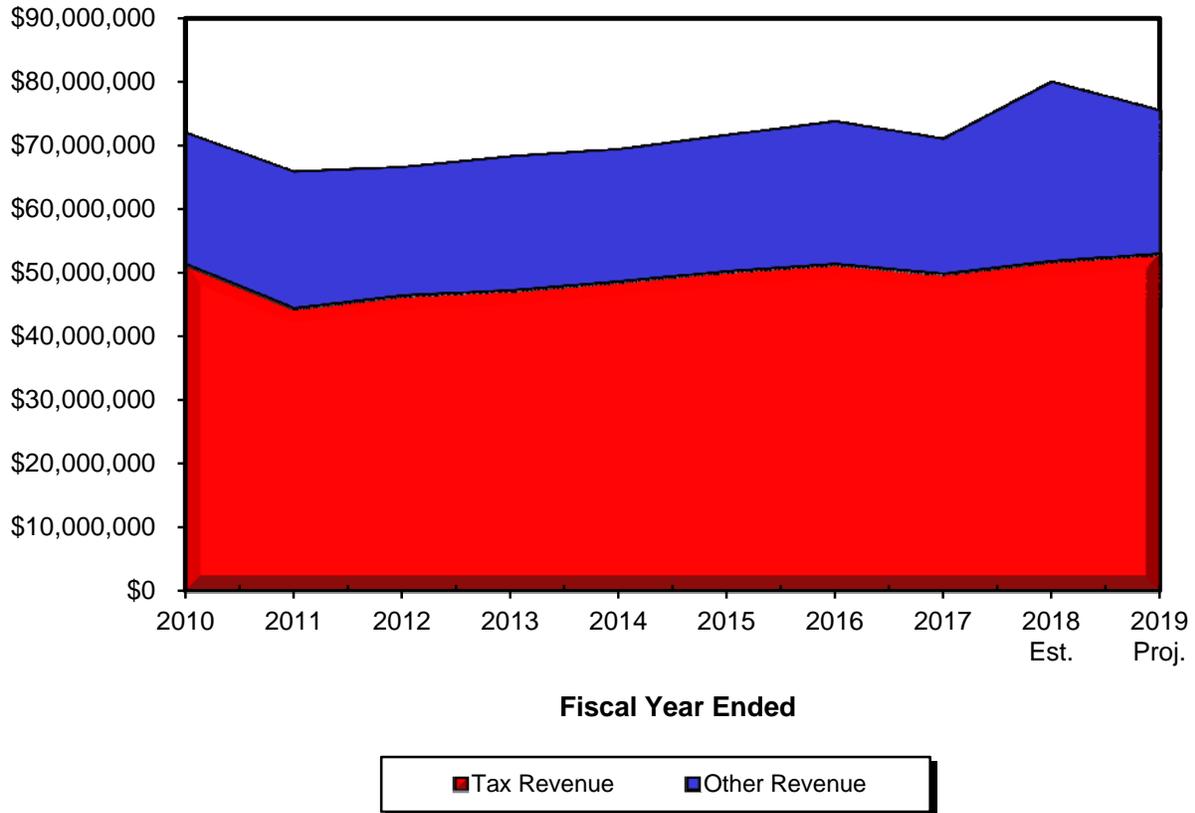
FYE 2019 ALL FUNDS PROJECTED TOTAL EXPENDITURES
\$270,939,684



Discussion of the Graph

Budgeted expenditures for FYE 2019 of \$270,939,684 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.

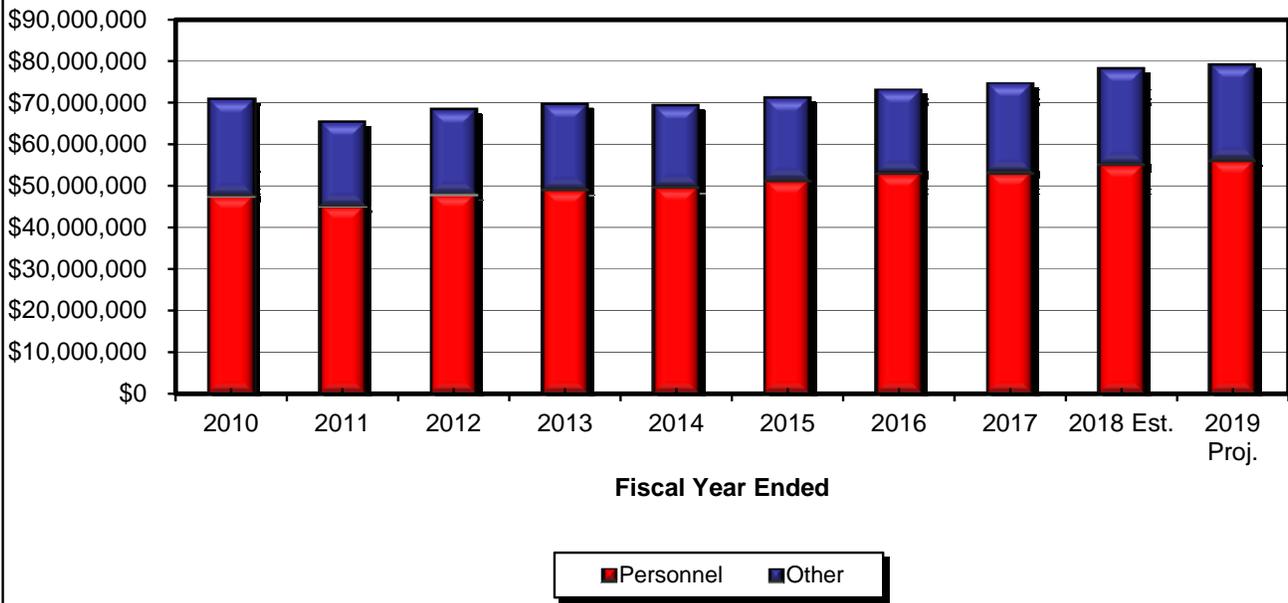
GENERAL FUND REVENUES 10 Year Comparison



Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 71% of total revenues in FYE 2010 to an estimated 65% of total revenues in FYE 2018 and a projected 70% in FYE 2019. 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. The increase in other revenues between FYE 2017 and FYE 2018 Est. is due to a one-time transfer of funds from the University North Park Tax Increment Finance District Fund due to an accounting error.

**GENERAL FUND EXPENDITURES
10 Year Comparison**

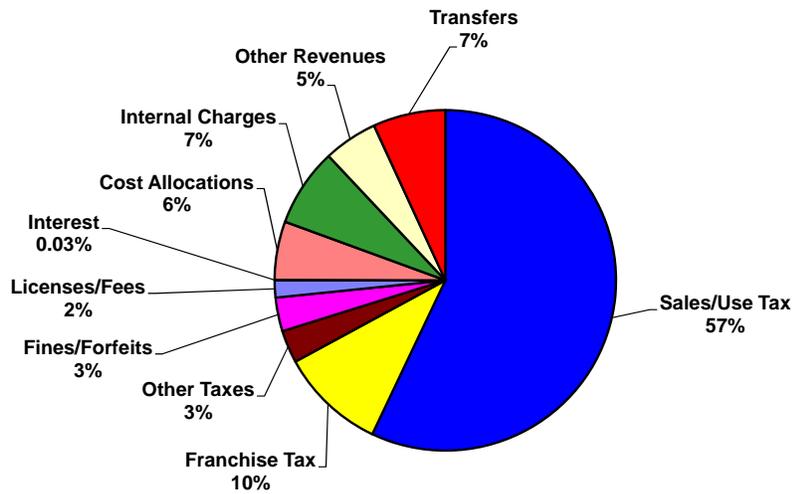


Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 67% of total General Fund expenditures in FYE 2010 and are projected to comprise about 73% of General Fund expenditures in FYE 2019. 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.

FYE 2019 GENERAL FUND REVENUES BY SOURCE

\$75,535,398

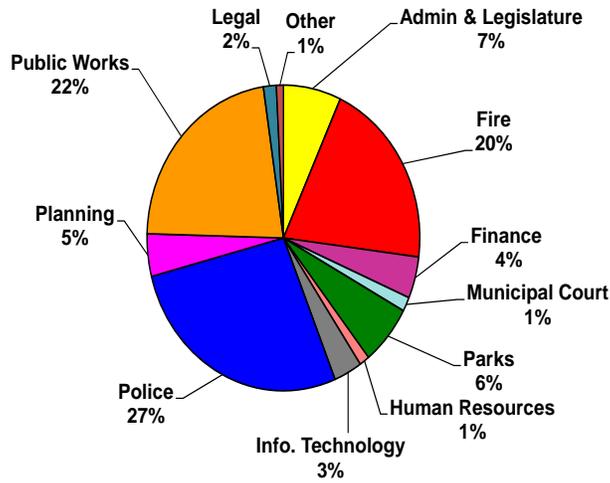


Discussion of the Graph

Taxes comprise 70% of the General Fund's revenue; sales and use tax represents 57% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 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.

CITY OF NORMAN

FYE 2019 GENERAL FUND EXPENDITURES BY DEPARTMENT
\$79,304,614

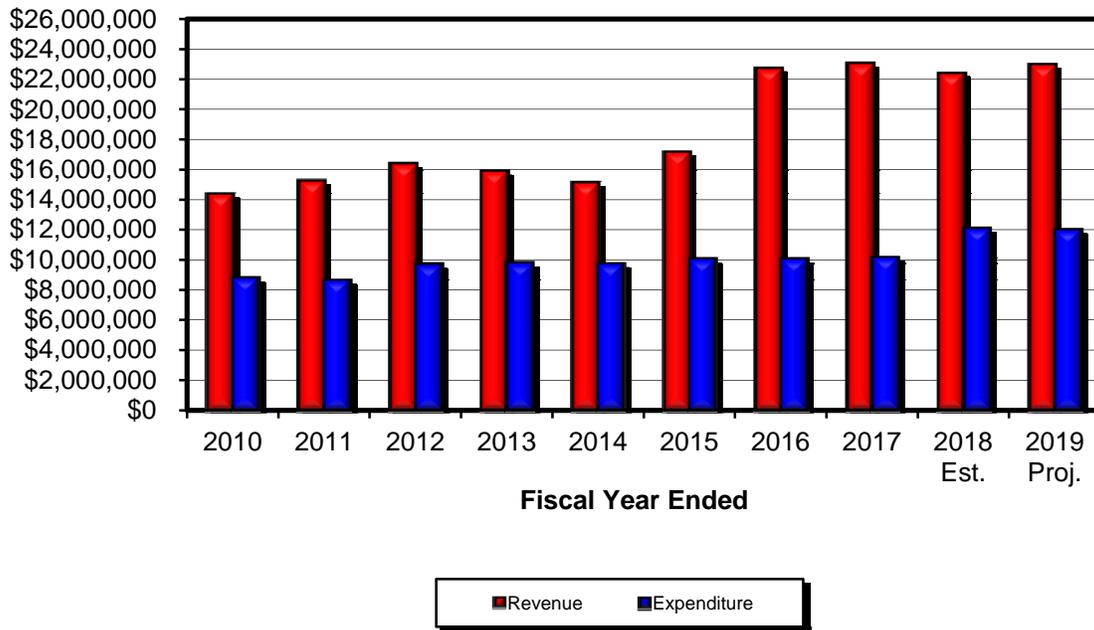


Discussion of the Graph

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$21,510,463 or 27% 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 \$17,614,771 or 22% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 69% of General Fund expenditures.

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

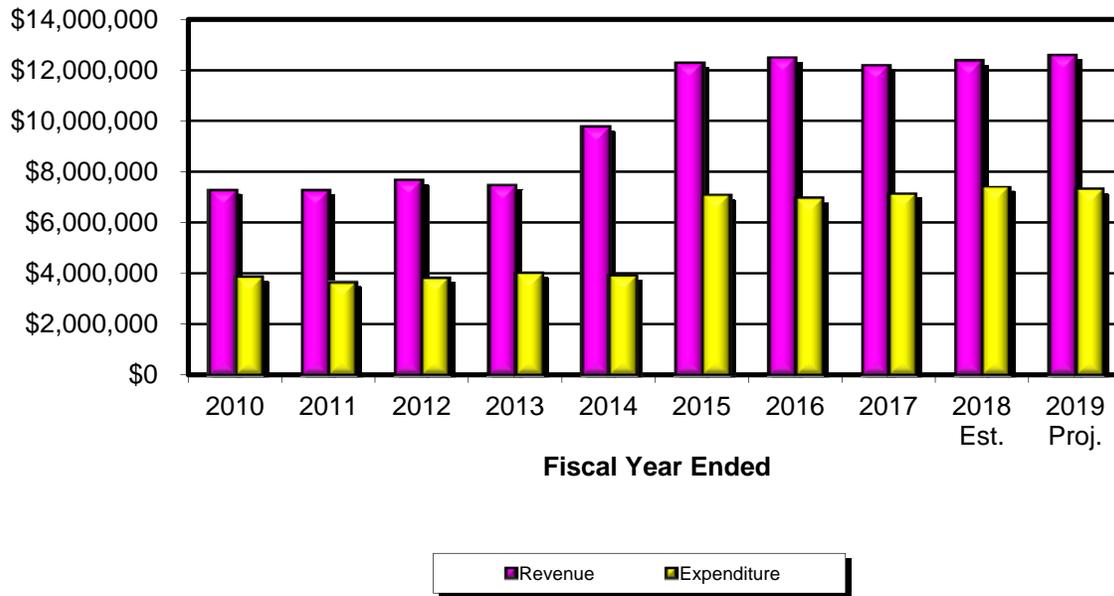
WATER FUND OPERATIONS 10 YEAR COMPARISON



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.

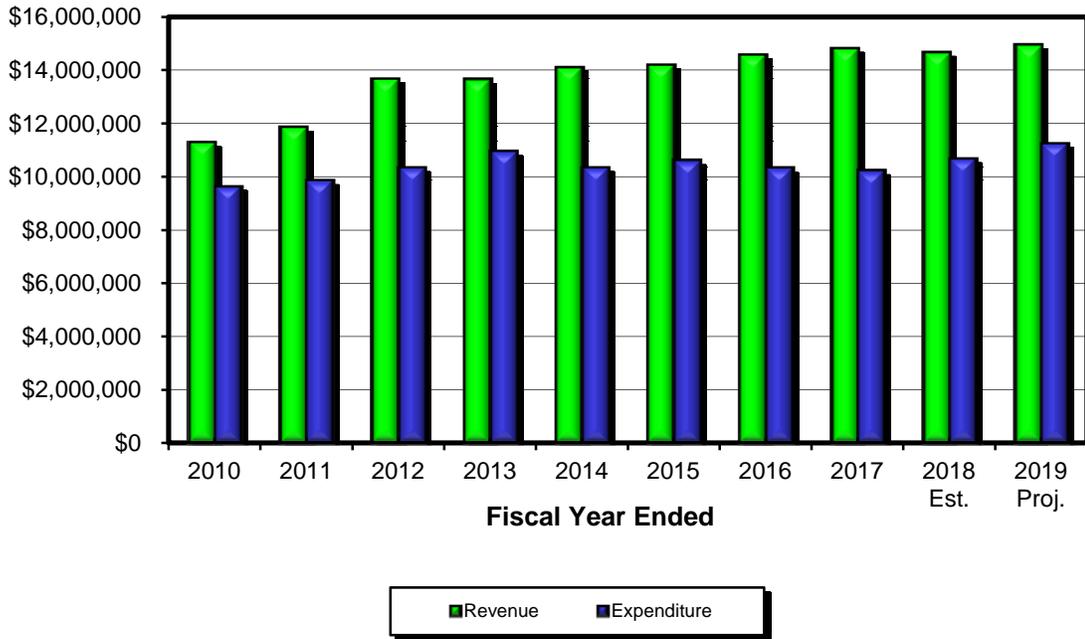
WATER RECLAMATION FUND OPERATIONS 10 Year Comparison



Discussion of the Graph

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

SANITATION FUND OPERATIONS 10 Year Comparison



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 16 Actual</u>		<u>FYE 17 Actual</u>		<u>FYE 18 Budget</u>		<u>FYE 18 Est.</u>		<u>FYE 19 Proj.</u>					
\$	74,448,947	6.2%	\$	77,142,583	2.5%	\$	79,090,834	-2.0%	\$	77,492,163	2.1%	\$	79,090,834
	9,794,490	63.7%		14,739,604	8.8%		16,037,531	1.0%		16,197,672	-1.0%		16,037,531
	12,508,090	7.6%		12,350,073	9.0%		13,464,184	-2.1%		13,181,082	2.1%		13,464,184
	58,673,973	1.7%		58,581,726	1.9%		59,668,683	-3.2%		57,781,362	3.3%		59,668,683
	3,584,171	-70.0%		5,916,935	-81.8%		1,076,534	1427.3%		16,441,499	-93.5%		1,076,534
	248,086	-74.7%		55,633	12.9%		62,834	0.0%		-	n/a		62,834
	2,012,925	-65.8%		795,481	-13.4%		688,640	17.8%		810,979	-15.1%		688,640
	7,912,846	-31.1%		9,543,898	-42.9%		5,453,641	-1.0%		5,397,548	1.0%		5,453,641
	16,864,748	-64.2%		15,394,561	-60.8%		6,034,479	-1.3%		5,958,273	1.3%		6,034,479
	37,665,278	-83.1%		11,756,664	-46.0%		6,351,221	314.2%		26,306,550	-75.9%		6,351,221
	78,786,414	-87.6%		38,626,622	-74.6%		9,795,000	0.0%		64,478,009	0.0%		9,795,000
	3,676,428	356.4%		4,616,604	263.4%		16,778,077	0.0%		16,772,601	0.0%		16,778,077
\$	306,176,396	-29.9%	\$	249,520,384	-14.0%	\$	214,501,658	40.2%	\$	300,817,738	-28.7%	\$	214,501,658
\$	74,581,116	7.5%	\$	75,323,973	6.4%	\$	80,172,278	-2.5%	\$	78,153,752	2.6%	\$	80,172,278
	7,735,673	40.3%		7,922,333	37.0%		10,850,251	2.1%		11,078,325	-2.1%		10,850,251
	30,708,451	26.5%		30,617,013	26.8%		38,836,154	-4.8%		36,990,972	5.0%		38,836,154
	4,974,836	-28.7%		3,547,478	0.0%		3,547,801	-6.0%		3,334,848	6.4%		3,547,801
	9,706,721	-24.7%		8,185,226	-10.6%		7,313,526	28.1%		9,367,325	-21.9%		7,313,526
	67,084,164	31.4%		56,184,901	56.8%		88,121,661	99.4%		175,683,482	-49.8%		88,121,661
	37,665,278	-83.1%		11,756,664	-46.0%		6,351,221	314.2%		26,306,550	-75.9%		6,351,221
	5,742,360	-5.0%		6,095,336	-10.5%		5,453,641	-1.7%		5,359,550	1.8%		5,453,641
	4,513,126	-74.8%		6,529,708	-82.6%		1,139,368	1278.2%		15,702,333	-92.7%		1,139,368
	24,398,815	27.2%		24,332,364	27.5%		31,024,370	-6.5%		29,021,803	6.9%		31,024,370
	423,238	-542.0%		3,335,072	-156.1%		(1,870,587)	-52.6%		(886,365)	111.0%		(1,870,587)
\$	267,533,778	1.3%	\$	233,830,068	15.9%	\$	270,939,684	44.0%	\$	390,112,575	-30.5%	\$	270,939,684
\$	38,642,618		\$	15,690,316		\$	(56,438,026)		\$	(89,294,837)		\$	(56,438,026)

CITY OF NORMAN

**NET CITY BUDGET
FISCAL YEAR ENDING 2019**

FUND	% TOTAL	FYE 19 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 19 BUDGET	NET FYE 18 BUDGET	% CHANGE
General	28.6%	\$77,548,036		\$3,388,840		\$74,159,196	\$72,795,143	1.9%
Public Safety Sales Tax	8.3%	22,584,016		320,321		22,263,695	12,815,790	73.7%
Community Development	0.4%	1,076,534		1,469		1,075,065	1,070,917	0.4%
Special Grants	0.0%	62,834				62,834	87,834	-28.5%
Room Tax	0.7%	1,841,972	73,790		205,682	1,562,500	1,647,500	-5.2%
Seizures and Restitutions	0.1%	264,925				264,925	156,860	68.9%
Cleet	0.0%	30,605				30,605	30,505	0.3%
Art In Public Places	0.0%	10,600				10,600	16,000	-33.8%
Westwood Park	0.7%	1,994,371		33,989		1,960,382	1,475,547	32.9%
Water	8.0%	21,563,520	1,854,830	307,748	1,046,250	18,354,692	32,119,856	-42.9%
Water Reclamation	5.9%	16,113,681	1,777,875	239,498	589,662	13,506,646	9,062,551	49.0%
Sewer Maintenance	1.1%	2,896,762		1,549		2,895,213	4,359,403	-33.6%
New Development Excise	0.8%	2,124,523				2,124,523	1,980,151	7.3%
Sanitation	6.1%	16,515,905	1,412,361	1,740,865		13,362,679	10,081,759	32.5%
Risk Management	6.5%	17,487,681				17,487,681	16,156,967	8.2%
Capital Improvement	7.6%	20,693,744		200	3,634,627	17,058,917	15,349,768	11.1%
Norman Forward	19.0%	51,349,518			50,000	51,299,518	29,912,067	71.5%
Park Land and Development	0.0%	0				0	0	n/a
University North Park TIF	1.3%	3,411,380	334,785			3,076,595	2,186,441	40.7%
General Debt Service	4.9%	13,369,077			825,000	12,544,077	12,696,591	-1.2%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	\$270,939,684	\$5,453,641	\$6,034,479	\$6,351,221	\$253,100,343	\$224,001,650	13.0%

Explanation of Significant Changes

Public Safety Sales Tax	73.7.3% increase due to capital project funding
Special Grants	-28.5% decrease due to decreased capital project funding
Seizures and Restitutions	68.9% increase due to capital equipment purchases
Art in Public Places	-33.8% decrease due to estimated donation decline
Westwood	32.9% increase due to new Aquatic Facility
Water	-42.9% decrease due to completion of capital improvements projects
Water Reclamation	49% increase due to addition of capital improvement projects
Sanitation	32.5% increase due to addition of capital improvement projects
Sewer Maintenance	-33.6% decrease due to completion of capital improvement projects
Norman Forward	71.5% increase due to addition of capital improvement projects
University North Park TIF	40.7% increase due to addition of capital improvement projects

CITY OF NORMAN

**CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2019 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	\$5,174,958	\$70,361,339	\$5,174,059	\$75,535,398	\$79,304,615		\$79,304,615	(\$1,756,578)	\$77,548,037	(2,012,639)	3,162,319
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	17,466,715	10,695,849		10,695,849	22,584,015		22,584,015		22,584,015	(11,888,166)	5,578,549
Room Tax	15,115	1,844,750		1,844,750	1,636,290	205,682	1,841,972		1,841,972	2,778	17,893
Seizures and Restitutions	513,742	15,500		15,500	264,925		264,925		264,925	(249,425)	264,317
Cleet	14,435	32,000		32,000	30,605		30,605		30,605	1,395	15,830
Art in Public Places	0	10,600		10,600	10,600		10,600		10,600	0	0
Park Land and Development	738,837	95,000		95,000	0		0		0	95,000	833,837
Westwood Park	158,715	1,825,329	352,162	2,177,491	1,994,371		1,994,371		1,994,371	183,120	341,835
Net Revenue Stabilization	3,344,618	15,000		15,000	0		0		0	15,000	3,359,618
GRANT FUNDS											
Community Development	656,028	1,076,534		1,076,534	1,076,534		1,076,534		1,076,534	0	656,028
Special Grants	1,964,453	62,834		62,834	62,834		62,834		62,834	0	1,964,453
ENTERPRISE FUNDS											
Water	7,050,535	23,153,754		23,153,754	20,581,150	1,046,250	21,627,400	(63,880)	21,563,520	1,590,234	8,640,769
Water Reclamation	6,097,657	13,154,662		13,154,662	15,574,149	589,662	16,163,811	(50,130)	16,113,681	(2,959,019)	3,138,638
Sewer Maintenance	388,867	2,972,256		2,972,256	2,896,762		2,896,762		2,896,762	75,494	464,361
New Development Excise	10,823,013	1,770,000		1,770,000	2,124,523		2,124,523		2,124,523	(354,523)	10,468,490
Sanitation	10,473,570	15,069,677		15,069,677	16,515,905		16,515,905		16,515,905	(1,446,227)	9,027,342
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	3,660,329	13,678,069	825,000	14,503,069	17,487,681		17,487,681		17,487,681	(2,984,612)	675,717
CAPITAL PROJECTS FUND											
Capital Improvements	9,683,197	21,937,288		21,937,288	17,059,117	3,634,627	20,693,744		20,693,744	1,243,544	10,926,741
University North Park TIF	15,733,795	6,409,410		6,409,410	3,411,380	0	3,411,380		3,411,380	2,998,030	18,731,825
Norman Forward	42,385,779	9,908,056		9,908,056	51,299,518	50,000	51,349,518		51,349,518	(41,441,462)	944,317
Arterial Roads Recoupment	693,245			0	0		0		0	0	693,245
DEBT SERVICE FUNDS											
General Debt Service	9,371,369	14,062,531		14,062,531	12,544,077	825,000	13,369,077		13,369,077	693,454	10,064,823
G. O. Bonds	0			0	0		0		0	0	0
GRAND TOTAL, ALL FUNDS	\$146,408,972	\$208,150,438	\$6,351,221	214,501,659	\$266,459,051	\$6,351,221	\$272,810,272	(\$1,870,588)	\$270,939,684	(\$56,438,024)	\$89,970,947
Less: Interfund Transfers	0	0	(6,351,221)	(6,351,221)	0	(6,351,221)	(6,351,221)	0	(6,351,221)	0	0
Internal Service Charges	0	(6,034,479)		(6,034,479)	(6,034,479)	0	(6,034,479)	0	(6,034,479)	0	0
Cost Allocation Charges	0	(5,453,641)	0	(5,453,641)	(5,453,641)	0	(5,453,641)	0	(5,453,641)	0	0
Total Deductions	\$0	(\$11,488,120)	(\$6,351,221)	(\$17,839,341)	(\$11,488,120)	(\$6,351,221)	(\$17,839,341)	\$0	(\$17,839,341)	\$0	\$0
NET TOTAL ALL FUNDS	\$146,408,972	\$196,662,318	\$0	196,662,318	\$254,970,931	\$0	\$254,970,931	(\$1,870,588)	\$253,100,343	(\$56,438,024)	\$89,970,947

CITY OF NORMAN

**TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2019**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	\$53,007,301	\$5,132,582		\$25,000	\$2,394,078	\$4,194,241	\$5,608,137	\$5,174,059	\$75,535,398	\$2,012,638	\$77,548,036
Net Revenue Stabilization				\$15,000					15,000		15,000
Public Safety Sales Tax	9,893,055			50,000	752,794				10,695,849	11,888,167	22,584,016
Community Development			1,076,534						1,076,534		1,076,534
Special Grants			62,834						62,834		62,834
Room Tax	1,842,110			2,640					1,844,750		1,844,750
Seizures and Restitutions			15,000	500					15,500	249,425	264,925
CLEET			32,000						32,000		32,000
Art in Public Places					10,600				10,600		10,600
Westwood Park		1,817,829		7,500				352,162	2,177,491		2,177,491
Water		22,277,785		120,000		755,969			23,153,754		23,153,754
Water Reclamation		12,601,231		50,000		503,431			13,154,662	2,959,019	16,113,681
Sewer Maintenance		2,972,256							2,972,256		2,972,256
New Development	1,700,000			70,000					1,770,000	354,523	2,124,523
Sanitation		14,750,000		100,000	219,677				15,069,677	1,446,228	16,515,905
Capital Improvement	11,992,288			150,000	9,795,000				21,937,288		21,937,288
Norman Forward	9,893,056			15,000					9,908,056	41,441,462	51,349,518
Park Land and Development		85,000		10,000					95,000		95,000
Univesity North Park TIF	6,227,210			48,000	134,200				6,409,410		6,409,410
General Debt Service	14,037,531			25,000					14,062,531		14,062,531
Arterial Roads Recoupment									0		0
Risk Management / Insurance					13,251,727		426,342	825,000	14,503,069	2,984,612	17,487,681
	<u>\$108,592,551</u>	<u>\$59,636,683</u>	<u>\$1,186,368</u>	<u>\$688,640</u>	<u>\$26,558,076</u>	<u>\$5,453,641</u>	<u>\$6,034,479</u>	<u>\$6,351,221</u>	<u>\$214,501,659</u>	<u>\$63,336,074</u>	<u>\$277,837,733</u>
PERCENT TO TOTAL	39.1%	21.5%	0.4%	0.2%	9.6%	2.0%	2.2%	2.3%	77.2%	22.8%	100.0%

CITY OF NORMAN

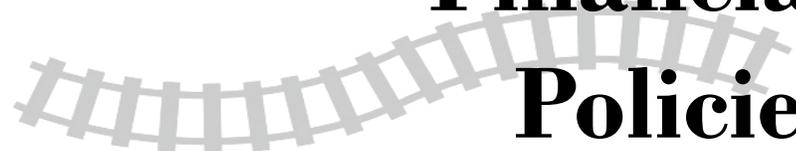
**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2019**

FISCAL YEAR ENDING 2019

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$ 56,285,781	\$ 4,936,595	\$ 11,455,480	\$ 3,237,918	\$	\$ 3,388,840	\$	\$ 0	\$ (1,756,578)	\$ 77,548,036
Public Safety Sales Tax	\$ 8,763,877	\$ 152,393	\$ 269,797	\$ 725,000	\$ 10,000,000	\$ 320,321	\$	\$	\$ 2,352,628	\$ 22,584,016
Community Development	\$ 334,701	\$ 2,810	\$ 532,229	\$	\$ 205,325	\$ 1,469	\$	\$	\$	\$ 1,076,534
Special Grants	\$ 43,334	\$ 1,000	\$ 18,500	\$	\$	\$	\$	\$	\$	\$ 62,834
Room Tax	\$	\$	\$ 1,342,500	\$	\$ 220,000	\$	\$ 73,790	\$ 205,682	\$	\$ 1,841,972
Seizures & Restitutions	\$	\$ 13,000	\$ 133,360	\$ 118,565	\$	\$	\$	\$	\$	\$ 264,925
CLEET	\$	\$	\$ 30,605	\$	\$	\$	\$	\$	\$	\$ 30,605
Art In Public Places	\$	\$	\$ 10,600	\$	\$	\$	\$	\$	\$	\$ 10,600
Westwood Park	\$ 1,104,360	\$ 270,514	\$ 268,346	\$ 111,480	\$	\$ 33,989	\$	\$	\$ 205,682	\$ 1,994,371
Water	\$ 4,258,639	\$ 2,405,076	\$ 3,269,266	\$ 411,645	\$ 4,385,400	\$ 307,748	\$ 1,854,830	\$ 1,046,250	\$ 3,624,666	\$ 21,563,520
Water Reclamation	\$ 3,342,024	\$ 509,160	\$ 1,487,262	\$ 600,843	\$ 4,754,885	\$ 239,498	\$ 1,777,875	\$ 589,662	\$ 2,812,472	\$ 16,113,681
Sewer Maintenance	\$ 60,713	\$ 675	\$ 20,825	\$ 13,000	\$ 2,800,000	\$ 1,549	\$	\$	\$ 0	\$ 2,896,762
New Development Excise	\$	\$	\$	\$	\$ 143,400	\$	\$	\$	\$ 1,981,123	\$ 2,124,523
Sanitation	\$ 4,166,715	\$ 77,629	\$ 3,884,162	\$ 2,095,075	\$ 2,652,000	\$ 1,740,865	\$ 1,412,361	\$	\$ 487,098	\$ 16,515,905
Capital Improvement	\$ 1,224,084	\$	\$ 16,499	\$	\$ 14,505,976	\$ 200	\$	\$ 3,634,627	\$ 1,312,358	\$ 20,693,744
Norman Forward	\$	\$	\$	\$	\$ 47,350,000	\$	\$	\$ 50,000	\$ 3,949,518	\$ 51,349,518
Park Land & Development	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
University North Park TIF	\$	\$	\$ 125,856	\$	\$ 1,310,000	\$	\$ 334,785	\$	\$ 1,640,739	\$ 3,411,380
General Debt Service	\$	\$	\$	\$	\$	\$	\$	\$ 825,000	\$ 12,544,077	\$ 13,369,077
Risk Management / Insurance	\$ 966,085	\$	\$ 16,521,596	\$	\$	\$	\$	\$	\$	\$ 17,487,681
Arterial Roads Recoupment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
Total	\$ 80,550,313	\$ 8,368,852	\$ 39,386,883	\$ 7,313,526	\$ 88,326,986	\$ 6,034,479	\$ 5,453,641	\$ 6,351,221	\$ 29,153,783	\$ 270,939,684



Financial Policies



FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 18) 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 2017 legal debt limit is approximately \$96,337,000, 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.



BUDGET CALENDAR

Fiscal Year Ending 2019

October	12	Finance Committee meeting to discuss budget process for FYE 2019
November	14	Council Work Session on Capital Budget to identify Council priorities
December	7	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
	11	I.T. critical computer replacement list due
January	5	First Draft Capital Project forms due to Planning Send out Outside Agency Letters requesting funding
	8-12	Budget Staff meets with individual departments
	16	All Computer/I.T. related request forms due to Budget for disbursement to I.T. All Fleet related request forms due to Budget for disbursement to Fleet
	19	Finance/City Manager begin review of reserve/budget policies
	24	Base Budget Adjustment Requests due
	31	Last day to make changes to Base Budgets
February	1	Personnel Adjustment Request forms due to Budget New/Expanded Program Request forms due to Budget Revenue projections due to Accounting 2nd Draft Capital Project forms due to Planning
	8	Council Finance Committee meeting for outside agency funding requests Mid-Year Amendments/Adjustments meeting with Council Finance Committee
	16	Preliminary Fund Summaries due
	21	Fleet Capital Equipment/Vehicle recommendations due to Finance Personnel Adj. recommendations due to Budget from Human Resources Computer Equipment recommendations and inventory list due to Budget from I.T. Health Insurance recommendation
	27	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
	2	Management Team Budget Retreat to prioritize and rank department requests
	5-9	City Manager review of all Funds City Manager meets with department heads to review budget
	8	Mid-Year Amendments/Adjustments meeting with Council Finance Committee
	12	Finance begins compilation of budget data
	26	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
	28	Meet w/ NPS for SRO Program costing for FY19
April	6	Preliminary Budget to Print Shop
	13	Council & Staff receive preliminary budget document
	17	Council Study Session - Overview, General Fund and Special Revenue Funds
	24	Council Study Session for Enterprise Funds
May	1	Council Study Session for Capital Funds
	15	Publish budget summary in newspaper announcing Public Hearing
	22	Public Hearing at Council meeting
June	5	Council Study Session (if necessary)
	12	Council considers budget for adoption
	22	Final Budget to Print Shop for printing/binding
	27	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2019

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

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

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

THE BUDGET PROCESS

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

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

1. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. The City Manager, working with staff in all Departments, reviews and evaluates all basic budgets and supplemental requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, or increase productivity. The proposed budget, which the City Manager submits to the City Council, includes recommendations of the program of services, which the City should provide, and which can be financed by the City's projected revenue for the budget year. The Manager must submit a balanced budget for the next fiscal year not later than 30 days prior to the end of the current fiscal year.
2. The City Council considers the Manager's recommended budget in a series of work sessions and in public hearings at which citizen comment is invited. Citizens are encouraged to participate in the budget process. A copy of the proposed budget and the adopted budget are filed in the City Clerk's office and the Norman Public Library. Additional or supplemental information is available upon request.
3. The budget for the next fiscal year is legally enacted by the City Council through passage of an ordinance not later than seven days before the beginning of the new budget year.

4. Expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget. The City Manager, without Council approval, may transfer appropriation balances from one expenditure account to another within a Fund/Department of the City. The City Council, however, must approve any transfer of unencumbered appropriation balance or portions thereof from one Fund to another.
5. Annual budgets are legally adopted for all governmental funds. Budgets for the Debt Service Funds are adopted on a basis consistent with Generally Accepted Accounting Principles.

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				
Art in Public Places		SR				
Westwood Park		SR				
Sanitation					EN	
Water Reclamation					EN	
Sewer Maintenance					EN	
New Development Excise					EN	
Water					EN	
Risk Management						IS
Capital Projects				CA		
Norman Forward Sales Tax				CA		
Hall Park Assessment District				CA		
University North Park TIF District				CA		
Center City TIF District				CA		
Arterial Roads Recoupment				CA		
General Debt Service			DS			
General Obligation Bond			DS			

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

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

SECTION 17-202. PURPOSE OF ACT.

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

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

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

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

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).



Financial Summaries



**GENERAL FUND
BUDGET
HIGHLIGHTS**

Background

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

- Park and Public Lands Maintenance
- Street Maintenance
- Neighborhood Revitalization and Code Compliance
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation
- Stormwater Drainage and Flood Control

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

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

A T & T Cable	5%
A T & T Telephone	2%
Oklahoma Gas & Electric	3%
Oklahoma Natural Gas	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 19 Budget

The Fiscal Year Ending June 30, 2019 (FYE 19) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 5,174,958
Current Revenues & Interfund Transfers	<u>75,535,398</u>
Total Available Resources	80,710,356
Current Expenditures & Interfund Transfers	<u>(77,548,036)</u>
Estimated Ending Fund Balance	\$3,162,320

In the City's Comprehensive Annual Financial Report, (page 81) for Fiscal Year ending June 30, 2017, 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, 2017	\$ 126,225
Encumbrances outstanding	<u>2,298,471</u>
Fund summary cash balance (see page 57)	2,424,696
Current year accruals	7,069,259
Rainy Day Fund Balance	<u>3,302,656</u>
Total fund balances – fund balance sheet, June 30, 2017	\$ 12,796,611

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 19 sales tax is being projected at a 2% increase over estimated FYE 18 collections, and a decrease of -2.0% from the FYE 18 Budget. Other revenues such as use tax, and other taxes are projected at a 3% increase from FYE 18 estimated figures. Franchise fees are projected at a 3% increase from FYE 18 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 18 estimated figures. Fines and forfeitures are estimated at a 3% increase and service fees and charges are estimated at a 16.75% increase from FYE 18 estimated figures (within this category, significant increases to recreational fee revenues are included).

FYE 19 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 2% increase in salaries and benefits, -1.3 % decrease in supplies and materials and a -1.1% decrease in services and maintenance cost from FYE 18 estimated figures are proposed for FYE 18. Internal service costs were increased by 9.9% from the FYE 18 estimated figures.

CITY OF NORMAN

For the FYE 19 General Fund Budget, several positions were changed as follows:

<u>Department / Division</u>	<u>Added Positions</u>
Parks/Recreation	Aquatics/Special Event Supervisor
<u>During FYE 18 the following positions were added</u>	
Finance/Utility Services	Customer Service Rep
City Manager/Communications	Multi-Media Specialist

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% from FYE 18 Estimate to FYE 19. Projections for FYE 19 through FYE 23 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 19 through FYE 23, 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 19 net expenditures represent an approximate 2% increase from FYE 18 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 19, except Internal Services, which is projected at a 2% increase after FYE 19. Salaries and Benefits are projected at a 1.9% increase from FYE 18 to FYE 19 and a 5% annual increase after FYE 19.

Summary

The FYE 19 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by \$2,012,638. Estimated year-end reserves of \$3,162,320 exceed the 3% required operating reserve level.

CITY OF NORMAN

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 6,074,127	\$ 2,209,372	\$ 2,424,696	\$ 5,174,958	\$ 3,162,320	\$ 413,445	\$ (3,110,489)	\$ (7,474,733)
2								
3 Revenues:								
4 Sales Tax	\$ 38,012,995	\$ 40,128,750	\$ 38,542,272	\$ 39,313,117	\$ 40,885,642	\$ 42,521,068	\$ 44,221,911	\$ 45,990,787
5 State Use Tax	2,786,639	2,832,500	3,662,242	3,772,109	3,885,272	4,001,830	4,121,885	4,245,542
6 Franchise Fees	6,807,860	7,828,000	7,358,644	7,579,403	7,806,785	8,040,989	8,282,219	8,530,685
7 Other Tax	2,251,873	2,337,021	2,274,438	2,342,671	2,412,951	2,485,340	2,559,900	2,636,697
8 Fines/Forfeitures	2,300,050	2,188,750	2,349,632	2,420,121	2,492,725	2,567,507	2,644,532	2,723,868
9 Interest/Investment Income	7,027	25,000	38,506	25,000	25,000	25,000	25,000	25,000
10 Other Revenues	1,824,613	2,370,374	2,513,374	2,394,078	2,418,019	2,442,199	2,466,621	2,491,287
11 License/Permit Fees	1,162,157	1,545,300	1,218,166	1,230,348	1,242,651	1,255,078	1,267,629	1,280,305
12 Service Fees and Charges	1,756,258	1,617,913	1,269,419	1,482,113	1,496,934	1,511,903	1,527,022	1,542,292
13 Cost Allocation Chrgs.	4,563,307	4,143,923	4,143,923	4,194,241	4,236,183	4,278,545	4,321,331	4,364,544
14 Internal Chrgs.	4,019,118	5,606,135	5,606,135	5,608,137	5,720,300	5,834,706	5,951,400	6,070,428
15								
16 Subtotal	\$ 65,491,897	\$ 70,623,666	\$ 68,976,751	\$ 70,361,339	\$ 72,622,463	\$ 74,964,165	\$ 77,389,449	\$ 79,901,435
17								
18 I/F Transf - Water	\$ 1,018,301	\$ 1,038,230	\$ 1,066,000	\$ 1,046,250	\$ 1,067,000	\$ 1,087,500	\$ 1,108,500	\$ 1,129,500
19 I/F Transf - Wastewater	597,151	626,647	624,100	589,662	601,455	613,484	625,754	638,269
20 I/F Transf - Sanitation	30,850	46,000	46,000	-	-	-	-	-
21 I/F Transf - CIP (St Maint)	163,743	289,746	289,746	285,229	299,490	314,465	330,188	346,698
22 I/F Transf - Capital Outlay	3,669,311	3,366,664	4,588,591	3,237,918	3,367,434	3,502,132	3,642,217	3,787,906
23 I/F Transf - Capital	5,439	-	-	-	-	-	-	-
24 I/F Transf - Norman Forward Fd	-	-	-	15,000	75,000	75,000	75,000	75,000
25 I/F Transf - Insurance	81,253	-	38,428	-	-	-	-	-
26 I/F Transf - Seizures Fd	-	-	4,243	-	-	-	-	-
27 I/F Transf - UNP TIF Fund	-	-	4,275,508	-	-	-	-	-
28 I/F Transf - Center City TIF Fund	-	-	85,888	-	-	-	-	-
29								
30 Subtotal	\$ 5,566,048	\$ 5,367,287	\$ 11,018,504	\$ 5,174,059	\$ 5,410,380	\$ 5,592,581	\$ 5,781,659	\$ 5,977,372
31								
32 Total Revenue	\$ 71,057,945	\$ 75,990,953	\$ 79,995,255	\$ 75,535,398	\$ 78,032,843	\$ 80,556,746	\$ 83,171,108	\$ 85,878,807
33								
34 Expenditures:								
35 Salary / Benefits	\$ 53,386,482	\$ 55,226,379	\$ 55,193,378	\$ 56,285,781	\$ 59,100,070	\$ 62,055,074	\$ 65,157,827	\$ 68,415,719
36 Supplies/Materials	4,421,282	5,929,345	6,039,172	5,960,912	6,020,521	6,080,726	6,141,534	6,202,949
37 Services/Maintenance	7,966,014	8,966,861	10,091,511	9,982,058	10,081,879	10,182,697	10,284,524	10,387,370
38 Internal Services	2,464,233	2,144,878	2,149,878	2,364,523	2,411,813	2,460,050	2,509,251	2,559,436
39 Capital Equipment	3,228,323	3,366,664	4,588,591	3,237,918	3,367,434	3,502,132	3,642,217	3,787,906
40 Fleet Replacement Supplement	441,032	-	-	-	-	-	-	-
41								
42 Subtotal	\$ 71,907,366	\$ 75,634,127	\$ 78,062,530	\$ 77,831,192	\$ 80,981,718	\$ 84,280,679	\$ 87,735,353	\$ 91,353,379
43								
44 Audit Adjustments/Encumbrances	\$ 1,969,866	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45 I/F Transf - Westwood	135,905	-	-	-	-	-	-	-
46 I/F Transf - Capital Fund	561,004	-	-	-	-	-	-	-
47 I/F Transf - Rainy Day Fund	66,375	-	-	-	-	-	-	-
48 I/F Transf - Art in Public Places Fd	531	-	-	-	-	-	-	-
49 I/F Transf - Seizures Fd	66,329	-	-	-	-	-	-	-
50 I/F Transf - Insurance Fd	-	-	80,087	-	-	-	-	-
51 I/F Transf - Center City TIF Fd	-	-	200,000	-	-	-	-	-
52 Debt Service	-	-	-	-	-	-	-	-
53 Two Percent Reserve	-	1,420,848	-	1,473,422	-	-	-	-
54								
55 Subtotal	\$ 2,800,010	\$ 1,420,848	\$ 280,087	\$ 1,473,422	\$ -	\$ -	\$ -	\$ -
56								
57 Total Expenditures	\$ 74,707,376	\$ 77,054,975	\$ 78,342,617	\$ 79,304,614	\$ 80,981,718	\$ 84,280,679	\$ 87,735,353	\$ 91,353,379
58 Employee Turnover Savings	-	(800,000)	(800,000)	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
59 Supplies/Materials/Svs/Maint Savings	-	(297,624)	(297,624)	(956,578)	-	-	-	-
60								
61 Net Expenditures	\$ 74,707,376	\$ 75,957,351	\$ 77,244,993	\$ 77,548,036	\$ 80,781,718	\$ 84,080,679	\$ 87,535,353	\$ 91,153,379
62								
63 Net Difference	\$ (3,649,431)	\$ 33,602	\$ 2,750,262	\$ (2,012,638)	\$ (2,748,875)	\$ (3,523,933)	\$ (4,364,245)	\$ (5,274,571)
64								
65 Ending Fund Balance	\$ 2,424,696	\$ 2,242,974	\$ 5,174,958	\$ 3,162,320	\$ 413,445	\$ (3,110,489)	\$ (7,474,733)	\$ (12,749,305)
66								
67 Reserved for encumbrances	\$ 2,298,471	-	-	-	-	-	-	-
68 Reserved for Operations (3%)	2,144,372	2,135,095	2,179,692	2,185,101	2,322,428	2,417,356	2,516,794	2,620,964
69 Reserve (Deficit)	(2,018,147)	107,879	2,995,266	977,219	(1,908,984)	(5,527,845)	(9,991,528)	(15,370,269)
70								
71 Total Reserves	\$ 2,424,696	\$ 2,242,974	\$ 5,174,958	\$ 3,162,320	\$ 413,445	\$ (3,110,489)	\$ (7,474,733)	\$ (12,749,305)

**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 19 Budget

The FYE 19 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 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 3,226,149	\$ 3,241,149	\$ 3,329,618	\$ 3,344,618	\$ 3,359,618	\$ 3,374,618	\$ 3,389,618	\$ 3,404,618
2								
3 Revenues:								
4 Interest Income	37,094	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5								
6 Subtotal	\$ 37,094	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
7								
8 I/F Transf - General Fund	66,375	-	-	-	-	-	-	-
9 I/F Transf - PSST Fund	-	-	-	-	-	-	-	-
10								
11 Subtotal	\$ 66,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12								
13 Total Revenue	\$ 103,469	\$ 15,000	\$ 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	\$ 103,469	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
24								
25 Ending Fund Balance	\$ 3,329,618	\$ 3,256,149	\$ 3,344,618	\$ 3,359,618	\$ 3,374,618	\$ 3,389,618	\$ 3,404,618	\$ 3,419,618
NOTE: Rainy Day Reserve of 4.5% (deficit)	\$ 113,061	\$ 53,506	\$ 75,080	\$ 81,967	\$ (109,025)	\$ (236,417)	\$ (370,573)	\$ (511,828)
NOTE: Rainy Day Reserve of 3% (deficit)	\$ 1,185,246	\$ 1,121,054	\$ 1,164,926	\$ 1,174,517	\$ 1,052,190	\$ 972,262	\$ 887,824	\$ 798,654

**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 19 Budget

Estimated FYE 19 PSST revenues of \$9,943,055 are being projected at a 0.9% increase over estimated FYE 18 collections.

CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 29,274,584	\$ 3,708,046	\$ 25,263,292	\$ 17,466,715	\$ 5,578,549	\$ (4,343,498)	\$ (7,853,154)	\$ (11,422,232)
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	\$ 9,178,383	\$ 9,613,475	\$ 9,082,716	\$ 9,264,370	\$ 9,634,945	\$ 10,020,343	\$ 10,421,157	\$ 10,838,003
5 State Use Tax - Dedicated Public Safety	464,440	461,492	610,374	628,685	647,546	666,972	686,981	707,590
6 Interest / Other Income	304,117	50,000	158,833	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	\$ 9,946,940	\$ 10,124,967	\$ 9,851,923	\$ 9,943,055	\$ 10,332,491	\$ 10,737,315	\$ 11,158,138	\$ 11,595,593
9								
10 Bond Proceeds	-	-	-	-	-	-	-	-
11 I/F Transfer - General Fund	-	-	-	-	-	-	-	-
12 I/F Transfer - Capital Fund	-	-	-	-	-	-	-	-
13 SRO Reimbursement - NPS	426,837	648,694	648,694	752,794	790,434	829,955	871,453	915,026
14								
15 Subtotal	\$ 426,837	\$ 648,694	\$ 648,694	\$ 752,794	\$ 790,434	\$ 829,955	\$ 871,453	\$ 915,026
16								
17 Total Revenue	\$ 10,373,777	\$ 10,773,661	\$ 10,500,617	\$ 10,695,849	\$ 11,122,925	\$ 11,567,270	\$ 12,029,591	\$ 12,510,619
18								
19 Expenditures:								
20 Salary / Benefits	\$ 8,200,298	\$ 8,443,059	\$ 8,443,059	\$ 8,763,877	\$ 9,202,071	\$ 9,662,175	\$ 10,145,284	\$ 10,652,548
21 Supplies/Materials	252,559	347,226	355,419	334,908	351,653	369,236	387,698	407,083
22 Services/Maintenance	211,837	278,380	352,341	269,797	283,287	297,451	312,324	327,940
23 Internal Service	125,270	110,387	110,387	137,806	144,696	151,931	159,528	167,504
24 Capital Equipment	1,249,919	867,827	1,667,113	725,000	1,499,493	1,499,493	1,499,493	-
25 Capital Projects	-	695,000	1,522,501	-	1,050,000	735,000	725,000	750,000
26 Bond Project - '16 Issue	1,799,881	-	3,500,000	10,000,000	6,156,054	-	-	-
27 Bond Issue Costs	-	-	-	-	-	-	-	-
28 Debt Service	2,334,626	2,346,374	2,346,374	2,352,628	2,357,717	2,361,641	2,369,342	2,370,820
29								
30 Subtotal	\$ 14,174,390	\$ 13,088,253	\$ 18,297,194	\$ 22,584,016	\$ 21,044,971	\$ 15,076,927	\$ 15,598,669	\$ 14,675,895
31								
32 Audit Adjustments/Encumbrances	210,679	-	-	-	-	-	-	-
33 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
34 I/F Transf - General Fund	-	-	-	-	-	-	-	-
35 I/F Transf - Rainy Day Fund	-	-	-	-	-	-	-	-
36								
37 Subtotal	\$ 210,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38								
39 Total Expenditures	\$ 14,385,069	\$ 13,088,253	\$ 18,297,194	\$ 22,584,016	\$ 21,044,971	\$ 15,076,927	\$ 15,598,669	\$ 14,675,895
40								
41 Net Expenditures	\$ 14,385,069	\$ 13,088,253	\$ 18,297,194	\$ 22,584,016	\$ 21,044,971	\$ 15,076,927	\$ 15,598,669	\$ 14,675,895
42								
43 Net Difference	\$ (4,011,292)	\$ (2,314,592)	\$ (7,796,577)	\$ (11,888,167)	\$ (9,922,046)	\$ (3,509,657)	\$ (3,569,078)	\$ (2,165,276)
44								
45 Ending Fund Balance	\$ 25,263,292	\$ 1,393,454	\$ 17,466,715	\$ 5,578,549	\$ (4,343,498)	\$ (7,853,154)	\$ (11,422,232)	\$ (13,587,509)
46								
47 Reserves:								
48 Reserved for encumbrances	\$ 13,247,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 Reserve for Bond Proceeds - 16 Issue	20,798,713	1,142,658	17,298,713	7,298,713	1,142,659	1,142,659	1,142,659	1,142,659
90 Reserved for PSST activities	(8,782,764)	250,796	168,002	(1,720,164)	(5,486,157)	(8,995,813)	(12,564,891)	(14,730,168)
51								
52 Total Reserves	\$ 25,263,292	\$ 1,393,454	\$ 17,466,715	\$ 5,578,549	\$ (4,343,498)	\$ (7,853,154)	\$ (11,422,232)	\$ (13,587,509)

**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 \$45,041,476 in CDBG-HOME Program Funds (CDBG - \$34,932,913 and HOME - \$10,108,563) has been allocated to the City of Norman since FYE 76 through FYE 17. 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 19 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 17 and FYE 18 funds are expected to be expended in FYE 19. Total revenues are projected at \$1,072,678 and total expenditures are projected at \$1,072,678.

CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGETED	FYE 18 ESTIMATED	FYE 19 BUDGETED
1 Beginning Fund Balance	\$ 15,851,971	\$ 244,742	\$ 11,605,376	\$ 656,028
2				
3 Revenues				
4 Other Revenues	\$ -	\$ -	\$ -	\$ -
5 Grant Revenue	714,309	756,303	1,427,352	766,816
6 Home Grant Revenue	72,629	316,375	833,518	309,718
7 Emergency Shelter	-	-	-	-
8 CDBG-DR	4,474,630	-	11,705,495	-
9 COC Planning Grant	10,457	-	12,015	-
10 IF Transf - Capital	20,970	-	-	-
11				
12 Total Revenue	\$ 5,292,995	\$ 1,072,678	\$ 13,978,380	\$ 1,076,534
13				
14 Expenditures				
15 CDBG Housing 14	\$ 66,527	\$ -	\$ -	\$ -
16 Community Development 15	-	-	236,933	-
17 CDBG Housing 15	128,310	-	33,891	-
18 Community Development 16	-	-	13,048	-
19 CDBG Housing 16	65,195	-	68,476	-
20 CDBG Public Svs 16	9,663	-	-	-
21 Community Development 17	123,467	-	1,658	-
22 CDBG Housing 17	231,443	-	305,648	-
23 CDBG Public Svs 17	97,762	-	11,395	-
24 Community Development 18	-	329,888	329,888	-
25 CDBG Housing 18	-	313,033	313,033	-
26 CDBG Public Svs 18	-	113,382	113,382	-
27 Community Development 19	-	-	-	337,659
28 CDBG Housing 19	-	-	-	330,330
29 CDBG Public Svs 19	-	-	-	98,827
30 FY12 Home Grant	5,364	-	-	-
31 FY13 Home Grant	-	-	-	-
32 FY14 Home Grant	462	-	34,418	-
33 FY15 Home Grant	47,539	-	181,614	-
34 FY16 Home Grant	19,264	-	301,111	-
35 FY17 Home Grant	-	316,375	316,375	-
36 FY18 Home Grant	-	-	-	309,718
37 Emergency Shelter Grant	-	-	-	-
38 Accruals/Adjustments	888,005	-	-	-
39 COC Planning Grant	10,457	-	12,015	-
40 CDBG-DR	4,312,365	-	10,998,329	-
41				
42 Subtotal	\$ 6,005,823	\$ 1,072,678	\$ 13,271,214	\$ 1,076,534
43 IF Transf - Capital	3,533,767	0	11,656,514	0
44				
45 Total Expenditures	\$ 9,539,590	\$ 1,072,678	\$ 24,927,728	\$ 1,076,534
46				
47 Net Difference	\$ (4,246,595)	\$ -	\$ (10,949,348)	\$ -
48				
49 Ending Fund Balance	\$ 11,605,376	\$ 244,742	\$ 656,028	\$ 656,028
50				
51 Reserves:				
52 Reserve for Contingency	11,605,376	244,742	656,028	656,028
53 Reserve for Affordable Housing	0	0	0	0
54				
55 Total Reserves	11,605,376	244,742	656,028	656,028

**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 19 for which the City qualifies.

DUI Enforcement	\$62,834
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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 189 expenditures are anticipated to be \$62,834.

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 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 BUDGET
1 Beginning Fund Balance	\$ 2,758,684	\$ 2,333,795	\$ 1,964,453	\$ 1,964,453
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	\$ 42,920	\$ -	\$ 83,797	\$ -
5 County Court DUI Fines	37,939	62,834	63,450	62,834
8 SHPO/CLG Grant	14,294	-	11,250	-
12 Emergency Management Planning Grant	2,799	-	2,562	-
14 Misc. Police Grants	3,400	-	96	-
15 Homeland Security	350	-	-	-
16 Legacy Trail Improvements	-	-	558,425	-
17 Traffic & Alcohol Enforcement	64,569	-	100,173	-
22 Jag Grant	15,869	-	-	-
29 ACOG CNG Facility Grant	-	-	21	-
30 ACOG Fleet Conversion	101,093	-	124	-
31 Industrial Pretreatment	-	-	-	-
32 Safe Routes to School	(12,950)	-	-	-
35 Transportation	(41,406)	-	1,314,615	-
38 School Zone Improvements Grant	-	-	15,000	-
39 Saxon Park Improvements	160,000	-	-	-
40 Sutton Wilderness	-	-	160,000	-
41 Shelter Rebate - Federal	60,117	-	96,606	-
45 Other Revenue/audit accruals	3,588	-	-	-
47 Firehouse Art Center Grant	-	25,000	25,000	-
48				
49 Subtotal	\$ 452,582	\$ 87,834	\$ 2,431,119	\$ 62,834
50				
51 Total Revenue	\$ 452,582	\$ 87,834	\$ 2,431,119	\$ 62,834
52				
53 Expenditures				
54 DUI Enforcement	\$ 7,999	\$ 62,834	\$ 63,450	\$ 62,834
55 Okla. Highway Grant-DRE Training	36,729	-	83,797	-
58 SHPO/CLG Grant	14,294	-	11,250	-
61 Misc. Police Grants	3,400	-	96	-
63 Traffic & Alcohol Enforcement	71,525	-	100,173	-
65 Audit Adj/Encumbrances	124,885	-	-	-
66 Legacy Trail Improvements	16,434	-	558,425	-
73 Jag Grant	16,283	-	-	-
79 Traffic Control	10,000	-	1,314,615	-
83 ACOG CNG Facility Grant - Slow Fill	99,978	-	21	-
84 ACOG Fleet Conversion	-	-	124	-
86 Emergency Management Grant	2,889	-	2,562	-
89 Saxon Park Improvements	160,000	-	-	-
90 Sutton Wilderness	-	-	160,000	-
93 Shelter Rebate - Federal	51,061	-	96,606	-
94 School Zone Improvements Grant	-	-	15,000	-
95 Main Street DT Improvements Grant	33,293	-	-	-
97 Firehouse Art Center Grant	-	25,000	25,000	-
98				
99 Subtotal	\$ 648,770	\$ 87,834	\$ 2,431,119	\$ 62,834
100 VF Transf - General	-	-	-	-
101 VF Transf - General (Pet License)	-	-	-	-
102 VF Transf - Capital	598,043	-	-	-
102				
104 Total Expenditures	\$ 1,246,813	\$ 87,834	\$ 2,431,119	\$ 62,834
105				
106 Net Difference	\$ (794,231)	\$ -	\$ -	\$ -
107				
108 Ending Fund Balance	\$ 1,964,453	\$ 2,333,795	\$ 1,964,453	\$ 1,964,453
109				
110 Reserved for County DUI Program	\$ 428,470	\$ 398,530	\$ 428,470	\$ 428,470
111 Unreserved	1,535,983	1,935,265	1,535,983	1,535,983
112				
113 Total Reserves	\$ 1,964,453	\$ 2,333,795	\$ 1,964,453	\$ 1,964,453

**ROOM TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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

Administration Fee (City of Norman):	4%
Parks Development (City of Norman):	25% of Balance
Arts & Humanities (Norman Arts Council):	25% of Balance
Convention & Tourism (Norman Convention & Visitors Bureau):	50% of Balance

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

Special Revenue Fund Financial Policies

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

FYE 19 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%. However, in FYE 18, this amount will be reduced to 4% due to budgetary constraints.

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Expenditures in FYE 19 are based upon a pro rata share of the estimated revenue, as summarized below:

	<u>FYE 2019</u>
	Revenue
	\$1,84750
Administrative Fee - 4%	\$ 77790
Arts & Humanities - 25%	447,500
Parks Development - 25%	205,682
Convention & Tourism - 50%	<u>895,000</u>
	\$1,621,972

No Parks capital projects are scheduled in FYE 19.

Five Year Outlook

Over the next five years, projected operating revenue of \$9,793,211 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 505,629	\$ 24,444	\$ 166,685	\$ 15,115	\$ 17,893	\$ 28,014	\$ 292,210	\$ 566,501
2								
3 Revenues								
4 Taxes	\$ 1,759,850	\$ 1,797,350	\$ 1,848,000	\$ 1,842,110	\$ 1,897,373	\$ 1,954,294	\$ 2,012,923	\$ 2,073,311
5 Interest/Investment Income	53	3,250	2,640	2,640	2,640	2,640	2,640	2,640
6 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
7								
8 Total Operating Revenues	\$ 1,759,903	\$ 1,800,600	\$ 1,850,640	\$ 1,844,750	\$ 1,900,013	\$ 1,956,934	\$ 2,015,563	\$ 2,075,951
9								
10 Expenditures								
11 Administration	\$ 57,134	\$ 72,024	\$ 74,026	\$ 73,790	\$ 76,001	\$ 78,277	\$ 80,623	\$ 83,038
12 Arts & Humanities	475,000	427,500	427,500	447,500	456,003	469,664	483,735	498,228
13 Parks Capital Projects	288,742	365,000	440,815	220,000	240,000	-	-	-
14 Conventions/Visitor Bureau	988,589	855,000	855,000	895,000	912,006	939,329	967,470	996,457
15 I/F Transf - Westwood	207,184	99,827	204,869	205,682	205,882	205,469	209,444	-
16 I/F Transf - Capital Fund	66,900	-	-	-	-	-	-	-
17 Carryover Encumbrances/Audit Adj.	15,298	-	-	-	-	-	-	-
18								
19 Total Expenditures	\$ 2,098,847	\$ 1,819,351	\$ 2,002,210	\$ 1,841,972	\$ 1,889,892	\$ 1,692,739	\$ 1,741,272	\$ 1,577,723
20								
21								
22 Net Difference	\$ (338,944)	\$ (18,751)	\$ (151,570)	\$ 2,778	\$ 10,121	\$ 264,195	\$ 274,291	\$ 498,228
23								
24 Ending Fund Balance	\$ 166,685	\$ 5,693	\$ 15,115	\$ 17,893	\$ 28,014	\$ 292,210	\$ 566,501	\$ 1,064,729
25								
26 Reserves:								
27 Reserved for Administration	\$ 1	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
28 Reserved for Arts & Humanities	3,371	5,102	20,025	15,265	15,265	15,265	15,265	15,265
29 Reserved for Parks & Rec.	189,153	61,915	(12,378)	4,681	14,802	278,997	553,288	1,051,516
30 Reserved for Conv. & Tourism	(25,840)	(61,324)	7,467	(2,053)	(2,053)	(2,053)	(2,053)	(2,053)
31								
32 Total Reserves	\$ 166,685	\$ 5,693	\$ 15,115	\$ 17,893	\$ 28,014	\$ 292,210	\$ 566,501	\$ 1,064,729

**NORMAN ARTS COUNCIL
FISCAL YEAR ENDING JUNE 30, 2019 BUDGET**

INCOME:

Norman Arts Council Share of City Room Tax Funds	\$447,500.00
TOTAL INCOME	\$447,500.00

EXPENSES:

Arts Grants: (56%) **250,600.00**

Project Support

A to Z Productions: Norman Philharmonic
 Academia Filarmonica: 2018-2019 Season
 Children's Chorus: Spring Sing 2019
 Children's Chorus: Winter and Spring Concerts
 Mused: Reverse Selfie Project
 Norman Ballet Company: 2018 Oklahoma Nutcracker
 Norman Cultural Connection: African Drumming and Dance
 Norman Cultural Connection: Tibetan Sand Mandala
 Norman Film Fest: 2018 Festival
 OU Foundation: KGOU Arts Outreach
 OU Foundation: Medieval Fair 2019
 OU Foundation: NWC Biennale 2019
 OU Research: Native Crossroads Film Festival
 Pioneer Library System: Big Read
 Pioneer Library System: Crowns Tea
 Pioneer Library System: Jazz at the Library

Operational Support:

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

Subtotal **\$250,600.00**

Norman Arts Council Hotel/Motel Administration: (19%) (estimate of spread of expenses)

Executive Director's Operations Budget	5,000
Payroll	51,900
Insurance	3,000
Communications	3,000
Education (Professional Development)	2,500
Fees and Services (Bank charges, Dues, Legal/accounting)	4,000
Printing (Equipment rental-RK Black)	2,500

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Rent	10,000
Office Supplies	<u>4,000</u>
Subtotal	\$85,900.00

Norman Arts Council Programs: (19%)

Second Friday	19,000
Guest Artist Program (NPS)	4,000
Readers and Writers (NPS)	5,000
Arts Education: Youth scholarships, Poole Travel Scholarships	8,000
Arts Education: Public Art is SmART	5,000
Arts Education: Kids Art is SmART	3,000
Individual Artists Program	1,000
MAINSITE Gallery Exhibits	<u>34,000</u>
Subtotal	\$79,000.00

Norman Arts Council Marketing (6%)

NAC Marketing	27,000
KGOU Advertising for arts orgs	<u>5,000</u>
Subtotal	\$32,000.00

TOTAL EXPENSES **\$447,500.00**

**NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2019 BUDGET**

INCOME:

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 895,000
Advertising Income	27,000
Interest Income	1,500
Special Events	7,000
Souvenirs	4,000
	<hr/>
TOTAL INCOME:	\$ 934,500

EXPENSES:

Advertising / Marketing	\$ 378,388
Research	1,250
Operations	112,420
Personnel:	426,417
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	5,000
Membership/Affiliations	11,025
	<hr/>
TOTAL EXPENSES	\$ 934,500

**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 19 Budget

Expenditures for operations and equipment are projected at \$264,925 on revenues of \$15,500.

Available revenues (\$249,425) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Restatement								
2 Beginning Fund Balance	\$ 792,747	\$ 586,116	\$ 790,236	\$ 513,742	\$ 264,317	\$ 279,514	\$ 294,708	\$ 309,899
3								
4 Revenues								
5 Federal Seizures & Restitutions	\$ 16,145	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
6 State Seizures & Restitutions	181,230	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	18,521	-	-	-	-	-	-	-
8 Interest/Investment Income	(3,297)	500	500	500	500	500	500	500
9 IF Transfer - General Fund	66,329							
10								
11 Total Revenues	\$ 278,928	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
12								
13 Expenditures								
14 Audit Adjustments	\$ (595)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Supplies/Materials- State	9,895	25,500	42,582	13,000	-	-	-	-
16 Services/Maintenance- Federal	492	300	300	300	303	306	309	312
17 Services/Maintenance- State	118,831	120,560	127,836	133,060	-	-	-	-
18 IF Transfer - Capital Fund	-	82,500	82,500	-	-	-	-	-
19 IF Transfer - General Fund			4,243					
20 Capital Equipment- State	72,209	10,500	34,533	118,565	-	-	-	-
21 Capital Equipment- Federal	-	-	-	-	-	-	-	-
22 Juvenile Program	80,607	-	-	-	-	-	-	-
23								
24 Total Expenditures	\$ 281,439	\$ 239,360	\$ 291,994	\$ 264,925	\$ 303	\$ 306	\$ 309	\$ 312
25								
26 Net Difference	\$ (2,511)	\$ (223,860)	\$ (276,494)	\$ (249,425)	\$ 15,197	\$ 15,194	\$ 15,191	\$ 15,188
27								
28 Ending Fund Balance	\$ 790,236	\$ 362,256	\$ 513,742	\$ 264,317	\$ 279,514	\$ 294,708	\$ 309,899	\$ 325,087
29								
30 Reserves								
31 Reserve for Federal Seizures	\$ 371,020	\$ 284,267	\$ 294,220	\$ 299,920	\$ 305,617	\$ 311,311	\$ 317,002	\$ 322,690
32 Reserve for State Seizures	414,973	77,989	219,522	(35,603)	(26,103)	(16,603)	(7,103)	2,397
33 Reserve for Juvenile Funds	4,243	-	-	-	-	-	-	-
34								
35 Total Reserves	\$ 790,236	\$ 362,256	\$ 513,742	\$ 264,317	\$ 279,514	\$ 294,708	\$ 309,899	\$ 325,087

**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 19 Budget

FYE 19 projected revenues are \$32,000 with projected expenditures at \$30,605. This leaves a projected ending fund balance of \$15,830.

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CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 14,605	\$ 15,205	\$ 13,354	\$ 14,435	\$ 15,830	\$ 17,225	\$ 18,620	\$ 20,015
2								
3 Revenues								
4 CLEET for Police Training	\$ 25,974	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5 CLEET for Court Training	1,955	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	19	-	-	-	-	-	-	-
7								
8 Total Revenues	\$ 27,948	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
9								
10 Expenditures								
11 Police Training	\$ 28,678	\$ 29,005	\$ 29,419	\$ 29,105	\$ 29,105	\$ 29,105	\$ 29,105	\$ 29,105
12 Court Training	626	1,500	1,500	1,500	1,500	1,500	1,500	1,500
13 Audit adjustments	(105)	-	-	-	-	-	-	-
14								
15 Total Expenditures	\$ 29,199	\$ 30,505	\$ 30,919	\$ 30,605	\$ 30,605	\$ 30,605	\$ 30,605	\$ 30,605
16								
17 Net Difference	\$ (1,251)	\$ 1,495	\$ 1,081	\$ 1,395	\$ 1,395	\$ 1,395	\$ 1,395	\$ 1,395
18								
19 Ending Fund Balance	\$ 13,354	\$ 16,700	\$ 14,435	\$ 15,830	\$ 17,225	\$ 18,620	\$ 20,015	\$ 21,410
20								
21 Reserves								
22 Reserve for Police Training	\$ 5,991	\$ 9,666	\$ 6,572	\$ 7,467	\$ 8,362	\$ 9,257	\$ 10,152	\$ 11,047
23 Reserve for Court Training	7,363	7,034	7,863	8,363	8,863	9,363	9,863	10,363
24								
25 Total Reserves	\$ 13,354	\$ 16,700	\$ 14,435	\$ 15,830	\$ 17,225	\$ 18,620	\$ 20,015	\$ 21,410

**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 19 Budget

FYE 19 projected revenues are \$10,600. 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 \$107,403 in contributions since the beginning of FYE 08.



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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 4	\$ -	\$ 3,251	\$ -	\$ -	\$ -	\$ -
2							
3 Revenues							
4 Citizen Donations	\$ 10,718	\$ 16,000	\$ 10,572	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600
5 Interest income	22	-	22	-	-	-	-
6							
7 Total Revenues	\$ 10,740	\$ 16,000	\$ 10,594	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600
8							
9 Expenditures							
10 Audit adjustments/encumb	\$ (531)		\$ 531				
11 Payment to Arts Board	8,024	16,000	13,314	10,600	10,600	10,600	10,600
12							
13 Total Expenditures	\$ 7,493	\$ 16,000	\$ 13,845	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600
14							
15 Net Difference	\$ 3,247	\$ -	\$ (3,251)	\$ -	\$ -	\$ -	\$ -
16							
17 Ending Fund Balance	\$ 3,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

FYE 19 Budget

Statement of Revenues and Expenditures

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

Projections for the swimming pool are based upon line-item analysis. Debt service expenditures continue on the revenue bonds sold in FYE 02. Revenues from the park and recreation portion of the Transient Guest Room Tax (\$205,682 in FYE 19) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

During FYE 18, the newly-reconstructed Westwood Aquatic Center will re-open, and the expanded Westwood Tennis Center will begin operations, including new indoor courts which will be available for year-around play. The reconstruction of the Westwood Aquatic Center and the expansion of the Westwood Tennis Center were paid from proceeds of the NORMAN FORWARD Sales Tax (see page 104 for more information). The new Aquatic Center is expected to open in May of 2018.

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 20-foot sculpture was installed in 2017 at the renovated Westwood Recreational Complex.

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WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ -	\$ -	\$ 12,355	\$ 158,715	\$ 341,835	\$ 500,282	\$ 631,966	\$ 734,672
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 933,853	\$ 1,369,410	\$ 1,369,410	\$ 1,802,664	\$ 1,838,717	\$ 1,875,491	\$ 1,913,001	\$ 1,951,261
5 Service Fees/Chgs	75	150	150	15,165	15,620	16,089	16,572	17,069
6								
7 Total Operating Revenues	\$ 933,928	\$ 1,369,560	\$ 1,369,560	\$ 1,817,829	\$ 1,854,337	\$ 1,891,580	\$ 1,929,573	\$ 1,968,330
8								
9 Operating Expenditures:								
10 Salaries and Benefits	\$ 730,131	\$ 844,633	\$ 844,633	\$ 1,104,360	\$ 1,159,578	\$ 1,217,557	\$ 1,278,435	\$ 1,342,356
11 Supplies and Materials	85,286	138,800	128,009	281,008	283,818	286,656	289,523	292,418
12 Services/Maintenance	171,951	218,156	230,108	268,346	271,029	273,739	276,476	279,241
13 Internal Service Fund Chgs	26,890	27,850	27,850	23,495	23,965	24,444	24,933	25,432
14 Cost Allocation Charges	-	-	-	-	-	-	-	-
15 Employee Turnover Savings	-	-	-	-	-	-	-	-
16								
17 Total Operating Expenditures	\$ 1,014,258	\$ 1,229,439	\$ 1,230,600	\$ 1,677,209	\$ 1,738,390	\$ 1,802,396	\$ 1,869,367	\$ 1,939,447
18								
19 Net Operating Revenue	\$ (80,330)	\$ 140,121	\$ 138,960	\$ 140,620	\$ 115,947	\$ 89,184	\$ 60,206	\$ 28,883
20								
21 Other Revenues:								
22 VF Transf - Capital Fund - Golf	\$ 25,816	\$ 81,200	\$ 81,200	\$ 111,480	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
23 VF Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-
24 VF Transf - Room Tax	207,184	99,827	204,869	205,682	205,882	205,469	209,444	-
25 VF Transf - General Fund	135,905	-	-	-	-	-	-	-
26 VF Transf - Norman Forward Fund	-	-	-	35,000	35,000	35,000	35,000	35,000
27 Interest Income	1,016	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28 Misc. revenue	-	-	-	-	-	-	-	-
29								
30 Total Other Revenues	\$ 369,921	\$ 188,527	\$ 293,569	\$ 359,662	\$ 309,882	\$ 309,469	\$ 313,444	\$ 104,000
31								
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/encumbrances	1,336	-	-	-	-	-	-	-
35 Debt Service	\$ 207,184	\$ 204,869	\$ 204,869	\$ 205,682	\$ 205,882	\$ 205,469	\$ 209,444	\$ -
36 Capital Projects-GOLF	-	-	-	-	-	-	-	-
37 Capital Equipment-GOLF	68,716	39,200	39,200	41,000	19,500	19,500	19,500	19,500
38 Capital Projects-POOL	-	-	-	-	-	-	-	-
39 Capital Equipment-POOL	-	-	-	-	-	-	-	-
40 Capital Equipment - Golf Carts	-	42,000	42,100	65,000	42,000	42,000	42,000	42,000
41 Capital Equipment - Pool	-	-	-	5,480	-	-	-	-
42 VF Transf - Parkland	-	-	-	-	-	-	-	-
43								
44 Total Other Expenditures	\$ 277,236	\$ 286,069	\$ 286,169	\$ 317,162	\$ 267,382	\$ 266,969	\$ 270,944	\$ 61,500
45								
46 Net Revenues (Expenditures)	\$ 12,355	\$ 42,579	\$ 146,360	\$ 183,120	\$ 158,447	\$ 131,684	\$ 102,706	\$ 71,383
47								
48 Ending Fund Balance	\$ 12,355	\$ 42,579	\$ 158,715	\$ 341,835	\$ 500,282	\$ 631,966	\$ 734,672	\$ 806,055
49								
50 Reserves								
51 Reserve for Operations	\$ 81,141	\$ 98,355	\$ 98,448	\$ 134,177	\$ 139,071	\$ 144,192	\$ 149,549	\$ 155,156
52 Reserve for Pool	-	-	-	28,375	29,510	30,690	31,918	33,195
53 Reserve for Debt	-	-	-	-	-	-	-	-
54 Reserve for Capital Project	-	72,625	70,400	61,500	61,500	61,500	61,500	61,500
55 Reserve (Deficit)	(68,786)	(128,401)	(10,133)	117,783	270,201	395,584	491,705	556,204
56								
57 Total Reserves	\$ 12,355	\$ 42,579	\$ 158,715	\$ 341,835	\$ 500,282	\$ 631,966	\$ 734,672	\$ 806,055

**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 601 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of April 2018 serves an average of 38,000 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 has begun a \$31 million Treatment Plant improvement project to improve drinking water quality; \$11 million in expansion projects to the City's groundwater well supplies; and \$5 million in improvements to waterlines to provide additional water supply (by constructing pipe connections to "blend" water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

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

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

Additional water is supplied to Norman through a contract with the Oklahoma City Water Utilities Trust (OCWUT). Under this contract, available treated water is transported to Norman along a waterline located in northern Norman to supplement the water supplied by Norman's ground water and surface water facilities.

FYE 2019 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 Cross Connection Program Coordinator has been added for FYE 19.

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 19 ending fund balance is projected to be \$8,640,769 with a reserve deficit of \$9,083,265, due primarily to the aggressive capital campaign.

Transfer Policy

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

Five Year Outlook

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

Summary

The Norman Utilities Authority and City Council have directed a policy through which Norman's water will be treated to levels which meet not only current environmental standards but which provide for future treatment requirements and customer water quality demands.

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**WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES**

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
Beginning Fund Balance	\$ 22,960,334	\$ 5,619,745	\$ 23,736,594	\$ 7,050,535	\$ 8,640,769	\$ 5,111,022	\$ (2,213,149)	\$ (13,705,757)
Operating Revenues:								
Enterprise Fund Fees/Chgs	\$ 20,167,116	\$ 19,436,563	\$ 19,900,000	\$ 20,300,000	\$ 20,700,000	\$ 21,100,000	\$ 21,500,000	\$ 21,900,000
Connection Fee	676,271	408,040	500,000	625,000	640,000	650,000	670,000	690,000
Capital Improvement Charge	1,400,565	1,339,391	1,339,391	1,352,785	1,366,313	1,379,976	1,393,776	1,407,714
Cost Allocation	864,388	744,476	744,476	755,969	763,529	771,164	778,876	786,665
Total Operating Revenues	\$ 23,108,340	\$ 21,928,470	\$ 22,483,867	\$ 23,033,754	\$ 23,469,842	\$ 23,901,140	\$ 24,342,652	\$ 24,784,379
Operating Expenditures:								
Salaries / Benefits	\$ 3,826,852	\$ 4,063,695	\$ 4,054,688	\$ 4,258,639	\$ 4,471,571	\$ 4,695,149	\$ 4,929,907	\$ 5,176,402
Supplies / Materials	1,938,444	2,556,991	2,633,779	2,527,301	2,552,574	2,578,100	2,603,881	2,629,920
Services / Maintenance	2,288,347	3,100,941	3,455,163	3,269,266	3,301,959	3,334,978	3,368,328	3,402,011
Internal Services	158,310	152,071	152,071	185,523	189,233	193,018	196,878	200,816
Cost Allocations	1,983,496	1,882,063	1,882,063	1,854,830	1,873,378	1,892,112	1,911,033	1,930,144
Employee Turnover Savings	-	(60,955)	(60,820)	(63,880)	(67,074)	(70,427)	(73,949)	(77,646)
Total Operating Expenditures	\$ 10,195,449	\$ 11,694,806	\$ 12,116,944	\$ 12,031,679	\$ 12,321,642	\$ 12,622,930	\$ 12,936,079	\$ 13,261,647
Net Operating Revenue	\$ 12,912,891	\$ 10,233,664	\$ 10,366,923	\$ 11,002,075	\$ 11,148,200	\$ 11,278,210	\$ 11,406,573	\$ 11,522,732
Other Revenues:								
Interest Income	\$ 73,521	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Other Misc. Revenue	1,847,712	-	-	-	-	-	-	-
I/F Transfer - General Fund	-	-	-	-	-	-	-	-
Revenue Bond Proceeds	-	11,114,500	41,537,976	-	-	-	-	-
Grant Revenue	-	-	-	-	-	-	-	-
Total Other Revenues	\$ 1,921,233	\$ 11,234,500	\$ 41,657,976	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Other Expenditures:								
Audit Accruals/Adj/Encumbrances	\$ 969,187	-	-	-	-	-	-	-
Master Conservancy Debt	213,118	72,474	72,474	72,474	72,175	71,829	71,523	71,229
Debt Service - 15 Issue	1,505,422	1,480,449	1,480,449	1,479,410	1,477,891	1,470,840	1,478,310	1,480,034
Debt Service - 16 Issue	631,734	768,015	768,015	770,249	767,147	768,767	770,109	771,060
Debt Service - 17 Issue	-	152,900	152,900	683,413	2,008,734	2,006,445	2,003,239	2,009,117
Debt Service - 18 Issue	-	683,000	683,000	683,000	683,000	683,000	683,000	683,000
Debt Service - 21 Issue	-	-	-	-	-	1,155,000	1,155,000	1,155,000
Capital Projects	8,508,578	8,097,000	22,172,801	4,385,400	8,492,000	11,249,000	15,519,500	31,785,500
Capital Projects - 15 Issue	-	-	-	-	-	-	-	-
Capital Projects - 17 Issue	576,524	-	30,423,476	-	-	-	-	-
Capital Projects - 18 Issue	-	10,717,000	10,806,655	-	-	-	-	-
Capital Projects - 21 Issue	-	-	-	-	-	-	-	-
Bond issue costs	303,650	397,500	307,845	-	-	-	-	-
Capital Equipment	314,206	234,376	439,221	411,645	230,000	230,000	230,000	230,000
I/F Transfer - General Fund	987,451	992,230	1,020,000	1,046,250	1,067,000	1,087,500	1,108,500	1,129,500
I/F Transfer - General Fund - Meter Svcs	30,850	46,000	46,000	-	-	-	-	-
I/F Transfer - Capital Fund	17,144	-	338,122	-	-	-	-	-
Total Other Expenditures	\$ 14,057,864	\$ 23,640,944	\$ 68,710,958	\$ 9,531,841	\$ 14,797,947	\$ 18,722,381	\$ 23,019,181	\$ 39,314,440
Net Revenues (Expenditures)	\$ 776,260	\$ (2,172,780)	\$ (16,686,059)	\$ 1,590,234	\$ (3,529,747)	\$ (7,324,171)	\$ (11,492,608)	\$ (27,671,708)
Ending Fund Balance	\$ 23,736,594	\$ 3,446,965	\$ 7,050,535	\$ 8,640,769	\$ 5,111,022	\$ (2,213,149)	\$ (13,705,757)	\$ (41,377,465)
Reserves								
Reserve for Operations	\$ 815,636	\$ 935,584	\$ 969,355	\$ 962,534	\$ 985,731	\$ 1,009,834	\$ 1,034,886	\$ 1,060,932
Reserve for Encumbrances	33,011,330	-	-	-	-	-	-	-
Reserve for Bond Projects - 15 Issue	-	-	-	-	-	-	-	-
Reserve for Bond Projects - 17 Issue	-	-	-	-	-	-	-	-
Reserve for Bond Projects - 18 Issue	-	-	-	-	-	-	-	-
Reserve for Bond Projects - 21 Issue	-	-	-	-	-	-	-	-
Reserve for Capital	14,286,280	9,911,475	14,286,280	16,761,500.00	19,518,000.00	23,652,500	31,785,500	31,785,500
Reserve (Deficit) Surplus	(24,376,652)	(7,400,094)	(8,205,100)	(9,083,265)	(15,392,709)	(26,875,483)	(46,526,143)	(74,223,897)
Total Reserves	\$ 23,736,594	\$ 3,446,965	\$ 7,050,535	\$ 8,640,769	\$ 5,111,022	\$ (2,213,149)	\$ (13,705,757)	\$ (41,377,465)

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2019 BUDGET**

INCOME:

Operation & Maintenance Assessments	\$ 2,011,380
Special Assessments	<u>525,000</u>

TOTAL INCOME	\$ 2,536,380
(Less energy project interest)	

EXPENSES:

Personnel	\$ 707,980
Maintenance	169,500
Utilities	559,000
Insurance & Bonds	43,250
Administrative Supplies	15,000
Professional Services	444,550
State & Federal Services	157,600
Major Equipment Replacement	<u>439,500</u>

TOTAL EXPENSES	\$2,536,380
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**WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS**

Background

The Water Reclamation Fund (formerly known as “sewer” or “wastewater”) is an enterprise fund established to account for the resources utilized to provide wastewater collection, conveyance and treatment to the customers of the City of Norman.

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

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

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

Currently, there are approximately 5101 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman. Additional sewer system capital projects are reported in the Sewer Maintenance Fund and Sewer Excise Tax Fund.

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

FYE 19 Budget

Statement of Revenues and Expenditures

FYE 19 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 18. 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, + \$2.70 per 1,000 gallons of treated water

FYE 19 expenditure projections are based upon line-item analysis within the Utility. Salaries

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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 19 ending fund balance is projected to be \$3,138,638. 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 19 projected revenues are -2.8% lower than FYE 18 budget revenues.

Summary

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





Water reclaimed by the Norman Water Reclamation Facility

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**WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 1,247,252	\$ 3,798,478	\$ 823,400	\$ 6,097,657	\$ 3,138,638	\$ 3,855,033	\$ 869,270	\$ 3,171,049
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 11,332,434	\$ 11,612,945	\$ 11,561,991	\$ 11,793,231	\$ 12,029,095	\$ 12,269,677	\$ 12,515,071	\$ 12,765,372
5 Sewer Replacement Charge	101	617,161	-	-	-	-	-	-
6 Capital Improvement Charge	868,630	746,203	800,000	808,000	816,080	824,241	832,483	840,808
7								
8 Total Operating Revenues	\$ 12,201,165	\$ 12,976,309	\$ 12,361,991	\$ 12,601,231	\$ 12,845,175	\$ 13,093,918	\$ 13,347,554	\$ 13,606,180
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 3,079,468	\$ 3,249,587	\$ 3,249,587	\$ 3,342,024	\$ 3,509,125	\$ 3,684,581	\$ 3,868,811	\$ 4,062,251
12 Supplies and Materials	411,967	617,801	618,997	602,700	608,727	614,814	620,962	627,172
13 Services and Maintenance	1,339,337	1,455,512	1,684,476	1,487,262	1,502,135	1,517,156	1,532,328	1,547,651
14 Internal Services	216,063	136,513	136,513	145,958	148,877	151,855	154,892	157,990
15 Cost Allocations	2,080,208	1,756,550	1,756,550	1,777,875	1,795,654	1,813,610	1,831,746	1,850,064
16 Employee Turnover Savings	-	(48,744)	(48,744)	(50,130)	(52,637)	(55,269)	(58,032)	(60,934)
17								
18 Total Operating Expenditures	\$ 7,127,043	\$ 7,167,219	\$ 7,397,379	\$ 7,305,689	\$ 7,511,881	\$ 7,726,748	\$ 7,950,707	\$ 8,184,194
19								
20 Net Operating Revenue	\$ 5,074,122	\$ 5,809,090	\$ 4,964,612	\$ 5,295,542	\$ 5,333,295	\$ 5,367,170	\$ 5,396,848	\$ 5,421,987
21								
22 Other Revenues:								
23 Interest Income	\$ (68,499)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24 Bond Proceeds/Grant Reimb.	4,552,237	-	9,983,175	-	-	-	-	-
25 Misc. Revenue/Cost Allocation	1,622,378	469,149	509,149	503,431	508,465	513,550	518,685	523,872
26 VF Transf - Hallpark (capacity)	-	-	-	-	-	-	-	-
27 VF Transf - Sanitation	-	-	-	-	-	-	-	-
28 VF Transf - General Fund	-	-	-	-	-	-	-	-
29 VF Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
30								
31 Total Other Revenues	\$ 6,106,116	\$ 519,149	\$ 10,542,324	\$ 553,431	\$ 558,465	\$ 563,550	\$ 568,685	\$ 573,872
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	\$ 64,039							
36 Debt Service-99 SRF Note	253,069	254,057	254,057	252,796	127,177	-	-	-
37 Debt Service-14 SRF Note	2,078,352	2,359,393	2,359,393	2,360,809	2,000,000	2,000,000	2,000,000	2,000,000
38 Debt Service - 15 Rev. Bonds	651,699	243,949	243,949	248,997	128,832	-	-	-
39 Capital Projects	7,283,724	735,000	6,390,802	4,754,885	2,317,900	6,303,000	1,038,000	1,610,000
40 Capital Equipment	676,056	306,336	360,378	600,843	-	-	-	-
41 VF Transf - Sewer Maint Fund 321	-	-	-	-	-	-	-	-
42 VF Transf - General Fund	566,301	580,647	578,100	589,662	601,455	613,484	625,754	638,269
43 VF Transf - General Fund - Meter Svs	30,850	46,000	46,000	-	-	-	-	-
44								
45 Total Other Expenditures	\$ 11,604,090	\$ 4,525,382	\$ 10,232,679	\$ 8,807,992	\$ 5,175,364	\$ 8,916,484	\$ 3,663,754	\$ 4,248,269
46								
47 Net Revenues (Expenditures)	\$ (423,852)	\$ 1,802,856	\$ 5,274,256	\$ (2,959,019)	\$ 716,396	\$ (2,985,764)	\$ 2,301,779	\$ 1,747,590
48								
49 Ending Fund Balance	\$ 823,400	\$ 5,601,334	\$ 6,097,657	\$ 3,138,638	\$ 3,855,033	\$ 869,270	\$ 3,171,049	\$ 4,918,639
50								
51 Reserves								
52 Reserve for Encumbrances	\$ 3,369,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53 Reserve for Operations	570,163	573,378	591,790	584,455	600,950	618,140	636,057	654,735
54 Reserve for Capital	3,204,757	3,603,446	3,204,757	2,817,225	2,983,667	1,324,000	1,610,000	1,610,000
55 Reserve (Deficit) Surplus	(6,320,997)	1,424,510	2,301,110	(263,042)	270,417	(1,072,870)	924,992	2,653,904
56								
57 Total Reserves	\$ 823,400	\$ 5,601,334	\$ 6,097,657	\$ 3,138,638	\$ 3,855,033	\$ 869,270	\$ 3,171,049	\$ 4,918,639

**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 19 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 18 extrapolated for a full year.

FYE 19 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 19 total budgeted expenditures are \$2,896,762.

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.

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 4,116,660	\$ 1,878,553	\$ 5,714,750	\$ 388,867	\$ 464,361	\$ 579,310	\$ 720,859	\$ 889,145
2								
3 Operating Revenues:								
4 Capital Improvement Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sewer Maintenance Rate	3,004,297	2,942,828	2,942,828	2,972,256	3,001,979	3,031,999	3,062,319	3,092,942
7								
8 Total Operating Revenues	\$ 3,004,297	\$ 2,942,828	\$ 2,942,828	\$ 2,972,256	\$ 3,001,979	\$ 3,031,999	\$ 3,062,319	\$ 3,092,942
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 56,439	\$ 57,770	\$ 57,770	\$ 60,713	\$ 63,749	\$ 66,936	\$ 70,283	\$ 73,797
12 Supplies and Materials	1,591	2,671	2,671	2,124	2,145	2,167	2,188	2,210
13 Services and Maintenance	719	1,825	1,825	20,825	21,033	21,244	21,456	21,671
14 Internal Services	-	100	100	100	102	104	106	108
15 Cost Allocations	-	-	-	-	-	-	-	-
16 Employee Turnover Savings	-	(867)	(867)	-	-	-	-	-
17								
18 Total Operating Expenditures	\$ 58,749	\$ 61,499	\$ 61,499	\$ 83,762	\$ 87,029	\$ 90,450	\$ 94,033	\$ 97,786
19								
20 Net Operating Revenue	\$ 2,945,548	\$ 2,881,329	\$ 2,881,329	\$ 2,888,494	\$ 2,914,950	\$ 2,941,549	\$ 2,968,286	\$ 2,995,156
21								
22 Other Revenues:								
23 Interest Income	\$ 41,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24 Misc. Revenue	64,068	-	-	-	-	-	-	-
25 IF Transf - Wastewater Fund 32	-	-	-	-	-	-	-	-
26								
27 Total Other Revenues	\$ 105,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28								
29								
30 Other Expenditures:								
31 Capital Projects	\$ 1,452,564	\$ 4,300,000	\$ 8,207,212	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
32 Capital Equipment	-	-	-	13,000	-	-	-	-
33 Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34								
35 Total Other Expenditures	\$ 1,452,564	\$ 4,300,000	\$ 8,207,212	\$ 2,813,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
36								
37 Total Revenues	\$ 3,109,403	\$ 2,942,828	\$ 2,942,828	\$ 2,972,256	\$ 3,001,979	\$ 3,031,999	\$ 3,062,319	\$ 3,092,942
38								
39 Total Expenditures	\$ 1,511,313	\$ 4,361,499	\$ 8,268,711	\$ 2,896,762	\$ 2,887,029	\$ 2,890,450	\$ 2,894,033	\$ 2,897,786
40								
41 Net Revenues (Expenditures)	\$ 1,598,090	\$ (1,418,671)	\$ (5,325,883)	\$ 75,494	\$ 114,950	\$ 141,549	\$ 168,286	\$ 195,156
42								
43 Ending Fund Balance	\$ 5,714,750	\$ 459,882	\$ 388,867	\$ 464,361	\$ 579,310	\$ 720,859	\$ 889,145	\$ 1,084,301

**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 19 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 19.

Five Year Outlook

Excise tax revenues are projected to be the same in years FYE 19 through FYE 23.

CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 7,874,790	\$ 7,095,656	\$ 5,402,348	\$ 10,823,013	\$ 10,468,491	\$ 10,507,472	\$ 10,546,453	\$ 9,498,434
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 1,172,970	\$ 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	357,520	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6								
7 Total Operating Revenues	\$ 1,530,490	\$ 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	\$ 1,530,490	\$ 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	\$ 73,530	\$ 200,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
15 Bond Proceeds/Grant Reimb.	3,124,385	-	6,851,858	-	-	-	-	-
16 SRF Loan Proceeds	-	-	-	-	-	-	-	-
17 I/F Transf - General Fund	-	-	-	-	-	-	-	-
18 Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19								
20 Total Other Revenues	\$ 3,197,915	\$ 200,000	\$ 6,921,858	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
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	1,394,585	1,620,132	1,620,132	1,621,104	1,371,000	1,371,000	1,371,000	1,371,000
25 Services & maintenance	-	-	-	-	-	-	-	-
26 Capital Projects	5,448,743	-	1,221,042	143,400	-	-	1,087,000	360,000
27								
28 Total Other Expenditures	\$ 7,200,847	\$ 1,980,151	\$ 3,201,193	\$ 2,124,523	\$ 1,731,019	\$ 1,731,019	\$ 2,818,019	\$ 2,091,019
29								
30 Net Revenues (Expenditures)	\$ (2,472,442)	\$ (80,151)	\$ 5,420,665	\$ (354,523)	\$ 38,981	\$ 38,981	\$ (1,048,019)	\$ (321,019)
31								
32 Ending Fund Balance	\$ 5,402,348	\$ 7,015,505	\$ 10,823,013	\$ 10,468,491	\$ 10,507,472	\$ 10,546,453	\$ 9,498,434	\$ 9,177,415
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 19 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 19 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

Reserve Policy

Enterprise funds have reserve 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 19 ending fund balance is projected to be \$9,027,342, 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 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 9,417,867	\$ 8,415,604	\$ 11,271,753	\$ 10,473,570	\$ 9,027,342	\$ 10,261,327	\$ 11,479,037	\$ 12,658,970
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 14,464,506	\$ 14,854,051	\$ 14,475,000	\$ 14,750,000	\$ 15,000,000	\$ 15,280,000	\$ 15,550,000	\$ 15,830,000
5 Other Revenue	384,278	217,502	217,502	219,677	221,874	224,093	226,334	228,597
6								
7 Total Operating Revenues	\$ 14,848,784	\$ 15,071,553	\$ 14,692,502	\$ 14,969,677	\$ 15,221,874	\$ 15,504,093	\$ 15,776,334	\$ 16,058,597
8								
9 Operating Expenditures:								
10 Salaries / Benefits	\$ 4,285,128	\$ 4,135,081	\$ 4,135,081	\$ 4,166,715	\$ 4,375,051	\$ 4,593,803	\$ 4,823,493	\$ 5,064,668
11 Supplies / Materials	798,910	1,256,784	1,257,696	1,128,298	1,139,581	1,150,977	1,162,487	1,174,112
12 Services / Maintenance	3,004,443	3,109,903	3,142,753	3,884,162	3,923,004	3,962,234	4,001,856	4,041,875
13 Internal Services	556,712	758,049	758,049	690,196	704,000	718,080	732,442	747,091
14 Cost Allocations	1,599,380	1,406,995	1,406,995	1,412,361	1,426,485	1,440,750	1,455,158	1,469,710
15								
16 Total Operating Expenditures	\$ 10,244,573	\$ 10,666,812	\$ 10,700,574	\$ 11,281,732	\$ 11,568,121	\$ 11,865,844	\$ 12,175,436	\$ 12,497,456
17								
18 Net Operating Revenue	\$ 4,604,211	\$ 4,404,741	\$ 3,991,928	\$ 3,687,945	\$ 3,653,753	\$ 3,638,249	\$ 3,600,898	\$ 3,561,141
19								
20 Other Revenue:								
21 Interest Income	\$ 43,355	\$ 100,000 ^m	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
22 Bond/Grant Proceeds	223,620	-	-	-	-	-	-	-
23								
24 Total Other Revenue	\$ 266,975	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	\$ 163,583							
28 Capital Equipment	2,134,765	\$ 2,104,855	\$ 2,196,189	\$ 2,095,075	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
29 Debt Service - 2010 Notes	319,116	317,190	317,190	318,652	319,768	320,539	320,965	321,047
30 Debt Service - 2013 Notes	329,773	337,226	337,226	168,446	-	-	-	-
31 Capital Projects	39,213	-	1,993,506	2,652,000	-	-	-	-
32 I/F Transfer - General Fund - Meter Svcs	30,850	46,000	46,000	-	-	-	-	-
33								
34 Total Other Expenditures	\$ 3,017,300	\$ 2,805,271	\$ 4,890,111	\$ 5,234,173	\$ 2,519,768	\$ 2,520,539	\$ 2,520,965	\$ 2,521,047
35								
36 Net Revenues (Expenditures)	\$ 1,853,886	\$ 1,699,470	\$ (798,183)	\$ (1,446,228)	\$ 1,233,985	\$ 1,217,710	\$ 1,179,933	\$ 1,140,094
37								
38 Ending Fund Balance	\$ 11,271,753	\$ 10,115,074	\$ 10,473,570	\$ 9,027,342	\$ 10,261,327	\$ 11,479,037	\$ 12,658,970	\$ 13,799,063
39								
40 Reserves								
41 Reserve for Operations	\$ 819,566	\$ 853,345	\$ 856,046	\$ 902,539	\$ 925,450	\$ 949,268	\$ 974,035	\$ 999,796
42 Reserve for Capital	2,709,415	2,836,769	2,709,415	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
43 Reserve (Deficit) Surplus	7,742,772	6,424,960	6,908,109	5,924,803	7,135,877	8,329,769	9,484,935	10,599,267
44								
45 Total Reserves	\$ 11,271,753	\$ 10,115,074	\$ 10,473,570	\$ 9,027,342	\$ 10,261,327	\$ 11,479,037	\$ 12,658,970	\$ 13,799,063

**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 19 health claim costs are projected to be \$14,574,424.

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 19 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 19 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 19 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 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 5,129,579	\$ 5,645,180	\$ 5,701,536	\$ 3,660,329	\$ 675,717	\$ (28,243)	\$ (570,842)	\$ (934,087)
2								
3 Revenues								
4 Int Svs Ch - W/C	\$ 1,000,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 900,000	\$ 936,000	\$ 973,440	\$ 1,012,378
5 Int Svs Ch - Risk	300,000	269,633	269,633	329,122	422,499	436,547	451,226	466,568
6 Int Svs Ch - Unemployment	14,097	7,505	7,505	22,220	22,220	22,442	22,667	22,893
7 Int Svs Ch - Health Ins Prem - City	10,061,346	9,825,662 ⁿ	9,993,615	10,593,232	11,228,826	11,846,411	12,497,964	13,185,352
8 Health Ins Premiums - Employee	2,299,440	2,559,391 ⁿ	2,353,533	2,494,745	2,644,430	2,789,873	2,943,316	3,105,199
9 Health Ins Refunds	194,385	155,080	154,481	163,750	173,575	183,121	193,193	203,819
10 Other Revenues	64,204	-	-	-	-	-	-	-
11 I/F Transfer - Debt Service	788,714	825,000	825,000	825,000	825,000	825,000	825,000	825,000
12 I/F Transfer - General Fd	-	-	80,087	-	-	-	-	-
13								
14 Total Revenues	\$ 14,722,186	\$ 13,717,271	\$ 13,758,854	\$ 14,503,069	\$ 16,216,549	\$ 17,039,395	\$ 17,906,806	\$ 18,821,209
15								
16 Expenditures								
17 Salary / Benefits - Risk	\$ 229,739	\$ 226,181	\$ 226,181	\$ 233,880	\$ 245,574	\$ 257,853	\$ 270,745	\$ 284,283
18 Salary / Benefits - Health Ins	92,837	93,323	93,323	93,704	98,389	103,309	108,474	113,898
19 Services / Maintenance	174,869	175,173	255,260	175,173	176,925	178,694	180,481	182,286
20 Judgments / Claims	159,772	170,000	170,000	170,000	320,000	320,000	320,000	320,000
21 Workers' Comp Pymts	763,229	2,218,500	981,000	2,218,500	900,000	936,000	973,440	1,012,378
22 Unemployment Claims	8,988	22,000	22,000	22,000	22,220	22,442	22,667	22,893
23 Health Insurance Claims	10,915,551	11,105,284 ⁿ	12,095,461 ⁿ	12,579,279	13,082,451	13,605,749	14,149,979	14,715,978
24 Health Insurance Fees	1,723,991	2,146,506 ⁿ	1,918,408 ⁿ	1,995,144	2,074,950	2,157,948	2,244,266	2,334,037
25 I/F Transfer - General Fd	81,253	-	38,428	-	-	-	-	-
26 I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
27 Audit Accruals / Adjustments	-	-	-	-	-	-	-	-
28								
29 Total Expenditures	\$ 14,150,229	\$ 16,156,967	\$ 15,800,061	\$ 17,487,681	\$ 16,920,509	\$ 17,581,994	\$ 18,270,052	\$ 18,985,751
30								
31 Net Difference	\$ 571,957	\$ (2,439,696)	\$ (2,041,207)	\$ (2,984,612)	\$ (703,960)	\$ (542,599)	\$ (363,245)	\$ (164,542)
32								
33 Ending Fund Balance	\$ 5,701,536	\$ 3,205,484	\$ 3,660,329	\$ 675,717	\$ (28,243)	\$ (570,842)	\$ (934,087)	\$ (1,098,630)
34								
35 Reserves:								
36 Reserved for Health Insurance	\$ 2,127,551	\$ 1,194,355	\$ 521,988	\$ (894,413)	\$ (2,103,373)	\$ (3,150,972)	\$ (4,019,217)	\$ (4,688,760)
37 Reserved for Unemployment	27,844	211	13,349	13,569	13,569	13,569	13,569	13,569
38 Reserved for W/C/Claims/Judgmer	2,635,463	1,311,733	2,384,463	895,963	1,400,963	1,905,963	2,410,963	2,915,963
39 Reserved for Risk Mgmt	910,678	699,185	740,529	660,598	660,598	660,598	660,598	660,598
40								
41 Total Reserves	\$ 5,701,536	\$ 3,205,484	\$ 3,660,329	\$ 675,717	\$ (28,243)	\$ (570,842)	\$ (934,087)	\$ (1,098,630)
42								
43 Targeted Reserves:								
44 Reserve for Health Insurance	\$ 1,819,259	\$ 1,850,881	\$ 2,015,910	\$ 2,096,547	\$ 2,180,408	\$ 2,267,625	\$ 2,358,330	\$ 2,452,663
45 Reserve for Workers Comp	127,205	369,750	163,500	369,750	150,000	156,000	162,240	168,730
46								
47 Total Targeted Reserves	\$ 1,946,463	\$ 2,220,631	\$ 2,179,410	\$ 2,466,297	\$ 2,330,408	\$ 2,423,625	\$ 2,520,570	\$ 2,621,393
Reserve Deficit								
NOTE: Reserve surplus (deficit)	\$ 3,755,073	\$ 984,853	\$ 1,480,919	\$ (1,790,580)	\$ (2,358,651)	\$ (2,994,467)	\$ (3,454,657)	\$ (3,720,022)
Health Ins Prem % Increase		4.50%		6.00%	6.00%	5.50%	5.50%	5.50%

**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) 2019-2023. 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 2019-2023 document.

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

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

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

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

Capital Outlay on the other hand, is an expenditure directed towards maintaining or

purchasing new or replacing tangible assets which themselves have expected life spans of one to five years. Expenses are generally one-time and occur within a single budget year. Examples include the purchase of vehicles and equipment.

On April 5, 2016, the voters of Norman re-authorized a general obligation bond issue for street resurfacing and improvements city wide. This was third renewal of the five-year G.O. Bond program by the voters, based on maintaining the same average property tax levy to repay the bonds. A total of approximately \$25,000,000 in projects will be paid for by these bonds over five years, in the following types:

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

FYE 19 Budget

The FYE 19 Budget shows total projected resources available of \$31,620,485, including beginning fund balance, of \$9,683,197 and total expenditures projected at \$20,119,644 with an ending fund balance of \$10,926,741. Sales tax is projected at a 2% increase from FYE 18 estimated revenue, and an average 4% growth rate in years FYE 19 through FYE 23. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2019 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2019 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 2019-2023 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.

CITY OF NORMAN

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

FYE 2018 projects

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

Summary

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

CITY OF NORMAN

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 40,005,751	\$ 16,719,999	\$ 36,266,194	\$ 9,683,197	\$ 10,926,741	\$ (504,663)	\$ (7,415,770)	\$ (9,217,126)
2								
3 Revenues:								
4 Sales Tax	\$ 11,569,172	\$ 12,469,125	\$ 11,757,145	\$ 11,992,288	\$ 12,471,980	\$ 12,970,859	\$ 13,489,693	\$ 14,029,281
5 Allocated to Debt Service	-	-	-	-	-	-	-	-
6 Interest/Investment Income	(9,261)	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7 GO Bond Interest Income	96,833	-	-	-	-	-	-	-
8 Donations/Other	126,422	-	604,265	-	397,260	-	200,000	-
9								
10 Subtotal	\$ 11,783,166	\$ 12,619,125	\$ 12,511,410	\$ 12,142,288	\$ 13,019,240	\$ 13,120,859	\$ 13,839,693	\$ 14,179,281
11 I/F Transf - General	561,004	-	-	-	-	-	-	-
12 I/F Transf - Seizures Fund	-	82,500	82,500	-	-	-	-	-
13 I/F Transf - Special Grant Fund	598,043	-	11,656,514	-	-	-	-	-
14 I/F Transf - CDBG Fund	3,533,767	-	-	-	-	-	-	-
15 I/F Transf - Norman Forward Fund	-	-	-	-	-	-	-	-
16 I/F Transf - Room Tax Fund	66,900	-	-	-	-	-	-	-
17 I/F Transf - Water Fund	17,144	-	338,122	-	-	-	-	-
18 I/F Transf - UNP TIF Fund	-	-	1,301,242	-	-	-	-	-
19 Bond Proceeds	-	-	6,105,000	9,795,000	-	-	-	-
20								
21 Total Revenue	\$ 16,560,024	\$ 12,701,625	\$ 31,994,788	\$ 21,937,288	\$ 13,019,240	\$ 13,120,859	\$ 13,839,693	\$ 14,179,281
22								
23 Expenditures:								
24 Salary and Benefits	\$ 1,137,052	\$ 1,203,552	\$ 1,203,552	\$ 1,224,084	\$ 1,285,288	\$ 1,349,553	\$ 1,417,030	\$ 1,487,882
25 Services and Maintenance	46,711	16,499	16,499	16,699	16,866	17,035	17,205	17,377
26 Capital Outlay (Transfer)	3,228,279	3,366,664	4,588,591	3,237,918	3,367,434	3,502,132	3,642,217	3,787,906
27 Fleet Replacement Supplement	441,032	-	-	-	-	-	-	-
28 Street Maintenance	1,928,626	2,440,377	5,228,703	2,305,377	2,305,377	2,305,377	2,305,377	2,305,377
29 Capital Projects (See Detail)	6,225,937	5,431,632	24,659,813	4,587,800	7,933,500	5,223,600	6,395,040	3,906,400
30 Maintenance of Facilities	883,634	443,250	757,663	295,300	150,000	150,000	150,000	150,000
31 Paygo (Bond Projects)	-	-	478,715	-	-	-	-	-
32 New Bond Projects - 08B	4,700	-	176,633	-	-	-	-	-
33 New Bond Projects - 12B	1,882,685	2,929,245	3,811,242	-	-	-	-	-
34 New Bond Projects - 12C	24,713	-	9,484	-	-	-	-	-
35 New Bond Projects - 12D	-	-	-	-	-	-	-	-
36 New Bond Projects - 15	3,023,654	666,137	8,402,164	2,417,500	2,911,402	754,608	-	-
37 New Bond Projects - 16	1,381,043	2,219,076	7,807,090	4,739,999	1,723,826	-	-	-
38 New Bond Projects - 19	-	-	-	-	3,079,576	5,033,934	-	-
39 Bond Issue Cost	-	-	-	160,000	-	-	-	-
40 Debt Service	-	-	548,178	1,312,358	1,316,384	1,319,762	1,322,492	664,574
41 Audit Accruals/Adj/Encumbrances	(124,453)	-	-	-	-	-	-	-
42								
43 Subtotal	\$ 20,083,613	\$ 18,716,432	\$ 57,688,327	\$ 20,297,035	\$ 24,089,654	\$ 19,656,000	\$ 15,249,361	\$ 12,319,516
44 I/F Transf - GF (Storm Water Drainage Lab	163,743	289,746	289,746	285,229	299,490	314,465	330,188	346,698
45 I/F Transf - GF	5,439	-	-	-	-	-	-	-
46 I/F Transf - UNP TIF Fund	20,970	-	518,512	-	-	-	-	-
47 I/F Transf - CDBG Fund	-	-	-	-	-	-	-	-
48 I/F Transf - Westwood - Golf	25,816	81,200	81,200	111,480	61,500	61,500	61,500	61,500
49								
50 Total Expenditures	\$ 20,299,581	\$ 19,087,378	\$ 58,577,785	\$ 20,693,744	\$ 24,450,644	\$ 20,031,965	\$ 15,641,050	\$ 12,727,713
51								
52 Net Difference	\$ (3,739,557)	\$ (6,385,753)	\$ (26,582,997)	\$ 1,243,544	\$ (11,431,405)	\$ (6,911,106)	\$ (1,801,357)	\$ 1,451,568
53								
54 Ending Fund Balance	\$ 36,266,194	\$ 10,334,246	\$ 9,683,197	\$ 10,926,741	\$ (504,663)	\$ (7,415,770)	\$ (9,217,126)	\$ (7,765,559)
55								
56 Reserves:								
57 General Contingency	809,842	872,839	823,000	839,460	873,039	907,960	944,279	982,050
58 Reserve for Senior Center	-	261,770	261,770	261,770	261,770	261,770	261,770	261,770
59 Reserve for Bond Proceeds - 08B	176,633	-	-	-	-	-	-	-
60 Reserve for Bond Proceeds - 15	4,725,497	-	914,255	914,255	914,255	914,255	914,255	914,255
61 Reserve for Bond Proceeds - 12C	9,484	-	-	-	-	-	-	-
62 Reserve for Bond Proceeds - 15	8,845,053	383,369	442,889	(1,974,611)	(4,886,013)	(5,640,621)	(5,640,621)	(5,640,621)
63 Reserve for Bond Proceeds - 16	14,264,915	7,796,842	6,457,825	1,717,826	(6,000)	(6,000)	(6,000)	(6,000)
64 Reserve for Bond Proceeds - 19	-	-	-	9,635,000	6,555,424	1,521,490	1,521,490	1,521,490
65 Reserve for Encumbrances	5,542,739	-	-	-	-	-	-	-
66 Available for New Projects	1,892,031	1,019,426	783,458	(466,959)	(4,217,138)	(5,374,624)	(7,212,299)	(5,798,503)
67								
68 Total Reserves	\$ 36,266,194	\$ 10,334,246	\$ 9,683,197	\$ 10,926,741	\$ (504,663)	\$ (7,415,770)	\$ (9,217,126)	\$ (7,765,559)

**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 through the Norman Municipal Authority in December 2015 for the financing of these projects, and a second financing, for \$30,950,000 was completed in June, 2017.

Some of the projects include:

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

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

FYE 19 Budget

In FYE 19, \$9,908,056 in revenues is projected. Expenditures of \$51,349,518 are projected with the majority going towards the construction of the Central and Eastside Library projects. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2019.

CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 42,568,850	\$ 22,567,464	\$ 68,812,899	\$ 42,385,779	\$ 944,317	\$ 17,537,809	\$ 13,778,077	\$ 11,128,767
2								
3 Revenues:								
4 Sales Tax Revenue	9,096,777	9,613,475	9,082,716	9,264,370	9,634,945	10,020,343	10,421,157	10,838,003
5 Use Tax Revenue	546,046	493,225	610,374	628,685	647,546	666,972	686,981	707,591
6 Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7 Interest Income	90,017	-	-	-	-	-	-	-
8 Donations/Other	-	-	-	-	-	2,000,000	-	-
9								
10 Subtotal	\$ 9,732,840	\$ 10,121,700	\$ 9,708,090	\$ 9,908,056	\$ 10,297,491	\$ 12,702,315	\$ 11,123,138	\$ 11,560,594
11								
12 I/F Transf - Capital Fund - 2015 Bds	-	-	-	-	-	-	-	-
13 Bond Proceeds - 2015 Bonds	-	-	-	-	-	-	-	-
14 Bond Proceeds - 2017 Bonds	30,950,000	-	-	-	-	-	-	-
15 Bond Proceeds - 2020 Bonds	-	25,840,000	-	-	37,750,000	-	-	-
16								
17 Subtotal	\$ 30,950,000	\$ 25,840,000	\$ -	\$ -	\$ 37,750,000	\$ -	\$ -	\$ -
18								
19 Total Revenue	\$ 40,682,840	\$ 35,961,700	\$ 9,708,090	\$ 9,908,056	\$ 48,047,491	\$ 12,702,315	\$ 11,123,138	\$ 11,560,594
20								
21 Expenditures:								
22 Audit Adjustments/Encumbrances	(18,467)	-	-	-	-	-	-	-
23 Salary and Benefits	-	-	-	-	-	-	-	-
24 Supplies and Materials	-	-	-	-	-	-	-	-
25 Services and Maintenance	444,593	4,000	1,277,052	-	175,000	175,000	175,000	175,000
26 Capital Projects - Pay Go	148,451	2,040,000	1,132,685	2,950,000	5,250,000	6,300,000	3,200,000	500,000
27 Capital Projects - 2015 Bonds	11,597,771	-	27,922,580	-	-	-	-	-
28 Capital Projects - 2017 Bonds	-	12,696,916	2,659,508	28,290,492	-	-	-	-
29 Capital Projects - 2020 Bonds	-	8,903,984	-	16,109,508	21,223,280	-	-	-
30 Issue Costs	423,815	273,904	-	-	400,000	-	-	-
31 Debt Service - 2015 Bonds	1,842,628	2,266,318	2,266,318	2,236,518	2,606,718	3,157,548	3,097,948	4,003,348
32 Debt Service - 2017 Bonds	-	3,726,945	877,067	1,713,000	1,689,000	1,863,500	2,333,500	2,781,000
33 Debt Service - 2020 Bonds	-	-	-	-	-	4,856,000	4,856,000	4,856,000
34 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
35 I/F Transf - General Fund	-	-	-	15,000	75,000	75,000	75,000	75,000
36 I/F Transf - Westwood Fund	-	-	-	35,000	35,000	35,000	35,000	35,000
37								
38 Total Expenditures	\$ 14,438,791	\$ 29,912,067	\$ 36,135,210	\$ 51,349,518	\$ 31,453,998	\$ 16,462,048	\$ 13,772,448	\$ 12,425,348
39								
40 Net Difference	\$ 26,244,049	\$ 6,049,633	\$ (26,427,120)	\$ (41,441,462)	\$ 16,593,493	\$ (3,759,733)	\$ (2,649,310)	\$ (864,754)
41								
42 Ending Fund Balance	\$ 68,812,899	\$ 28,617,097	\$ 42,385,779	\$ 944,317	\$ 17,537,809	\$ 13,778,077	\$ 11,128,767	\$ 10,264,012
43								
44 Reserves:								
45 General Contingency	636,774	672,943	635,790	648,506	674,446	701,424	729,481	758,660
46 Reserve for Bond Proceeds - 2015 Bonds	27,922,580	-	-	-	-	-	-	-
47 Reserve for Bond Proceeds - 2017 Bonds	30,950,000	860,629	28,290,492	-	-	-	-	-
48 Reserve for Bond Proceeds - 2020 Bonds	-	-	-	(16,109,508)	17,212	17,212	17,212	17,212
49 Available for Pay-Go Projects	9,303,545	27,083,525	13,459,497	16,405,319	16,846,151	13,059,441	10,382,074	9,488,140
50								
51 Total Reserves	\$ 68,812,899	\$ 28,617,097	\$ 42,385,779	\$ 944,317	\$ 17,537,809	\$ 13,778,077	\$ 11,128,767	\$ 10,264,012

**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 19 Budget

There are revenues of \$95,000 estimated in FYE 19, which include fees of \$85,000.

There is a fund balance of \$833,837 projected at the end of FYE 19 that may be utilized for the purposes discussed in the Park Land Ordinance.

No park Capital Projects in FYE 19 are scheduled at this time.

CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 958,059	\$ 745,536	\$ 867,141	\$ 738,837	\$ 833,837	\$ 928,837	\$ 1,023,837	\$ 1,118,837
2								
3 Revenues								
4 Interest/Investment Income	\$ 2,752	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 Community Park Fees	49,950	70,000	26,250	50,000	50,000	50,000	50,000	50,000
6 Neighborhood Park Fees	36,825	50,000	14,125	35,000	35,000	35,000	35,000	35,000
7 In-Lieu of/Other	1,801	-	-	-	-	-	-	-
8 I/F Transfer - Capital	-	-	-	-	-	-	-	-
9								
10 Total Revenue	\$ 91,328	\$ 130,000	\$ 50,375	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
11								
12 Expenditures								
13 Community Park Projects	\$ 96,483	\$ -	\$ 99,206	\$ -	\$ -	\$ -	\$ -	\$ -
14 Neighborhood Park Projects	93,910	-	79,473	-	-	-	-	-
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	(8,147)	-	-	-	-	-	-	-
21								
22 Total Expenditures	\$ 182,246	\$ -	\$ 178,679	\$ -	\$ -	\$ -	\$ -	\$ -
23								
24 Net Difference	\$ (90,918)	\$ 130,000	\$ (128,304)	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
25								
26 Ending Fund Balance	\$ 867,141	\$ 875,536	\$ 738,837	\$ 833,837	\$ 928,837	\$ 1,023,837	\$ 1,118,837	\$ 1,213,837
27								
28 Reserves								
29 Reserve for Community Parks	\$ 179,658	\$ 197,052	\$ 106,702	\$ 156,702	\$ 206,702	\$ 256,702	\$ 306,702	\$ 356,702
30 Reserve for Neighborhood Parks	1,120,665	862,460	1,055,317	1,090,317	1,125,317	1,160,317	1,195,317	1,230,317
31 Reserve for Park Land	(433,182)	(183,976)	(423,182)	(413,182)	(403,182)	(393,182)	(383,182)	(373,182)
32								
33 Total Reserves	\$ 867,141	\$ 875,536	\$ 738,837	\$ 833,837	\$ 928,837	\$ 1,023,837	\$ 1,118,837	\$ 1,213,837

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

Background

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

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

FYE 19 Budget

In Fiscal Year 2019, incremental apportionment revenues of an estimated \$4,227,210 in sales tax and \$2,000,000 in property tax are projected.

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID collects assessments from property owners in the UNP development, which are matched by City TIF funds, together totaling \$200,000 per year. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The FYE 2019 budget includes \$125,000 from BID assessments and \$116,485 in City TIF funds for these maintenance expenses. The entryway sign project was completed in FYE 2018.



CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 20,099,992	\$ 22,493,046	\$ 22,170,345	\$ 15,733,795	\$ 18,731,825	\$ 21,981,852	\$ 26,422,514	\$ 27,748,679
2								
3 Revenues								
4 Sales Tax	\$ 4,495,086	\$ 4,753,079	\$ 3,455,404	\$ 3,524,512	\$ 3,665,492	\$ 3,812,112	\$ 1,982,298	\$ -
5 Sales Tax - Economic Dev	993,045	900,000	688,920	702,698	730,806	760,038	395,220	-
6 Interest Income	8,238	17,500	48,000	48,000	48,000	48,000	24,000	24,000
7 Property Tax	1,912,567	835,000	2,000,000	2,000,000	2,000,000	2,000,000	1,000,000	-
8 Bond Proceeds	-	-	-	-	-	-	-	-
9 Loan Proceeds	-	-	-	-	-	-	-	-
10 Misc Income	9,174	369,516	176,543	9,200	9,200	-	-	-
11 BID Assessment Receipts	65,912	100,000	100,000	125,000	150,000	175,000	200,000	200,000
12								
13 Subtotal	\$ 7,484,022	\$ 6,975,095	\$ 6,468,867	\$ 6,409,410	\$ 6,603,498	\$ 6,795,150	\$ 3,601,518	\$ 224,000
14								
15 IF Transf - Capital	\$ -	\$ -	\$ 518,512	\$ -	\$ -	\$ -	\$ -	\$ -
16 IF Transf - Debt Service	\$ 101,934							
17								
18 Total Revenue	\$ 7,585,956	\$ 6,975,095	\$ 6,987,379	\$ 6,409,410	\$ 6,603,498	\$ 6,795,150	\$ 3,601,518	\$ 224,000
19								
20 Expenditures								
21 Services /Maintenance	\$ 4,640	\$ 11,371	\$ 11,371	\$ 9,371	\$ 9,465	\$ 9,559	\$ 9,655	\$ 9,752
22 Administration	375,118	239,916	239,916	334,785	285,675	293,006	150,315	1,200
23 BID Expenses	127,307	116,485	382,577	116,485	119,980	123,579	127,286	131,105
24 Capital Equipment	-	-	-	-	-	-	-	-
25 Capital Projects	3,495,325	624,983	5,779,713	1,310,000	1,100,000	-	-	-
26 Debt Service	1,613,998	1,433,602	1,433,602	1,640,739	1,838,352	1,928,344	1,988,098	1,994,042
27 Audit adjustments	(100,785)	-	-	-	-	-	-	-
28 IF Transf - General Fund			4,275,508					
29 IF Transf - Capital Fund			1,301,242					
30								
31 Total Expenditures	\$ 5,515,603	\$ 2,426,357	\$ 13,423,929	\$ 3,411,380	\$ 3,353,471	\$ 2,354,488	\$ 2,275,354	\$ 2,136,099
32								
33 Net Difference	\$ 2,070,353	\$ 4,548,738	\$ (6,436,550)	\$ 2,998,030	\$ 3,250,027	\$ 4,440,662	\$ 1,326,164	\$ (1,912,099)
34								
35 Ending Fund Balance	\$ 22,170,345	\$ 27,041,784	\$ 15,733,795	\$ 18,731,825	\$ 21,981,852	\$ 26,422,514	\$ 27,748,679	\$ 25,836,580
36								
37 Reserves								
38 Reserved for BID	\$ 580,265	\$ 629,598	\$ 397,688	\$ 481,203	\$ 561,223	\$ 637,644	\$ 710,358	\$ 779,253
39 Available for Debt Repayment	11,815,000	10,815,000	11,815,000	9,565,000	8,065,000	6,415,000	4,640,000	2,790,000
40 Unreserved	9,775,080	15,597,186	3,521,107	8,685,622	13,355,629	19,369,870	22,398,321	22,267,327
41								
42 Total Reserves	\$ 22,170,345	\$ 27,041,784	\$ 15,733,795	\$ 18,731,825	\$ 21,981,852	\$ 26,422,514	\$ 27,748,679	\$ 25,836,580
43								
44 Outstanding Debt		\$ 10,815,000	\$ 11,815,000	\$ 9,565,000	\$ 8,065,000	\$ 6,415,000	\$ 4,640,000	\$ 2,790,000

**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, 2017, 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	1,185,000	3.375% - 4.25 %
Combined Purpose Bonds of 2012D	Dec. 1, 2032	16,885,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	21,340,000	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>7,035,000</u>	4.0%-5.0%
Total		\$ 61,445,000	
	Final Maturity	Outstanding Balance	Interest Rate
Tax Increment Authority Debt			
TIF Revenue Note of 2013	Sept. 1, 2023	<u>\$11,815,000</u>	3.81%
Total		\$11,815,000	

CITY OF NORMAN

Enterprise Fund Debt	Maturity	Outstanding Balance	Interest Rate
Clean Water OWRB SRF Note	Sept. 15, 2019	621,795	.5%
NMA Sanitation Notes	Oct. 1, 2024	2,080,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	855,000	3.5% - 6.125%
Clean Water OWRB SRF Note	March 15, 2031	4,075,345	2.91%
Sanitation System Note	Oct. 1, 2018	495,000	1.1455%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	26,254,968	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	13,240,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	21,015,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	42,660,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	8,910,000	2.23%
NMA Sales Tax Revenue Note, Series 2017	July 1, 2030	<u>30,950,000</u>	3%
Total		\$151,157,108	
Grand Total			<u>\$224,417,108</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
 PLEDGED REVENUE COVERAGE
 NORMAN UTILITIES AUTHORITY
 LAST TEN FISCAL YEARS
 (DOLLARS IN THOUSANDS)**

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE			(3) COVERAGE RATIO	
			DEBT SERVICE PRINCIPAL	INTEREST	TOTAL		
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
2017	33,834	18,055	15,779	5,943	1,053	6,996	2.26

- (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, 2017 Comprehensive Annual Financial Report, p. 119

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, 2017

Assessed Valuation:		
Net Assessed Value		\$963,371,000
Section 26 limitation:		
10% of net assessed value	\$ 96,337,000	
Section 27 limitation:		
30% of net assessed value		\$289,011,000
Debt applicable to limitation:		
Total general bonded debt	\$ 61,445,000	
Less amount available for payment	<u>(8,638,000)</u>	
Total debt applicable to limitation	<u>\$ 52,807,000</u>	
Legal debt margin		\$236,204,000

Source: City of Norman, 2017 Comprehensive Annual Financial Report, p. 118

FYE 19 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 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 6,522,426	\$ 6,291,578	\$ 8,670,288	\$ 9,371,369	\$ 10,064,823	\$ 10,341,844	\$ 10,614,320	\$ 10,882,831
2								
3 Revenues:								
4 Property Tax	\$ 12,827,037	\$ 14,197,672	\$ 14,197,672	\$ 14,037,531	\$ 5,292,443	\$ 5,196,998	\$ 5,113,733	\$ 5,000,071
5 Interest/Investment Income	21,354	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	-	-	-	-	-	-	-	-
7								
8 Subtotal	\$ 12,848,391	\$ 14,222,672	\$ 14,222,672	\$ 14,062,531	\$ 5,317,443	\$ 5,221,998	\$ 5,138,733	\$ 5,025,071
9 VF Transf - 92 & 95 Bonds	-	-	-	-	-	-	-	-
10 VF Transf - GF	-	-	-	-	-	-	-	-
11								
12 Total Revenue	\$ 12,848,391	\$ 14,222,672	\$ 14,222,672	\$ 14,062,531	\$ 5,317,443	\$ 5,221,998	\$ 5,138,733	\$ 5,025,071
13								
14 Expenditures								
15 Principal Payments	\$ 8,127,500	\$ 11,085,000	\$ 11,085,000	\$ 11,130,000	\$ 3,025,000	\$ 3,030,000	\$ 3,035,000	\$ 3,035,000
16 Interest Payments	1,739,626	1,606,591	1,606,591	1,409,077	1,185,422	1,089,522	1,005,222	896,972
17 Agents Fees	4,950	5,000	5,000	5,000	5,000	5,000	5,000	5,000
18 Assessment District-HP	-	-	-	-	-	-	-	-
19 Audit Accruals/Adjustments	(62,195)	-	-	-	-	-	-	-
20								
21 Subtotal	\$ 9,809,881	\$ 12,696,591	\$ 12,696,591	\$ 12,544,077	\$ 4,215,422	\$ 4,124,522	\$ 4,045,222	\$ 3,936,972
22 VF Transf - Insurance	788,714	825,000	825,000	825,000	825,000	825,000	825,000	825,000
23 VF Transf - UNP TIF	101,934	-	-	-	-	-	-	-
24								
25 Total Expenditures	\$ 10,700,529	\$ 13,521,591	\$ 13,521,591	\$ 13,369,077	\$ 5,040,422	\$ 4,949,522	\$ 4,870,222	\$ 4,761,972
26								
27 Net Difference	\$ 2,147,862	\$ 701,081	\$ 701,081	\$ 693,454	\$ 277,021	\$ 272,476	\$ 268,511	\$ 263,099
28								
29 Ending Fund Balance	\$ 8,670,288	\$ 6,992,659	\$ 9,371,369	\$ 10,064,823	\$ 10,341,844	\$ 10,614,320	\$ 10,882,831	\$ 11,145,930
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 19 Budget

The FYE 19 Budget shows a beginning fund balance of \$693,245. No expenditures are projected to be made for FYE 19 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2019-2023 discusses planned recoupment projects in detail.

CITY OF NORMAN

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

	FYE 17 ACTUAL	FYE 18 BUDGET	FYE 18 ESTIMATED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED
1 Beginning Fund Balance	\$ 613,433	\$ 613,433	\$ 693,245	\$ 693,245	\$ 693,245	\$ 693,245	\$ 693,245	\$ 693,245
2								
3 Revenues								
4 Reimbursements/Interest	\$ 76,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 W/ Transf - Capital Fund	-	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 76,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8								
9 Expenditures								
10 Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Audit Adjustments	(3,241)	-	-	-	-	-	-	-
12								
13 Total Expenditures	\$ (3,241)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14								
15 Net Difference	\$ 79,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 693,245	\$ 613,433	\$ 693,245	\$ 693,245	\$ 693,245	\$ 693,245	\$ 693,245	\$ 693,245

**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 June 21, 2017, the Plan included 7 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

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

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

Oklahoma Police Pension and Retirement System

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



General Fund



GENERAL OPERATING FUND

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

FUND SUMMARY

TOTAL GENERAL FUND (10)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

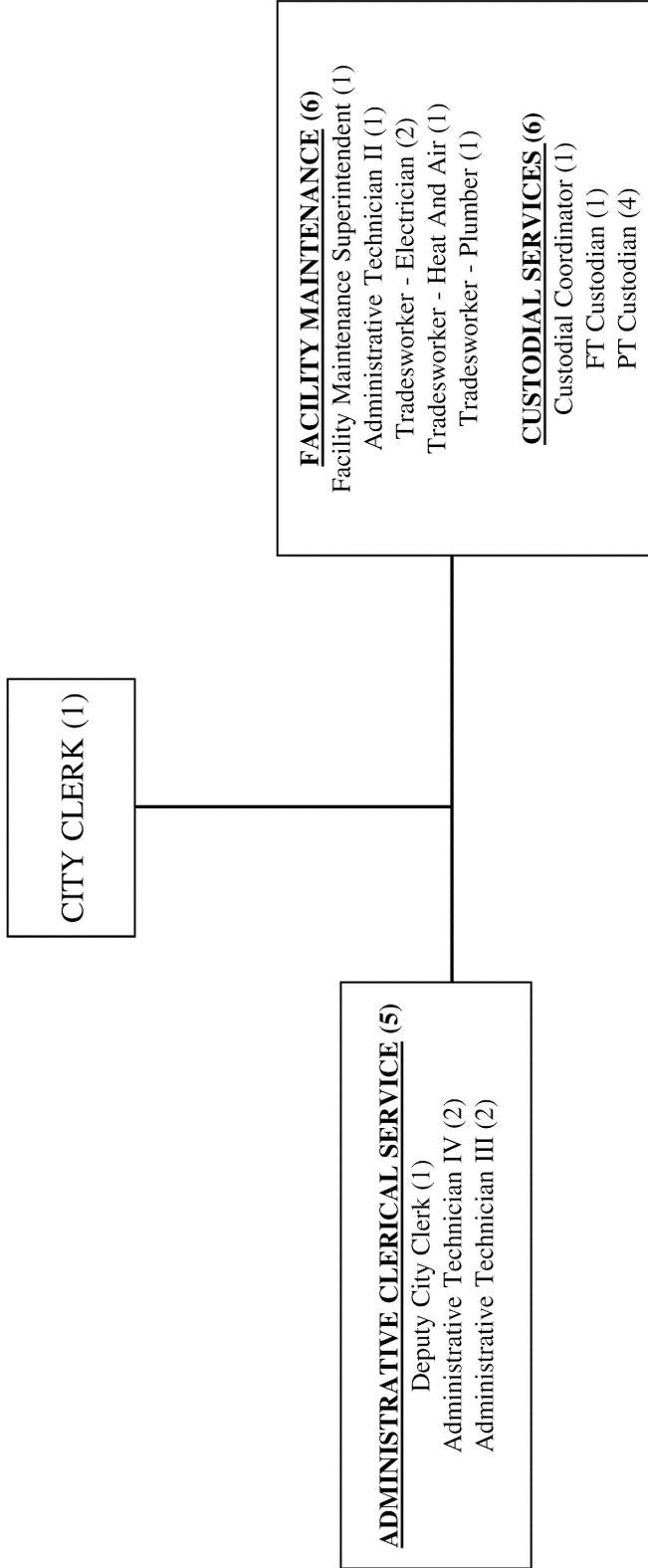
	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	593	595	597	597	598
Part-time Positions	23	23	23	23	23
Total Budgeted Positions	<u>616</u>	<u>618</u>	<u>620</u>	<u>620</u>	<u>621</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	53,386,482	55,226,378	55,193,378	55,193,378	56,285,781
Supplies & Materials	4,421,2282	5,929,345	6,041,046	6,039,172	5,960,912
Services & Maintenance	7,966,014	10,387,709	11,525,485	10,091,511	11,455,480
Internal Services	2,464,233	2,144,878	2,149,878	2,149,878	2,364,523
Capital Equipment	3,669,355	3,366,664	4,588,591	4,588,591	3,237,918
Subtotal	<u>71,907,366</u>	<u>77,054,975</u>	<u>79,498,378</u>	<u>78,062,530</u>	<u>79,304,614</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	830,144	0	280,087	280,087	0
Audit Adjust/Encumbrances	1,969,866	0	0	0	0
Subtotal	<u>2,800,010</u>	<u>0</u>	<u>280,087</u>	<u>280,087</u>	<u>0</u>
Fund Total	<u><u>74,707,376</u></u>	<u><u>77,054,975</u></u>	<u><u>79,778,465</u></u>	<u><u>78,342,617</u></u>	<u><u>79,304,614</u></u>

OFFICE OF THE CITY CLERK

18 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,050,775	1,103,998	1,103,998	1,103,998	1,105,038
Supplies & Materials	82,873	108,886	112,767	112,767	106,206
Services & Maintenance	143,383	236,901	227,447	220,270	246,901
Internal Services	22,839	26,663	26,663	26,663	28,989
Capital Equipment	6,635	154,000	159,491	159,491	91,145
Subtotal	<u>1,306,505</u>	<u>1,630,448</u>	<u>1,630,366</u>	<u>1,623,189</u>	<u>1,578,279</u>
Department Total	<u>1,306,505</u>	<u>1,630,448</u>	<u>1,630,366</u>	<u>1,623,189</u>	<u>1,578,279</u>

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

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	479,881	497,834	497,834	497,834	482,859
Supplies & Materials	4,349	6,378	5,660	5,660	6,378
Services & Maintenance	60,722	77,213	78,011	76,099	77,213
Internal Services	14,183	14,945	14,945	14,945	15,654
Capital Equipment	0	0	500	500	2,400
Subtotal	559,135	596,370	596,950	595,038	584,504
Division Total	559,135	596,370	596,950	595,038	584,504

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	95%	90%	90%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	90%	90%	80%	90%
Percentage of Council items indexed and distributed within 3 days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 5 days of Council meeting	95%	95%	90%	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%	95%	95%
Number of special events and festival permits issued	15	18	25	20	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	68,658	76,328	76,328	76,328	82,675
Supplies & Materials	1,319	2,225	2,185	2,185	2,323
Services & Maintenance	30,586	35,329	36,899	31,634	35,399
Internal Services	1,712	2,054	2,054	2,054	2,290
Capital Equipment	0	0	0	0	0
Subtotal	<u>102,275</u>	<u>115,936</u>	<u>117,466</u>	<u>112,201</u>	<u>122,687</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>102,275</u></u>	<u><u>115,936</u></u>	<u><u>117,466</u></u>	<u><u>112,201</u></u>	<u><u>122,687</u></u>

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

GOALS:

- Provide administrative and technical support to the Facility Maintenance Division in order to complete work requests from City of Norman departments and divisions efficiently.
- Anticipate problems proactively and schedule planned maintenance for long term optimal function of equipment

OBJECTIVES:

- Maintain facility maintenance software program for work orders, preventative 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 resources to the division to accomplish the mission.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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%

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	163,952	181,733	181,733	181,733	189,256
Supplies & Materials	31,157	39,938	39,480	39,480	39,711
Services & Maintenance	387	400	400	400	400
Internal Services	1,191	1,486	1,486	1,486	1,807
Capital Equipment	6,635	0	0	0	0
Subtotal	<u>203,322</u>	<u>223,557</u>	<u>223,099</u>	<u>223,099</u>	<u>231,174</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>203,322</u></u>	<u><u>223,557</u></u>	<u><u>223,099</u></u>	<u><u>223,099</u></u>	<u><u>231,174</u></u>

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

GOALS:

- Plan and coordinate custodial functions with minimal disruption during working hours as well as in the evenings.
- Maintain an inventory control system for custodial supplies.

OBJECTIVES:

- Perform, schedule, and monitor custodial work in the Municipal Complex and Library to make sure a high degree of building cleanliness is provided.
- Regularly take inventory of supplies dispensed to make sure waste is at a minimum and supplies are ordered in a timely manner.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time products are available	95%	95%	100%	98%	98%
Percentage of time inventory is adequate	100%	100%	100%	100%	100%
Percentage of time the City facilities' janitorial needs are well maintained	90%	90%	100%	85%	95%

DIVISION SUMMARY

010-2032 FACILITY MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	338,284	348,103	348,103	348,103	350,248
Supplies & Materials	46,048	60,345	65,442	65,442	57,794
Services & Maintenance	17,388	41,844	30,796	30,796	41,774
Internal Services	5,753	8,178	8,178	8,178	9,238
Capital Equipment	0	154,000	158,991	158,991	88,745
Subtotal	407,473	612,470	611,510	611,510	547,799
Capital Projects	0	0	0	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	407,473	612,470	611,510	611,510	547,799

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.

OBJECTIVES:

- Be proactive in planning preventative maintenance and anticipating problems.
- Work in a safe and Code compliant manner.
- Provide technical assistance to management to make informed decisions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Total work orders for all requested	2,240	3,245	1,661	3,322	3,210
Total work orders for all closed	2,168	3,151	1,426	-	-
HVAC work orders requested	404	406	179	358	420
HVAC work orders closed	396	393	175	-	-
Electric work orders requested	684	718	260	520	725
Electric work orders closed	668	695	255	-	-
Plumbing work orders requested	917	882	432	864	875
Plumbing work orders closed	904	872	421	-	-
Custodial work orders closed	146	1,125	524	1,048	1,140
Supervisor work orders closed	54	66	51	102	70
Work orders voided, duplicated, or deferred	35	48	67	70	70

DIVISION SUMMARY

010-2095 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. By resolution adopted each year, the City Council shall designate a date in the following year, which is approved under then-current state law, for the holding of Norman's municipal elections and Municipal runoff elections. If allowed by then-current state law, the date for municipal elections shall be in February and the Municipal runoff elections shall be in April.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	34,300	82,115	81,341	81,341	92,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>34,300</u>	<u>82,115</u>	<u>81,341</u>	<u>81,341</u>	<u>92,115</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>34,300</u></u>	<u><u>82,115</u></u>	<u><u>81,341</u></u>	<u><u>81,341</u></u>	<u><u>92,115</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	10,680	11,627	11,627	11,627	11,627
Supplies & Materials	6,961	18,425	17,677	17,677	18,425
Services & Maintenance	1,162,549	2,612,590	2,661,365	1,426,749	2,710,164
Internal Services	39,986	39,281	39,281	39,281	39,503
Capital Equipment	0	0	23,314	23,314	2,400
Subtotal	1,220,176	2,681,923	2,753,264	1,518,648	2,782,119
Capital Projects	0	0	0	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	1,220,176	2,681,923	2,753,264	1,518,648	2,782,119

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 19 General Fund allocation to the City Council includes funding in the amount of \$1,018,100 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Campus Area Rapid Transit (CART) - \$635,500
- Norman Economic Development Coalition (NEDC) - \$125,000
- Center for Children & Families, Inc. (CCFI) - \$110,000
- 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	10,680	11,627	11,627	11,627	11,627
Supplies & Materials	6,961	17,425	17,677	17,677	17,425
Services & Maintenance	987,609	2,437,590	2,482,627	1,248,011	2,535,164
Internal Services	39,986	39,281	39,281	39,281	39,503
Capital Equipment	0	0	23,314	23,314	2,400
Subtotal	1,045,236	2,505,923	2,574,526	1,339,910	2,606,119
Division Total	1,045,236	2,505,923	2,574,526	1,339,910	2,606,119

*FYE 19 includes a 2% Emergency Reserve of \$1,473,422 and FYE 18 included a 2% Emergency Reserve of \$1,420,848.

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	1,000	0	0	1,000
Services & Maintenance	990	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>990</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>990</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:

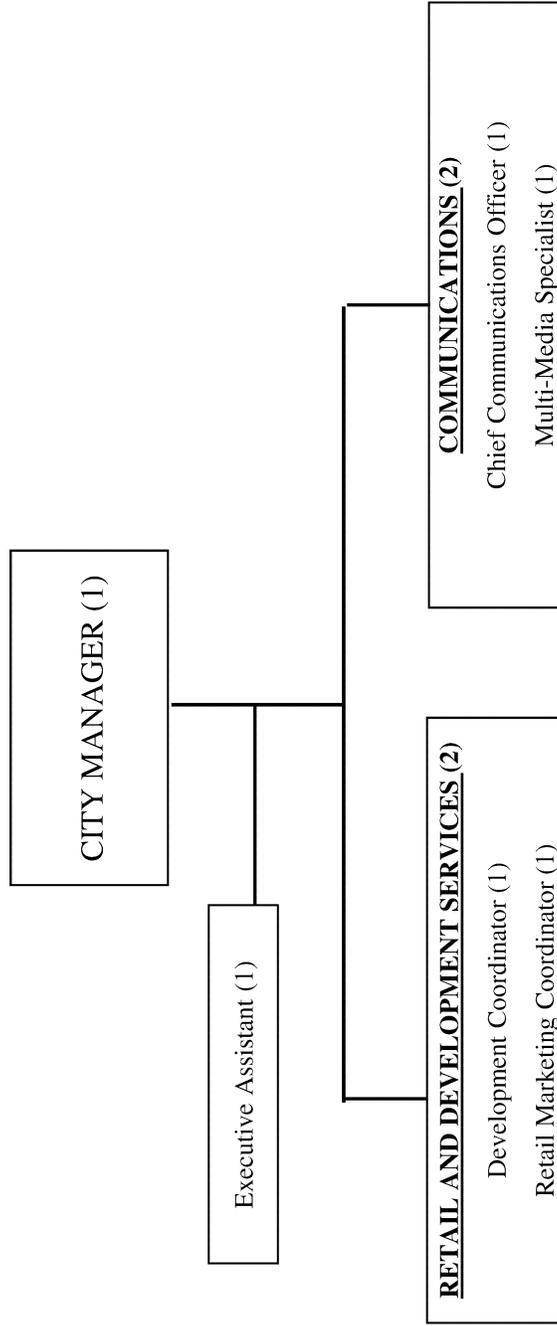
	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	173,950	175,000	178,738	178,738	175,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>173,950</u>	<u>175,000</u>	<u>178,738</u>	<u>178,738</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>173,950</u>	<u>175,000</u>	<u>178,738</u>	<u>178,738</u>	<u>175,000</u>

OFFICE OF THE CITY MANAGER

6 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	5	5	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	6	6	6

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	615,560	629,144	889,245	889,245	725,441
Supplies & Materials	9,408	11,557	325,600	325,600	14,667
Services & Maintenance	61,384	129,396	677,913	676,735	192,861
Internal Services	12,728	31,673	31,673	31,637	31,917
Capital Equipment	302	61,465	22,059	22,059	98,686
Subtotal	<u>699,382</u>	<u>863,235</u>	<u>1,946,490</u>	<u>1,945,312</u>	<u>1,063,572</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>699,382</u>	<u>863,235</u>	<u>1,946,490</u>	<u>1,945,312</u>	<u>1,063,572</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	317,091	320,766	528,583	528,583	324,929
Supplies & Materials	5,514	3,993	320,018	320,018	6,993
Services & Maintenance	18,479	20,784	521,256	520,078	20,784
Internal Services	12,588	31,204	31,204	31,204	31,368
Capital Equipment	0	59,465	10,014	10,014	92,256
Subtotal	<u>353,672</u>	<u>436,212</u>	<u>1,411,075</u>	<u>1,409,897</u>	<u>476,330</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>353,672</u></u>	<u><u>436,212</u></u>	<u><u>1,411,075</u></u>	<u><u>1,409,897</u></u>	<u><u>476,330</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

PERFORMANCE MEASUREMENTS-RESULTS REPORT:

- Continue implementation of the Stormwater Master Plan Action Plan including creation of a stormwater utility rate system.
- Continue to work with intergovernmental stakeholders at the local and state level and the business community to prepare proposed rules, options and regulations for water re-use.
- Construction of the new Emergency Communications Center and construction of the new City-wide emergency radio communication system.
- Support the continuing collaboration between the City and the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS).
- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Implementation of the street projects in east Norman funded by the \$17 million CDBG Disaster Recovery Grant.
- Complete the Comprehensive Plan update.
- Development of a new stand-alone Senior/Cultural Center.

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	1	1	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	92,321	95,903	148,187	148,187	179,294
Supplies & Materials	1,887	6,225	2,332	2,332	4,335
Services & Maintenance	4,742	11,985	15,151	15,151	62,823
Internal Services	0	157	157	157	183
Capital Equipment	0	0	10,090	10,090	6,430
Subtotal	<u>98,950</u>	<u>114,270</u>	<u>175,917</u>	<u>175,917</u>	<u>253,065</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>98,950</u></u>	<u><u>114,270</u></u>	<u><u>175,917</u></u>	<u><u>175,917</u></u>	<u><u>253,065</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
COMMUNICATIONS**

GOALS:

- Serve as Project Manager with Hahn Public for Stormwater Research and Communication for public opinion surveys and focus groups, and strategic communication efforts.
- Coordinate the production of short videos for public education/public information.
- Coordinate groundbreaking, ribbon cuttings, grand openings, and other promotion 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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Send quarterly NORMAN FORWARD updates to stakeholders	n/a	4	4	4	4
Produce/send a weekly City Manager’s report electronically to staff, elected officials, and local media	n/a	51	51	50*	50
Provide media relations training for Staff	n/a	1	1	1	1
Report the number of press releases	n/a	153	63	101	101
Report the number of visits to the City of Norman website (total visits listed)	n/a	2,167,443	1,177,174	2,137,154	2,138,000
Report Facebook followers	n/a	n/a	7,719	7,850	9,000
Report Twitter followers	n/a	n/a	3,748	3,850	4,500
Produce short, public information videos	n/a	n/a	n/a	n/a	24

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

DIVISION SUMMARY

010-1011 RETAIL AND DEVELOPMENT SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 18 PROPOSED
Salaries & Benefits	206,148	212,475	212,475	212,475	221,218
Supplies & Materials	2,007	1,139	3,250	3,250	3,139
Services & Maintenance	13,497	58,101	41,983	41,983	50,728
Internal Services	140	312	312	312	366
Capital Equipment	302	2,000	1,955	1,955	0
Subtotal	<u>222,094</u>	<u>274,027</u>	<u>259,975</u>	<u>259,975</u>	<u>275,451</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>222,094</u></u>	<u><u>274,027</u></u>	<u><u>259,975</u></u>	<u><u>259,975</u></u>	<u><u>275,451</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:

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

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
DestinationNorman.com website traffic (launched February 2015)	1,585 visits	2,800	2,750	3,000	3,250
LindseyStreetNorman.com website traffic (launched February 2015)	10,239 visits	15,308	14,000	10,000	0*
Meetings with local business community & community partners	156	192	160	160	160
Local Outreach Events (presentations given & workshops hosted)	5	8	6	6	6
Regional/National Outreach Events	35	31	24	24	24

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

DIVISION SUMMARY

010-1091 EMPLOYEE TRAINING / DEVELOPMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	200	0	0	200
Services & Maintenance	0	3,526	6,256	6,256	3,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>3,726</u>	<u>6,256</u>	<u>6,256</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>0</u></u>	<u><u>3,726</u></u>	<u><u>6,256</u></u>	<u><u>6,256</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:

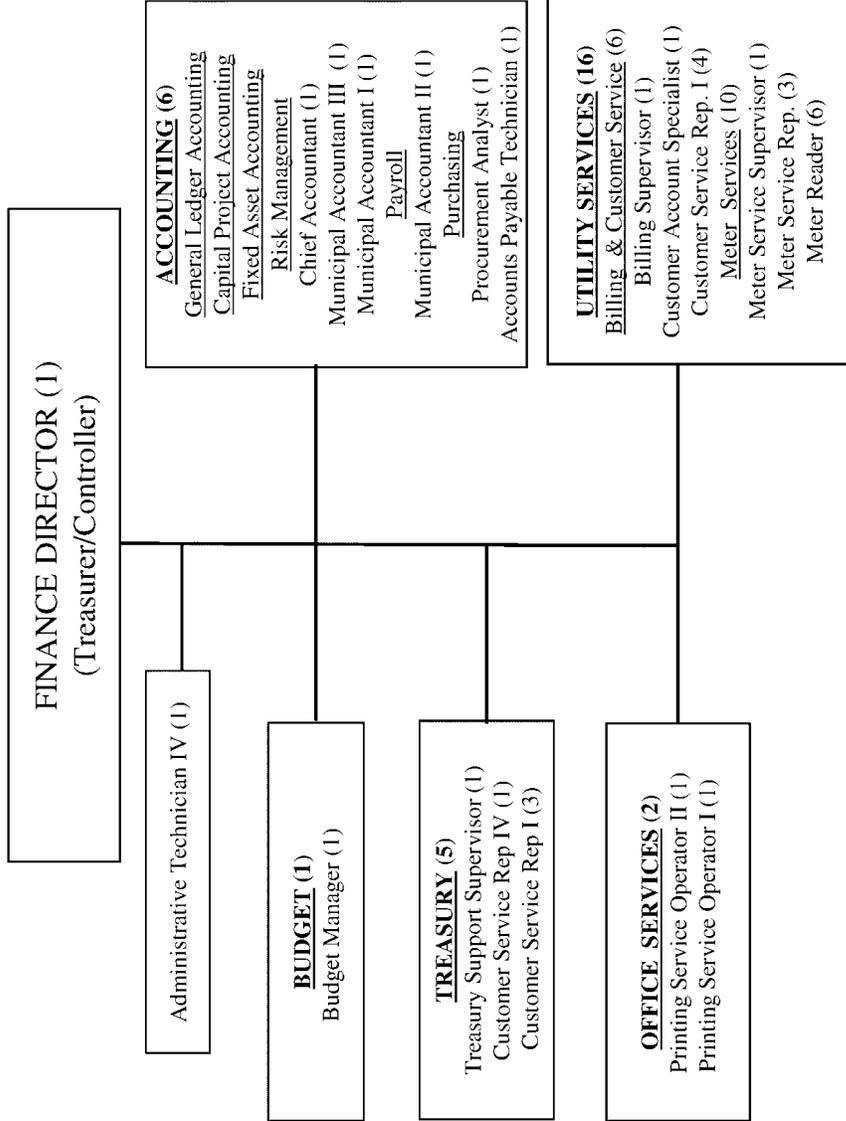
	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	24,666	35,000	93,267	93,267	55,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>24,666</u>	<u>35,000</u>	<u>93,267</u>	<u>93,267</u>	<u>55,000</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>24,666</u></u>	<u><u>35,000</u></u>	<u><u>93,267</u></u>	<u><u>93,267</u></u>	<u><u>55,000</u></u>

FINANCE DEPARTMENT

32 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	31	31	32	32	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>31</u>	<u>31</u>	<u>32</u>	<u>32</u>	<u>32</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	2,185,748	2,260,896	2,236,524	2,236,524	2,161,302
Supplies & Materials	56,046	64,470	59,492	59,755	65,894
Services & Maintenance	891,618	818,655	830,756	826,523	983,762
Internal Services	184,206	191,000	186,000	186,000	215,262
Capital Equipment	93,696	48,237	84,565	84,565	56,905
Subtotal	<u>3,411,314</u>	<u>3,383,258</u>	<u>3,397,337</u>	<u>3,393,367</u>	<u>3,483,125</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			
Adjust/Encumbrances	<u>0</u>	<u>0</u>			
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>3,411,314</u></u>	<u><u>3,383,258</u></u>	<u><u>3,397,337</u></u>	<u><u>3,393,367</u></u>	<u><u>3,483,125</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	489,266	527,130	524,630	524,630	537,238
Supplies & Materials	6,330	3,172	3,747	3,747	3,172
Services & Maintenance	132,731	138,236	137,685	137,685	142,536
Internal Services	13,213	12,819	12,819	12,819	13,446
Capital Equipment	1,650	0	0	0	11,760
Subtotal	<u>643,190</u>	<u>681,357</u>	<u>678,881</u>	<u>678,881</u>	<u>708,152</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>643,190</u></u>	<u><u>681,357</u></u>	<u><u>678,881</u></u>	<u><u>678,881</u></u>	<u><u>708,152</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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	25	26	27	27	28

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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	69%	69%	69%	69%	69%

DIVISION SUMMARY

010-3001 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	229,817	227,272	227,272	227,272	232,979
Supplies & Materials	1,145	930	995	995	930
Services & Maintenance	14,682	22,873	22,187	18,350	22,873
Internal Services	50,835	55,748	55,748	55,748	57,162
Capital Equipment	3,448	0	0	0	0
Subtotal	<u>299,927</u>	<u>306,823</u>	<u>306,202</u>	<u>302,365</u>	<u>313,944</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>299,927</u></u>	<u><u>306,823</u></u>	<u><u>306,202</u></u>	<u><u>302,365</u></u>	<u><u>313,944</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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	85%	65%	100%	75%	100%

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	118,223	119,219	119,219	119,219	121,196
Supplies & Materials	223	348	482	482	348
Services & Maintenance	5,273	5,012	4,878	4,878	5,012
Internal Services	11,127	12,389	7,389	7,389	12,399
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	134,846	138,768	133,768	133,768	138,955
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	134,846	138,768	133,768	133,768	138,955

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	25	26	26	27	28
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	1,713	1,552	1,100	1,650	1,300
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	95%	95%
Actual revenues received vs. budget	+19.89%	+56.48%	n/a	+18.89%	n/a
Actual expenditures vs. budget	+5.49%	+30.49%	n/a	+39.34%	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	94,758	114,448	96,948	96,948	119,391
Supplies & Materials	23,197	24,726	24,726	24,726	24,726
Services & Maintenance	86,007	117,474	135,052	134,656	117,481
Internal Services	975	882	882	882	1,063
Capital Equipment	835	0	1,022	1,022	0
Subtotal	<u>205,772</u>	<u>257,530</u>	<u>258,630</u>	<u>258,234</u>	<u>262,661</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>205,772</u></u>	<u><u>257,530</u></u>	<u><u>258,630</u></u>	<u><u>258,234</u></u>	<u><u>262,661</u></u>

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	>5%	5%	>5%	10%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	99%	97%	100%	95%	100%
Reduce follow up time	10%	10%	10%	7%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	96%	96%	100%	95%	100%
Reduce outside printing costs by specified percentage	10%	9%	10%	10%	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	421,021	373,769	373,769	373,769	343,273
Supplies & Materials	2,105	2,875	2,875	2,875	2,875
Services & Maintenance	406,367	277,763	278,294	278,294	428,563
Internal Services	6,056	6,405	6,405	6,405	5,212
Capital Equipment	1,285	3,300	3,191	3,191	1,600
Subtotal	<u>836,834</u>	<u>664,112</u>	<u>664,534</u>	<u>664,534</u>	<u>781,523</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>836,834</u></u>	<u><u>664,112</u></u>	<u><u>664,534</u></u>	<u><u>664,534</u></u>	<u><u>781,523</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 error

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	96%	98%
Number of hours spent in cross training per clerk/per year	20	10	80	60	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	15 hours	24 hours	35 hours	40 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

The mission of the Utility Services division is to provide accurate and efficient billing services for the City of Norman utility customers; to be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customer and their needs. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

The Utility Division consists of Utility Billing, Customer Service, and Meter Reading/Field Service sections. The Division opens, closes, connects and disconnects utility accounts, notifies customers of delinquencies, reads meters, verifies and investigates unusual water consumption, provides customer service for all City utility accounts, produces accurate and timely billings of all utilities offered by the City, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	15	15	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>15</u>	<u>15</u>	<u>16</u>	<u>16</u>	<u>16</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	832,663	899,058	894,686	894,686	807,225
Supplies & Materials	23,046	32,419	26,667	26,930	33,843
Services & Maintenance	246,558	257,297	252,660	252,660	267,297
Internal Services	102,000	102,757	102,757	102,757	125,980
Capital Equipment	86,478	43,137	78,552	78,552	43,545
Subtotal	<u>1,290,745</u>	<u>1,334,668</u>	<u>1,355,322</u>	<u>1,355,585</u>	<u>1,277,890</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>1,290,745</u></u>	<u><u>1,334,668</u></u>	<u><u>1,355,322</u></u>	<u><u>1,355,585</u></u>	<u><u>1,277,890</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

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

OBJECTIVES:

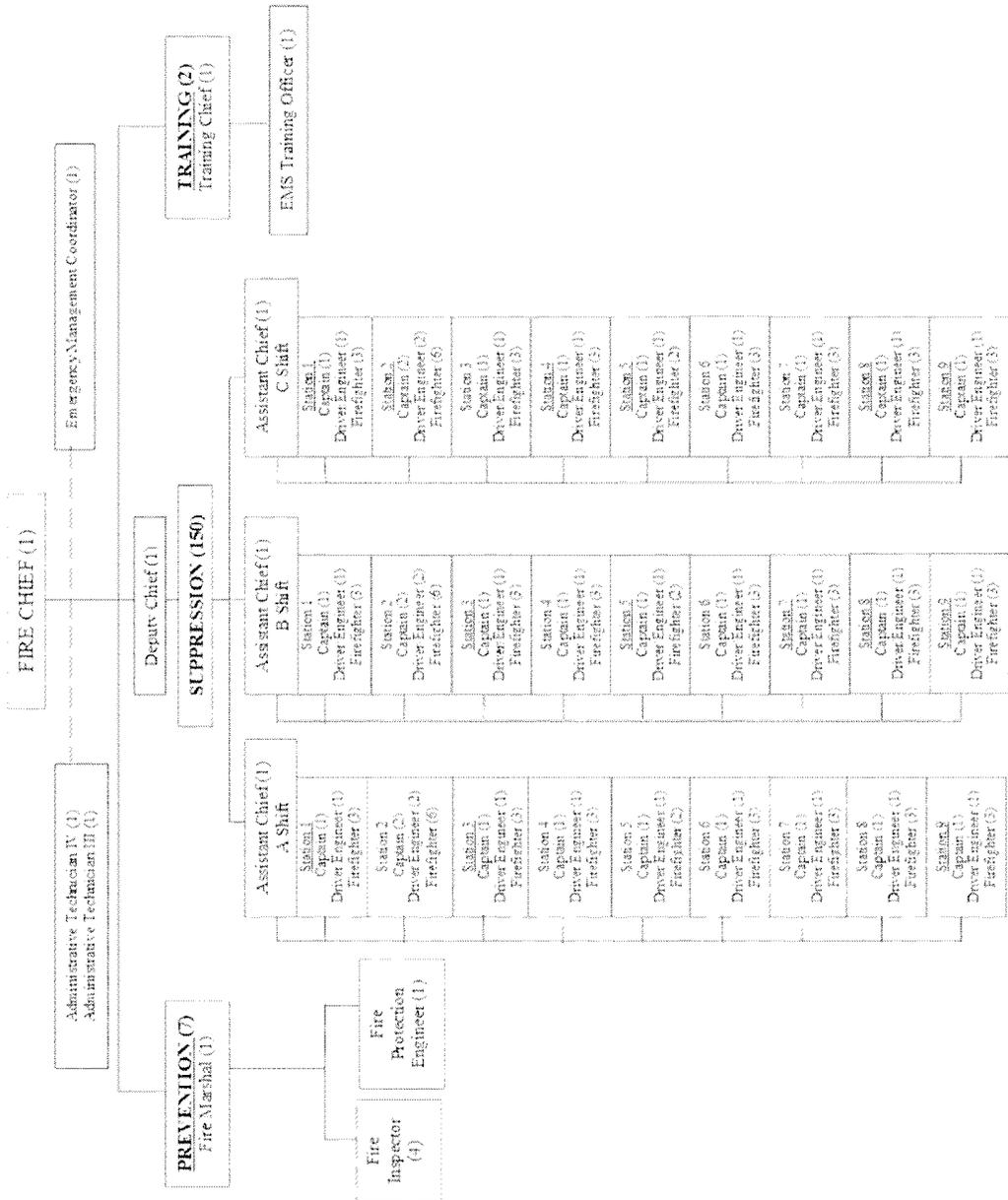
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
<u>Customer Service/Billing:</u>					
Number of billings produced and mailed on time	494,741	504,895	550,000	515,000	525,000
Ratio of ACH billing customers to total	19%	19%	n/a	20%	23%
Ratio of Electronic billing customers to total	6%	8%	n/a	9%	10%
Percentage of utility accounts reviewed for conversion	n/a	n/a	0	5%	10%
Accounts <90 days turned over to collection agency	n/a	n/a	n/a	10%	20%
<u>Meter Reading Services:</u>					
Percentage of routes read on time (every 28 to 31 days)	67%	54%	75%	56%	n/a
Meter reading error rate	.5%	n/a	.5%	.5%	n/a
Average number of meters read per month	38,320	n/a	39,500	38,875	n/a
Percentage actual cutoffs to total	13%	16%	50%	19%	19%

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	13,502,971	13,829,687	13,599,275	13,599,275	14,389,453
Supplies & Materials	354,869	367,171	359,011	359,011	360,560
Services & Maintenance	349,238	390,576	487,090	461,197	459,734
Internal Services	568,594	274,050	274,050	274,050	297,778
Capital Equipment	280,280	523,472	713,995	713,995	482,890
Subtotal	<u>15,055,952</u>	<u>15,384,956</u>	<u>15,433,421</u>	<u>15,407,528</u>	<u>15,990,415</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>15,055,952</u></u>	<u><u>15,384,956</u></u>	<u><u>15,433,421</u></u>	<u><u>15,407,528</u></u>	<u><u>15,990,415</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	3	3	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	448,702	416,754	416,754	416,754	505,669
Supplies & Materials	8,800	14,093	15,101	15,101	10,222
Services & Maintenance	103,161	140,450	140,158	114,265	140,508
Internal Services	10,323	10,654	10,654	10,654	9,918
Capital Equipment	43,284	300	21,166	21,166	3,600
Subtotal	<u>614,270</u>	<u>582,251</u>	<u>603,833</u>	<u>577,940</u>	<u>669,917</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>614,270</u></u>	<u><u>582,251</u></u>	<u><u>603,833</u></u>	<u><u>577,940</u></u>	<u><u>669,917</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
ADMINISTRATION**

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Apparatus replacement overhaul	100%	100%	100%	100%	100%
Future growth and management	100%	100%	100%	100%	100%
CAD/RMS implementation and Improv.	100%	100%	100%	100%	100%

Notes to Results Report:

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	109,658	111,316	111,316	111,316	113,260
Supplies & Materials	23,159	26,783	25,965	25,965	36,440
Services & Maintenance	19,692	11,641	13,523	13,523	16,591
Internal Services	1,372	3,748	3,748	3,748	5,809
Capital Equipment	48,684	21,100	21,100	21,100	0
Subtotal	<u>202,565</u>	<u>174,588</u>	<u>175,652</u>	<u>175,652</u>	<u>172,100</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>202,565</u></u>	<u><u>174,588</u></u>	<u><u>175,652</u></u>	<u><u>175,652</u></u>	<u><u>172,100</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
EMERGENCY MANAGEMENT

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	1	0	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	1	0	n/a	n/a	n/a
Audible tone warning system tested	48	40	40	40	40
Training attended	7	6	5	5	5
Public awareness activities	5	4	4	4	4
Staff exercises	2	0	1	1	1

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

DIVISION SUMMARY

010-6442 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	7	7	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	804,716	784,480	784,480	784,480	741,644
Supplies & Materials	23,254	17,997	21,146	21,146	19,287
Services & Maintenance	8,107	12,065	13,078	13,078	12,065
Internal Services	17,918	20,757	20,757	20,757	21,793
Capital Equipment	293	55,725	55,725	55,725	59,378
Subtotal	<u>854,288</u>	<u>891,024</u>	<u>895,186</u>	<u>895,186</u>	<u>854,167</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>854,288</u>	<u>891,024</u>	<u>895,186</u>	<u>895,186</u>	<u>854,167</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	77	55	140	50	100
Personnel fully certified	4	4	3	3	4
Code Enforcement inspections	2,748	3,153	3,500	2,400	2,000
Plans reviewed	598	509	600	540	600
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%
Notes to Results Report: Inspection number is indicative of 1 man attending Police Academy for six months.					

DIVISION SUMMARY

010-6443 SUPPRESSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	11,883,084	12,258,489	12,028,077	12,028,077	12,757,929
Supplies & Materials	286,202	295,106	281,107	281,107	282,795
Services & Maintenance	178,498	195,100	285,947	285,947	233,750
Internal Services	535,471	234,293	234,293	234,293	249,957
Capital Equipment	184,510	431,147	594,597	594,597	419,912
Subtotal	13,067,765	13,414,135	13,424,021	13,424,021	13,944,343
Capital Projects	0	0	0	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	13,067,765	13,414,135	13,424,021	13,424,021	13,944,343

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	423	365	600	400	425
Emergency medical calls answered	9,500	9,393	9,500	9,500	9,550
Average response time (urban area)	5.12 minutes	5.55 minutes	5.0 minutes	5.0 minutes	5.0 minutes
Fire loss per capita	\$37.33	\$72.45	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	256,811	258,648	258,648	258,648	270,951
Supplies & Materials	13,454	13,192	15,692	15,692	11,816
Services & Maintenance	39,780	31,320	34,384	34,384	56,820
Internal Services	3,510	4,598	4,598	4,598	10,301
Capital Equipment	3,509	15,200	21,407	21,407	0
Subtotal	<u>317,064</u>	<u>322,958</u>	<u>334,729</u>	<u>334,729</u>	<u>349,888</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>317,064</u></u>	<u><u>322,958</u></u>	<u><u>334,729</u></u>	<u><u>334,729</u></u>	<u><u>349,888</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	30,000	25,752	35,000	30,000	30,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	110	120	120	120	120
Total EMT members	102	104	104	104	112
Total A-EMT members	18	17	20	20	20
Total Paramedic members	18	20	24	24	24

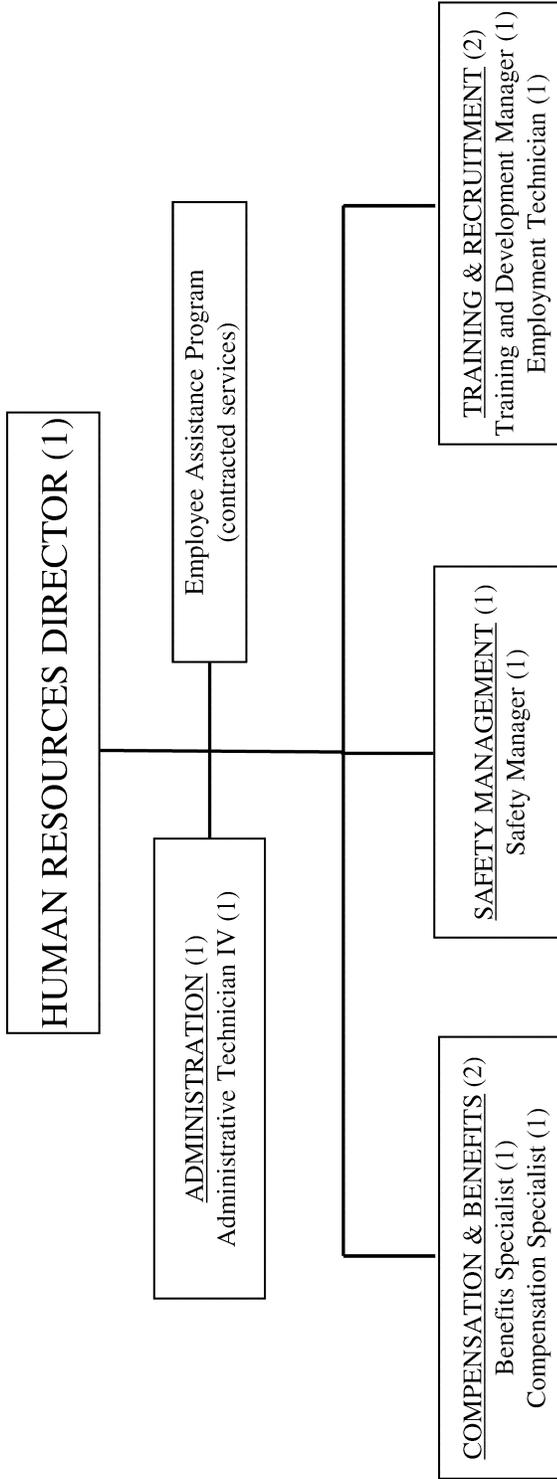
Notes to Results Report:

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	581,813	591,583	591,583	591,583	608,221
Supplies & Materials	23,882	28,090	33,072	33,072	26,197
Services & Maintenance	192,655	251,863	319,202	317,565	259,773
Internal Services	36,857	38,297	38,297	38,297	39,738
Capital Equipment	16,800	19,700	19,460	19,460	10,293
Subtotal	<u>852,007</u>	<u>929,533</u>	<u>1,001,614</u>	<u>999,977</u>	<u>944,222</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>852,007</u></u>	<u><u>929,533</u></u>	<u><u>1,001,614</u></u>	<u><u>999,977</u></u>	<u><u>944,222</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	512,274	516,444	516,444	516,444	530,158
Supplies & Materials	16,963	16,900	18,631	18,631	16,900
Services & Maintenance	126,896	156,997	225,257	223,620	164,907
Internal Services	36,857	38,297	38,297	38,297	39,738
Capital Equipment	3,448	16,500	16,260	16,260	3,900
Subtotal	696,438	745,138	814,889	813,252	755,603

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	696,438	745,138	814,889	813,252	755,603
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DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved or pending resolution prior to arbitration to number of grievances.	100%	100%	90%	100%	100%
# of grievances / % total employees	4 / .49%	3 / .35%	6 / .71%	12 / 1.39%	6 / .69%
Percent of new hires successfully completing	84%	89.55%	85%	85%	85%

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Percent of promotions successfully completing 60-day probation	100%	96.67%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name	78.01%	80.4%	80.4%	82%	82.5%
Total prescription plan cost	\$2,423,082	\$2,442,388	\$2,481,248	\$2,450,000	\$2,500,000
# of employees/spouses participating in the Wellness Plan	1115	1138	n/a	1250	1300
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	98%	98%	98%	98%	99%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$56,340	\$64,800	\$51,000	\$74,850	\$75,000
Number of training hours provided in the Computer Training Lab	3756	4320	3400	4990	5000
Website utilization/average number of visits per month					
to Human Resources site:	9389	8402	9000	8860	9343
to Job Posting Site/% of HR site visits	7,914/84.29%	6959/82.83%	7605/84.5%	7490/84.5%	8061/86.28%
Percent of employees participating in special events and programs	94%	88%	86%	95%	95%

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	44	44	44	44
Services & Maintenance	27,162	29,400	29,400	29,400	29,400
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>27,162</u>	<u>29,444</u>	<u>29,444</u>	<u>29,444</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>27,162</u></u>	<u><u>29,444</u></u>	<u><u>29,444</u></u>	<u><u>29,444</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	69,539	75,139	75,139	75,139	78,063
Supplies & Materials	6,919	11,146	14,397	14,397	9,253
Services & Maintenance	38,597	65,466	64,545	64,545	65,466
Internal Services	0	0	0	0	0
Capital Equipment	13,352	3,200	3,200	3,200	6,393
Subtotal	<u>128,407</u>	<u>154,951</u>	<u>157,281</u>	<u>157,281</u>	<u>159,175</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>128,407</u></u>	<u><u>154,951</u></u>	<u><u>157,281</u></u>	<u><u>157,281</u></u>	<u><u>159,175</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 2016 ACTUAL	FYE 2017 ACTUAL	FYE 2018 PLAN	FYE 2018 ESTIMATE	FYE 2019 PROJECTED
PERFORMANCE INDICATORS:					
Certification of employees in First Aid/CPR/AED	45	40	45	40	40
Cost savings of certifying employees in First Aid/CPR/AED	2,700	2,520	2,700	2,520	2,520
Conduct safety meetings at CON facilities in compliance with OSHA standards to help minimize accidents/injuries	110 Meetings	120 Meetings	120 Meetings	120 Meetings	120 Meetings
Perform Job Hazard Analyses at work sites and correct or improve hazards if applicable	20 JHA's	20 JHA's	20 JHA's	20 JHA's	20 JHA's
Implementation of CON Safety Committee team working together collectively to discuss hazards and make safety improvements as needed	3 Meetings	8 Meetings	4 Meetings	4 Meetings	4 Meetings
Inspect CON facilities to mitigate any hazards	10	10	10	10	10
Invite Oklahoma Rural Water Association Representative to conduct training for employees in need of education credits for certifications	n/a	2 Training sessions	2 Training sessions	2 Training sessions	2 Training sessions
Provide Excavation Safety Certification Training	n/a	n/a	n/a	35 employees	35 employees

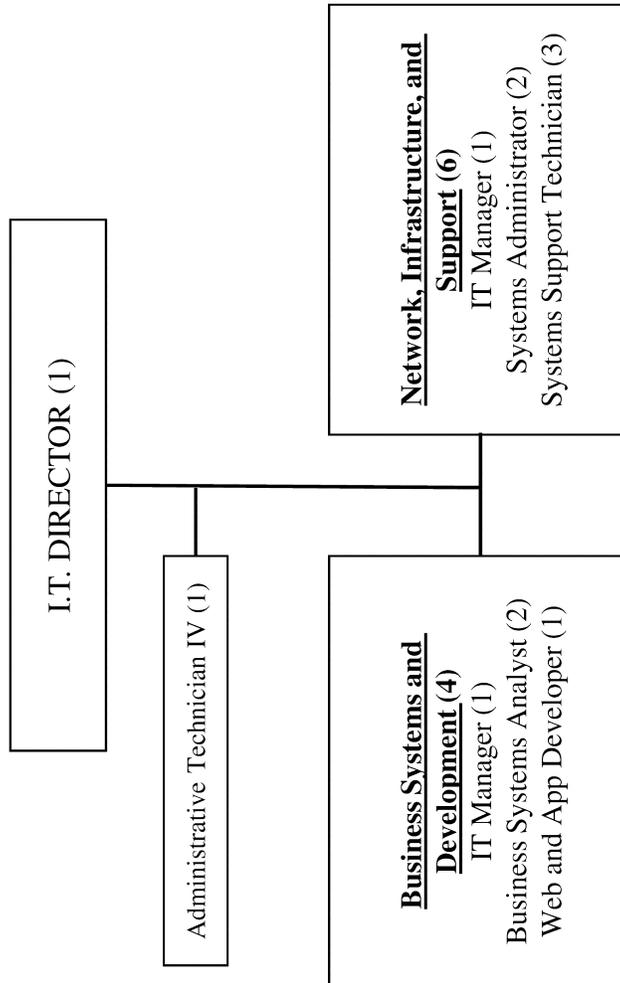
Notes to Results Report:

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,251,495	1,296,936	1,295,896	1,295,896	1,326,352
Supplies & Materials	25,106	71,519	61,051	70,946	76,873
Services & Maintenance	811,279	716,097	937,909	921,371	958,667
Internal Services	31,822	15,150	15,150	15,150	15,149
Capital Equipment	147,387	170,300	301,483	301,483	273,800
Subtotal	2,267,089	2,270,002	2,611,489	2,604,846	2,650,841
Capital Projects	0	0	0	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	2,267,089	2,270,002	2,611,489	2,604,846	2,650,841

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

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

- Ensure the security, integrity, and proper utilization of the City's information and communication systems hardware, software, and data resources.
- Protect the citizens', elected officials', and staff members' investment in the City's information and communication systems resources.
- Ensure that the City's information and communication systems resources are available to City staff members and the public.
- Ensure that the City's employees have complete support and training for any and all IT systems utilized.
- Strive for standardization of systems and processes when and where applicable.
- Work with other municipalities to create a broader range of technology solutions that are more robust and secure.

OBJECTIVES:

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

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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:

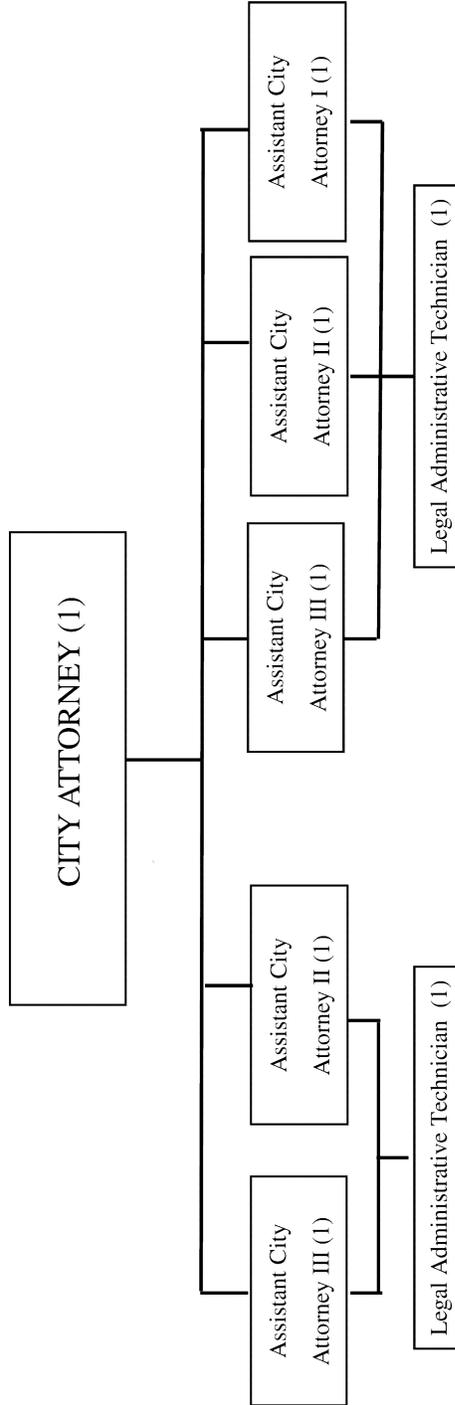
	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
Performance Indicators:					
Number of IT work requests completed	3,857	3,684	4,300	3,600	3,800
Number of public safety users supported	350	352	360	409	410
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	1,098	1,170	1,170	1,200	1,250
VOIP Phones					
Cell Phones/Devices					
Access Control (Doors/Cameras)					
Tablets					
Number of public safety vehicles outfitted with IT supported equipment	138	144	152	152	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	193	203	219	210	210
Number of public safety work requests resolved	1,505	1,345	1,600	1,350	1,500
Number of department system users supported (excluding public safety)	375	350	327	327	328
Number of department devices supported (excluding public safety)	1,525	1,535	1,550	1,550	1,575
VOIP Phones					
Cell Phones/Devices					
Access Control (Doors, Cameras)					
Tablets					
Number of business applications supported	364	364	370	370	380
Number and type of major projects launched	16	16	14	15	18
Percent of servers virtualized	68%	68%	77%	88%	92%
Data growth in Terabytes**	181 TB	270 TB	300 TB	400 TB	450 TB

Notes to Results Report:

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

LEGAL DEPARTMENT

8 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT (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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	9	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	8	8	8	8

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	907,066	956,343	956,343	956,343	985,606
Supplies & Materials	12,153	12,698	11,013	11,013	12,798
Services & Maintenance	249,241	179,642	267,716	265,066	179,542
Internal Services	20,125	20,760	20,760	20,760	21,962
Capital Equipment	1,927	2,100	1,937	1,937	13,200
Subtotal	<u>1,190,512</u>	<u>1,171,543</u>	<u>1,257,769</u>	<u>1,255,119</u>	<u>1,213,108</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>
Department Total	<u><u>1,190,512</u></u>	<u><u>1,171,543</u></u>	<u><u>1,257,769</u></u>	<u><u>1,255,119</u></u>	<u><u>1,213,108</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	9	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	8	8	8	8

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	907,066	956,343	956,343	956,343	985,606
Supplies & Materials	12,033	12,698	10,799	10,799	12,698
Services & Maintenance	249,241	179,236	267,524	264,874	179,236
Internal Services	20,125	20,760	20,760	20,760	21,962
Capital Equipment	1,927	2,100	1,937	1,937	13,200
Subtotal	<u>1,190,392</u>	<u>1,171,137</u>	<u>1,257,363</u>	<u>1,254,713</u>	<u>1,212,702</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>1,190,392</u></u>	<u><u>1,171,137</u></u>	<u><u>1,257,363</u></u>	<u><u>1,254,713</u></u>	<u><u>1,212,702</u></u>

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 16 ACTUAL	FYE 17 ACTUAL	PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	75%	75%	75%	50%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	95%	75%	78%	75%	80%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	95%	98%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	95%	98%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	98%	98%	95%	98%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	35%	50%	50%	40%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	95%	98%	98%	95%	98%
Develop departmental policy/procedures handbook	n/a	n/a	75%	50%	75%

DIVISION SUMMARY

010-1086 CHILDREN'S RIGHTS COMMISSION

MISSION:

The Children's Rights Coordinating Commission shall serve as an advisor to the City Council on the issue of children's rights and needs. The Commission educates the Norman community regarding children's needs, as they are relevant to the areas of child welfare.

DESCRIPTION:

The Children's Rights Commission serves as a liaison between the City Council and existing juvenile agencies in order to promote communication. It also serves to educate the Norman community about children's needs.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	89	0	114	114	100
Services & Maintenance	0	176	62	62	76
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	89	176	176	176	176
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	89	176	176	176	176

DIVISION SUMMARY

010-1085 HUMAN RIGHTS COMMISSION

MISSION:

The mission of the Human Rights Commission is to promote and encourage fair treatment and mutual understanding among all citizens, combat all prejudice, bigotry and discrimination, advise the City of Norman on human rights issues, coordinate citizen involvement, and promote equality in all fields of human relations.

DESCRIPTION:

The Human Rights Commission receives, investigates and seeks the satisfactory adjustment of complaints, which charge unlawful practices set forth in Chapter 7 of the Norman Code of Ordinances.

PERSONNEL:

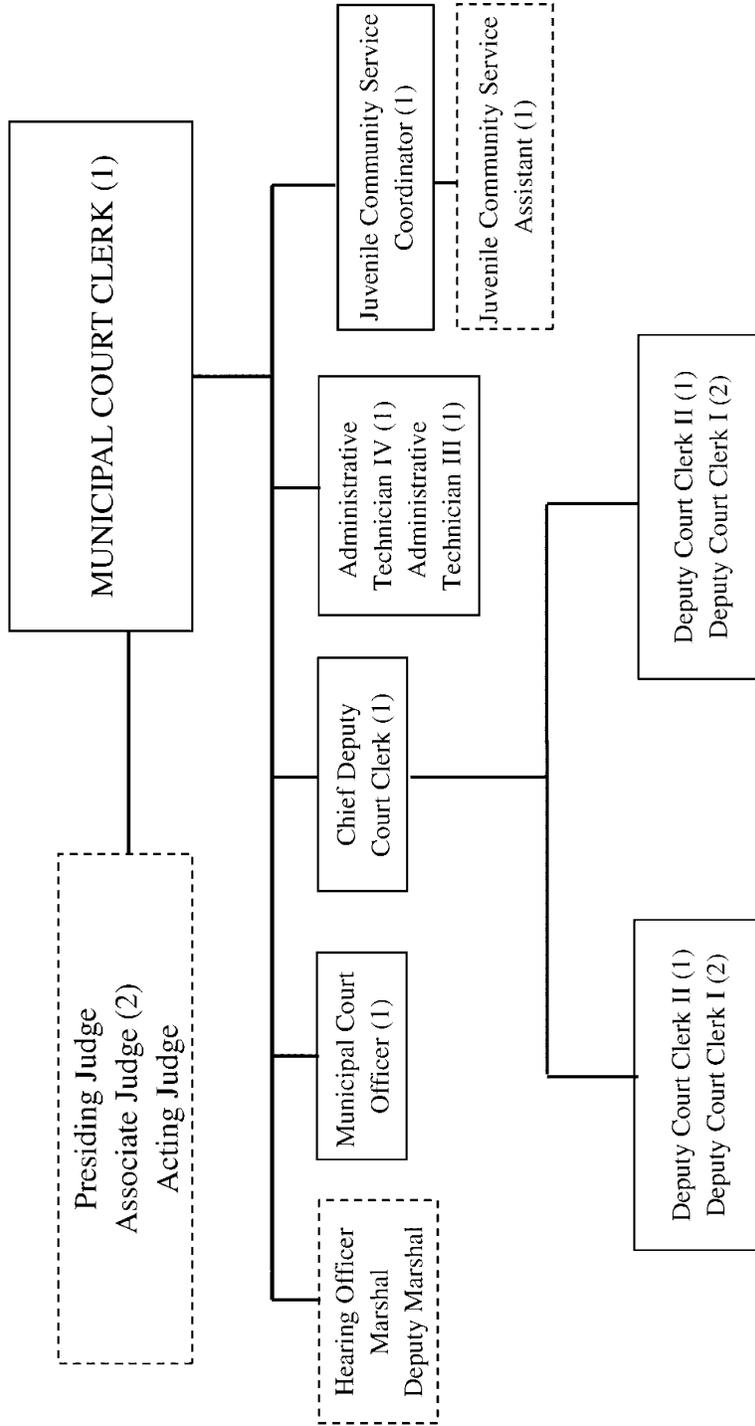
	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	31	0	100	100	0
Services & Maintenance	0	230	130	130	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	31	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	31	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	<u>11</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	969,891	1,041,072	1,036,795	1,036,795	1,063,189
Supplies & Materials	7,361	15,915	13,673	13,673	15,968
Services & Maintenance	22,492	57,654	42,215	40,908	59,571
Internal Services	34,596	29,699	29,699	29,699	29,171
Capital Equipment	0	8,600	8,810	8,810	32,035
Subtotal	<u>1,034,340</u>	<u>1,152,940</u>	<u>1,131,192</u>	<u>1,129,885</u>	<u>1,199,934</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>1,034,340</u></u>	<u><u>1,152,940</u></u>	<u><u>1,131,192</u></u>	<u><u>1,129,885</u></u>	<u><u>1,199,934</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	969,891	1,006,980	1,002,703	1,002,703	1,027,873
Supplies & Materials	7,361	12,345	10,103	10,103	12,398
Services & Maintenance	22,492	49,624	34,185	32,878	51,541
Internal Services	34,596	29,245	29,245	29,245	28,985
Capital Equipment	0	8,600	8,810	8,810	32,035
Subtotal	<u>1,034,340</u>	<u>1,106,794</u>	<u>1,085,046</u>	<u>1,083,739</u>	<u>1,152,832</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>1,034,340</u></u>	<u><u>1,106,794</u></u>	<u><u>1,085,046</u></u>	<u><u>1,083,739</u></u>	<u><u>1,152,832</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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16	FYE 17	FYE 18	FYE 19	
	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	1	3	2	2
<u>Expedition and Timeliness:</u>					
Cases disposed of within 90 days	85%	87%	90%	90%	90%
Administrative Deferred Sentence Program	736	846	800	783	825
Disposition rate of traffic and non-traffic cases	91%	91%	86%	89%	86%
Recovered costs for prisoner care	18%	9%	25%	20%	22%
<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	76%	88%	80%	77%	82%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
<u>Independence and Accountability:</u>					
Provide employee diversity training sessions	3	1	4	2	2
<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)*	26	55	35	45	45

Notes to Results Report:

*Tracked by fiscal year.

DIVISION SUMMARY

010- 2135 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Municipal Court is to promote education, prevention and accountability for juvenile offenders rather than only punishment thereby preventing juvenile offenders from becoming more deeply involved in the juvenile justice system thus saving taxpayers money and preventing more citizens from becoming victims of crime.

DESCRIPTION:

The Juvenile Division of the Municipal Court provides juvenile offenders a meaningful opportunity to give back to their community through community service, making them more accountable for their actions by promoting education and prevention programs. In cooperation with various City agencies, education and prevention programs have been developed to support intervention efforts aimed at deterring at-risk youth from possible re-offending. The Juvenile Division provides staff supervision and additional support to assist in guiding youthful offenders into becoming productive citizens.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	0	1	1	1	1

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	34,092	34,092	34,092	35,316
Supplies & Materials	0	3,570	3,570	3,570	3,570
Services & Maintenance	0	8,030	8,030	8,030	8,030
Internal Services	0	454	454	454	186
Capital Equipment	0	0	0	0	0
Subtotal	0	46,146	46,146	46,146	47,102
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	0	46,146	46,146	46,146	47,102

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

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

OBJECTIVES:

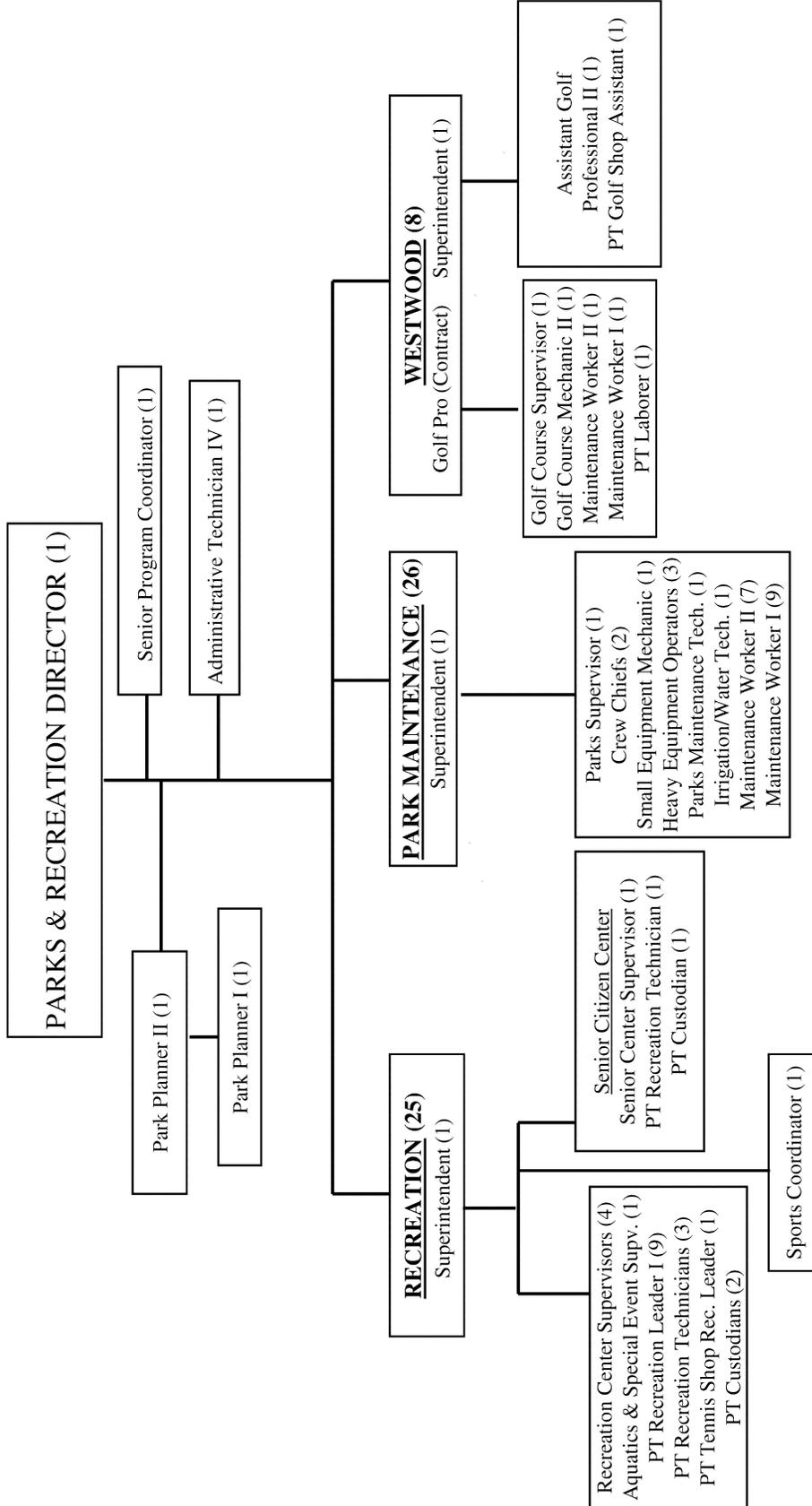
- Provide educational brochure that illustrates correlation regarding familial tobacco usage
- Utilize Tobacco Education Group program (TEG)
- Identify new local agencies interested in participating in community service projects
- Utilize Teens and Parents Partnership program (TAPP)

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of students referred to TEG	26	9	25	10	25
Number of community agencies contacted for community service projects	3	14	10	5	10
Number of students assigned to TAPP	62	66	50	34	50

PARKS & RECREATION DEPARTMENT

64 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	38	38	38	38	39
Part-time Positions	17	17	17	17	17
Total Budgeted Positions	55	55	55	55	56

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	3,246,692	3,622,145	3,582,145	3,582,145	3,571,407
Supplies & Materials	210,295	324,583	245,783	245,783	433,849
Services & Maintenance	450,084	536,396	562,863	497,044	678,250
Internal Services	259,515	246,197	246,197	246,197	237,345
Capital Equipment	286,342	101,680	133,027	133,027	136,725
Subtotal	<u>4,452,928</u>	<u>4,831,001</u>	<u>4,770,015</u>	<u>4,704,196</u>	<u>5,057,576</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>4,452,928</u></u>	<u><u>4,831,001</u></u>	<u><u>4,770,015</u></u>	<u><u>4,704,196</u></u>	<u><u>5,057,576</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	483,516	405,080	405,080	405,080	413,666
Supplies & Materials	3,487	5,647	4,505	4,505	5,647
Services & Maintenance	126,761	181,413	182,062	151,791	176,240
Internal Services	13,589	14,548	14,548	14,548	14,572
Capital Equipment	15,079	1,200	2,550	2,550	0
Subtotal	642,432	607,888	608,745	578,474	610,125
Capital Projects	0	0	0	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	642,432	607,888	608,745	578,474	610,125

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	25,962	0	22,500	22,500	22,500
Westwood Golf participants	33,468	33,388	34,500	34,000	34,900
Forestry Programs participants	118	100	100	100	400
Recreation Programs participants	234,122	234,677	235,500	235,000	236,000
Youth Baseball/Softball participants	1,700	1,900	2,000	2,100	2,000
Senior Center participants	23,312	23,456	24,500	24,000	25,000
Total number of participants in activities listed above	318,682	293,611	319,100	317,700	320,800

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,837	9,642	3,605	3,605	9,642
Services & Maintenance	7,642	11,202	6,887	6,887	11,202
Internal Services	5	6	6	6	0
Capital Equipment	0	0	0	0	0
Subtotal	9,484	20,850	10,498	10,498	20,844
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	9,484	20,850	10,498	10,498	20,844

**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 16 ACTUAL	FYE 17 ACTUAL	PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Free Apache Foundation trees	0	0	0	0	500
Free OK Tree Bank Foundation Trees	100	100	0	50	100
Boy Scout Project participants	0	0	5	5	0
STOP (Shade Trees on Playgrounds) Free Trees – Sutton Place Park	8	8	0	0	8
Hazardous Tree Removals	10	10	10	10	10

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,913	5,230	3,756	3,756	5,230
Services & Maintenance	20,000	21,500	21,500	21,500	21,500
Internal Services	855	240	240	240	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>24,768</u>	<u>26,970</u>	<u>25,496</u>	<u>25,496</u>	<u>26,730</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>24,768</u></u>	<u><u>26,970</u></u>	<u><u>25,496</u></u>	<u><u>25,496</u></u>	<u><u>26,730</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 189 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	8,827	8,827	8,827	8,827
Supplies & Materials	0	6,350	4,241	4,241	6,350
Services & Maintenance	0	800	800	800	800
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	15,977	13,868	13,868	15,977
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	15,977	13,868	13,868	15,977

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	142	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	<u>142</u>	<u>767</u>	<u>731</u>	<u>731</u>	<u>767</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>142</u></u>	<u><u>767</u></u>	<u><u>731</u></u>	<u><u>731</u></u>	<u><u>767</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,762,905	1,886,485	1,886,485	1,886,485	1,881,503
Supplies & Materials	165,434	218,789	171,854	171,854	220,498
Services & Maintenance	69,156	92,040	91,344	91,344	133,040
Internal Services	178,684	165,368	165,368	165,368	158,998
Capital Equipment	265,747	99,280	129,276	129,276	67,500
Subtotal	<u>2,441,926</u>	<u>2,461,962</u>	<u>2,444,327</u>	<u>2,444,327</u>	<u>2,461,539</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>2,441,926</u>	<u>2,461,962</u>	<u>2,444,327</u>	<u>2,444,327</u>	<u>2,461,539</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%	90%
On the job injuries	4	3	3	3	0

DIVISION SUMMARY

010-7021 RECREATION ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	6	6	6	6	7
Part-time Positions	15	15	15	15	2
Total Budgeted Positions	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>9</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	851,785	922,984	922,984	922,984	696,739
Supplies & Materials	25,209	44,147	35,439	35,439	74,641
Services & Maintenance	157,442	204,783	198,677	166,416	244,252
Internal Services	57,204	56,725	56,725	56,725	54,487
Capital Equipment	5,516	0	1	1	69,225
Subtotal	<u>1,097,156</u>	<u>1,228,639</u>	<u>1,213,826</u>	<u>1,181,565</u>	<u>1,139,344</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>1,097,156</u></u>	<u><u>1,228,639</u></u>	<u><u>1,213,826</u></u>	<u><u>1,181,565</u></u>	<u><u>1,139,344</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
RECREATION ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	201,000	201,000	201,000	201,500	201,000
Tennis lessons, open court and tournament participants	30,500	30,500	30,500	30,500	31,000
Daddy-Daughter Dance participants	4,282	4,278	4,200	4,200	4,200
Total recreation revenue	603,794	601,000	601,000	603,000	602,000

DIVISION SUMMARY

010-7025 12th AVENUE RECREATION CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	5
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	110,559
Supplies & Materials	0	0	0	0	19,300
Services & Maintenance	0	0	0	0	13,500
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>143,359</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>143,359</u></u>

DIVISION SUMMARY

010-7026 IRVING RECREATION CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	1
Part-time Positions	0	0	0	0	2
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	95,458
Supplies & Materials	0	0	0	0	21,500
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>116,958</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>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>116,958</u></u>

DIVISION SUMMARY

010-7027 WHITTIER RECREATION CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	1
Part-time Positions	0	0	0	0	2
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	96,898
Supplies & Materials	0	0	0	0	16,500
Services & Maintenance	0	0	0	0	14,000
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>127,398</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>127,398</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	2	2	2	2	2
Total Budgeted Positions ³	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	133,462	139,481	139,481	139,481	143,190
Supplies & Materials	26	2,278	1,923	1,923	2,278
Services & Maintenance	5,080	9,837	8,072	4,785	8,895
Internal Services	9,178	9,310	9,310	9,310	9,288
Capital Equipment	0	1,200	1,200	1,200	0
Subtotal	<u>147,746</u>	<u>162,106</u>	<u>159,986</u>	<u>156,699</u>	<u>163,651</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>147,746</u></u>	<u><u>162,106</u></u>	<u><u>159,986</u></u>	<u><u>156,699</u></u>	<u><u>163,651</u></u>

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	\$2,597	\$3,154	\$5,000	\$6,000	\$6,000
Annual participants including congregate meals program and special events	30,012	31,134	31,000	31,000	31,000

DIVISION SUMMARY

010-7022 YOUTH SPORTS

MISSION:

To provide a healthy and safe environment for a quality recreational and competitive Youth Baseball, Softball, Basketball, and Volleyball Programs to the Norman community.

DESCRIPTION:

The Youth Sports Division provides the Norman youth baseball, basketball, volleyball, and softball programs for boys, ages 6 to 12, and girls, ages 6 to 16.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	15,024	259,288	219,288	219,288	124,567
Supplies & Materials	10,247	31,814	19,810	19,810	51,577
Services & Maintenance	64,003	14,740	53,440	53,440	54,740
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	89,274	305,842	292,538	292,538	230,884
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	89,274	305,842	292,538	292,538	230,884

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
YOUTH SPORTS**

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:

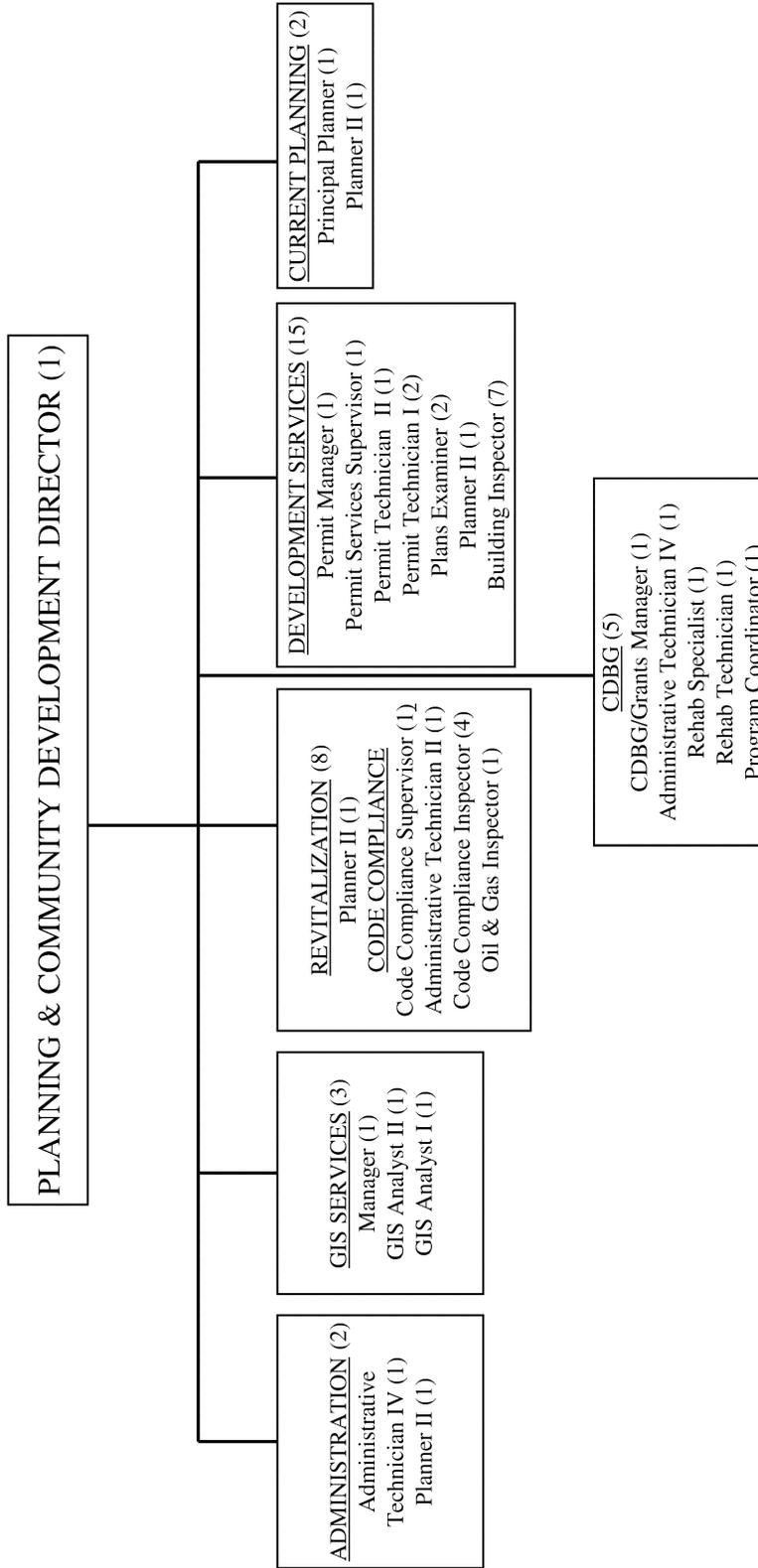
- To organize the youth program by registering all children who meet the minimum and maximum age requirement who desire to play.
- To recruit and coordinate volunteer coaches.
- To review and update rules as necessary.
- To manage the program to be self-supporting.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	\$4,415	\$56,609	\$50,000	\$50,000	\$50,000
Number of youth participants	1,575	1,420	1,500	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	3,044,554	3,148,350	3,148,350	3,148,350	3,156,859
Supplies & Materials	36,961	49,923	54,769	54,769	49,627
Services & Maintenance	168,532	240,684	224,505	219,141	243,232
Internal Services	99,677	105,392	105,392	105,392	109,423
Capital Equipment	132,682	100,700	102,848	102,848	0
Subtotal	<u>3,482,406</u>	<u>3,645,049</u>	<u>3,635,864</u>	<u>3,630,500</u>	<u>3,559,141</u>
Department Total	<u><u>3,482,406</u></u>	<u><u>3,645,049</u></u>	<u><u>3,635,864</u></u>	<u><u>3,630,500</u></u>	<u><u>3,559,141</u></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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	464,634	468,850	468,850	468,850	485,561
Supplies & Materials	2,189	4,101	4,969	4,496	4,831
Services & Maintenance	33,977	50,680	46,697	41,333	49,855
Internal Services	52,940	57,887	57,887	57,887	59,876
Capital Equipment	6,155	4,000	3,880	3,880	0
Subtotal	559,895	585,518	582,283	576,446	600,123
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	559,895	585,518	582,283	576,446	600,123

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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
Division Total	0	0	0	0	0

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	594,568	641,781	641,781	641,781	644,433
Supplies & Materials	11,942	12,911	12,115	12,115	12,708
Services & Maintenance	64,064	96,771	94,755	94,755	96,771
Internal Services	12,380	14,551	14,551	14,551	14,911
Capital Equipment	48,543	8,400	12,619	12,619	0
Subtotal	<u>731,497</u>	<u>774,414</u>	<u>775,821</u>	<u>775,821</u>	<u>768,823</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>731,497</u></u>	<u><u>774,414</u></u>	<u><u>775,821</u></u>	<u><u>775,821</u></u>	<u><u>768,823</u></u>

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification	69%	85%	75%	85%	75%
Percent of abatement work orders voluntarily abated after work order issued to contractor	23%	38%	25%	28%	25%
Percentage of code cases that are proactive	54%	59%	55%	59%	60%
Percent of total compliance rate	94%	96%	92%	94%	94%

DIVISION SUMMARY

010-4053 CURRENT PLANNING

MISSION:

Provide professional support, guidance, and assistance to the citizens of Norman who are involved with some aspect of planning, zoning, or development, in order to ensure that all proposed development is consistent with the policies and ordinances of the City of Norman.

DESCRIPTION:

The Current Planning Division provides guidance and support to all residents of Norman. The Division provides staff support to the City Council, with primary staff responsibility to the Planning Commission, Board of Adjustment, Greenbelt Commission, and Reapportionment Commission. General and specific guidance is provided to those individuals and corporations interested in zoning and development throughout the community; as well as a detailed review of all commercial, industrial, multi-family building and sign permits for consistency with policies and adopted ordinances.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	221,074	228,133	228,133	228,133	237,901
Supplies & Materials	0	75	75	75	75
Services & Maintenance	0	2,373	0	0	2,373
Internal Services	1,580	1,310	1,310	1,310	1,584
Capital Equipment	1,764	0	0	0	0
Subtotal	<u>224,418</u>	<u>231,891</u>	<u>229,518</u>	<u>229,518</u>	<u>241,933</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>224,418</u>	<u>231,891</u>	<u>229,518</u>	<u>229,518</u>	<u>241,933</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,430,551	1,474,227	1,474,227	1,474,227	1,447,525
Supplies & Materials	18,247	26,081	30,835	30,835	25,258
Services & Maintenance	14,387	20,134	16,434	16,434	20,134
Internal Services	23,000	21,887	21,887	21,887	22,734
Capital Equipment	62,618	69,100	73,124	73,124	0
Subtotal	<u>1,548,803</u>	<u>1,611,429</u>	<u>1,616,507</u>	<u>1,616,507</u>	<u>1,515,651</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>1,548,803</u></u>	<u><u>1,611,429</u></u>	<u><u>1,616,507</u></u>	<u><u>1,616,507</u></u>	<u><u>1,515,651</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 required.
- 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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Non-residential permits reviewed within 14 days. FYE 17 average review days: 16 FYE 18 to date average review days: 20	40%	52%	75%	41%	75%
Non-residential permits reviewed within 28 days.	80%	84%	90%	62%	90%
Residential permits issued within 1 hour as a % of all residential permits	70%	54%	60%	52%	60%
Residential permits issued within 2 days FYE 18 to date average review days: 2.5	80%	64%	98%	63%	98%
Residential permits issued within 4 days	90%	83%	90%	78%	90%
Inspections performed within 48 hours. FYE 17 average inspection time: 1 day	99%	96%	99%	96%	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	333,727	335,359	335,359	335,359	341,439
Supplies & Materials	4,583	6,375	6,775	6,775	6,375
Services & Maintenance	55,526	64,625	61,665	61,665	70,998
Internal Services	9,633	9,564	9,564	9,564	10,247
Capital Equipment	13,602	19,200	13,225	13,225	0
Subtotal	<u>417,071</u>	<u>435,123</u>	<u>426,588</u>	<u>426,588</u>	<u>429,059</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>417,071</u></u>	<u><u>435,123</u></u>	<u><u>426,588</u></u>	<u><u>426,588</u></u>	<u><u>429,059</u></u>

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	97%	91.3%	100%	100%	100%
Complete map requests for standard products within 2 days or by specified deadline.	98%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	99%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%

Notes to Results Report:

GIS – Geographic Information System

DIVISION SUMMARY

010-4084 GREENBELT COMMISSION

MISSION:

The mission of the Greenbelt Commission is to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

DESCRIPTION:

Created by ordinance on May 11, 2004, the Greenbelt Commission is charged with advising the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the open spaces, greenways and trailways systems in the City of Norman.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	268	5,644	4,644	4,644	2,644
Internal Services	144	193	193	193	71
Capital Equipment	0	0	0	0	0
Subtotal	<u>412</u>	<u>5,837</u>	<u>4,837</u>	<u>4,837</u>	<u>2,715</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>412</u></u>	<u><u>5,837</u></u>	<u><u>4,837</u></u>	<u><u>4,837</u></u>	<u><u>2,715</u></u>

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:

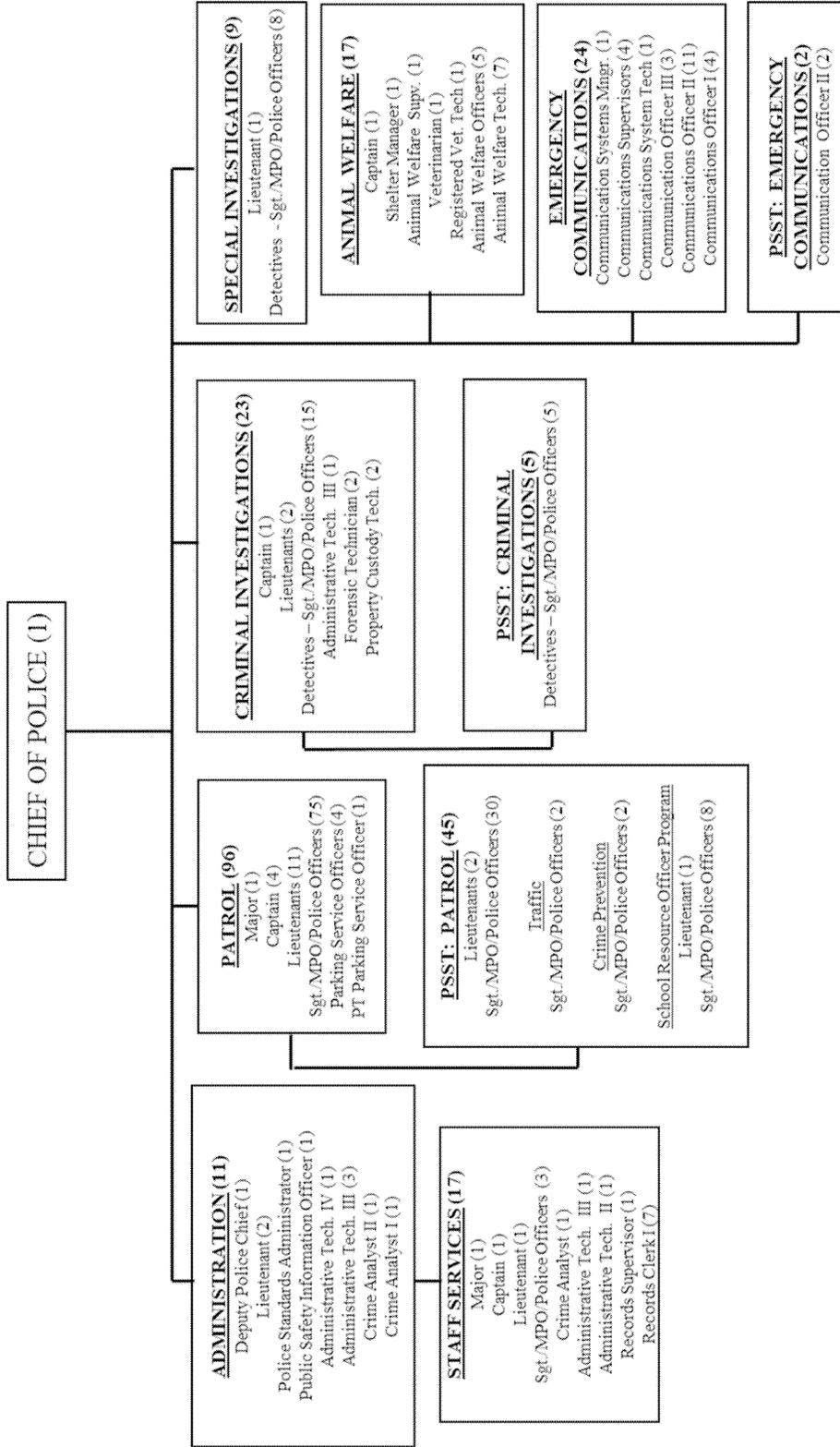
	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	90	0	0	90
Services & Maintenance	310	257	310	310	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	310	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	310	347	310	310	347

POLICE DEPARTMENT

250 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	194	197	197	197	197
Part-time Positions	2	1	1	1	1
Total Budgeted Positions	<u>196</u>	<u>198</u>	<u>198</u>	<u>198</u>	<u>198</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	18,031,293	18,293,432	18,293,432	18,293,432	18,583,136
Supplies & Materials	529,964	712,087	673,389	661,357	786,878
Services & Maintenance	973,469	1,239,771	1,045,887	1,007,498	1,254,295
Internal Services	579,910	555,588	555,588	555,588	611,722
Capital Equipment	932,918	547,774	708,021	708,021	274,432
Subtotal	<u>21,047,554</u>	<u>21,348,652</u>	<u>21,276,317</u>	<u>21,225,896</u>	<u>21,510,463</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>21,047,554</u></u>	<u><u>21,348,652</u></u>	<u><u>21,276,317</u></u>	<u><u>21,225,896</u></u>	<u><u>21,510,463</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,215,817	1,208,339	1,208,339	1,208,339	1,213,293
Supplies & Materials	7,796	9,006	8,016	8,016	8,668
Services & Maintenance	136,187	149,595	157,825	137,054	155,899
Internal Services	56,082	63,353	63,353	63,353	71,745
Capital Equipment	1,229	5,300	5,300	5,300	3,800
Subtotal	1,417,111	1,435,593	1,442,833	1,422,062	1,453,405
Capital Projects	0	0	0	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	1,417,111	1,435,593	1,442,833	1,422,062	1,453,405

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 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 120,000	\$210	\$210	\$200	\$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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	13	17	17	17	17
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	14	17	17	17	17

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	959,244	1,154,224	1,154,224	1,154,224	1,230,348
Supplies & Materials	120,048	131,230	149,487	149,487	171,754
Services & Maintenance	82,362	80,454	75,695	68,231	87,454
Internal Services	25,211	30,317	30,317	30,317	39,243
Capital Equipment	54,009	10,300	42,232	42,232	0
Subtotal	1,240,874	1,406,525	1,451,955	1,444,491	1,528,799
Capital Projects	0	0	0	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	1,240,874	1,406,525	1,451,955	1,444,491	1,528,799

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Intakes-Strays (cats and dogs)	1,851	2,051	2,200	n/a	2,400
Intakes-owner relinquishments	581	578	600	n/a	650
Total intakes of all animals	2,624	2,925	3,200	n/a	3,500
Outcomes-adoptions	1,312	1,659	1,800	n/a	2,000
Outcomes-Animals returned to Owner	456	517	550	n/a	600
Live Release Rate	86.8%	91.9%	92%	n/a	92%

* Based on calendar years

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	24	23	23	23	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>24</u>	<u>23</u>	<u>23</u>	<u>23</u>	<u>23</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	2,528,963	2,529,873	2,529,873	2,529,873	2,425,133
Supplies & Materials	34,819	49,670	42,789	42,789	48,078
Services & Maintenance	76,760	96,349	82,841	77,348	96,467
Internal Services	55,139	64,176	64,176	64,176	68,334
Capital Equipment	52,187	183,855	198,677	198,677	36,145
Subtotal	<u>2,747,868</u>	<u>2,923,923</u>	<u>2,918,356</u>	<u>2,912,863</u>	<u>2,674,157</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>2,747,868</u></u>	<u><u>2,923,923</u></u>	<u><u>2,918,356</u></u>	<u><u>2,912,863</u></u>	<u><u>2,674,157</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 (CIS) FYE 2019
- Increase the number of Forensic Video Analyst to two (2) FYE 2019
- Increase the number of Forensic Computer Analyst to two (2) FYE 2019
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	18	*	18	18	19C
Cases closed by arrest	279	*	400	400	400
C.O.P. Follow-up	291	*	300	300	300
Cases Investigated	1555	*	1600	1600	1500

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

COP-Community Oriented Policing
CID-Criminal Investigations Division

DIVISION SUMMARY

010-6039 EMERGENCY COMMUNICATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	24	24	24	24	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,779,429	1,766,764	1,766,764	1,766,764	1,733,412
Supplies & Materials	8,348	31,540	23,261	23,261	30,736
Services & Maintenance	117,473	216,669	188,985	188,985	216,669
Internal Services	23,490	20,731	20,731	20,731	24,973
Capital Equipment	0	3,000	4,845	4,845	4,000
Subtotal	<u>1,928,740</u>	<u>2,038,704</u>	<u>2,004,586</u>	<u>2,004,586</u>	<u>2,009,790</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>1,928,740</u></u>	<u><u>2,038,704</u></u>	<u><u>2,004,586</u></u>	<u><u>2,004,586</u></u>	<u><u>2,009,790</u></u>

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

Notes to Results Report:

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

DIVISION SUMMARY

010-6022 PATROL

MISSION:

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

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	95	95	95	95	95
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	96	96	96	96	96

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	9,012,355	9,184,252	9,184,252	9,184,252	9,386,717
Supplies & Materials	219,180	320,575	310,922	302,360	343,128
Services & Maintenance	70,717	105,186	109,751	109,751	105,186
Internal Services	338,808	287,557	287,557	287,557	309,820
Capital Equipment	584,961	186,786	279,342	279,342	110,370
Subtotal	10,226,021	10,084,356	10,171,824	10,163,262	10,255,221
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	10,226,021	10,084,356	10,171,824	10,163,262	10,255,221

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers compliance	100%	100%	100%	100%	100%
Increase traffic enforcement to reduce collisions.	n/a	52,999	10%	58,298	5%
Decrease collisions in Norman	n/a	2,454	3%	2,380	3%
Decrease DDACTS focused crimes in Norman.	n/a	3,208	3%	3,112	3%
Increase Community Policing activity hours.	n/a	7,400	10%	8,140	5%

DIVISION SUMMARY

010-6030 SPECIAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

The Special Investigations Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations of drug, vice, or property crimes. In some cases, the Division may provide support through advice, equipment, or undercover operatives. Traditionally, however, the Division primarily investigates drug-related offenses. Investigators develop cases by means of criminal intelligence, which the Division collects, organizes, and evaluates.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	10	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	9	9	9	9

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,089,686	1,031,273	1,031,273	1,031,273	1,047,368
Supplies & Materials	26,554	39,630	33,602	31,475	40,580
Services & Maintenance	24,901	35,158	26,317	26,317	35,158
Internal Services	27,823	30,197	30,197	30,197	37,563
Capital Equipment	11,423	9,600	16,504	16,504	4,200
Subtotal	1,180,387	1,145,858	1,137,893	1,135,766	1,164,869
Capital Projects	0	0	0	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	1,180,387	1,145,858	1,137,893	1,135,766	1,164,869

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	100	*56	150	150	150
Number of cases investigated	111	*43	150	150	150
Number of presentations / press releases	40	*18	40	40	40
Number of hours in specialized training	1677	*656	700	700	700

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

DIVISION SUMMARY

010-6015 STAFF SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	16	17	17	17	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>16</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,445,799	1,418,707	1,418,707	1,418,707	1,546,865
Supplies & Materials	113,219	130,436	105,312	103,969	143,934
Services & Maintenance	465,069	556,360	404,473	399,812	557,462
Internal Services	53,357	59,257	59,257	59,257	60,044
Capital Equipment	229,109	148,933	161,121	161,121	115,917
Subtotal	<u>2,306,553</u>	<u>2,313,693</u>	<u>2,148,870</u>	<u>2,142,866</u>	<u>2,424,222</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>2,306,553</u></u>	<u><u>2,313,693</u></u>	<u><u>2,148,870</u></u>	<u><u>2,142,866</u></u>	<u><u>2,424,222</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
- Streamline the Body Worn Camera review/redaction workload

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, quarterly firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence, Implicit Bias, Cultural Diversity and De-escalation techniques
- Provide updated Community Oriented Policing training to all commissioned personnel
- Host the Women’s Leadership Institute training course
- Develop employee fitness program

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	50%	50%	100%	100%	100%
Total number of in-service training hours scheduled for commissioned personnel	30	30	30	30	30 aevasn

CITY OF NORMAN

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:

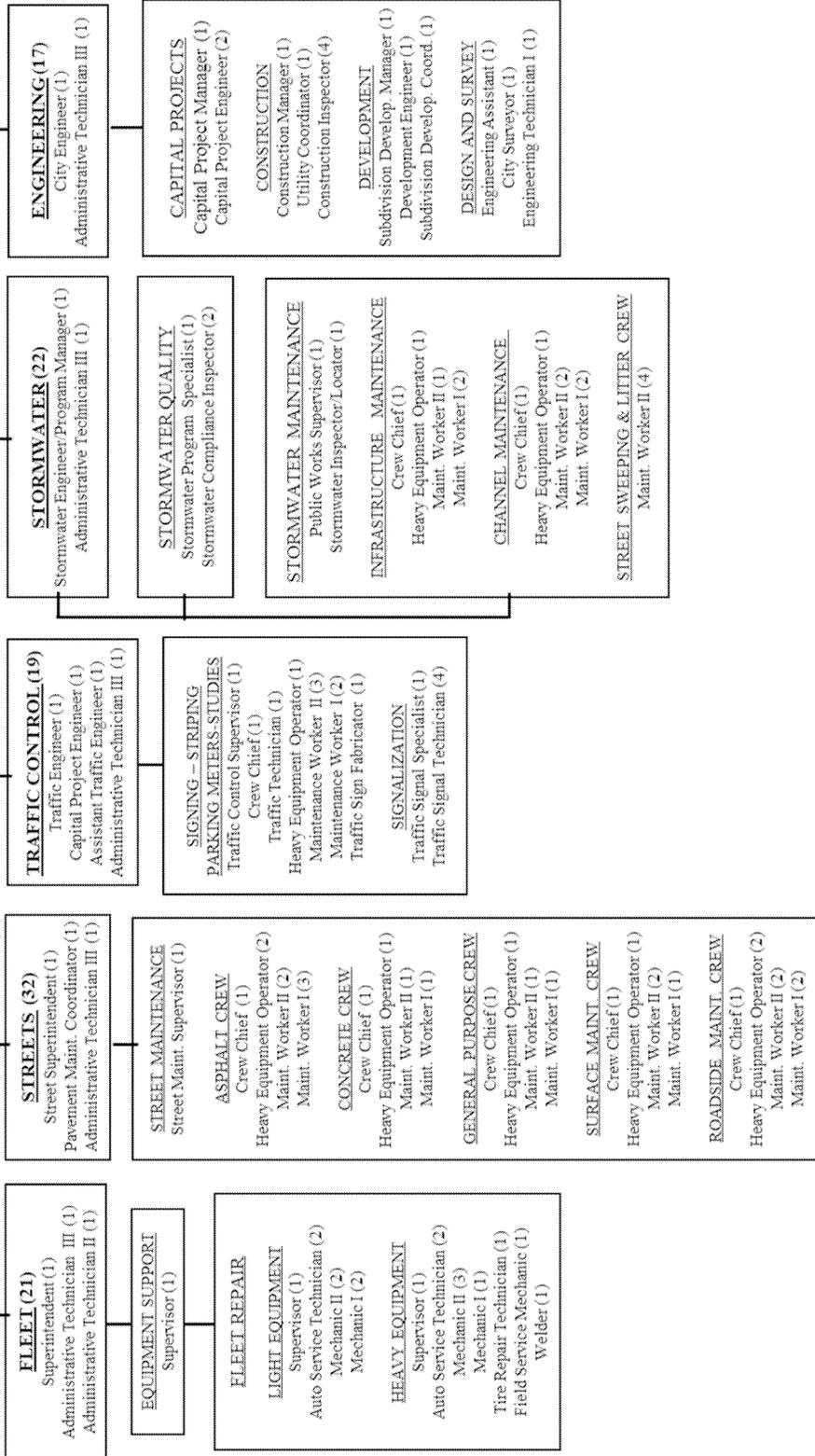
NPD – Norman Police Department

PUBLIC WORKS DEPARTMENT

113 EMPLOYEES

PUBLIC WORKS DIRECTOR (1)

Administrative Technician IV (1)



DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

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

DESCRIPTION:

The Public Works Department is organized into six functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, and Traffic Control. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	108	108	108	108	108
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	108	108	108	108	108

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	7,987,948	8,441,165	8,448,165	8,448,165	8,598,151
Supplies & Materials	3,065,400	4,144,021	4,073,749	4,073,749	3,992,970
Services & Maintenance	2,128,454	2,584,720	2,847,853	2,845,437	2,774,797
Internal Services	415,545	392,274	402,274	402,274	483,446
Capital Equipment	1,770,392	1,628,636	2,309,581	2,309,581	1,765,407
Subtotal	<u>15,367,739</u>	<u>17,190,816</u>	<u>18,081,622</u>	<u>18,079,206</u>	<u>17,614,771</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>15,367,739</u></u>	<u><u>17,190,816</u></u>	<u><u>18,081,622</u></u>	<u><u>18,079,206</u></u>	<u><u>17,614,771</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	251,184	255,570	255,570	255,570	263,172
Supplies & Materials	3,839	4,150	6,994	6,994	5,150
Services & Maintenance	27,716	32,200	33,873	30,756	43,209
Internal Services	19,506	20,853	20,853	20,853	21,549
Capital Equipment	0	6,700	6,700	6,700	1,800
Subtotal	<u>302,245</u>	<u>319,473</u>	<u>323,990</u>	<u>320,873</u>	<u>334,880</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>302,245</u></u>	<u><u>319,473</u></u>	<u><u>323,990</u></u>	<u><u>320,873</u></u>	<u><u>334,880</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.

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PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
<u>PERFORMANCE INDICATORS:</u>					
Highway projects completed	60%	70%	80%	80%	90%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	30%	40%	45%	45%	50%
Completion of 2016 Street Bond Program	5%	25%	45%	45%	60%
Completion of Comprehensive Transportation Plan	15%	20%	25%	25%	30%
Implementation of Wayfinding plan	10%	15%	20%	20%	25%
Implementation of 2012 Bond program	15%	25%	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,024,764	1,079,655	1,079,655	1,079,655	1,110,470
Supplies & Materials	22,489	31,788	30,423	30,423	29,127
Services & Maintenance	35,472	44,603	222,874	222,322	44,603
Internal Services	26,716	34,933	34,933	34,933	39,407
Capital Equipment	54,825	50,819	52,835	52,835	11,800
Subtotal	<u>1,164,266</u>	<u>1,241,798</u>	<u>1,420,720</u>	<u>1,420,168</u>	<u>1,235,407</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>1,164,266</u></u>	<u><u>1,241,798</u></u>	<u><u>1,420,720</u></u>	<u><u>1,420,168</u></u>	<u><u>1,235,407</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 16 ACTUAL	FYE 17 ACTUAL	PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	100%	95%	80%	100%	95%
Complete projects on time, 75% of the time	96%	95%	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%	95%
Addresses will be assigned within 5 working days, 70% of the time	80%	60%	70%	95%	95%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	80%	70%	80%	85%
Public requests for information will be provided within 2 hours, 70% of the time	98%	97%	70%	95%	95%
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	98%	98%	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%

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PERFORMANCE MEASUREMENTS - RESULTS REPORT: - Continued

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
The review of construction plans will be completed within 10 working days, 100% of the time	100%	100%	90%	95%	90%
The review of final plats will be completed within 10 working days, 95% of the time	100%	100%	95%	95%	95%

DIVISION SUMMARY

010-5070 FLEET ADMINISTRATION

MISSION:

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

DESCRIPTION:

There are 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	319,052	339,633	339,633	339,633	369,086
Supplies & Materials	10,548	10,902	11,411	11,411	11,466
Services & Maintenance	40,415	50,805	45,003	36,810	52,865
Internal Services	3,016	2,923	2,923	2,923	3,804
Capital Equipment	0	600	438	438	0
Subtotal	373,031	404,863	399,408	391,215	437,221
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	373,031	404,863	399,408	391,215	437,221

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program:					5 year average
(missed or late services)	338	306	>250	320	321
(completed services)	1126	1244	1200	1105	1158
Capital Equipment/Vehicle Outlay					
General Fund (excluding Westwood)	2,006,044	4,143,995	2.5 mill	2,527,102	3.2 mill
PSST Fund	175,262	537,098	773,191	773,191	1.37 mil
Water/WRF Utility Funds	1,010,446	520,028	486,865	486,865	665,600
Sanitation Fund	1,467,331	2,060,550	1.9 mil	1,861,572	1.8 mil
Vehicle Replacement Report:					
<i>No. of requests received for replacement</i>					
General Fund (excluding Westwood)	46	138	171	171	175
PSST Fund	4	6	5	5	2
Water/WRF Utility Funds	26	22	11	11	9
Sanitation Fund	28	36	29	29	26
<i>No. of requests approved for replacement</i>					
General Fund (excluding Westwood)	37	33	63	28	54
PSST Fund	4	6	5	5	2
Water/WRF Utility Funds	21	22	11	11	9
Sanitation Fund	7	7	8	7	8
<i>No. of requests deferred for replacement</i>					
General Fund (excluding Westwood)	9	105	108	143	121
PSST Fund	0	0	0	0	0
Water/WRF Utility Funds	5	0	0	0	0

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Sanitation Fund	19	29	21	22	18
Fuel Report:					
Diesel / gallons dispensed	275,932	211,869	378,300	358,167	273,410
Unleaded gasoline / gallons dispensed	237,362	247,610	295,265	279,043	244,820
Compressed natural gas / gallons dispensed	145,094	159,137	173,638	197,681	221,725
Compressed natural gas sold to public:					
Gallons	117,115	83,136	180,000	65,000	94,147
Dollars	164,859	101,360	225,000	107,500	126,000

Notes to Results Report:

Preventive Maintenance Program: The intent is to “prevent” major repairs **before** they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 5,000 miles (250 hours for those with meters) or every 6 months whichever comes first. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis, specifically every 7,500 miles (500 hours for those with meters) or once a year, whichever comes first

Capital Equipment/Vehicle outlay: Fleet Management uses the Oklahoma State Contract, where applicable, as one of its main tools in purchasing cars, police vehicles, pickup trucks and large chassis, which helps keep the initial investment lower.

Vehicle Replacement Analysis: Available through the FASTER software program used by the Fleet Division, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement. FASTER automatically calculates equipment replacement needs based on age, usage, and maintenance dollars spent using a fifteen (15) point system. Items ranked twelve (12) points and above are evaluated for replacement.

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

DIVISION SUMMARY

010-5075 FLEET CNG STATION

MISSION:

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

DESCRIPTION:

FuelMaster is a system used by Fleet to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows Fleet to report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	50,065	73,066	73,066	73,066	80,623
Supplies & Materials	134,509	215,763	219,461	219,461	234,632
Services & Maintenance	57,329	109,700	126,235	126,235	109,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>241,903</u>	<u>398,529</u>	<u>418,762</u>	<u>418,762</u>	<u>424,955</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>241,903</u></u>	<u><u>398,529</u></u>	<u><u>418,762</u></u>	<u><u>418,762</u></u>	<u><u>424,955</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,844,952	2,468,241	2,477,128	2,477,128	2,309,900
Services & Maintenance	432,942	359,641	358,223	356,194	367,741
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>2,277,894</u>	<u>2,827,882</u>	<u>2,835,351</u>	<u>2,833,322</u>	<u>2,677,641</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>2,277,894</u></u>	<u><u>2,827,882</u></u>	<u><u>2,835,351</u></u>	<u><u>2,833,322</u></u>	<u><u>2,677,641</u></u>

DIVISION SUMMARY

010-5071 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

MISSION:

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

DESCRIPTION:

The Fleet Automotive/Light Equipment Repair Division is comprised of one shop Supervisor and 6 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 Automotive/Light Equipment Technicians are responsible for the daily maintenance and the periodic repair, including all parts and supplies for both repairs and preventive maintenance of the City’s CNG Fueling Facility.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	447,990	449,391	449,391	449,391	468,721
Supplies & Materials	22,299	24,701	27,565	27,565	24,678
Services & Maintenance	12,984	11,414	10,000	10,000	12,214
Internal Services	20,006	5,243	5,243	5,243	6,164
Capital Equipment	52,906	600	5,594	5,594	108,524
Subtotal	556,185	491,349	497,793	497,793	620,301
Capital Projects	0	0	0	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	556,185	491,349	497,793	497,793	620,301

**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 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Perform routine maintenance and repairs on the City’s CNG Fueling Facility, providing consistent, reliable supply of CNG to our City and Public CNG fuel 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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of light duty units	552	558	576	576	591
Number of light duty CNG units	49	69	89	89	91
Yearly productive average (national average is 70%)	79%	84%	85%	85%	85%
Benchmark repair standards (average Exceeding industry standard)	0.23%	0.32%	0.25%	0.41%	0.35%
Preventive Maintenance Program:					
(missed or late services)	270	244	272	301	275
(completed services)	900	995	960	884	927
Work orders completed	2096	2170	2115	2079	2200
(number of scheduled repairs)	1263	1139	1150	1152	1185
(number of unscheduled repairs)	833	1031	930	927	930
Number of Sublet Vendor Repairs	16	39	26	22	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 Truck/Heavy Equipment Technicians are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventive maintenance of the City's Unleaded/Diesel Fueling Facility and the eighteen generators located throughout Norman to ensure no disruptions to electricity occur for essential divisions during emergencies and natural disasters.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	633,787	664,537	664,537	664,537	684,142
Supplies & Materials	22,573	34,913	26,253	26,253	38,302
Services & Maintenance	9,923	16,337	15,969	15,969	16,337
Internal Services	6,201	10,020	10,020	10,020	8,799
Capital Equipment	0	53,900	53,900	53,900	0
Subtotal	<u>672,484</u>	<u>779,707</u>	<u>770,679</u>	<u>770,679</u>	<u>747,580</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>672,484</u></u>	<u><u>779,707</u></u>	<u><u>770,679</u></u>	<u><u>770,679</u></u>	<u><u>747,580</u></u>

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

GOALS:

- Provide safe and reliable repairs to all Divisions that Heavy Truck/Equipment Repair Services represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 75% of repairs in 24 hours and 25% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of heavy duty units	262	266	270	270	275
Number of heavy duty CNG vehicles	25	30	34	34	36
Yearly productive average (national standard average is 70%)	81.7%	85%	>70%	83%	85%
Benchmark vehicle repair standards (average exceeding industry standard)	0.36%	0.53%	0.25%	0.50%	0.50%
Preventive Maintenance Program:					
(missed or late services)	68	62	50	76	70
(completed services)	226	249	240	221	245
Work orders completed	2330	2355	2500	2285	2425
(Number of scheduled repairs)	820	690	800	908	805
(Number of unscheduled repairs)	1510	1665	1500	1680	1620
Number of sublet vendor repairs	48	81	25	97	50

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	24	17	17	17	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	17	17	17	16

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,381,470	1,235,508	1,242,508	1,242,508	1,219,623
Supplies & Materials	174,515	276,544	257,788	257,788	261,126
Services & Maintenance	204,334	230,068	219,641	217,653	232,648
Internal Services	105,205	108,100	108,100	108,100	124,963
Capital Equipment	458,021	498,345	965,361	965,361	68,605
Subtotal	2,323,545	2,348,565	2,793,398	2,791,410	1,906,965
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,323,545	2,348,565	2,793,398	2,791,410	1,906,965

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER MAINTENANCE DIVISION

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman’s Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and flood damage control and respond to emergency situations. To aid in the Norman City Council Strategic Plan, vision, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen’s maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide efficient stormwater sewer system.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	213,738	296,859	296,859	296,859	306,232
Supplies & Materials	33,649	78,903	70,213	70,213	77,189
Services & Maintenance	15,436	41,989	37,451	37,451	43,539
Internal Services	10,225	2,593	12,593	12,593	13,168
Capital Equipment	51,340	3,300	22,757	22,757	0
Subtotal	324,388	423,644	439,873	439,873	440,128
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	324,388	423,644	439,873	439,873	440,128

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER QUALITY DIVISION

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman’s Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and flood damage control and respond to emergency situations. To aid in the Norman City Council Strategic Plan, vision, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 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 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	33	32	33	33	33
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	33	32	33	33	33

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	2,162,731	2,503,508	2,503,508	2,503,508	2,506,915
Supplies & Materials	574,148	749,862	706,993	706,993	752,455
Services & Maintenance	106,333	217,384	223,392	222,317	235,274
Internal Services	162,765	161,921	161,921	161,921	202,036
Capital Equipment	820,786	710,229	775,261	775,261	1,088,003
Subtotal	3,826,763	4,342,904	4,371,075	4,370,000	4,784,683
Division Total	3,826,763	4,342,904	4,371,075	4,370,000	4,784,683

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	100%	100%	100%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	100%
Overlay / pave 10 lane-miles per year	173%	73%	100%	100%	100%
Replace 1,160 square yards of concrete pavement panels	84%	256%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	29%	58%	100%	40%	100%
Mow 15 miles of Urban rights-of-way, eight (8) times per year	196%	346%	100%	420%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year.	242%	246%	100%	314%	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,503,167	1,543,438	1,543,438	1,543,438	1,589,167
Supplies & Materials	221,879	248,254	239,520	239,520	248,945
Services & Maintenance	1,185,570	1,470,579	1,555,192	1,569,730	1,616,667
Internal Services	61,905	45,688	45,688	45,688	63,556
Capital Equipment	332,514	304,143	426,735	426,735	486,675
Subtotal	<u>3,305,035</u>	<u>3,612,102</u>	<u>3,810,573</u>	<u>3,825,111</u>	<u>4,005,010</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>3,305,035</u></u>	<u><u>3,612,102</u></u>	<u><u>3,810,573</u></u>	<u><u>3,825,111</u></u>	<u><u>4,005,010</u></u>

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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%

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PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	71,809	80,921	80,921	71,672	80,921
Internal Services	3,787	4,226	4,226	4,226	2,319
Capital Equipment	0	0	0	0	0
Subtotal	<u>75,596</u>	<u>85,147</u>	<u>85,147</u>	<u>75,898</u>	<u>83,240</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>75,596</u>	<u>85,147</u>	<u>85,147</u>	<u>75,898</u>	<u>83,240</u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	36,265	40,096	40,096	36,889	42,226
Internal Services	764	522	522	522	912
Capital Equipment	0	0	0	0	0
Subtotal	<u>37,029</u>	<u>40,618</u>	<u>40,618</u>	<u>37,411</u>	<u>43,138</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>37,029</u></u>	<u><u>40,618</u></u>	<u><u>40,618</u></u>	<u><u>37,411</u></u>	<u><u>43,138</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Art in Public Placess	531	0	0	0	0
Rainy Day Fund	66,375	0	0	0	0
Westwood	135,905	0	0	0	0
Capital Project Fund	561,004	0	0	0	0
Special Grant Fund	0	0	0	0	0
Insurance Fund	0	0	80,087	80,087	0
Seizure Fund	66,329	0	0	0	0
Center City TIF Fund	0	0	200,000	200,000	0
Subtotal	<u>830,144</u>	<u>0</u>	<u>280,087</u>	<u>280,087</u>	<u>0</u>
Division Total	<u><u>830,144</u></u>	<u><u>0</u></u>	<u><u>280,087</u></u>	<u><u>280,087</u></u>	<u><u>0</u></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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	166,609	174,450	174,450	169,008	233,321
Internal Services	149,712	170,426	170,426	170,426	196,319
Capital Equipment	0	0	0	0	0
Subtotal	316,321	344,876	344,876	339,434	429,640
Capital Projects	0	0	0	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	316,321	344,876	344,876	339,434	429,640

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	6,002	9,134	9,134	5,524	9,134
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>6,002</u>	<u>9,134</u>	<u>9,134</u>	<u>5,524</u>	<u>9,134</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>6,002</u></u>	<u><u>9,134</u></u>	<u><u>9,134</u></u>	<u><u>5,524</u></u>	<u><u>9,134</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	80,268	88,163	88,163	82,914	88,329
Internal Services	3,575	3,680	3,680	3,680	3,568
Capital Equipment	0	0	0	0	0
Subtotal	<u>83,843</u>	<u>91,843</u>	<u>91,843</u>	<u>86,594</u>	<u>91,897</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>83,843</u></u>	<u><u>91,843</u></u>	<u><u>91,843</u></u>	<u><u>86,594</u></u>	<u><u>91,897</u></u>



**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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	8,024	16,000	19,251	13,845	10,600
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	8,024	16,000	19,251	13,845	10,600
Capital Projects	0	0	0	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	8,024	16,000	19,251	13,845	10,600

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	29,304	30,505	30,919	30,919	30,605
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>29,304</u>	<u>30,505</u>	<u>30,919</u>	<u>30,919</u>	<u>30,605</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 Adjust/Encumbrances	-105	0	0	0	0
Subtotal	<u>-105</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>29,199</u></u>	<u><u>30,505</u></u>	<u><u>30,919</u></u>	<u><u>30,919</u></u>	<u><u>30,605</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	626	1,500	1,500	1,500	1,600
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>626</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,600</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>626</u></u>	<u><u>1,500</u></u>	<u><u>1,500</u></u>	<u><u>1,500</u></u>	<u><u>1,600</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	28,678	29,005	29,419	29,419	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>28,678</u>	<u>29,005</u>	<u>29,419</u>	<u>29,419</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>28,678</u></u>	<u><u>29,005</u></u>	<u><u>29,419</u></u>	<u><u>29,419</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Community Development	614,942	642,921	1,065,642	1,302,575	667,989
HOME	72,629	316,375	833,518	833,518	309,718
Emergency Shelter	0	0	0	0	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-DR	4,312,365	0	11,517,074	10,998,329	0
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	10,457	0	12,015	12,015	0
Public Services	107,425	113,382	124,777	124,777	98,827
Interfund Transfers	3,533,767	0	0	11,656,514	0
Audit Adjust/Encumbrances	888,005	0	0	0	0
Fund Total	<u>9,539,590</u>	<u>1,072,678</u>	<u>13,553,026</u>	<u>24,927,728</u>	<u>1,076,534</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	6,085	5,397	6,000	6,000	6,000
Number of households assisted through housing programs	40	35	40	40	40
Awarded contract amounts for homeless Programs:					
Continuum of Care	362,238	373,113	408,358	408,358	410,000
Emergency Shelter Grant	171,868	163,269	175,000	175,000	175,000
Funding application amounts submitted:					
Entitlement CDBG	721,987	756,303	766,816	766,816	766,816
Entitlement HOME	318,067	316,657	309,718	309,718	309,718
16237 CDBG DR	12,054,090	0	0	0	0
16570 CDBG DR	5,004,821	0	0	0	0

Notes to Results Report:

CDBG – Community Development Block Grant

CDBG DR – Community Development Block Grant – Disaster Relief

FUND SUMMARY

TOTAL PARK LAND AND DEVELOPMENT FUND (52)

MISSION:

Established by City Ordinance to receive revenues from developer fees dedicated to the acquisition and development of park land around the City of Norman.

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to park land acquisition and development.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Community Park Improve	96,483	0	99,206	99,206	0
Neighborhood Park Improve	93,911	0	79,473	79,473	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	-8,147	0	0	0	0
Fund Total	182,247	0	178,679	178,679	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	79	82	82	82	82
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>79</u>	<u>82</u>	<u>82</u>	<u>82</u>	<u>82</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	8,200,298	8,443,059	8,402,059	8,443,059	8,763,877
Supplies & Materials	252,559	347,226	300,584	355,419	334,908
Services & Maintenance	211,837	278,380	315,099	352,341	269,797
Internal Services	125,270	110,387	110,387	110,387	137,806
Capital Equipment	1,249,919	867,827	1,667,113	1,667,113	725,000
Subtotal	<u>10,039,883</u>	<u>10,046,879</u>	<u>10,795,242</u>	<u>10,928,319</u>	<u>10,231,388</u>
Capital Projects	1,799,881	695,000	20,526,054	5,022,501	10,000,000
Cost Allocations	0	0	0	0	0
Debt Service	2,334,626	2,346,374	2,346,374	2,346,374	2,352,628
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	210,679	0	0	0	0
Subtotal	<u>4,345,186</u>	<u>3,041,374</u>	<u>22,872,428</u>	<u>7,368,875</u>	<u>12,352,628</u>
Fund Total	<u><u>14,385,069</u></u>	<u><u>13,088,253</u></u>	<u><u>33,667,670</u></u>	<u><u>18,297,194</u></u>	<u><u>22,584,016</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	3,065,722	3,133,685	3,092,685	3,133,685	3,257,092
Supplies & Materials	92,106	132,944	122,235	132,944	144,647
Services & Maintenance	102,541	102,852	106,134	122,534	102,852
Internal Services	38,228	37,100	37,100	37,100	54,302
Capital Equipment	766,266	631,250	772,908	772,908	725,000
Subtotal	<u>4,064,863</u>	<u>4,037,831</u>	<u>4,131,062</u>	<u>4,199,171</u>	<u>4,283,893</u>
Capital Projects	0	70,000	870,000	870,000	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>70,000</u>	<u>870,000</u>	<u>870,000</u>	<u>0</u>
Division Total	<u><u>4,064,863</u></u>	<u><u>4,107,831</u></u>	<u><u>5,001,062</u></u>	<u><u>5,069,171</u></u>	<u><u>4,283,893</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	3,065,722	3,133,685	3,092,685	3,133,685	3,257,092
Supplies & Materials	92,106	132,944	122,235	132,944	144,647
Services & Maintenance	102,541	102,852	106,134	122,534	102,852
Internal Services	38,228	37,100	37,100	37,100	54,302
Capital Equipment	766,266	631,250	772,908	772,908	725,000
Subtotal	<u>4,064,863</u>	<u>4,037,831</u>	<u>4,131,062</u>	<u>4,199,171</u>	<u>4,283,893</u>
Capital Projects	0	70,000	870,000	870,000	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>70,000</u>	<u>870,000</u>	<u>870,000</u>	<u>0</u>
Division Total	<u><u>4,064,863</u></u>	<u><u>4,107,831</u></u>	<u><u>5,001,062</u></u>	<u><u>5,069,171</u></u>	<u><u>4,283,893</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	423	365	600	400	425
Emergency medical calls answered	9,500	9,393	9,500	9,500	9,550
Average response time (urban area)	5.12 minutes	5.55 minutes	5.00 minutes	5.00 minutes	5.00 minutes
Fire loss per capita	\$37.33	\$72.45	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	83%	n/a	90%	90%	90%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	49	52	52	52	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	49	52	52	52	52

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	5,134,572	5,309,374	5,309,374	5,309,374	5,506,785
Supplies & Materials	160,452	214,282	178,349	222,475	190,261
Services & Maintenance	109,295	175,528	208,965	229,807	166,945
Internal Services	87,043	73,287	73,287	73,287	83,504
Capital Equipment	483,654	236,577	894,205	894,205	0
Subtotal	5,975,016	6,009,048	6,664,180	6,729,148	5,947,495
Capital Projects	1,799,881	625,000	19,656,054	4,152,501	10,000,000
Cost Allocations	0	0	0	0	0
Debt Service	2,334,626	2,346,374	2,346,374	2,346,374	2,352,628
Interfund Transfers	0	0	0	0	0
Subtotal	4,134,507	2,971,374	22,002,428	6,498,875	12,352,628
Department Total	10,109,523	8,980,422	28,666,608	13,228,023	18,300,123

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	565,448	566,752	566,752	566,752	595,954
Supplies & Materials	4,839	8,146	8,146	8,146	5,295
Services & Maintenance	148	2,160	2,082	2,160	2,160
Internal Services	5,738	6,956	6,956	6,956	10,245
Capital Equipment	4,343	46,800	62,246	62,246	0
Subtotal	<u>580,516</u>	<u>630,814</u>	<u>646,182</u>	<u>646,260</u>	<u>613,654</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>580,516</u></u>	<u><u>630,814</u></u>	<u><u>646,182</u></u>	<u><u>646,260</u></u>	<u><u>613,654</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 2019
- Increase the number of Forensic Video Analyst to two (2) FYE 2019
- Increase the number of Forensic Computer Analyst to two (2) FYE 2019
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	18	*	18	18	19C
Cases closed by arrest	279	*	400	400	400
C.O.P. Follow-up	291	*	300	300	300
Cases investigated	1555	*	1600	1600	1500

Notes to Results Report:

*Currently, information extrapolated from New World is not accurate. Working on a fix for this issue.

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

DIVISION SUMMARY

015-6139 EMERGENCY COMMUNICATIONS – Public Safety Sales Tax Fund

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	114,439	109,169	109,169	109,169	112,781
Supplies & Materials	0	150	0	150	150
Services & Maintenance	1,182	1,200	700	1,200	1,200
Internal Services	0	17	17	17	382
Capital Equipment	0	0	0	0	0
Subtotal	<u>115,621</u>	<u>110,536</u>	<u>109,886</u>	<u>110,536</u>	<u>114,513</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>115,621</u></u>	<u><u>110,536</u></u>	<u><u>109,886</u></u>	<u><u>110,536</u></u>	<u><u>114,513</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	0	20%	50%	50%	75%
Interoperability solutions	30%	30%	80%	80%	100%
Text to 911	30%	30%	30%	30%	100%
Recruit and train	90%	92%	95%	96%	98%

Notes to Results Report:

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

DIVISION SUMMARY

015-6122 PATROL – 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 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	42	45	45	45	45
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>42</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	4,454,685	4,633,453	4,633,453	4,633,453	4,798,050
Supplies & Materials	150,176	183,126	157,284	191,319	184,816
Services & Maintenance	92,676	120,683	109,861	130,125	113,558
Internal Services	81,305	66,314	66,314	66,314	72,877
Capital Equipment	439,916	171,591	432,066	432,066	0
Subtotal	<u>5,218,758</u>	<u>5,175,167</u>	<u>5,398,978</u>	<u>5,453,277</u>	<u>5,169,301</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>5,218,758</u></u>	<u><u>5,175,167</u></u>	<u><u>5,398,978</u></u>	<u><u>5,453,277</u></u>	<u><u>5,169,301</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers compliance	100%	100%	100%	100%	100%
Increase traffic enforcement to reduce collisions.	n/a	52,999	10%	58,298	5%
Decrease collisions in Norman.	n/a	2,454	3%	2,380	3%
Decrease DDACTS focused crimes in Norman.	n/a	3,208	3%	3,112	3%
Increase Community Policing activity hours.	n/a	7,400	10%	8,140	5%

DIVISION SUMMARY

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	5,437	22,860	12,919	22,860	0
Services & Maintenance	15,289	51,485	96,322	96,322	50,027
Internal Services	0	0	0	0	0
Capital Equipment	39,395	18,186	399,893	399,893	0
Subtotal	60,121	92,531	509,134	519,075	50,027
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	60,121	92,531	509,134	519,075	50,027

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
STAFF SERVICES

GOALS:

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

OBJECTIVES:

Records:

- Provide updated customer service related training to all clerks.
- Identify additional training and training needs for Records Clerks
- Assist in updating the agencies new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods
- Streamline the Body Worn Camera review/redaction workload

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, quarterly firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence, Implicit bias, Cultural Diversity and De-escalation techniques
- Provide updated Community Oriented Policing training to all commissioned personnel
- Transition from Glock .40 Caliber handguns to 9mm handguns
- Host the Women’s Leadership Institute training course
- Develop employee fitness program

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	50%	50%	100%	100%	100%
Total number of in-service training hours scheduled for commissioned personnel	30	30	30	30	30

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,463,589	1,282,500	1,282,500	1,282,500	1,342,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>1,463,589</u>	<u>1,282,500</u>	<u>1,282,500</u>	<u>1,282,500</u>	<u>1,342,500</u>
Capital Projects	288,742	365,000	601,200	440,815	0
Cost Allocation	57,134	72,024	72,024	74,026	73,790
Debt Service	0	0	0	0	0
Interfund Transfers	274,084	99,827	99,827	204,869	205,682
Audit Adjust/Encumb	15,298	0	0	0	0
Subtotal	<u>635,258</u>	<u>536,851</u>	<u>773,051</u>	<u>719,710</u>	<u>279,472</u>
Fund Total	<u><u>2,098,847</u></u>	<u><u>1,819,351</u></u>	<u><u>2,055,551</u></u>	<u><u>2,002,210</u></u>	<u><u>1,621,972</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	57,134	72,024	72,024	74,026	73,790
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>57,134</u>	<u>72,024</u>	<u>72,024</u>	<u>74,026</u>	<u>73,790</u>
Division Total	<u><u>57,134</u></u>	<u><u>72,024</u></u>	<u><u>72,024</u></u>	<u><u>74,026</u></u>	<u><u>73,790</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	475,000	427,500	427,500	427,500	447,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	475,000	427,500	427,500	427,500	447,500
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	475,000	427,500	427,500	427,500	447,500

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	988,589	855,000	855,000	855,000	895,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>988,589</u>	<u>855,000</u>	<u>855,000</u>	<u>855,000</u>	<u>895,000</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>988,589</u>	<u>855,000</u>	<u>855,000</u>	<u>855,000</u>	<u>895,000</u>

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	288,742	365,000	601,200	440,815	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>288,742</u>	<u>365,000</u>	<u>601,200</u>	<u>440,815</u>	<u>0</u>
Division Total	<u><u>288,742</u></u>	<u><u>365,000</u></u>	<u><u>601,200</u></u>	<u><u>440,815</u></u>	<u><u>0</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	73,904	0	0	0	0
Supplies & Materials	12,294	25,500	42,582	42,582	13,000
Services & Maintenance	123,627	120,860	128,136	128,136	133,360
Internal Services	0	0	0	0	0
Capital Equipment	72,209	10,500	34,533	34,533	118,565
Subtotal	<u>282,034</u>	<u>156,860</u>	<u>205,251</u>	<u>205,251</u>	<u>264,925</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	82,500	82,500	86,743	0
Audit Adjust/Encumb	-595	0	0	0	0
Subtotal	<u>0</u>	<u>82,500</u>	<u>82,500</u>	<u>86,743</u>	<u>0</u>
Fund Total	<u><u>281,439</u></u>	<u><u>239,360</u></u>	<u><u>287,751</u></u>	<u><u>291,994</u></u>	<u><u>264,925</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	493	300	300	300	300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	493	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	82,500	82,500	0
Subtotal	0	0	82,500	82,500	0
Division Total	493	300	82,800	82,800	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	73,904	0	0	0	0
Supplies & Materials	2,399	0	0	0	0
Services & Maintenance	4,304	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	80,607	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	80,607	0	0	0	0

DIVISION SUMMARY

25-6035 STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	9,895	25,500	42,582	42,582	13,000
Services & Maintenance	118,830	120,560	127,836	127,836	133,060
Internal Services	0	0	0	0	0
Capital Equipment	72,209	10,500	34,533	34,533	118,565
Subtotal	<u>200,934</u>	<u>156,560</u>	<u>204,951</u>	<u>204,951</u>	<u>264,625</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>200,934</u></u>	<u><u>156,560</u></u>	<u><u>204,951</u></u>	<u><u>204,951</u></u>	<u><u>264,625</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	72,578	43,334	156,707	156,707	43,334
Supplies & Materials	26,593	1,000	81,300	81,300	1,000
Services & Maintenance	105,878	18,500	51,030	51,030	18,500
Internal Services	0	0	0	0	0
Capital Equipment	9,131	0	230	230	0
Subtotal	<u>214,180</u>	<u>62,834</u>	<u>289,267</u>	<u>289,267</u>	<u>62,834</u>
Capital Projects	309,705	25,000	2,058,446	2,058,446	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	598,043	0	0	0	0
Audit Adjust/Encum	124,885	0	0	0	0
Subtotal	<u>1,032,633</u>	<u>25,000</u>	<u>2,058,446</u>	<u>2,058,446</u>	<u>0</u>
Fund Total	<u><u>1,246,813</u></u>	<u><u>87,834</u></u>	<u><u>2,347,713</u></u>	<u><u>2,431,119</u></u>	<u><u>62,834</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	730,129	844,633	844,633	844,633	1,104,360
Supplies & Materials	85,285	138,800	103,420	128,009	281,008
Services & Maintenance	171,952	218,156	230,108	230,108	268,346
Internal Services	26,890	27,850	27,850	27,850	23,495
Capital Equipment	68,716	81,200	81,300	81,300	111,480
Subtotal	<u>1,082,972</u>	<u>1,310,639</u>	<u>1,287,311</u>	<u>1,311,900</u>	<u>1,788,689</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	207,184	204,869	204,869	204,869	205,682
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	1,336	0	0	0	0
Subtotal	<u>208,520</u>	<u>204,869</u>	<u>204,869</u>	<u>204,869</u>	<u>205,682</u>
Division Total	<u><u>1,291,492</u></u>	<u><u>1,515,508</u></u>	<u><u>1,492,180</u></u>	<u><u>1,516,769</u></u>	<u><u>1,994,371</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	157,125	157,093	157,093	157,093	159,738
Supplies & Materials	4,424	6,585	4,951	6,585	6,585
Services & Maintenance	162,515	159,770	160,046	160,046	160,770
Internal Services	1,593	1,421	1,421	1,421	2,452
Capital Equipment	0	1,200	1,200	1,200	5,480
Subtotal	325,657	326,069	324,711	326,345	335,025
Capital Projects	0	0	0	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	325,657	326,069	324,711	326,345	335,025

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	33,833	33,493	34,800	33,247	33,900
Men’s & Women’s Associations	33	34	34	34	34
Outside tournaments	43	47	44	47	48
Junior Academy Participants	72	54	80	65	65
Regular annual memberships	7	6	7	4	5
Regular annual membership w/range	7	2	2	3	2
Regular annual membership w/cart	14	16	17	17	18
Regular annual membership w/cart & w/range	18	15	18	18	19
Senior annual membership	0	0	0	0	0
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	8	11	12	8	9
Senior annual membership w/cart & w/range	2	2	2	2	2
Junior annual membership	5	2	4	5	6
Junior summer membership	4	6	6	2	3
Range only membership	1	1	3	0	1
Additional family member	9	8	12	11	12
Annual trail fee membership	1	1	1	1	1

Notes to Results Report:

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

DIVISION SUMMARY

029-7031 WESTWOOD PARK MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 12 lighted tennis courts, a park with playground and pavilion, a 250-space parking lot and a swim complex. The golf course has approximately 65 acres of intensely maintained turf. There are five full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	530,475	547,540	547,540	547,540	554,843
Supplies & Materials	73,664	88,715	71,050	88,715	87,098
Services & Maintenance	5,888	6,456	18,148	18,148	6,456
Internal Services	18,755	18,457	18,457	18,457	12,663
Capital Equipment	68,716	80,000	80,100	80,100	106,000
Subtotal	<u>697,498</u>	<u>741,168</u>	<u>735,295</u>	<u>752,960</u>	<u>767,060</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>697,498</u></u>	<u><u>741,168</u></u>	<u><u>735,295</u></u>	<u><u>752,960</u></u>	<u><u>767,060</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.4%	99.4%	100%	99.9%	100%
Turf quality	8.3	8.4	8.7	8.5	8.5
Customer satisfaction	4.4	4.3	4.5	*	*
Satisfaction Survey Participation	**	**	.1%	.1%	.2%

Notes to Results Report:

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

**No Data

DIVISION SUMMARY

029-7033 WESTWOOD POOL

MISSION:

The Westwood Family Aquatic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness, and professionalism.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	42,529	140,000	140,000	140,000	389,779
Supplies & Materials	7,197	43,500	27,419	32,709	187,325
Services & Maintenance	3,549	51,930	51,914	51,914	101,120
Internal Services	6,542	7,972	7,972	7,972	8,380
Capital Equipment	0	0	0	0	0
Subtotal	<u>59,817</u>	<u>243,402</u>	<u>227,305</u>	<u>232,595</u>	<u>686,604</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>59,817</u></u>	<u><u>243,402</u></u>	<u><u>227,305</u></u>	<u><u>232,595</u></u>	<u><u>686,604</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	20,004	18,034	0	0	25,000
Number of swim lessons sold	675	620	0	0	1000
Number of accidents requiring EMS	0	0	0	0	0
Total season attendance	25,611	23,456	0	0	100,000

Notes to Results Report

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	207,184	204,869	204,869	204,869	205,682
Interfund Transfers	0	0	0	0	0
Subtotal	<u>207,184</u>	<u>204,869</u>	<u>204,869</u>	<u>204,869</u>	<u>205,682</u>
Division Total	<u><u>207,184</u></u>	<u><u>204,869</u></u>	<u><u>204,869</u></u>	<u><u>204,869</u></u>	<u><u>205,682</u></u>



**Enterprise
Funds**

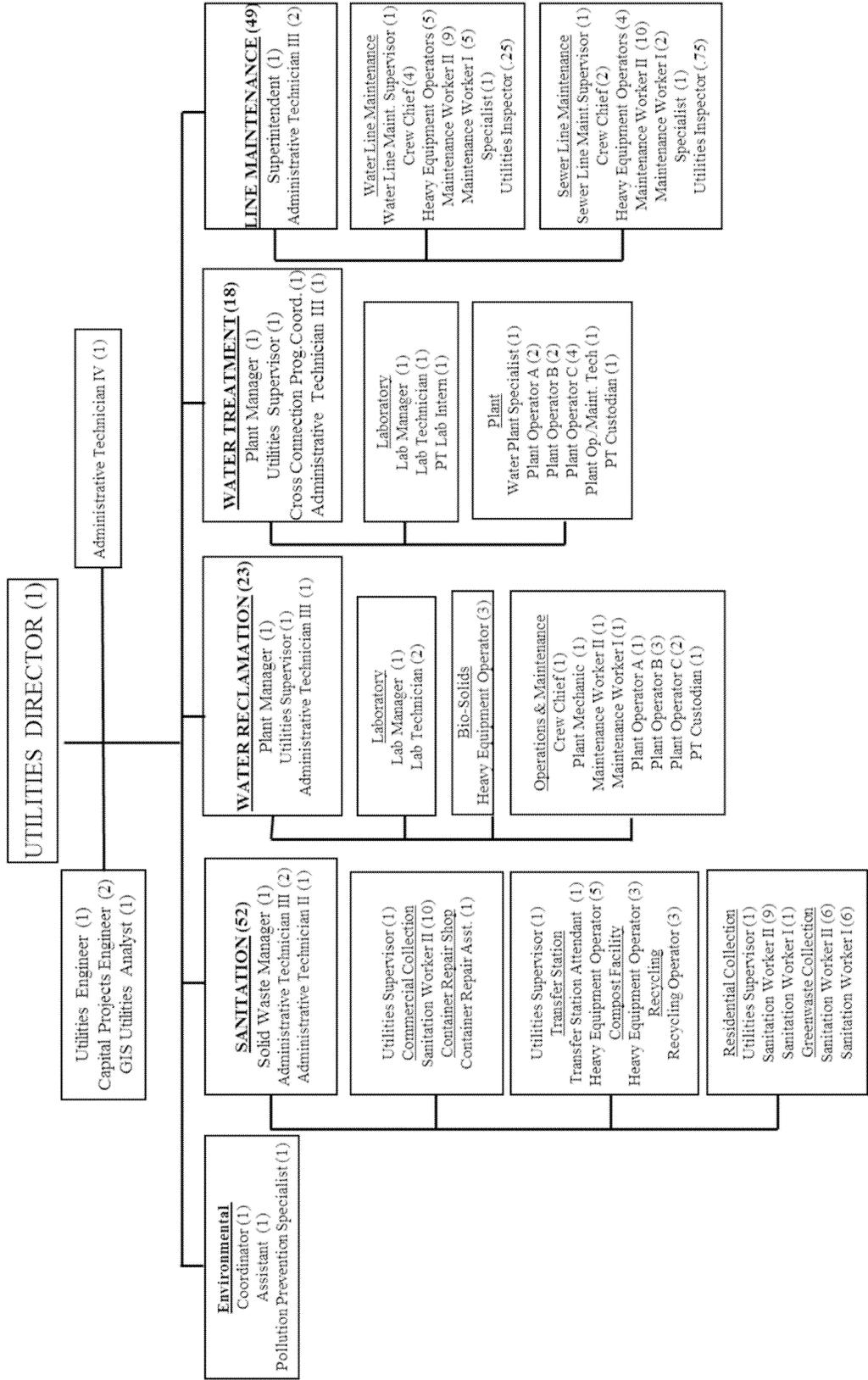


ENTERPRISE FUNDS

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

148 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	143	144	144	144	145
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	<u>146</u>	<u>147</u>	<u>147</u>	<u>147</u>	<u>148</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	11,247,888	11,506,133	11,497,126	11,497,126	11,828,091
Supplies & Materials	3,150,900	4,434,247	4,510,143	4,513,143	4,260,423
Services & Maintenance	6,632,849	7,668,181	8,253,024	8,284,217	8,661,515
Internal Services	931,086	1,046,733	1,046,733	1,046,733	1,021,777
Capital Equipment	3,125,027	2,645,567	2,995,788	2,995,788	3,120,563
Subtotal	<u>25,087,759</u>	<u>27,300,861</u>	<u>28,302,814</u>	<u>28,337,007</u>	<u>28,890,369</u>
Capital Projects	23,612,996	24,246,500	82,105,905	81,523,339	14,735,685
Cost Allocation	5,663,084	5,045,608	5,045,608	5,045,608	5,045,066
Debt Service	7,734,387	8,648,806	8,648,806	8,648,806	9,019,369
Interfund Transfers	1,663,446	1,710,877	2,048,999	2,048,999	1,635,912
Audit Adjust/Encumbrances	1,196,809	0	0	0	0
Subtotal	<u>39,870,722</u>	<u>39,651,791</u>	<u>97,849,318</u>	<u>97,291,975</u>	<u>30,436,032</u>
Department Total	<u><u>64,958,482</u></u>	<u><u>66,952,652</u></u>	<u><u>126,152,132</u></u>	<u><u>125,628,982</u></u>	<u><u>59,328,401</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
For Construction Projects:					
Project completed within contract time, 90% of the time.	100%	100%	90%	100%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	67%	83%	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.	56%	98%	90%	98%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time.	49%	97%	90%	98%	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	52	52	52	52	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	52	52	52	52	52

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	4,285,128	4,135,081	4,135,081	4,135,081	4,166,715
Supplies & Materials	798,910	1,256,784	1,257,696	1,257,696	1,128,298
Services & Maintenance	3,004,443	3,109,903	3,142,753	3,142,753	3,884,162
Internal Services	556,712	758,049	758,049	758,049	690,196
Capital Equipment	2,134,765	2,104,855	2,196,189	2,196,189	2,095,075
Subtotal	<u>10,779,958</u>	<u>11,364,672</u>	<u>11,489,768</u>	<u>11,489,768</u>	<u>11,964,446</u>
Capital Projects	39,213	0	1,993,506	1,993,506	2,652,000
Cost Allocations	1,599,380	1,406,995	1,406,995	1,406,995	1,412,361
Debt Service	648,889	654,416	654,416	654,416	487,098
Interfund Transfers	30,850	46,000	46,000	46,000	0
Audit Adjust/Encumbrances	163,583	0	0	0	0
Subtotal	<u>2,481,915</u>	<u>2,107,411</u>	<u>4,100,917</u>	<u>4,100,917</u>	<u>4,551,459</u>
Fund Total	<u><u>13,261,873</u></u>	<u><u>13,472,083</u></u>	<u><u>15,590,685</u></u>	<u><u>15,590,685</u></u>	<u><u>16,515,905</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	312,469	335,789	335,789	335,789	346,659
Supplies & Materials	11,027	12,967	14,102	14,102	14,299
Services & Maintenance	52,175	82,914	99,979	99,979	82,700
Internal Services	11,640	13,905	13,905	13,905	15,129
Capital Equipment	0	0	0	0	0
Subtotal	387,311	445,575	463,775	463,775	458,787
Capital Projects	0	0	0	0	0
Cost Allocation	68,265	60,707	60,707	60,707	60,524
Debt Service	0	0	0	0	0
Interfund Transfers	30,850	46,000	46,000	46,000	0
Subtotal	99,115	106,707	106,707	106,707	60,524
Division Total	486,426	552,282	570,482	570,482	519,311

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SANITATION / ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Total Sanitation accounts (residential and commercial)	40,070	40,623	41,142	41,875	42,263
Total tons MSW collected (residential, recycle, commercial, and private businesses)	117,155	117,155	120,503	120,503	122,964
Total annual disposal	\$1,747,896	\$1,740,843	\$1,977,471	\$1,977,471	\$2,032,350
Total vehicle accidents	31	23	0	11	11

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	880,814	909,608	909,608	909,608	878,054
Supplies & Materials	170,775	282,847	282,611	282,611	230,482
Services & Maintenance	15,327	19,740	37,240	37,240	19,740
Internal Services	112,573	143,458	143,458	143,458	166,343
Capital Equipment	710,174	374,270	350,218	350,218	99,270
Subtotal	<u>1,889,663</u>	<u>1,729,923</u>	<u>1,723,135</u>	<u>1,723,135</u>	<u>1,393,889</u>
Capital Projects	0	0	0	0	0
Cost Allocation	272,769	242,567	242,567	242,567	241,830
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>272,769</u>	<u>242,567</u>	<u>242,567</u>	<u>242,567</u>	<u>241,830</u>
Division Total	<u><u>2,162,432</u></u>	<u><u>1,972,490</u></u>	<u><u>1,965,702</u></u>	<u><u>1,965,702</u></u>	<u><u>1,635,719</u></u>

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

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,510	2,530	2,174	2,180	2,185
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 OJI's	1.2%	1.2%	1.2%	1.2%	0%

Notes to Results Report:

OJI-on the job injuries

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

DIVISION SUMMARY

033-5565 SANITATION / COMPOST OPERATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	311,514	292,461	292,461	292,461	298,020
Supplies & Materials	50,322	68,136	67,937	67,937	69,009
Services & Maintenance	17,372	17,010	17,220	17,220	19,208
Internal Services	21,046	20,143	20,143	20,143	25,405
Capital Equipment	4,290	0	30,569	30,569	585,000
Subtotal	<u>404,544</u>	<u>397,750</u>	<u>428,330</u>	<u>428,330</u>	<u>996,642</u>
Capital Projects	0	0	0	0	0
Cost Allocation	167,222	133,422	133,422	133,422	142,667
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>167,222</u>	<u>133,422</u>	<u>133,422</u>	<u>133,422</u>	<u>142,667</u>
Division Total	<u><u>571,766</u></u>	<u><u>531,172</u></u>	<u><u>561,752</u></u>	<u><u>561,752</u></u>	<u><u>1,139,309</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.
- Sell loading services for 14,000 cubic yards of mulch, at \$2.00 per yard.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Eliminate dust by utilizing sprinkler system.
- Improve the quality of the compost and improve the maturing time by utilizing the effluent water from the Water Reclamation Facility.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	13,461	17,034	17,000	17,000	16,000
vs.					
Compost/mulch generated (tons)	866	6,682	7000	7000	6,500
Savings from landfill (cost avoidance)	\$233,473	\$342,383	\$351,220	\$351,220	\$344,640
Revenue from sale of Mulch	0	0	\$5,000	\$5,000	\$28,000
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 9 months

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

033-5071 SANITATION / FLEET REPAIR

MISSION:

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

DESCRIPTION:

In previous years the interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14 the Fleet Auto Parts Assistant was 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	97,169	86,132	86,132	86,132	87,626
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>97,169</u>	<u>86,132</u>	<u>86,132</u>	<u>86,132</u>	<u>87,626</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>97,169</u></u>	<u><u>86,132</u></u>	<u><u>86,132</u></u>	<u><u>86,132</u></u>	<u><u>87,626</u></u>

DIVISION SUMMARY

033-5568 SANITATION / GREEN WASTE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	747,803	816,331	816,331	816,331	780,418
Supplies & Materials	91,370	144,108	144,138	144,138	122,816
Services & Maintenance	184,853	173,150	173,150	173,150	173,150
Internal Services	65,800	71,135	71,135	71,135	79,230
Capital Equipment	39	632,000	634,454	634,454	0
Subtotal	1,089,865	1,836,724	1,839,208	1,839,208	1,155,614
Capital Projects	0	0	0	0	0
Cost Allocation	572,886	509,448	509,448	509,448	507,895
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	572,886	509,448	509,448	509,448	507,895
Division Total	1,662,751	2,346,172	2,348,656	2,348,656	1,663,509

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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	1,281	1,281

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

The mission of the City of Norman Recycling Department is to provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	273,615	247,922	247,922	247,922	254,115
Supplies & Materials	45,702	46,477	46,477	46,477	59,648
Services & Maintenance	766,796	780,150	780,150	780,150	1,495,150
Internal Services	31,760	34,837	34,837	34,837	40,085
Capital Equipment	13,885	13,885	35,885	35,885	392,495
Subtotal	<u>1,131,758</u>	<u>1,123,271</u>	<u>1,145,271</u>	<u>1,145,271</u>	<u>2,241,493</u>
Capital Projects	0	0	0	0	0
Cost Allocation	45,311	40,296	40,296	40,296	40,172
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>45,311</u>	<u>40,296</u>	<u>40,296</u>	<u>40,296</u>	<u>40,172</u>
Division Total	<u><u>1,177,069</u></u>	<u><u>1,163,567</u></u>	<u><u>1,185,567</u></u>	<u><u>1,185,567</u></u>	<u><u>2,281,665</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SANITATION / RECYCLING OPERATION

GOALS:

- 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 18 ESTIMATE	FYE 18 PROJECTED
PERFORMANCE INDICATORS:					
Total tons of waste recycled(curbside)	5,640	5,640	5,700	5,390	5,700
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	804	756	800	777	810
Aluminum	70	69	88	76	90
Steel Cans	141	128	132	98	140
Plastic	406	399	447	607	400
OCC	0	39	35	452	450
Mixed Paper	2,208	2,397	1,944	2,175	2,848
Savings of landfill cost avoidance	106,144	106,144	71,954	72,000	102,100
Residential Rate-27%					
Revenue earned from Recyclables(drop centers)	136,113	202,182	215,349	188,875	195,000
Total tons of waste recycled	2,348	2,070	1,800	1,816	2,000
Collection of the following quantities (tons) of recyclable material					
Aluminum	9.85	8.51	7.71	7.71	8
Plastics	98.61	96.3	98.34	98.34	50
Steel Cans	24.36	30.36	25.87	25.87	30
Clear Glass	153.71	146.75	136.50	136.50	136.50
Green Glass	0	0	0	0	0
Brown Glass	0	0	0	0	0
Mixed Office Paper	318.07	313.30	377	377	250
Cardboard	741.23	880.79	655	655	750
Newspaper	133.13	110.20	0	0	0
Recycling Center Totals	1478.96	1586.21	1301	1301	1301
Savings of landfill cost avoidance	28,913.00	31,878.00	26,878.00	26,878.00	26,375.00

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	985,775	846,870	846,870	846,870	877,165
Supplies & Materials	210,525	340,361	340,361	340,361	301,265
Services & Maintenance	60,030	14,539	14,539	14,539	14,539
Internal Services	171,112	217,972	217,972	217,972	229,371
Capital Equipment	743,509	825,500	807,434	807,434	533,785
Subtotal	2,170,951	2,245,242	2,227,176	2,227,176	1,956,125
Capital Projects	0	0	0	0	0
Cost Allocation	336,540	299,273	299,273	299,273	298,359
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	336,540	299,273	299,273	299,273	298,359
Division Total	2,507,491	2,544,515	2,526,449	2,526,449	2,254,484

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	37,924	36,616	36,982	37,721	38,476
Annual tons collected	29,079	28,448	28,732	29,019	29,310
Annual disposal cost	\$541,730	\$571,804	\$593,603	\$599,532	\$605,544
Percent hours lost to OJI (hours lost/total hours worked)	5.7%	6.0%	0%	.09%	0%
Chargeable vehicle accidents per year	2	5	0	1	0
Reduce average number of complaints per route per year	20	27	31	25	31
Average number of households per route per day	917	928	953	942	961

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-3022 SANITATION / UTILITY SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	46,597
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	46,597
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	46,597

DIVISION SUMMARY

033-5563 SANITATION / WASTE DISPOSAL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	654,347	599,968	599,968	599,968	598,061
Supplies & Materials	219,189	361,888	362,070	362,070	330,779
Services & Maintenance	1,907,895	2,022,400	2,020,475	2,020,475	2,079,675
Internal Services	142,782	256,599	256,599	256,599	134,633
Capital Equipment	662,869	259,200	337,629	337,629	484,525
Subtotal	<u>3,587,082</u>	<u>3,500,055</u>	<u>3,576,741</u>	<u>3,576,741</u>	<u>3,627,673</u>
Capital Projects	0	0	0	0	0
Cost Allocation	136,387	121,282	121,282	121,282	120,914
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>136,387</u>	<u>121,282</u>	<u>121,282</u>	<u>121,282</u>	<u>120,914</u>
Division Total	<u><u>3,723,469</u></u>	<u><u>3,621,337</u></u>	<u><u>3,698,023</u></u>	<u><u>3,698,023</u></u>	<u><u>3,748,587</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	95,715	94,462	95,000	96,000	96,500
Disposal Cost	1,871,226	1,898,700	1,962,700	1,983,360	2,078,700
Quantity of municipal solid waste received at transfer station outside of route collections	19,177	18,635	*20,500	*20,500	*21,000
Miles driven per year (transport trucks)	201,690	203,000	203,000	203,000	203,000
Tons of household waste disposed of during spring & fall cleanup	2,179	2,168	2,050	2,050	2,200

- Seasonally adjusted forecast

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	39,213	0	1,993,506	1,993,506	2,652,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>39,213</u>	<u>0</u>	<u>1,993,506</u>	<u>1,993,506</u>	<u>2,652,000</u>
Division Total	<u><u>39,213</u></u>	<u><u>0</u></u>	<u><u>1,993,506</u></u>	<u><u>1,993,506</u></u>	<u><u>2,652,000</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	648,889	654,416	654,416	654,416	487,098
Interfund Transfers	0	0	0	0	0
Subtotal	<u>648,889</u>	<u>654,416</u>	<u>654,416</u>	<u>654,416</u>	<u>487,098</u>
Division Total	<u><u>648,889</u></u>	<u><u>654,416</u></u>	<u><u>654,416</u></u>	<u><u>654,416</u></u>	<u><u>487,098</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	42	42	42	42	42
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>43</u>	<u>43</u>	<u>43</u>	<u>43</u>	<u>43</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	3,079,468	3,249,587	3,249,587	3,249,587	3,342,024
Supplies & Materials	411,964	617,801	615,997	618,997	602,700
Services & Maintenance	1,339,340	1,455,512	1,653,283	1,684,476	1,487,262
Internal Services	216,062	136,513	136,513	136,513	145,958
Capital Equipment	676,056	306,336	360,378	360,378	600,843
Subtotal	<u>5,722,890</u>	<u>5,765,749</u>	<u>6,015,758</u>	<u>6,049,951</u>	<u>6,178,787</u>
Capital Projects	7,283,724	735,000	6,390,802	6,390,802	4,754,885
Cost Allocations	2,080,208	1,756,550	1,756,550	1,756,550	1,777,875
Debt Service	2,983,120	2,857,400	2,857,400	2,857,400	2,862,602
Interfund Transfers	597,151	626,647	626,647	624,100	589,662
Audit		0	0	0	0
Adjust/Encumbrances	64,039				
Subtotal	<u>13,008,242</u>	<u>5,975,597</u>	<u>11,631,399</u>	<u>11,628,852</u>	<u>9,985,024</u>
Fund Total	<u><u>18,731,133</u></u>	<u><u>11,741,346</u></u>	<u><u>17,647,157</u></u>	<u><u>17,678,803</u></u>	<u><u>16,163,811</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	315,086	379,797	379,797	379,797	345,427
Supplies & Materials	14,563	10,745	16,387	16,387	12,257
Services & Maintenance	29,353	57,387	66,308	66,308	62,687
Internal Services	2,325	2,715	2,715	2,715	2,502
Capital Equipment	0	0	0	0	0
Subtotal	<u>361,327</u>	<u>450,644</u>	<u>465,207</u>	<u>465,207</u>	<u>422,873</u>
Capital Projects	0	0	0	0	0
Cost Allocations	654,242	489,365	489,365	489,365	511,346
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>654,242</u>	<u>489,365</u>	<u>489,365</u>	<u>589,365</u>	<u>511,346</u>
Division Total	<u><u>1,015,569</u></u>	<u><u>940,009</u></u>	<u><u>954,572</u></u>	<u><u>954,572</u></u>	<u><u>934,219</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 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	8	8	24	24	8
Employees cross-trained	2	3	2	2	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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	228,881	259,910	259,910	259,910	264,160
Supplies & Materials	123,292	220,093	227,765	237,765	217,259
Services & Maintenance	257,508	204,959	226,418	226,418	204,959
Internal Services	9,553	11,799	11,799	11,799	11,429
Capital Equipment	16,746	63,739	70,941	70,941	0
Subtotal	<u>635,980</u>	<u>760,500</u>	<u>796,833</u>	<u>806,833</u>	<u>697,807</u>
Capital Projects	0	0	0	0	0
Cost Allocations	82,173	73,555	73,555	73,555	73,532
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>82,173</u>	<u>73,555</u>	<u>73,555</u>	<u>73,555</u>	<u>73,532</u>
Division Total	<u><u>718,153</u></u>	<u><u>834,055</u></u>	<u><u>870,388</u></u>	<u><u>880,388</u></u>	<u><u>771,339</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Thickened waste activated sludge percent total solids	3%	5%	6%	**6.5%	**6.5%
Number of training hours per employee	16	32*	24	16	16

Notes to Results Report:

- *Mainly due to centrifuge training
- **New Thickening Equipment Online

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	35,963	36,164	36,164	36,164	36,799
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>35,963</u>	<u>36,164</u>	<u>36,164</u>	<u>36,164</u>	<u>36,799</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>35,963</u></u>	<u><u>36,164</u></u>	<u><u>36,164</u></u>	<u><u>36,164</u></u>	<u><u>36,799</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	300,352	301,936	301,936	301,936	307,225
Supplies & Materials	4,872	14,620	14,817	14,817	13,914
Services & Maintenance	143,386	160,347	185,773	192,529	160,347
Internal Services	8,330	10,713	10,713	10,713	11,037
Capital Equipment	68,721	0	4,917	4,917	0
Subtotal	<u>525,661</u>	<u>487,616</u>	<u>518,156</u>	<u>524,912</u>	<u>492,523</u>
Capital Projects	0	0	0	0	0
Cost Allocations	177,889	152,584	152,584	152,584	153,707
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>177,889</u>	<u>152,584</u>	<u>152,584</u>	<u>152,584</u>	<u>153,707</u>
Division Total	<u><u>703,550</u></u>	<u><u>640,200</u></u>	<u><u>670,740</u></u>	<u><u>677,496</u></u>	<u><u>646,230</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 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	\$123,846.59	\$93,312.32	\$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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	231,485	239,030	239,030	239,030	250,180
Supplies & Materials	19,667	23,870	24,718	24,718	23,870
Services & Maintenance	67,498	33,220	32,420	33,220	33,220
Internal Services	25	27	27	27	0
Capital Equipment	12,054	10,300	11,300	11,300	0
Subtotal	<u>330,729</u>	<u>306,447</u>	<u>307,495</u>	<u>308,295</u>	<u>307,270</u>
Capital Projects	0	0	0	0	0
Cost Allocations	100,720	90,016	90,016	90,016	89,681
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>100,720</u>	<u>90,016</u>	<u>90,016</u>	<u>90,016</u>	<u>89,681</u>
Division Total	<u><u>431,449</u></u>	<u><u>396,463</u></u>	<u><u>397,511</u></u>	<u><u>398,311</u></u>	<u><u>396,951</u></u>

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	1	1	0	1	0
Percent compliance with QC standards	100%	100%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
 CFR – Code of Federal Regulations
 QC – Quality Control

DIVISION SUMMARY

032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Water Reclamation Facility by safely performing operational process control and process equipment maintenance tasks as required to protect the City's facility investments and ensure OPDES (Oklahoma Pollutant Discharge Elimination System) discharge permit compliance.

DESCRIPTION:

Provides safe, efficient, cost effective and proper process operations and equipment maintenance services for the City of Norman's Water Reclamation Facility.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	703,041	725,917	725,917	725,917	730,660
Supplies & Materials	148,351	173,205	157,854	160,854	170,518
Services & Maintenance	534,774	645,322	688,653	691,478	671,072
Internal Services	25,391	24,002	24,002	24,002	28,129
Capital Equipment	186,215	56,900	56,900	56,900	156,200
Subtotal	<u>1,597,772</u>	<u>1,625,346</u>	<u>1,653,326</u>	<u>1,659,151</u>	<u>1,756,579</u>
Capital Projects	0	0	0	0	0
Cost Allocation	231,694	219,730	219,730	219,730	217,110
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>231,694</u>	<u>219,730</u>	<u>219,730</u>	<u>219,730</u>	<u>217,110</u>
Division Total	<u><u>1,829,466</u></u>	<u><u>1,845,076</u></u>	<u><u>1,873,056</u></u>	<u><u>1,878,881</u></u>	<u><u>1,973,689</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	75%	70%	100%	100%	100%
Number of training hours per employee	24	30	24	24	24
Standard Operating Procedures on file	10	16	30	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 510 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,928 manholes. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,232,372	1,306,833	1,306,833	1,306,833	1,360,976
Supplies & Materials	101,219	175,268	174,456	185,268	164,882
Services & Maintenance	306,821	354,277	453,711	453,711	354,977
Internal Services	170,438	87,257	87,257	87,257	92,861
Capital Equipment	392,320	175,397	216,320	216,320	444,643
Subtotal	<u>2,203,170</u>	<u>2,099,032</u>	<u>2,238,577</u>	<u>2,249,389</u>	<u>2,418,339</u>
Capital Projects	0	0	0	0	0
Cost Allocation	833,490	731,300	731,300	731,300	732,499
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>833,490</u>	<u>731,300</u>	<u>731,300</u>	<u>731,300</u>	<u>732,499</u>
Division Total	<u><u>3,036,660</u></u>	<u><u>2,830,332</u></u>	<u><u>2,969,877</u></u>	<u><u>2,980,689</u></u>	<u><u>3,150,838</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 85,000 linear feet of sewer main for roots
- Clean a minimum of 1,800,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.44 hour	.44 hour	.40 hour	.41 hour	.40 hour
% hours lost due to OJI per 1,000 hours worked	2.21	0	0	0	.0
Feet of sewer line cleaned	1,828,888	1,449,696	1,800,000	1,211,052	1,800,000
Feet of sewer line roots mechanically removed	51,134	43,528	60,000	52,620	60,000
Feet of sewer pipe treated for roots	109,109	90,135	100,000	84,301	85,000
Feet of sewer pipe CCTV inspected	209,478	233,204	350,000	258,204	350,000
Number of SSOs*:	14	13	15	18	15
City side	7	9	5	8	5
Private	7	4	10	10	10
Lift station preventive maintenance hours	2,393 hrs	2,167 hrs	1,800 hrs	2,252 hrs	2,400 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	3,983	3,863	4,500	3,258	4,000
Number of service requests responded to	350	310	350	344	307

Notes to Results Report:

SSO – Sanitary Sewer Overflows*

OJI – On-the-Job Injuries

CCTV – Closed Circuit Television

DIVISION SUMMARY

032-3022 WATER RECLAMATION / UTILITY SERVICES

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	46,597
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	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>46,597</u></u>

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	7,283,724	735,000	6,390,802	6,390,802	4,754,885
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>7,283,724</u>	<u>735,000</u>	<u>6,390,802</u>	<u>6,390,802</u>	<u>4,754,885</u>
Division Total	<u><u>7,283,724</u></u>	<u><u>735,000</u></u>	<u><u>6,390,802</u></u>	<u><u>6,390,802</u></u>	<u><u>4,754,885</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	2,983,120	2,857,400	2,857,400	2,857,400	2,862,602
Interfund Transfers	597,151	626,647	626,647	624,100	589,662
Subtotal	3,580,271	3,484,047	3,484,047	3,481,500	3,452,264
Division Total	3,580,271	3,484,047	3,484,047	3,481,500	3,452,264

FUND SUMMARY

TOTAL SEWER MAINTENANCE FUND (321)

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained in such condition as to minimize service disruption, household backup or overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund (see page 358).

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	56,440	57,770	57,770	57,770	60,713
Supplies & Materials	1,591	2,671	2,671	2,671	2,124
Services & Maintenance	719	1,825	1,825	1,825	20,825
Internal Services	0	100	100	100	100
Capital Equipment	0	0	0	0	13,000
Subtotal	<u>58,750</u>	<u>62,366</u>	<u>62,366</u>	<u>62,366</u>	<u>96,762</u>
Capital Projects	1,452,564	4,300,000	8,207,792	8,207,212	2,800,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>1,452,564</u>	<u>4,300,000</u>	<u>8,207,792</u>	<u>8,207,212</u>	<u>2,800,000</u>
Fund Total	<u><u>1,511,314</u></u>	<u><u>4,362,366</u></u>	<u><u>8,270,158</u></u>	<u><u>8,269,578</u></u>	<u><u>2,896,762</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	56,440	57,770	57,770	57,770	60,713
Supplies & Materials	1,591	2,671	2,671	1,935	2,124
Services & Maintenance	719	1,825	1,825	1,825	20,825
Internal Services	0	100	100	95	100
Capital Equipment	0	0	0	0	13,000
Subtotal	<u>58,750</u>	<u>62,366</u>	<u>62,366</u>	<u>61,625</u>	<u>96,762</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>58,750</u></u>	<u><u>62,366</u></u>	<u><u>62,366</u></u>	<u><u>61,625</u></u>	<u><u>96,762</u></u>

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	1,452,564	4,300,000	8,207,792	8,207,212	2,800,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>1,452,564</u>	<u>4,300,000</u>	<u>8,207,792</u>	<u>8,270,212</u>	<u>2,800,000</u>
Division Total	<u><u>1,452,564</u></u>	<u><u>4,300,000</u></u>	<u><u>8,207,792</u></u>	<u><u>8,270,212</u></u>	<u><u>2,800,000</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	5,448,743	0	1,791,042	1,221,042	143,400
Cost Allocations	0	0	0	0	0
Debt Service	1,752,104	1,980,151	1,980,151	1,980,151	1,981,123
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>7,200,847</u>	<u>1,980,151</u>	<u>3,771,193</u>	<u>3,201,193</u>	<u>2,124,523</u>
Fund Total	<u><u>7,200,847</u></u>	<u><u>1,980,151</u></u>	<u><u>3,771,193</u></u>	<u><u>3,201,193</u></u>	<u><u>2,124,523</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	48	49	49	49	50
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	<u>50</u>	<u>51</u>	<u>51</u>	<u>51</u>	<u>52</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	3,826,852	4,063,695	4,054,688	4,054,688	4,258,639
Supplies & Materials	1,938,444	2,556,991	2,633,779	2,633,779	2,527,301
Services & Maintenance	2,288,347	3,100,941	3,455,163	3,455,163	3,269,266
Internal Services	158,312	152,071	152,071	152,071	185,523
Capital Equipment	314,206	234,376	439,221	439,221	411,645
Subtotal	<u>8,526,161</u>	<u>10,108,074</u>	<u>10,734,922</u>	<u>10,734,922</u>	<u>10,652,374</u>
Capital Projects	9,388,752	19,211,500	63,722,763	63,710,777	4,385,400
Cost Allocations	1,983,496	1,882,063	1,882,063	1,882,063	1,854,830
Debt Service	2,350,274	3,156,839	3,156,839	3,156,839	3,688,546
Interfund Transfers	1,035,445	1,038,230	1,376,352	1,404,122	1,046,250
Audit Adjust/Encumbrances	969,187	0	0	0	0
Subtotal	<u>15,727,154</u>	<u>25,288,632</u>	<u>70,138,017</u>	<u>70,153,801</u>	<u>10,975,026</u>
Fund Total	<u><u>24,253,315</u></u>	<u><u>35,396,706</u></u>	<u><u>80,872,939</u></u>	<u><u>80,888,722</u></u>	<u><u>21,627,400</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	701,167	708,460	708,460	708,460	723,262
Supplies & Materials	3,700	5,724	5,724	5,724	5,426
Services & Maintenance	38,657	47,915	57,915	57,915	54,133
Internal Services	8,866	9,832	9,832	9,832	10,457
Capital Equipment	0	0	0	0	0
Subtotal	<u>752,390</u>	<u>771,931</u>	<u>771,931</u>	<u>781,931</u>	<u>793,278</u>
Capital Projects	0	0	0	0	0
Cost Allocation	195,505	187,184	187,184	187,184	184,058
Debt Service	0	0	0	0	0
Interfund Transfers	1,035,445	1,038,230	1,376,352	1,404,122	1,046,250
Subtotal	<u>1,230,950</u>	<u>1,225,414</u>	<u>1,563,536</u>	<u>1,591,306</u>	<u>1,230,308</u>
Division Total	<u><u>1,983,340</u></u>	<u><u>1,997,345</u></u>	<u><u>2,345,467</u></u>	<u><u>2,373,237</u></u>	<u><u>2,023,586</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	35,964	36,165	36,165	36,165	36,799
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment					
Subtotal	<u>35,964</u>	<u>36,165</u>	<u>36,165</u>	<u>36,165</u>	<u>36,799</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>35,964</u></u>	<u><u>36,165</u></u>	<u><u>36,165</u></u>	<u><u>36,165</u></u>	<u><u>36,799</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	40,892	40,748	40,748	40,748	42,616
Supplies & Materials	26	1,375	1,375	1,375	1,375
Services & Maintenance	0	0	0	0	4,000
Internal Services	0	0	0	0	0
Capital Equipment	3,484	0	0	0	0
Subtotal	<u>44,402</u>	<u>42,123</u>	<u>42,123</u>	<u>42,123</u>	<u>47,991</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>44,402</u>	<u>42,123</u>	<u>42,123</u>	<u>42,123</u>	<u>47,991</u>

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

Notes to Results Report:

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

GIS – Geographic Information Systems

DIVISION SUMMARY

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	269,980	271,961	271,961	271,961	277,028
Supplies & Materials	1,112	2,505	2,505	2,505	2,198
Services & Maintenance	63,980	101,935	101,935	101,935	105,452
Internal Services	4,726	4,712	4,712	4,712	3,992
Capital Equipment	0	3,600	3,600	3,600	0
Subtotal	339,798	384,713	384,713	384,713	388,670
Capital Projects	0	0	0	0	0
Cost Allocation	117,304	112,309	112,309	112,309	110,435
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	117,304	112,309	112,309	112,309	110,435
Division Total	457,102	497,022	497,022	497,022	499,105

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 19 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed in 1 day	25	17	25	25	20
% 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%	95%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,400	1,086	1,500	1,500	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 601 miles of water lines and associated 5,988 fire hydrants and 11,039 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 39,750 existing water meters, are provided by Section staff.

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,639,333	1,779,226	1,779,226	1,779,226	1,843,780
Supplies & Materials	331,364	438,690	438,249	438,249	420,604
Services & Maintenance	42,595	76,106	77,210	77,210	76,806
Internal Services	112,843	100,555	100,555	100,555	123,104
Capital Equipment	254,107	173,031	282,565	282,565	326,240
Subtotal	<u>2,380,242</u>	<u>2,567,608</u>	<u>2,677,805</u>	<u>2,677,805</u>	<u>2,790,534</u>
Capital Projects	0	0	0	0	0
Cost Allocation	977,910	936,294	936,294	936,294	920,649
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>977,910</u>	<u>936,294</u>	<u>936,294</u>	<u>936,294</u>	<u>920,649</u>
Division Total	<u><u>3,358,152</u></u>	<u><u>3,503,902</u></u>	<u><u>3,614,099</u></u>	<u><u>3,614,099</u></u>	<u><u>3,711,183</u></u>

**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 16	FYE 17	FYE 18		FYE 19
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.49 hours	2.17 hours	2.50 hours	2.50 hours	2.50 hours
Number of AMR meters installed	220	240	200	200	200
Service calls completed	5904	5844	5900	6000	6200
Number of locates completed	5486	4908	5400	5500	5800
Number of valves exercised	2488	2545	3000	2500	3000
Percent hours lost to OJI per 1,000 hours worked	0.03%	3.53%	0.36%	0.05%	0.05%
Fire hydrants maintained	1232	1125	1150	1200	2000
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	6345	5758	3820	4000	2853
Feet of “hot soils” (corrosive soils) pipe replaced	2600	2100	1710	1800	2220

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	3	3	3	3	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	241,645	256,328	256,328	256,328	298,124
Supplies & Materials	5,310	6,044	11,744	11,744	10,830
Services & Maintenance	31,993	50,304	62,906	62,906	53,404
Internal Services	30,232	32,823	32,823	32,823	32,046
Capital Equipment	1,777	0	0	0	34,835
Subtotal	<u>310,957</u>	<u>345,499</u>	<u>363,801</u>	<u>363,801</u>	<u>429,239</u>
Capital Projects	0	0	0	0	0
Cost Allocation	692,777	646,276	646,276	646,276	639,688
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>692,777</u>	<u>646,276</u>	<u>646,276</u>	<u>646,276</u>	<u>639,688</u>
Division Total	<u><u>1,003,734</u></u>	<u><u>991,775</u></u>	<u><u>1,010,077</u></u>	<u><u>1,010,077</u></u>	<u><u>1,068,927</u></u>

**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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Safety training	45	57	64	59	64
OJI	0	0	0	0	0
Tours	12	16	10	22	10
Number of people on tours	196	242	120	220	120
Job related training (personnel hours)	376	780	84	90	84
Cross training (personnel hours)	75	80	48	50	48
Million gallon of Well Water Produced	1414	1152	1430	1200	1430

Notes to Results Report:

OJI – On-the-job Injury

DIVISION SUMMARY

031-5536 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ)
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Full-time Positions	1	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	74,840	148,449	148,449	148,449	147,224
Supplies & Materials	54,258	58,579	55,619	55,619	58,026
Services & Maintenance	76,983	65,045	100,361	100,361	223,395
Internal Services	275	925	925	925	229
Capital Equipment	28,132	3,145	6,859	6,859	3,000
Subtotal	<u>234,488</u>	<u>276,143</u>	<u>312,213</u>	<u>312,213</u>	<u>431,874</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>234,488</u></u>	<u><u>276,143</u></u>	<u><u>312,213</u></u>	<u><u>312,213</u></u>	<u><u>431,874</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.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

OBJECTIVES:

- Microbiology Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Read published information on upcoming regulations and relevant research and inform supervisor of the impact on the Water Treatment Division.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.
- Staff will fill out calendar with all duties and responsibilities, and check monthly to ensure all tasks are completed.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Micro sample collection	103%	122%	112%	112%	112%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	98%	96%	100%	100%	100%
Performance tests passed	92%	100%	100%	100%	100%
Laboratory inspection deficiencies	0	No inspection	0	0	No inspection
Laboratory inspection corrective actions	9	No Inspection	3	3	No inspection
Compliance Chemistry Well Sample Collection	131%	218%	127%	120%	120%
Number of samples invalidated	65	0	0	31	0

Notes to Results Report:

WTP – Water Treatment Plant

DEQ – Department of Environmental Quality

EPA – Environmental Protection Agency

DIVISION SUMMARY

031-5534 WATER / TREATMENT PLANT

MISSION:

To provide for the safe, efficient and effective operation and maintenance of the Water Treatment Plant.

DESCRIPTION:

The Water Treatment Plant Division maintains the Water Treatment Plant, and operates both the Treatment Plant and water wells.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	640,304	641,871	632,864	632,864	698,447
Supplies & Materials	1,488,676	1,932,525	2,016,359	2,016,359	1,916,501
Services & Maintenance	1,503,453	1,964,425	2,244,268	2,244,268	1,954,465
Internal Services	912	2,296	2,296	2,296	6,885
Capital Equipment	3,307	9,700	99,872	99,872	9,900
Subtotal	<u>3,636,652</u>	<u>4,550,817</u>	<u>4,995,659</u>	<u>4,995,659</u>	<u>4,586,198</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>3,636,652</u></u>	<u><u>4,550,817</u></u>	<u><u>4,995,659</u></u>	<u><u>4,995,659</u></u>	<u><u>4,586,198</u></u>

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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	99.8%	99.8%	95%	95%	95%
Percent of bacteriologically “Safe” compliance water samples	99.1%	99.5%	99.5%	99.5%	99.5%
Number of complaints on water quality or pressure	58	50	50	70	50
Water production, million gallons per day					
Average day	12.2	12.2	13.2	13.0	13.2
Maximum day	15.6	15.6	22.0	20.5	22.0
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	96.4%	95.4%	98%	98%	98%
Number of months more that 30.4 million gallons of water was purchased from Oklahoma City	0	0	0	3	0
Number of Emergency work orders on plant equipment	Not tracked	Not tracked	0	6	0

Notes to Results Report:

**NTU, or 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

031-3022 WATER / UTILITY SERVICES

MISSION:**DESCRIPTION:**

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	48,008
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	48,008
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	48,008

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	131,238	180,487	180,487	180,487	143,351
Supplies & Materials	49,790	106,549	97,204	97,204	107,341
Services & Maintenance	530,671	794,552	806,009	806,009	796,952
Internal Services	458	928	928	928	8,810
Capital Equipment	23,503	44,900	46,325	46,325	37,670
Subtotal	<u>735,660</u>	<u>1,127,416</u>	<u>1,130,953</u>	<u>1,130,953</u>	<u>1,094,124</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>735,660</u></u>	<u><u>1,127,416</u></u>	<u><u>1,130,953</u></u>	<u><u>1,130,953</u></u>	<u><u>1,094,124</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 16 ACTUAL	FYE 17 ACTUAL	FYE 18 PLAN	FYE 18 ESTIMATE	FYE 19 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	100%	95%	95%	97%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	95%	100%
Number of Total Coliform positive samples collected from wells	12	3	0	3	0
Number of Emergency work orders on water wells	Not tracked	0	0	0	0
Percent of routine work orders on water wells completed within 1 week	Not tracked	100%	100%	95%	100%

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

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

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	9,388,752	19,211,500	63,722,763	63,710,777	4,385,400
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>9,388,752</u>	<u>19,211,500</u>	<u>63,722,763</u>	<u>63,710,777</u>	<u>4,385,400</u>
Division Total	<u><u>9,388,752</u></u>	<u><u>19,211,500</u></u>	<u><u>63,722,763</u></u>	<u><u>63,710,777</u></u>	<u><u>4,385,400</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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	2,350,274	3,156,839	3,156,839	3,156,839	3,688,546
Interfund Transfers	0	0	0	0	0
Subtotal	<u>2,350,274</u>	<u>3,156,839</u>	<u>3,156,839</u>	<u>3,156,839</u>	<u>3,688,546</u>
Division Total	<u><u>2,350,274</u></u>	<u><u>3,156,839</u></u>	<u><u>3,156,839</u></u>	<u><u>3,156,839</u></u>	<u><u>3,688,546</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. ECAB's main charge is for public education.

DESCRIPTION:

The Environmental Control Advisory Board holds public meetings on environmental issues, and makes recommendations to the City Council on issues related to environmental quality for the health and safety of Norman residents.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	4,103	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	<u>4,118</u>	<u>5,659</u>	<u>9,559</u>	<u>9,559</u>	<u>5,659</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>4,118</u></u>	<u><u>5,659</u></u>	<u><u>9,559</u></u>	<u><u>9,559</u></u>	<u><u>5,659</u></u>



**Internal Service
Fund**



INTERNAL SERVICE FUNDS

The Internal Service Funds account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

DEPARTMENT SUMMARY**TOTAL RISK MANAGEMENT FUND (43)****MISSION:**

To administer an effective citywide Risk Management program that assists departments in developing employees motivated to work safely in a safe environment.

DESCRIPTION:

The Risk Management / Insurance Fund accounts for health insurance claims against the City including judgments and claims, workers' compensation and unemployment compensation.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	547,086	972,004	972,004	699,183	966,085
Supplies & Materials	0	0	0	0	0
Services & Maintenance	13,521,883	15,184,963	15,270,618	15,062,450	16,521,596
Internal Services	17	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	14,068,969	16,156,967	16,242,622	15,761,633	17,487,681
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	81,253	0	38,428	38,428	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	81,253	0	38,428	38,428	0
Department Total	14,150,222	16,156,967	16,281,050	15,800,061	17,487,681

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	92,838	93,323	93,323	93,323	80,513
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,639,542	13,251,790	13,251,790	14,013,869	14,574,423
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>12,732,380</u>	<u>13,345,113</u>	<u>13,345,113</u>	<u>14,107,192</u>	<u>14,654,936</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>12,732,380</u></u>	<u><u>13,345,113</u></u>	<u><u>13,345,113</u></u>	<u><u>14,107,192</u></u>	<u><u>14,654,936</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	159,771	170,000	170,000	170,000	170,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>159,771</u>	<u>170,000</u>	<u>170,000</u>	<u>170,000</u>	<u>170,000</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>159,771</u></u>	<u><u>170,000</u></u>	<u><u>170,000</u></u>	<u><u>170,000</u></u>	<u><u>170,000</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	229,738	226,181	226,181	226,181	233,072
Supplies & Materials	0	0	0	0	0
Services & Maintenance	174,852	175,173	255,260	255,260	189,173
Internal Services	17	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	404,607	401,354	481,441	481,441	422,245
Capital Projects	0	0	0	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	404,607	401,354	481,441	481,441	422,245

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	8,988	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>8,988</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>8,988</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	215,512	631,000	631,000	358,179	631,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	547,718	1,587,500	1,593,068	622,821	1,587,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>763,230</u>	<u>2,218,500</u>	<u>2,224,068</u>	<u>981,000</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>763,230</u></u>	<u><u>2,218,500</u></u>	<u><u>2,224,068</u></u>	<u><u>981,000</u></u>	<u><u>2,218,500</u></u>



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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	1,137,052	1,203,552	1,203,552	1,203,552	1,224,084
Supplies & Materials	499	0	0	0	0
Services & Maintenance	46,012	16,499	16,499	16,499	16,499
Internal Services	200	0	0	0	200
Capital Equipment	3,669,311	3,366,664	4,588,591	4,588,591	3,237,918
Subtotal	<u>4,853,074</u>	<u>4,586,715</u>	<u>5,808,642</u>	<u>5,808,642</u>	<u>4,478,701</u>
Capital Projects	15,354,992	14,129,717	51,033,433	51,331,507	14,505,976
Cost Allocations	0	0	0	0	0
Debt Service	0	0	548,178	548,178	1,312,358
Interfund Transfers	215,968	370,946	889,458	889,458	396,709
Audit Adjust/Encumb	-124,453	0	0	0	0
Subtotal	<u>15,446,507</u>	<u>14,500,663</u>	<u>52,471,069</u>	<u>52,769,143</u>	<u>16,215,043</u>
Fund Total	<u><u>20,299,581</u></u>	<u><u>19,087,378</u></u>	<u><u>57,848,633</u></u>	<u><u>58,577,785</u></u>	<u><u>20,693,744</u></u>

DIVISION SUMMARY

050-5011 CAPITAL PROJECTS ENGINEER

MISSION:

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

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	917,815	980,491	980,491	980,491	996,293
Supplies & Materials	499	0	0	0	0
Services & Maintenance	0	499	499	499	499
Internal Services	200	0	0	0	200
Capital Equipment	43,815	0	0	0	8,400
Subtotal	<u>962,329</u>	<u>980,990</u>	<u>980,990</u>	<u>980,990</u>	<u>1,005,392</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>962,329</u></u>	<u><u>980,990</u></u>	<u><u>980,990</u></u>	<u><u>980,990</u></u>	<u><u>1,005,392</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	101,902	103,219	103,219	103,219	104,998
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>101,902</u>	<u>103,219</u>	<u>103,219</u>	<u>103,219</u>	<u>104,998</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>101,902</u></u>	<u><u>103,219</u></u>	<u><u>103,219</u></u>	<u><u>103,219</u></u>	<u><u>104,998</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	117,366	119,842	119,842	119,842	122,793
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>117,366</u>	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	<u>122,793</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>117,366</u></u>	<u><u>119,842</u></u>	<u><u>119,842</u></u>	<u><u>119,842</u></u>	<u><u>122,793</u></u>

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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	15,354,992	14,129,717	51,033,433	51,331,507	14,505,976
Cost Allocations	0	0	0	0	0
Debt Service	0	0	548,178	548,178	1,312,358
Interfund Transfers	215,968	370,946	889,458	889,458	396,709
Subtotal	15,570,960	14,500,663	52,471,069	52,769,143	16,215,043
Division Total	15,570,960	14,500,663	52,471,069	52,769,143	16,215,043

FUND SUMMARY

TOTAL NORMAN FORWARD SALES TAX FUND (51)

MISSION:

Norman Forward is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. Norman Forward also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, Norman Forward will enhance the Norman community for generations to come.

DESCRIPTION:

To efficiently receive and monitor the use of revenues received through a 15-year earmarked sales tax dedicated to 12 projects spanning the entire city at an estimated cost of \$148 million, with other program expenses at an estimated cost of \$55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	444,593	4,000	1,277,052	1,277,052	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>444,593</u>	<u>4,000</u>	<u>1,277,052</u>	<u>1,277,052</u>	<u>0</u>
	12,170,037	23,914,804	31,714,773	31,714,773	47,350,000
Cost Allocation	0	0	0	0	0
Debt Service	1,842,628	5,993,263	3,143,385	3,143,385	3,949,518
Interfund Transfers	0	0	0	0	50,000
Audit Adjust/Encum.	-18,467	0	0	0	0
Subtotal	<u>13,994,198</u>	<u>29,908,067</u>	<u>34,858,158</u>	<u>34,858,158</u>	<u>51,349,518</u>
Division Total	<u><u>14,438,791</u></u>	<u><u>29,912,067</u></u>	<u><u>36,135,210</u></u>	<u><u>36,135,210</u></u>	<u><u>51,349,518</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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	18,012	18,012	0
Services & Maintenance	99,357	127,856	186,504	355,936	125,856
Internal Services	0	0	0	0	0
Capital Equipment	19,201	0	20,000	20,000	0
Subtotal	<u>118,558</u>	<u>127,856</u>	<u>224,516</u>	<u>393,948</u>	<u>125,856</u>
Capital Projects	3,508,715	624,983	5,779,713	5,779,713	1,310,000
Cost Allocations	375,118	239,916	239,916	239,916	334,785
Debt Service	1,613,998	1,433,602	1,433,602	1,433,602	1,640,739
Interfund Transfers	0	0	5,576,750	5,576,750	0
Audit Adjust/Encum	-100,785	0	0	0	0
Subtotal	<u>5,397,046</u>	<u>2,298,501</u>	<u>13,029,981</u>	<u>13,029,981</u>	<u>3,285,524</u>
Fund Total	<u><u>5,515,603</u></u>	<u><u>2,426,357</u></u>	<u><u>13,254,497</u></u>	<u><u>13,423,929</u></u>	<u><u>3,411,380</u></u>

FUND SUMMARY

TOTAL CENTER CITY TAX INCREMENT FINANCE DISTRICT (58)

MISSION:

The Norman Center City Project Plan authorizes the allocation of Tax Increment Finance funds for public improvements projects undertaken by the City within the Center City, Increment District Number Three, project area.

DESCRIPTION:

To account for the increment of taxes generated from Tax Increment District Three, Center City.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	114,112	114,112	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	114,112	114,112	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	85,888	85,888	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	0	0	85,888	85,888	0
Fund Total	0	0	200,000	200,000	0

FUND SUMMARY

TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

MISSION:

To provide for the recoupment of costs associated with improvements to arterial roads.

DESCRIPTION:

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

PERSONNEL:

	FYE 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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 17 ACTUAL	FYE 18 ORIGINAL	FYE 18 REVISED	FYE 18 ESTIMATE	FYE 19 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>
Fund 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>

CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
I. Bond Funded											
na	015-9523-419	BP0029	Emergency Communications Center	6,451,500	6,451,500	0	0	0	0	0	0
na	015-9519-419	BP0030	Emergency Communications System	13,204,554	13,204,554	0	0	0	0	0	0
SUBTOTAL BOND FUNDED				\$19,656,054	\$19,656,054	\$0	\$0	\$0	\$0	\$0	\$0
II. Paygo Funded											
	015-6543-422	FT0004	Fire Apparatus Replacement	652,501	652,501	725,000	1,050,000	735,000	725,000	750,000	1,700,000
na	015-9302-419	BG0064	Fire Apparatus Storage Facility	870,000	870,000	0	0	0	0	0	0
	015-	FT	Fire Station 5 Reconstruction/Relocation	0	0	0	0	0	0	0	3,500,000
SUBTOTAL PAYGO FUNDED				\$1,522,501	\$1,522,501	\$725,000	\$1,050,000	\$735,000	\$725,000	\$750,000	\$5,200,000
TOTAL PSST FUND 15 PROJECTS				\$21,178,555	\$21,178,555	\$725,000	\$1,050,000	\$735,000	\$725,000	\$750,000	\$5,200,000

CITY OF NORMAN

**CDBG FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	021-4000-463	GC0066	84th Ave NE: Rock Creek Rd to North End	430,648	430,648	0	0	0	0	0	0
na	021-4000-463	GC0061	84th Ave SE: Tecumseh Rd to Franklin Rd	1,074,131	1,074,131	0	0	0	0	0	0
na	021-4000-463	GC0063	96th Ave NE: Tecumseh Rd to Arrowhead D	933,290	933,290	0	0	0	0	0	0
na	021-4000-463	GC0060	108th Ave SE: Etowah to SH9	445,575	445,575	0	0	0	0	0	0
na	021-4000-463	GC0067	120th Ave NE: Tecumseh to Stella Rd	2,366,510	2,366,510	0	0	0	0	0	0
na	021-4000-463	GC0065	120th Ave SE: Etowah Rd to SH9	496,759	496,759	0	0	0	0	0	0
na	021-4000-463	GC0051	Cate Park Improvements	75,535	75,535	0	0	0	0	0	0
na	021-4077-463	GC0075	Col Est Hztll Saw Cutting	41,140	41,140	0	0	0	0	0	0
na	021-4074-463	GC0076	Core Area Hztll Saw Cutting	133,306	133,306	0	0	0	0	0	0
na	021-4000-463	GC0064	Rock Creek Rd: 108th to 120th	1,249,282	1,249,282	0	0	0	0	0	0
na	021-4000-463	GC0068	Stella Rd: 132nd Ave NE to 144th Ave NE	294,795	294,795	0	0	0	0	0	0
na	021-4000-463	GC0062	Tecumseh Rd: 84th to 120th	3,274,858	3,274,858	0	0	0	0	0	0
na	021-4067-463	GC0072	CDBG Land Acquisition	110,000	110,000	0	0	0	0	0	0
na	021-4067-463	GC0073	Acres: Findlay - Stewart	60,000	60,000	0	0	0	0	0	0
na	021-4067-463	GC0074	CDBG Alley Improvements	12,500	12,500	0	0	0	0	0	0
	021-4003-463	GC0077	CDBG Target Area Tree Planting Project	0	0	30,000	0	0	0	0	0
	021-4003-463	GC0078	CDBG Land Acquisition	0	0	116,453	0	0	0	0	0
	021-4003-463	GC0079	CDBG Cart Bus Stop ADA Improvements	0	0	40,000	0	0	0	0	0
TOTAL CDBG FUND 21 PROJECTS				\$10,998,329	\$10,998,329	\$186,453	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**SPECIAL GRANTS FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES										
na	022-9381-431	TR0105 CNG Compressor Storage Upgrade #	21	21	0	0	0	0	0	0
	022-9638-451	PR0026 Firehouse Art Center Addition (match)	25,000	25,000	0	300,000	0	0	0	0
na	022-9097-452	TR0082 Legacy Trail Multi Modal Path Extension #	558,425	0	0	0	0	0	0	0
na	022-9082-431	TR0081 Safe Routes to School - Kennedy (match)	15,000	15,000	0	0	0	0	0	0
na	022-5023-429	TR0073 State Highway 9 Multi-Modal Path Ph 1 #	600,000	0	0	0	0	0	0	0
na	022-5023-429	TR0107 State Highway 9 Multi-Modal Path Ph 2 #	700,000	0	0	0	0	0	0	0
na	022-9074-452	PC0019 Sutton Wilderness Trail	160,000	160,000	0	0	0	0	0	0
TOTAL SPECIAL REVENUE FUND 22 PROJECTS			\$2,058,446	\$200,021	\$0	\$300,000	\$0	\$0	\$0	\$0

CITY OF NORMAN

**ROOM TAX FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	023-9815-451	RT0088	12th Avenue Rec Center playground	95,000	95,000	0	0	0	0	0	0
na	023-9050-452	RT0080	Andrews Park Rental Building A/C	9,803	9,803	0	0	0	0	0	0
	023-9441-452	RT0089	Bicycle Skills Park	20,000	20,000	220,000	0	0	0	0	0
na	023-9375-452	RT0084	Disc Golf Improvements Citywide	30,563	30,563	0	0	0	0	0	0
	023-9638-451	RT0027	Firehouse Art Center addition (match)	25,000	25,000	0	100,000	0	0	0	0
na	023-9321-451	RT0078	Gym Floor Irving/Whittier	13,248	13,248	0	0	0	0	0	0
	023-9627-451	RT0090	Historic Museum Parking #	75,000	13,000	0	65,000	0	0	0	0
na	023-9321-451	RT0079	Recreation Centers A/C (3)	3,816	3,816	0	0	0	0	0	0
na	023-9181-451	RT0086	Santa Fe Depot Renovations	4,456	4,456	0	0	0	0	0	0
na	023-9674-452	RT0081	Saxon Community Park Development #	86,575	0	0	0	0	0	0	0
	023-9814-452	RT0087	Sooner Theatre Seat Replace & Interiors (match)	225,929	225,929	0	75,000	0	0	0	0
na	023-9441-452	RT0083	Sports Complex Bleachers #	11,810	0	0	0	0	0	0	0
TOTAL ROOM TAX FUND 23 PROJECTS				\$601,200	\$440,815	\$220,000	\$240,000	\$0	\$0	\$0	\$0

CITY OF NORMAN

**WATER FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
WATER DISTRIBUTION SYSTEM											
	031-	WA	North Base Lighting Project (match)	0	0	2,400	0	0	0	0	0
	031-	WA	Water Line Improvement: 2nd Connection to OKC	0	0	0	0	0	1,916,000	7,050,000	5,134,000
	031-9360-462	WA	Water Line Improvements-Segment B (24th NE: Robinson to Tecumseh)	0	0	0	527,000	2,789,000	0	0	0
	031-9360-462	WA	Water Line Improvements-Segment G (Indian Hills: RR to 12th NE)	0	0	0	0	0	0	1,040,000	0
	031-	WA	Water Line Improvements-Segment H (12th NE: N of Rock Creek)	0	0	0	0	0	0	0	231,000
	031-	WA	Waterline Maintenance Plan: 40 Year Duration	0	0	0	0	2,915,000	2,915,000	2,915,000	109,269,000
	031-	WA	Water line Replacement: 24th NE: Lindsey to Alameda	0	0	0	0	0	0	0	0
	031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	0	0	0	0	0	0	870,000	2,630,000
	031-	WA	Water Line Replacement: Classen/RR/Flood, Highway 9 to Well #20	0	0	0	0	925,000	1,821,000	1,888,000	3,776,000
	031-9360-462	WA	Water Line Replacement: Flood-Rck Ck to Venture	0	0	360,000	1,770,000	0	0	0	0
	031-	WA	Water Line Replacement: Franklin Road, RR to 24th NW to Indian Hills	0	0	0	0	0	0	0	1,960,000
	031-9521-462	WA	Water Line Replacement: Hall Park Phase 2	0	0	0	442,000	0	0	0	0
	031-	WA	Water Line Replacement: Main Street: Flood to Interstate Drive	0	0	0	0	0	0	0	2,940,000
	031-	WA	Water Meter GPS	0	0	250,000	0	0	0	0	0
na	031-9360-462	WA0173	Master Meters Installation	261,589	261,589	0	0	0	0	0	0
na	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35	3,178,425	3,178,425	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
na	031-9395-462	WA0201	Backflow Prevention Program	66,868	66,868	0	0	0	0	0	0
na	031-9521-462	WA0202	Water Line Replacement: Gray/Main Street	792,499	792,499	0	0	0	0	0	0
na	031-9360-462	WA0213	Water Line Replacement: Crossroads Area	1,250,112	1,250,112	0	0	0	0	0	0
na	031-	WA0223	Water Line Replacement: Main Library	158,878	158,878	0	0	0	0	0	0
na	031-9360-462	WA0224	Water Line Replacement: Gray & Tonhawa	555,000	555,000	0	0	0	0	0	0
na	031-9360-462	WA0239	WL Improvements: Segment D 24" Phase 4	5,381,548	5,381,548	0	0	0	0	0	0
na	031-9883-462	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	1,343,000	1,343,000	0	0	0	0	0	0
na	031-9521-462	WA0241	Water Meter: Large Water Meter Testing	150,000	150,000	0	0	0	0	0	0
na	031-9883-462	WA0242	Water Line Replacement: Robinson WTP to 24th NW	800,000	800,000	3,173,000	1,968,000	2,890,000	1,469,000	3,806,000	0
na	031-9360-462	WA0245	Water Line Replacement: Interstate Drive	1,114,000	1,114,000	0	0	0	0	0	0
na	031-9360-462	WA0246	Water Line Replacement: West of OU Campus	863,000	863,000	0	0	0	0	0	0
na	031-9521-462	WA0305	Waterline Replacement: Berry Road #	407,503	113,944	0	0	0	0	0	0
031-	WA		Water Line Replacement: Flood Avenue	0	0	0	0	560,000	1,301,000	0	0
Subtotal Water Distribution System Projects				16,351,459	16,057,900	3,785,400	4,707,000	10,079,000	9,422,000	17,569,000	125,940,000
WATER TOWERS											
031-	WA		Water Tower - New SE Tower	0	0	0	0	0	3,500,000	0	0
031-	WA		Water Tower - High Pressure Plane	0	0	0	0	0	0	0	575,000
031-9354-462	WA0039		Water Tower - Boyd Tower	0	0	0	0	0	774,000	0	0
031-9354-462	WA0040		Water Tower - Robinson Tower	0	0	0	0	767,000	0	0	0
031-9354-462	WA0182		Water Tower - Lindsey Tower	0	0	0	200,000	0	0	0	0
031-9354-462	WA0189		Water Tower - Cascade Tower	0	0	0	500,000	0	0	0	0
na	031-9354-462	WA0274	Water Tower - WTP Backwash Tower	280,000	280,000	0	0	0	0	0	0
031-9354-462	WA0294		Water Tower- Hall Park Tower	0	0	100,000	0	0	0	0	0
Subtotal Water Tower Projects				280,000	280,000	100,000	700,000	767,000	4,274,000	0	575,000
WATER WELL IMPROVEMENTS											
closed	031-9345-462	WA0193	Well Arc Flash Safety Improvements #	20,000	0	0	0	0	0	0	0
na	031-9345-462	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	2,331,344	816,874	0	0	0	0	0	0
na	031-9345-462	WA0235	Water Well: 2015 Well Field Development (paygo)	128,637	1,333,107	0	0	0	0	0	0
na	031-9521-463	WA0243	Water Well: Horizontal Well	0	310,000	0	0	0	0	0	0
closed	031-9353-462	WA0297	Water Well: Telemetry Improvements #	3,998	526	0	0	0	0	0	0
Subtotal Water Well and Distribution System Projects				2,483,979	2,460,507	0	0	0	0	0	0
WATER TREATMENT PLANT											
031-	WA		Lake Thunderbird Augmentation	0	0	0	0	0	0	0	87,885,000
031-	WA		New Building for Line Maintenance (match)	0	0	115,000	1,143,000	0	0	0	0
031-	WA		Reactivate Arsenic Wells & 3 MGD GWTP	0	0	0	0	0	0	3,670,000	15,340,000
031-	WA		Update Water Supply Plan	0	0	0	0	0	0	0	500,000
031-	WA		WTP: 12 MGD Groundwater Treatment Plant	0	0	0	0	0	0	8,702,000	63,068,000
031-	WA		WTP Laboratory Remodel	0	0	125,000	0	0	0	0	0
031-	WA		WTP Land Purchase	0	0	0	1,600,000	0	0	0	0
031-	WA		WTP Raw Water Line Phase 2	0	0	0	0	0	0	0	25,641,000
na	031-9398-468	WA0214	WTP Well Field Blending	964,000	964,000	0	0	0	1,430,500	1,430,500	0
na	031-9942-462	WA0225	WTP Pilot Study for Chromium Treatment (Grant)	49,820	49,820	0	0	0	0	0	0
na	031-9942-462	WA0236	WTP Pilot Study for Chromium Treatment (PayGo)	32,911	32,911	0	0	0	0	0	0
na	031-9395-462	WA0247	Water Metering/Billing Audit	25,000	25,000	0	0	0	0	0	0
na	031-9839-462	WA0248	WTP Fiber Expansion	55,000	55,000	0	0	0	0	0	0
na	031-9839-462	WA0249	WTP SCADA Improvements	70,000	70,000	0	0	0	0	0	0
na	031-9839-462	WA0291	WTP Phase 2 Improvements (PayGo to be reimbursed with SRF Loan) #	1,872,462	1,872,462	0	0	0	0	0	0
Subtotal WTP Other Projects				3,069,193	3,069,193	240,000	2,743,000	0	1,430,500	13,802,500	192,434,000

CITY OF NORMAN

WATER FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
URBAN SERVICE AREA WATER LINES											
<u>FYE 2017 Lines</u>											
closed	031-9343-462	WA0226	Kingswood Dr: Meadowood Blvd to dead end	5,109	5,109	0	0	0	0	0	0
na	031-9343-462	WA0227	Richardson Dr: Kingswood Dr to Durham Dr	28,647	28,647	0	0	0	0	0	0
closed	031-9343-462	WA0228	Smalley Dr: Meadowood Blvd to end of cul de sac	3,663	3,663	0	0	0	0	0	0
closed	031-9343-462	WA0229	Smalley Cir: Smalley Dr to end of cul de sac	7,782	7,782	0	0	0	0	0	0
closed	031-9343-462	WA0238	Par Drive Water line	0	0	0	0	0	0	0	0
<u>FYE 2018 Lines</u>											
na	031-9343-462	WA0322	Dunham Dr: Meesadowood Blvd to Dead End	28,000	28,000	0	0	0	0	0	0
na	031-9343-462	WA0323	Columbia Cir: Biloxi Dr to Dead end cul de sac	32,000	32,000	0	0	0	0	0	0
na	031-9343-462	WA0324	Timberdell Rd: Chautauqua to Pickard	56,000	56,000	0	0	0	0	0	0
na	031-9343-462	WA0325	Timberdell Rd: cul-de-sacs	44,000	44,000	0	0	0	0	0	0
<u>FYE 2019 Lines</u>											
	031-9343-462	WA	Rhoades Dr: Edward Dr to Ramsey Ct	0	0	37,000	0	0	0	0	0
	031-9343-462	WA	Stinson St: Jenkins Ave to George Ave	0	0	78,000	0	0	0	0	0
	031-9343-462	WA	Wellsite Dr: Tecumseh Rd to end of cul-de-sac	0	0	45,000	0	0	0	0	0
<u>FYE 2020 Lines</u>											
	031-9343-462	WA	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	0	0	0	31,000	0	0	0	0
	031-9343-462	WA	Kiowa Way: Hunting Horse Tr to dead end cul de sac	0	0	0	29,000	0	0	0	0
	031-9343-462	WA	W. Brooks St: Berry Rd to Wylie Rd & south 200'	0	0	0	103,000	0	0	0	0
	031-9343-462	WA	E Eufaula: Porter to Ponca	0	0	0	27,000	0	0	0	0
	031-9343-462	WA	Comanche: Porter to Ponca	0	0	0	36,000	0	0	0	0
	031-9343-462	WA	Robinson St (Griffin Park): Robinson north to silo	0	0	0	16,000	0	0	0	0
<u>FYE2021 Lines</u>											
	031-9343-462	WA	Beaumont Dr: 24th SE to Brandywine Ln	0	0	0	0	82,000	0	0	0
	031-9343-462	WA	Venture Dr: N Flood Ave to NW 28th	0	0	0	0	118,000	0	0	0
	031-9343-462	WA	28th Ave NW: OK National Guard to dead end of 28th Ave	0	0	0	0	64,000	0	0	0
	031-9343-462	WA	1357 12th Ave NE: 12th Ave to 12th Ave	0	0	0	0	39,000	0	0	0
<u>FYE2022 Lines</u>											
	031-9343-462	WA	Crest Place: Vanessa Dr to dead end of Crest Place	0	0	0	0	0	104,000	0	0
	031-9343-462	WA	Blessing Ct: Crest Pl to dead end cul-de-sac	0	0	0	0	0	16,000	0	0
	031-9343-462	WA	Jackson Dr: Crestland Dr to Crest Place	0	0	0	0	0	55,000	0	0
	031-9343-462	WA	Morren Dr: Crestland Dr to 200' W of Crest Place	0	0	0	0	0	66,000	0	0
	031-9343-462	WA	Crest Ct: Morren Dr to dead end of cul de sac of Crest Ct	0	0	0	0	0	21,000	0	0
	031-9343-462	WA	Barb Ct: Morren Dr to Crestland Dr	0	0	0	0	0	31,000	0	0
<u>FYE2023 Lines</u>											
	031-9343-462	WA	Rising Hill Dr: Madra St to Lyric St	0	0	0	0	0	0	108,000	0
	031-9343-462	WA	Sierra St: Rising Hill Dr to Lyric St	0	0	0	0	0	0	48,000	0
	031-9343-462	WA	Lyric St: Harbor Dr to dead end	0	0	0	0	0	0	36,000	0
	031-9343-462	WA	Rose Ct: Rising Hill Dr: to dead end cul de sac	0	0	0	0	0	0	12,000	0
	031-9343-462	WA	401 12th Ave SE to Triad Village Dr	0	0	0	0	0	0	110,000	0
Subtotal Urban Service Area Water Line Projects				205,201	205,201	160,000	242,000	303,000	293,000	314,000	0
HOT SOILS WATER LINE REPAIR PROGRAM											
<u>FYE 2018 Lines</u>											
na	031-9344-462	WA0326	Queenston: Rock Creek Rd to Pinewood Dr	50,000	50,000	0	0	0	0	0	0
na	031-9344-462	WA0327	Wheaton Dr: 24th Ave NE to End of cul de sac	50,000	50,000	0	0	0	0	0	0
<u>FYE 2019 Lines</u>											
	031-9344-462	WA	Drawbridge Ln: Castercock Rd to Stonehurst to Castercock Rd	0	0	32,000	0	0	0	0	0
	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	18,000	0	0	0	0	0
	031-9344-462	WA	Morren Dr: Mount Vernon Dr to Crest Pl	0	0	50,000	0	0	0	0	0
<u>FYE 2020 Lines</u>											
	031-9344-462	WA	Crail Dr: 36th Ave NW to Astor Dr	0	0	0	50,000	0	0	0	0
	031-9344-462	WA	Buckingham Dr: Brownwood Ln to Bridgeport Rd	0	0	0	50,000	0	0	0	0
<u>FYE 2021 Lines</u>											
	031-9344-462	WA	Madra St: South Lake Blvd to Shadow St	0	0	0	0	38,000	0	0	0
	031-9344-462	WA	Shadow St: Madra St to Rising Hill Dr	0	0	0	0	42,000	0	0	0
	031-9344-462	WA	Rising Hill Dr: Madra St to Shadow St	0	0	0	0	20,000	0	0	0
<u>FYE 2022 Lines</u>											
	031-9344-462	WA	Wind Hill Rd: High Meadows Dr: to Fairlawn Dr	0	0	0	0	0	28,000	0	0
	031-9344-462	WA	Briar Meadow Rd: High Meadows Dr to Fairlawn Dr	0	0	0	0	0	21,000	0	0
	031-9344-462	WA	High Trail Rd: High Meadows Dr to Fairlawn Dr	0	0	0	0	0	18,000	0	0
	031-9344-462	WA	Fairlawn Dr: High Trail Rd to Wind Hill Rd	0	0	0	0	0	33,000	0	0
<u>FYE 2023 Lines</u>											
	031-9344-462	WA	1149 E Brooks St: Hal Ray Dr to E Brooks St	0	0	0	0	0	0	100,000	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				22,489,832	22,172,801	4,385,400	8,492,000	11,249,000	15,519,500	31,785,500	318,949,000
WATER BOND PROJECTS Series 2006											
na	031-9345-462	WB0212	2015 Water Wells and Supply Lines (2 MGD)	10,717,000	10,717,000	0	0	0	0	0	0
na	031-9939-462	WB0292	WTP: Phase 2 Improvements	30,423,436	30,423,436	0	0	0	0	0	0
na	031-9345-462	WB0305	Water Line Replacement Berry Road #	92,495	89,695	0	0	0	0	0	0
Subtotal Bond Expenses for 2006 Water Bond Projects				41,232,931	41,230,131	0	0	0	0	0	0
TOTAL ALL WATER FUND 31 PROJECTS				\$63,722,763	\$63,402,932	\$4,385,400	\$8,492,000	\$11,249,000	\$15,519,500	\$31,785,500	\$318,949,000

CITY OF NORMAN

**WATER RECLAMATION FUNDS
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	032-9337-432	WW0042	Wastewater Flow Monitoring	5,775	5,775	0	0	0	0	0	0
na	032-9911-432	WW0050	WWTP Effluent Truck Wash #	340,000	0	0	0	0	0	0	0
na	032-9911-432	WW0052	WRF SCADA Improvements	247,666	247,666	0	0	0	0	0	0
na	032-9677-432	WW0056	WRF Admin Bldg Lighting #	13,917	0	0	0	0	0	0	0
na	032-9911-432	WW0058	WWTP Effluent Re-Use at Compost Facility #	280,759	6,759	0	0	0	0	0	0
na	032-9048-432	WW0065	South WRF Phase 2 Improvements #	1,412,685	862,685	0	0	0	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	WW0169	WRF South Digester Boiler Replacement #	1,095,000	1,050,000	0	0	0	0	0	0
na	032-9911-432	WW0170	WRF Land Purchase 20 acres	200,000	200,000	0	0	0	0	0	0
na	032-9911-432	WW0171	WRF Primary Sludge Thickener #	740,000	440,000	0	0	0	0	0	0
na	032-9677-432	WW0172	WRF Shop Building Roof Replacement #	29,000	0	0	0	0	0	0	0
	032-9391-432	WW0205	WRF Non-Potable Reuse System	500,000	500,000	508,800	3,084,000	0	0	0	0
	032-9048-432	WW0278	Summit Valley Interceptor	79,000	79,000	284,600	0	0	0	0	0
na	032-9911-432	WW0309	WRF Grit Classifier-Replacement #	350,000	335,000	0	0	0	0	0	0
na	032-9911-432	WW0310	WRF New Grit Classifier #	270,000	260,000	0	0	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	WW0314	WRF Main Control Building HVAC #	55,000	0	0	0	0	0	0	0
	032-	WW	Bishop Creek Interceptors	0	0	0	0	0	0	0	5,459,900
	032-	WW	Brookhaven Creek Interceptors	0	0	0	0	0	0	0	655,400
	032-	WW	Line Maintenance Building (match)	0	0	115,000	1,143,000	0	0	0	0
	032-	WW	South WRF Phase 3 Improvements (match)	0	0	0	0	0	1,610,000	1,610,000	80,880,000
	032-	WW	Westside Lift Station Roof Replacement	0	0	0	0	0	0	0	41,000
	032-	WW	WRF Blower Building Roof Replacement	0	0	0	0	117,000	0	0	0
na	032-9363-432	WW0313	WRF Centrifuge Telemetry Replacement	161,000	161,000	0	0	0	0	0	0
	032-9363-432	WW0312	Sludge Co-Composting	414,000	414,000	828,000	0	0	0	0	0
	032-	WW	WRF Digester Gas Storage/Co-Generation	0	0	0	0	0	0	0	13,748,000
	032-	WW	WRF Industrial Pretreatment Building Roof Replacement	0	0	53,000	0	0	0	0	0
	032-	WW	WRF Main Control Building Lower Roof Replacement	0	0	0	0	0	0	0	360,000
	032-	WW	WRF Re-Use Pilot Study	0	0	258,000	1,576,000	921,000	0	0	0
	032-	WW	WRF Storage Building	0	0	195,500	0	0	0	0	0
	032-	WW	WRF Septage Receiving Station	0	0	75,000	500,000	0	0	0	0
TOTAL WATER RECLAMATION FUND 32 PROJECTS				\$6,390,802	\$4,754,885	\$2,317,900	\$6,303,000	\$1,038,000	\$1,610,000	\$1,610,000	\$101,144,300

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	321-9649-432	WW0062	Replace Royal Oaks Force Main	848,160	848,160	0	0	0	0	0	0
na	321-9048-432	WW0091	Replace Lift Station D Force Main-Phase 2	547,800	547,800	0	0	0	0	0	0
na	321-9338-432	WW0202	Sewer Maint Projects FY14	1,584,540	1,584,540	0	0	0	0	0	0
	321-9974-432	WW0248	SS Emergency Repairs	100,080	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
na	321-9338-432	WW0305	FYE17 Lift Station Modifications	539,000	538,500	0	0	0	0	0	0
na	321-9338-432	WW0307	Sewer Maint Projects FY17	2,425,212	2,425,212	0	0	0	0	0	0
na	321-9338-432	WW0316	Sewer Maint Projects FY18	2,113,000	2,113,000	0	0	0	0	0	0
	321-9234-432	WW0315	Sewer Lift Station Rehab 2018: Alameda Park	50,000	50,000	0	0	0	0	0	0
	321-9234-432	WW	Sewer Lift Station Rehab 2019: Summit Lakes	0	0	50,000	0	0	0	0	0
	321-9234-432	WW	Sewer Lift Station Rehab 2020: Summit Valley	0	0	0	50,000	0	0	0	0
	321-9234-432	WW	Sewer Lift Station Rehab 2021: Post Oak	0	0	0	0	50,000	0	0	0
	321-9234-432	WW	Sewer Lift Station Rehab 2022: Park Hill	0	0	0	0	0	50,000	0	0
	321-9234-432	WW	Sewer Lift Station Rehab 2023: Eastridge	0	0	0	0	0	0	50,000	0
	321-9338-432	WW	Sewer Maint Projects FYE 2019	0	0	2,650,000	0	0	0	0	0
	321-9338-432	WW	Sewer Maint Projects FYE 2020	0	0	0	2,650,000	0	0	0	0
	321-9338-432	WW	Sewer Maint Projects FYE 2021	0	0	0	0	2,650,000	0	0	0
	321-	WW	Sewer Maint Projects FYE 2022	0	0	0	0	0	2,650,000	0	0
	321-9338-432	WW	Sewer Maint Projects FYE 2023	0	0	0	0	0	0	2,650,000	0
TOTAL SEWER MAINTENANCE FUND 321 PROJECTS				\$8,207,792	\$8,207,212	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$0

CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	322-9048-432	WW0065	WWTP Improvements South Phase 2 #	1,038,974	763,974	0	0	0	0	0	0
na	322-9048-432	WW0120	Interceptor/Woodcrest #	310,983	20,983	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
322-	WW		Summit Valley Interceptor Payback	0	0	143,400	0	0	0	0	0
322-9048-432	WW0308		SE Lift Station Payback	92,000	92,000	0	0	0	727,000	0	3,455,000
322-9911-432	WW0310		WRF New Grit Classifier #	185,000	180,000	0	0	0	0	0	0
322-9911-432	WW0311		WRF Gen Access Platforms	132,000	132,000	0	0	0	0	0	0
322-	WW		Bishop Creek Interceptors	0	0	0	0	0	0	0	2,714,100
322-	WW		Brookhaven Creek Interceptors	0	0	0	0	0	0	0	1,086,600
322-	WW		South WRF Phase 3 BNR Improvements (match)	0	0	0	0	0	360,000	360,000	15,280,000
322-	WW		4.5 MGD North WRF	0	0	0	0	0	0	0	85,000,000
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS				1,791,042	1,221,042	143,400	0	0	1,087,000	360,000	107,535,700

CITY OF NORMAN

**SANITATION FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
	033-	SA	Compost Area Pad Improvements	0	0	175,000	0	0	0	0	0
	033-	SA	Effluent Truck Washing Facility	0	0	455,000	0	0	0	0	0
	033-	SA	Effluent Reuse at Compost Facility	0	0	480,000	0	0	0	0	0
	033-	SA	Sludge Co-Composting	0	0	1,242,000	0	0	0	0	0
	033-	SA	Sanitation Master Plan	0	0	300,000	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	233,323	233,323	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	SA0010	East Norman Recycle Center	161,500	161,500	0	0	0	0	0	0
na	033-9975-432	SA0011	Sanit Office Improvements	115,683	115,683	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	SA0013	Compost Equipment Storage Shec	23,000	23,000	0	0	0	0	0	0
TOTAL SANITATION FUND 33 PROJECTS				\$1,993,506	\$1,993,506	\$2,652,000	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

CAPITAL FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
I. CAPITAL OUTLAY (Approximately 27% by Formula)											
	050-3090-419	n.a.	Capital Outlay # (3-30-18)	4,588,591	4,588,591	3,237,918	3,367,435	3,502,132	3,642,217	3,787,906	-
	**SUBTOTAL CAPITAL OUTLAY			4,588,591	4,588,591	3,237,918	3,367,435	3,502,132	3,642,217	3,787,906	-
						27%	27%	27%	27%	27%	
II. STREET MAINTENANCE (Approximately 25% by Formula)											
	050-9369-431	SC0622	Alley Repair Program	200,000	200,000	200,000	200,000	200,000	200,000	200,000	ongoing
			Asphalt Pavt Maint FYE 2014								
	050-9511-431	SC0559	48th Ave NW: Franklin Rd - Indian Hills Rd	126,478	126,478	0	0	0	0	0	-
			Asphalt Pavt Maint FYE 2015								
	050-9511-431	SC0103	ODOT Roadway Rest Match 15	424,258	424,258	0	0	0	0	0	-
	050-9511-431	SC0104	Haddock: Peters-Crawford	300,000	300,000	0	0	0	0	0	-
closed	050-9511-431	SC0105	Roserock: Cardinal-S end #	0	0	0	0	0	0	0	-
			Asphalt Pavt Maint FYE 2016								
	050-9511-431	SC0581	36th Ave NE: Alameda Street to Robinson	305,000	305,000	0	0	0	0	0	-
closed	050-9511-431	SC0582	Alameda St: 72nd SE to end .5 east of 84th Ave SE #	0	0	0	0	0	0	0	-
	050-9511-431	SC0584	Comanche St: Jones Ave to Peters Ave	40,305	40,305	0	0	0	0	0	-
	050-9511-431	SC0585	Park Drive: Symmes St to Elm Ave	50,000	50,000	0	0	0	0	0	-
			Asphalt Pavt Maint FYE 2017								
	050-9511-431	SC0603	Whispering Hills North Addition Streets	314,540	314,540	0	0	0	0	0	-
			Asphalt Pavt Maint FYE2018								
	050-9511-431	SC0601	60th NW: Robinson-Tecumseh	285,400	285,400	0	0	0	0	0	-
	050-9511-431	SC0602	Rock Creek:48thNW to 72nd NW	282,814	282,814	0	0	0	0	0	-
	050-9511-431	SC0623	Rural Rd Impr Data/Test18	12,500	12,500	0	0	0	0	0	-
			Asphalt Pavt Maint FYE2019								
	050-9511-431	SC	Oaktree Apt Addition	0	0	255,051	0	0	0	0	-
	050-9511-431	SC	Fountain Gate Addition	0	0	73,839	0	0	0	0	-
	050-9511-431	SC	Hampton Court	0	0	16,936	0	0	0	0	-
	050-9511-431	SC	Hawthorne Place Addition	0	0	161,821	0	0	0	0	-
	050-9511-431	SC	Brookhaven Addition	0	0	198,569	0	0	0	0	-
	050-9511-431	SC	Robinson Street 3294-3650	0	0	45,809	0	0	0	0	-
	050-9511-431	SC	Berkeley Addition	0	0	69,352	0	0	0	0	-
	050-9511-431	SC	Infrastructure Data Collection/Testing	0	0	12,500	0	0	0	0	-
	050-9511-431	SC	Asphalt Pavt Maint FYE 2020-2023	0	0	0	833,877	833,877	833,877	833,877	ongoing
			Asphalt Paver Patch FYE10								
closed	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd #	0	0	0	0	0	0	0	-
			Asphalt Paver Patch FYE 2015								
closed	050-9692-431	SC0108	168th NE: Franklin-Indian Hill #	0	0	0	0	0	0	0	-
			Asphalt Paver Patch FYE 2017								
	050-9692-431	SC0605	Whispering Hills South Addition Streets	197,046	197,046	0	0	0	0	0	-
	050-9692-431	SC0606	24th Ave SE: Highway 77 to New pavement	61,454	61,454	0	0	0	0	0	-
	050-9692-431	SC0607	Asphalt Paver Data/Test17	6,899	6,899	0	0	0	0	0	-
			Asphalt Paver Patch FYE 2018								
	050-9692-431	SC0624	60th SE: Hwy9-Cedar Lane	148,250	148,250	0	0	0	0	0	-
	050-9692-431	SC0625	Indian Hills: 12th NE-24th NE	110,250	110,250	0	0	0	0	0	-
	050-9692-431	SC0626	Asphalt Paver Data/Test18	12,500	12,500	0	0	0	0	0	-
			Asphalt Paver Patch FYE 2019								
	050-9692-431	SC	East Interstate Dr: Main to Robinson	0	0	258,500	0	0	0	0	-
	050-9692-431	SC	Infrastructure Data Collection/Testing	0	0	12,500	0	0	0	0	-
	050-9692-431	SC	Asphalt Paver Patch FYE 2020-2023	0	0	0	271,000	271,000	271,000	271,000	ongoing
			Concrete Pavement Maintenance FYE 2011								
closed	050-9718-431	SC0504	Westchester: South side at Main Street #	2,703	2,703	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2012								
closed	050-9718-431	SC0530	IMS Conc Pvmnt Data/Test 12 #	388	388	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2014								
	050-9718-431	SC0584	Comanche St: Lahoma Ave - Chautauqua Ave	100,000	100,000	0	0	0	0	0	-
	050-9718-431	SC0585	Morningside Dr: Alameda St - Schulze Dr	160,000	160,000	0	0	0	0	0	-
	050-9718-431	SC0586	IMS Concret Pvm Dta/Test14	1,160	1,160	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2015								
closed	050-9718-431	SC0110	Stoneleigh: Darfield - end #	0	0	0	0	0	0	0	-
	050-9718-431	SC0111	Peters & Eufaula Intersection	88,000	88,000	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2016								
	050-9718-431	SC0589	Peters Ave & Coimanche Street Intersection	25,000	25,000	0	0	0	0	0	-
	050-9718-431	SC0590	Peters Ave & Eufaula Street Intersection	100,000	100,000	0	0	0	0	0	-
	050-9718-431	SC0591	Reed Avenue/Schulze Drive	163,000	163,000	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2017								
	050-9718-431	SC0608	Morningside Dr: Schulze Dr to Alameda St	61,600	61,600	0	0	0	0	0	0
	050-9718-431	SC0609	Reed Ave: Schulze to Sherwood Dr	81,000	81,000	0	0	0	0	0	0
	050-9718-431	SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	145,400	145,400	0	0	0	0	0	0
	050-9718-431	SC0611	Concrete Pvmnt Data/Test17	12,500	12,500	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2018								
	050-9718-431	SC0627	Stubberman at Norman Horth High School	150,000	150,000	0	0	0	0	0	-

CITY OF NORMAN

CAPITAL FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
	050-9718-431	SC0628	University/Hughbert Intersection	138,000	138,000	0	0	0	0	0	-
	050-9718-431	SC0629	Concrete Pavement Data/Test/18	12,500	12,500	0	0	0	0	0	-
			Concrete Pavement Maintenance FYE 2019								
	050-9718-431	SC	Brooks: Pickard to Flood	0	0	93,720	0	0	0	0	-
	050-9718-431	SC	Woodslawn Industrial Tract	0	0	166,938	0	0	0	0	-
	050-9718-431	SC	Pickard: Timberdell to Whispering Pines Dr	0	0	27,342	0	0	0	0	-
	050-9718-431	SC	Infrastructure Data Collection/Testing	0	0	12,500	0	0	0	0	-
	050-9718-431	SC	Concrete Pavement Maintenance FYE 2020-2023	0	0	0	300,500	300,500	300,500	300,500	ongoing
	050-9051-431	SC0630	Concrete Valley Gutter Project FYE 2018	75,000	75,000						
	050-9051-431	SC	Concrete Valley Gutter Project FYE 2019-2023	0	0	75,000	75,000	75,000	75,000	75,000	ongoing
	050-9686-431	SC0612	Crack Seal FY17	20,818	20,818						
	050-9686-431	SC0638	Crack Seal FY18	225,000	225,000						
	050-9686-431	SC	Crack Seal Program	0	0	225,000	225,000	225,000	225,000	225,000	ongoing
			Rural Roads Improvements FYE 2012								
	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	30,000	30,000	0	0	0	0	0	-
			Rural Roads Imprvts FYE 2014								
closed	050-9696-431	SC0571	60th Ave NE: Franklin Rd - Indian Hills Rd #	0	0	0	0	0	0	0	-
			Rural Roads Imprvts FYE 2015								
	050-9696-431	SC0578	Rural Chip Seal FYE15	47,536	47,536	0	0	0	0	0	-
			Rural Roads Imprvts FYE 2016								
closed	050-9696-431	SC0598	72nd NE: Tecumseh to Robinson #	0	0	0	0	0	0	0	-
			Rural Road Imprvts FYE 2017								
	050-9696-431	SC0616	Post Oak Rd: 80th Ave SE to 72nd Ave SE	298,914	298,914	0	0	0	0	0	-
closed	050-9696-431	SC0617	80th Ave NW & Robinson St Intersection #	0	0	0	0	0	0	0	-
closed	050-9696-431	SC0618	96th Ave NE: Franklin Rd to Dare Ln. #	0	0	0	0	0	0	0	-
	050-9696-431	SC0619	Rural Rd Impr Data/Test17	12,500	12,500	0	0	0	0	0	-
			Rural Road Imprvts FYE 2018								
	050-9696-431	SC0633	96th SE: Post Oak-Elowah	129,166	129,166	0	0	0	0	0	-
	050-9696-431	SC0634	Cedar Ln: 48th SE-60th SE	0	129,166	0	0	0	0	0	-
	050-9696-431	SC0635	Plost Oak Rd: 72nd SE-84th SE	129,168	129,168	0	0	0	0	0	-
	050-9696-431	SC0636	Rural Road Improvement Data/Test118	12,500	12,500	0	0	0	0	0	-
			Rural Road Imprvts FYE 2019								
	050-9696-431	SC	Franklin Rd: 24th NW to 1800 Franklin Rd	0	0	29,808	0	0	0	0	-
	050-9696-431	SC	Franklin Rd: 1400 W Franklin to 12th Ave NE	0	0	357,692	0	0	0	0	-
	050-9696-431	SC	Infrastructure Data Collection/Testing	0	0	12,500	0	0	0	0	-
	050-9696-431	SC	Rural Roads Imprvts FYE 2020-2023	0	0	0	400,000	400,000	400,000	400,000	ongoing
			Subtotal Street Maintenance Projects	5,228,713	5,228,703	2,305,377	2,305,377	2,305,377	2,305,377	2,305,377	0
						19.22%	18.46%	17.77%	17.09%	16.43%	
III. MAINTENANCE OF EXISTING FACILITIES 5%											
	050-9677-419		MAINTENANCE OF EXISTING FACILITIES								
	EF0164		12th Rec Gym Floor Replacement	6,500	6,500	0	0	0	0	0	-
	EF0211		Building A Engineer Office Remodel #	20	20	0	0	0	0	0	-
	EF0185		Building C Hallway Door Project	2,670	2,670	0	0	0	0	0	-
	EF		Building C Restroom Renov and ADA Compliance	0	0	50,000	0	0	0	0	-
	EF0179		Datacenter Return Air System	30,000	30,000	0	0	0	0	0	-
	EF0213		Fire - Repair Trench Prop	45,000	45,000	0	0	0	0	0	-
	EF0194		Fire Administration Office Security	7,000	7,000	0	0	0	0	0	-
	EF0180		Fire Administration Remodel	170,299	170,299	0	0	0	0	0	-
	EF0204		Fire Pump Testing Facility #	4	4	0	0	0	0	0	-
	EF0150		Fire Station #6 - Restoration & Repairs	9,038	9,038	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	-
	EF		Fire Station 4 - Rehabilitation	0	0	22,800	0	0	0	0	-
	EF0183		Fire Station 7 Rehab	5,276	5,276	0	0	0	0	0	-
	EF0214		Fire Station 7 Remodel	30,000	30,000	0	0	0	0	0	-
	EF0215		Fire Stations Overhead Door Replacements	18,000	18,000	0	0	0	0	0	-
	EF0184		Firehouse Art gutter replacement	4,942	4,942	0	0	0	0	0	-
	EF0216		Fleet Shop Office/Platform	45,000	45,000	0	0	0	0	0	-
	EF0165		Fleet Window Replacement	1,686	1,686	0	0	0	0	0	-
	EF0169		Painting Municipal Complex	0	0	100,000	50,000	50,000	50,000	50,000	ongoing
	EF0187		Park Electrical Services Maintenance	5,000	5,000	5,000	5,000	5,000	5,000	5,000	ongoing
	EF0143		Park Maintenance Fiber Optic Con #	29	29	0	0	0	0	0	-
	EF0192		Park Maintenance Office Rewire	4,477	4,477	0	0	0	0	0	-
	EF0012		Park Parking Lots & Sidewalks Maintenance*	40,000	40,000	40,000	40,000	40,000	40,000	40,000	ongoing
	EF0062		Park Playground Maintenance	11,028	11,028	10,000	10,000	10,000	10,000	10,000	ongoing
	EF0197		Park Shelter & Restroom Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	ongoing
	EF0124		Park Sign & Fence Maintenance	43,114	43,114	25,000	25,000	25,000	25,000	25,000	ongoing
	EF0198		Pneumatic Plym System Upgrade	2,230	2,230	0	0	0	0	0	-
	EF0170		Police - Animal Welfare Fencing	3,385	3,385	0	0	0	0	0	-
	EF0218		Police - Animal Welfare Kennel Improvements	5,000	5,000	0	0	0	0	0	-
	EF0219		Police - Animal Welfare Kennel Phone Software	10,000	10,000	0	0	0	0	0	-
	EF0217		Police - Animal Welfare Kennel Shade	10,000	10,000	0	0	0	0	0	-
	EF0220		Police - Animal Welfare Kennel Trailer Carport	5,000	5,000	0	0	0	0	0	-
	EF0223		Police - NIC - Exterior Doors	7,500	7,500	0	0	0	0	0	-
	EF0224		Police - Security NIC - Gate & Lighting	75,000	75,000	0	0	0	0	0	-
	EF0221		Police Uniform Support Office Construction	12,750	12,750	0	0	0	0	0	-
	EF0173		Recreation Center Interior Renovations	2,640	2,640	0	0	0	0	0	-
	EF0201		Santa Fe Depot Repairs #	165	165	0	0	0	0	0	-
	EF0193		Sooner Theater Sign and Marquee Repairs	3,088	3,088	0	0	0	0	0	-
	EF0017		Sports Field Relamping	10,050	10,050	10,000	10,000	10,000	10,000	10,000	ongoing
	EF0110		Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	-
	EF0222		Whittier & Irving Exterior Paint & Door Replacement	60,000	60,000	0	0	0	0	0	-
	EF		Women's Restroom & Locker Room in Police Building B	0	0	22,500	0	0	0	0	-
	EF0020		zMaintenance of Existing Facilities Contingency #	53,434	53,434	0	0	0	0	0	ongoing
			**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES	757,663	757,663	295,300	150,000	150,000	150,000	150,000	0
						2%	1%	1%	1%	1%	

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CAPITAL FUND
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Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO											
TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING											
	050-9076-431	TR0051	12th Ave NE and High Meadows Dr	363,690	363,690	200,000	0	0	0	0	-
	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal	5,000	5,000	0	0	0	0	0	-
	050-	TR	12th NW: Rock Creek to Tecumseh	0	0	0	0	630,000	0	1,266,400	-
	050-9076-431	TR0061	12th SE & Triad Village Signal	61,252	61,252	0	0	0	0	0	-
	050-9079-431	TR0053	24th Ave NW & Tea Drive Intersection with traffic signal	494,293	494,293	0	0	0	0	0	-
	050-9079-431	TR0102	36th Ave NW & Crai Dr Signal	59,935	59,935	0	240,000	0	0	0	-
	050-9079-431	TR0050	36th Ave NW & Havenbrook Signal	34,107	34,107	0	0	0	0	0	-
	050-9079-431	TR0108	36th Ave NW & Tecumseh Road	79,165	79,165	0	100,000	0	0	0	-
remove	050-9402-431	TR0103	36th Ave NW: Indian Hills to City Limits	0	0	0	0	0	0	0	-
	050-9076-431	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	60,000	60,000	0	0	0	0	0	-
	050-	TR	36th SE: Cedar Lane to State Hwy 9	0	0	0	700,000	0	1,347,790	0	-
	050-9388-431	TR0117	ACOG Allocation Study	2,356	2,356	0	0	0	0	0	-
	050-9554-419	TC0044	ADA Assessment Citywide	200,000	200,000	0	0	0	0	0	-
	050-9076-431	TR0079	Alameda/Findlay Signal	935	935	0	0	0	0	0	-
	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	29,310	0	0	0	0	0	-
	050-9076-431	TR0091	Boyd and University Boulevard New Signal	47,554	47,554	0	0	0	0	0	-
	050-9712-431	TR0093	Boyd Street Sidewalk Improvements	3,132	3,132	0	0	0	0	0	-
	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	9,002	0	0	0	0	0	-
	050-9552-431	TR0106	Cedar Lane: E of 24th SE to 36th SE	349,000	349,000	0	530,000	1,998,600	0	0	-
	050-9076-431	TR0057	Classen Blvd Signals	300,000	300,000	0	0	0	0	0	-
	050-9712-431	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	22,800	22,800	0	58,000	0	0	0	-
	050-9381-431	TR0105	CNG Compressor Storage Upgrade	19,878	19,878	0	0	0	0	0	-
	050-9688-431	TR0111	Constitution Street Multi-Modal Path	70,000	70,000	150,000	0	0	0	0	-
	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	60,810	60,810	0	0	0	0	0	-
	050-9688-431	TR0112	Flood Avenue Multi-Modal Path	156,400	156,400	0	150,000	0	0	0	-
	050-9712-431	TR0113	Flood Sidewalk: Gray-Acres	31,800	31,800	0	62,500	0	0	0	-
	050-9387-419	SR0110	Franklin: 26th E-48th E	28,420	28,420	0	0	0	0	0	-
	050-9352-431	TR0042	Hwy 9/Little River Bridge	1,605	1,605	0	0	0	0	0	-
	050-	TR	Imhoff and Constitution Intersection	0	0	0	600,000	0	0	720,000	-
remove	050-9079-431	TR0080	Indian Hills Road Signals	0	0	0	0	0	0	0	-
	050-9552-431	TC0039	Jenkins & Bratcher-Minor Intersection Realignment	50,000	50,000	0	0	0	0	0	-
	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension (match)	369,679	369,679	0	0	0	0	0	-
	050-9584-431	TR0045	Lindsey St. Interchange Aesthetic	85,000	85,000	0	0	0	0	0	-
	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	168,365	168,365	0	0	0	0	0	-
closed	050-9081-431	TR0075	Main Street Roadway Lighting #	0	0	0	0	0	0	0	-
	050-9712-431	TR0115	McGee Drive Sidewalk: SH9-Lindsey	30,000	30,000	0	64,000	0	0	0	-
	050-9535-431	TR0068	ODOT Audit Adjustments	667,633	667,633	100,000	100,000	100,000	100,000	100,000	ongoing
	050-9511-431	TR0055	Pavement Overlays Citywide	197,355	197,355	0	0	0	0	0	-
	050-9079-431	TR0097	Porter & Acres Inters & Signal	160,000	160,000	0	250,000	200,000	400,000	0	-
	050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	-
	050-9161-431	TR0066	Railroad Quiet Zone	916,060	916,060	0	0	0	0	0	-
	050-9391-431	TC0047	Regional Transportation Authority	77,380	77,380	0	0	0	0	0	-
	050-9552-431	TR0104	Robinson Street West of I-35 (match for Fund 57)	685,831	685,831	0	0	0	0	0	-
	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	13,901	13,901	0	0	0	0	0	-
closed	050-9076-431	TR0099	Rock Creek & Sequoyah Trail - New Signal (private) #	0	0	0	0	0	0	0	-
	050-9079-431	TR0059	Rock Creek: 12th NW & Trailwoods Signal	1,042,477	1,042,477	0	700,000	0	0	0	-
	050-9552-431	TR0094	Rock Creek: Grandview to 36th NW Widening	184,291	184,291	0	497,000	0	0	0	-
	050-9082-431	TR0081	Safe Routes to School - Kennedy (match)	13,322	13,322	0	0	0	0	0	-
closed	050-9076-431	TR0076	SH 9 and 36th SE New Signal #	0	0	0	0	0	0	0	-
	050-9688-431	TR0107	SH 9 Multi-Modal Path Phase 2 (match)	175,000	175,000	80,000	0	0	0	0	-
	050-9402-431	TR0118	SH 9: 72nd SE - 106th SE	14,043	14,043	0	0	0	0	0	-
	050-9387-419	SR0102	Site #11 RckCrk/168NE/180NE	18,572	18,572	0	0	0	0	0	-
	050-9387-419	SR0103	Site #17 Imhoff Channel	765,565	765,565	0	0	0	0	0	-
	050-9387-419	SR0104	Site #28 72ndNE/Tecumseh	86,997	86,997	0	0	0	0	0	-
	050-9387-419	SR0100	Site #7 RckCrk/156NE/168NE	27,975	27,975	0	0	0	0	0	-
	050-9387-419	SR0101	Site #9 Post Oak/108E/120E	20,650	20,650	0	0	0	0	0	-
	050-9688-431	TR0116	State Highway 9 Multi Modal Path Ph 3 (match)	80,000	80,000	300,000	0	0	0	0	-
	050-9688-431	TR0073	State HWY9 Multi-modal Path Phase 1 (match)	833,375	833,375	0	0	0	0	0	-
	050-	TR	Technology Place street extension	0	0	550,000	0	0	0	0	-
	050-	TR	Tecumseh: 12th NE to Hollister	0	0	0	0	0	400,000	0	-
closed	050-9080-431	TC0040	Traffic Signal Adaptive Control System #	0	0	0	0	0	0	0	-
	050-9076-431	TR0101	US 77 (Classen) & Post Oak Signal	75,000	75,000	0	0	0	0	0	-
	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	67,484	0	0	0	0	0	-
	050-9611-431	TC0041	Wayfinding Signage #	635	635	0	0	0	0	0	-
Subtotal Transp w/ Fedl Funds				9,401,572	9,401,572	1,380,000	4,051,500	2,928,600	2,247,790	2,086,400	-

CITY OF NORMAN

CAPITAL FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING											
	050-9206-431	TC0038	ADA Sidewalk Compliance Audit and Repair	398,260	398,260	100,000	100,000	100,000	100,000	100,000	ongoing
	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	422,612	422,612	100,000	100,000	100,000	100,000	100,000	ongoing
	050-9052-431	TC0261	Citywide Sidewalk Reconstruction FYE 2014 #	31	31	0	0	0	0	0	-
	050-9052-431	TC0263	Citywide Sidewalk Reconstruction FYE 2015	2,688	2,688	0	0	0	0	0	-
	050-9052-431	TC0268	Citywide Sidewalk Reconstruction FYE 2017	32,305	32,305	0	0	0	0	0	-
	050-9052-431	TC0271	Citywide Sidewalk Reconstruction FYE 2018	50,000	50,000	0	0	0	0	0	-
	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2019-2023	0	0	50,000	50,000	50,000	50,000	50,000	ongoing
	050-9373-451	CD0001	Community/Neighborhood Improvements	0	0	0	100,000	100,000	100,000	100,000	ongoing
	050-9716-431	TC0264	Downtown Area Sidewalks & Curbs FYE15 #	1	1	0	0	0	0	0	-
	050-9716-431	TC0267	Downtown Area Sidewalks & Curbs FYE16 #	32	32	0	0	0	0	0	-
	050-9716-431	TC0269	Downtown Area Sidewalks & Curbs FYE17	4,411	4,411	0	0	0	0	0	-
	050-9716-431	TC0271	Downtown Area Sidewalks & Curbs FYE18	50,000	50,000	0	0	0	0	0	ongoing
	050-9716-431	TC	Downtown Area Sidewalks & Curbs FYE19-2023	0	0	50,000	50,000	50,000	50,000	50,000	ongoing
	050-9069-431	TC0157	Downtown/Campus Parking Study	30,000	30,000	0	0	0	0	0	-
	050-9370-431	SC0620	Driveway Repair Program FYE 2017	841	841	0	0	0	0	0	-
	050-9370-431	SC0637	Driveway Repair Program FYE 2018	10,000	10,000	0	0	0	0	0	-
	050-9370-431	SC	Driveway Repair Program FYE 2019-2023	0	0	10,000	10,000	10,000	10,000	10,000	ongoing
	050-	TC	EDC Manual Update, Phases 2 & 3	0	0	0	100,000	175,000	0	0	-
closed	050-9611-431	TR0114	Lindsey Street/SH9 Wayfinding	40,000	40,000	200,000	0	0	0	0	-
closed	050-9082-431	TC0042	McKinley School Traffic Circulation #	0	0	0	0	0	0	0	-
closed	050-9082-431	TC0046	McKinley School Zone Upgrade #	0	0	0	0	0	0	0	-
	050-	TC	School Gap Sidewalks (Boyd/24SW; Imhoff/Walnut-Pickard)	0	0	100,000	0	0	0	0	-
	050-9316-431	TC0238	Sidewalk Accessibility	103,890	103,890	30,000	30,000	30,000	30,000	30,000	ongoing
	050-	TC	Sidewalk Acres: Flood to Porter, north side (const.)	0	0	275,000	0	0	0	0	-
	050-9407-431	TC0155	Sidewalk Horizontal Saw Cut Program	40,000	40,000	40,000	40,000	40,000	40,000	40,000	ongoing
	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	118,079	118,079	80,000	80,000	80,000	80,000	80,000	ongoing
	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	45,640	45,640	0	0	0	0	0	-
	050-9712-431	TC0252	Sidewalk: Porter: Acres-Johnson	50,000	50,000	0	0	0	0	0	-
	050-9179-431	TC0262	Sidewalks & Trails - New	256,075	256,075	0	120,000	120,000	120,000	120,000	ongoing
	050-9406-431	TC0270	Street Striping	100,000	100,000	50,000	50,000	50,000	50,000	50,000	ongoing
	050-	TC	Striping Streets Citywide	0	0	200,000	0	0	0	0	-
	050-9073-431	TC0230	Traffic Calming	3,443	3,443	0	50,000	50,000	50,000	50,000	ongoing
			Subtotal Transp City Funds Only	1,758,308	1,758,308	1,265,000	880,000	955,000	780,000	780,000	0
BUILDINGS AND GROUNDS											
	050-	BG	201 W Gray Admin Building Carpet Replacement	0	0	110,000	0	0	0	0	-
	050-9644-419	BG0067	201 W Gray Admin Building Generator	165,000	165,000	0	0	0	0	0	-
	050-	BG	201 W Gray Bldg A Generator	0	0	0	121,000	0	0	0	-
	050-9365-419	BG0072	710 Asp Avenue Parking Project	0	203,607	62,000	954,000	0	0	0	-
	050-9556-419	BG0047	Access Control System Consolidation/Migrations	1,945	1,945	0	0	0	0	0	-
	050-9540-419	EF1004	Building Maintenance - Lighting	95,626	95,626	0	0	0	0	0	-
	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	87,652	87,652	50,000	50,000	50,000	50,000	50,000	ongoing
	050-9540-419	EF1002	Building Maintenance - Roofs	88,737	88,737	0	0	0	0	0	-
	050-	BG	City Clerk's Office Remodel	0	0	150,000	0	0	0	0	-
	050-	BG	City Data Back Up Expansion	0	0	150,000	0	0	0	0	-
	050-9265-419	BG0068	City Data Center Air Conditioning Replacement	160,000	160,000	0	0	0	0	0	-
	050-9365-419	BG0056	City Datacenter Storage	927,239	927,239	0	0	0	0	0	-
	050-9556-419	BG0060	City Fiber Infrastructure Repair & Expansion	240,357	240,357	0	0	0	0	0	-
	050-9556-419	BG0063	City Website Design and Mobile App	138,000	138,000	137,000	0	0	0	0	-
	050-9388-431	BG0164	Comprehensive Land Use Plan Update	158,212	158,212	0	0	0	0	0	-
	050-9365-419	BG0071	Core Network Switches Replace	275,000	275,000	0	0	0	0	0	-
	050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade	4,872	4,872	0	0	0	0	0	-
	050-9534-431	WS0002	Debris Management Plan	40,000	40,000	0	0	0	0	0	-
	050-9365-419	BG0041	Demolition of 1 West Gray	14,563	14,563	0	0	0	0	0	-
closed	050-9365-419	BG0028	Downtown Parking Lot Expansion #	0	0	0	0	0	0	0	-
	050-9529-419	BG0070	ERP Replacement Project (2017 Loan)	5,985,541	5,985,541	0	0	0	0	0	-
closed	050-9644-419	BG0057	Exterior Door Replacement 201 W Gray (Admin) #	0	0	0	0	0	0	0	-
closed	050-9364-419	BG0055	Fans: Fleet Above Lead Recirculation #	0	0	0	0	0	0	0	-
	050-9377-419	FT0002	Fire Station 8 Westside (PSST) #	29	29	0	0	0	0	0	-
	050-9377-419	FT0003	Fire Station 9 Eastside (PSST)	23,577	23,577	0	0	0	0	0	-
	050-9556-419	BG0058	Fire Suppression for Data Centers	6,294	6,394	0	0	0	0	0	-
	050-	BG	Fleet/Line Maintenance North Base Lighting Project (share)	0	0	9,800	0	0	0	0	-
closed	050-9533-419	BG0051	GIS Mapping FY15 #	0	0	0	0	0	0	0	-
	050-9533-419	BG0061	GIS Mapping FY17	100,725	100,725	0	0	0	0	0	-
	050-9533-419	BG	GIS Mapping FY19	0	0	145,000	0	0	0	0	-
	050-9533-419	BG	GIS Mapping FY21	0	0	0	0	145,000	0	0	-
	050-9533-419	BG	GIS Mapping FY23	0	0	0	0	0	0	145,000	ongoing
	050-9175-452	PR0040	Greenbelt Acquisition #	204,135	0	0	50,000	50,000	50,000	50,000	ongoing
closed	050-9699-441	BP0188	Norman Animal Shelter (2011 GOB) #	9,650	9,650	0	0	0	0	0	-
	050-9388-431	BG0165	North Base Feasibility Study	80,000	80,000	0	0	0	0	0	-
	050-9913-421	BG0061	Police - Range Berm Renovation	0	0	0	132,000	0	2,310,000	0	-
	050-9607-419	BG0062	Police Investigations Center Auditorium Light	5,000	5,000	0	0	0	0	0	-
	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	16,871	16,871	0	0	0	0	0	-
	050-9365-419	BG0069	Security System Replacement & Expansion	125,000	125,000	300,000	300,000	300,000	0	0	-
	050-9644-419	BG0046	Signage Replacement Municipal Complex	50,000	50,000	0	100,000	0	0	0	-
	050-	BG	Street Division North Base Facility	0	0	0	500,000	0	0	0	-
	050-9389-419	BG0031	Treasury Area Safety Project	8,598	8,598	0	0	0	0	0	-
	050-9092-419	BG0242	Trench Rescue Training #	8	8	0	0	0	0	0	-
	050-	BG	Video Conferencing Expansion	0	0	0	0	0	162,250	0	-
			Subtotal Buildings and Grounds	9,012,631	9,012,203	1,113,800	2,207,000	545,000	2,572,250	245,000	0

CITY OF NORMAN

CAPITAL FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
PARKS AND RECREATION											
	050-9050-452	PR0140	Andrews Park Reforestation	5,291	5,291	0	0	0	0	0	-
	050-9639-452	PR0147	Griffin Drainage Improvements	12,887	12,887	0	0	0	0	0	-
	050-9639-452	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	106,728	106,728	0	0	0	0	0	-
	050-9738-452	PR0128	Highland Village Park Park Improvements	100,000	100,000	0	0	0	0	0	-
	050-9922-452	PR0123	Little Axe Improvements	11,365	11,365	0	0	0	0	0	-
	050-9218-452	PR0151	Park Mstr Pln: Eastwood Park	51,167	51,167	0	0	0	0	0	-
	050-9218-452	PR0153	Park Mstr Pln: NE Lions Park	192,513	192,513	0	0	0	0	0	-
	050-9973-452	PR0013	Park Site Amenities and Furnishings	20,016	20,016	20,000	20,000	20,000	20,000	20,000	ongoing
	050-9674-452	PC0003	Saxon Community Park Design & Improvements	93,917	93,917	0	0	0	0	0	-
	050-9814-451	PR0167	Sooner Theater Seat Replacement & Interiors (match)	32,229	32,229	0	0	0	0	0	-
	050-9737-452	PR0055	Southlake Park Improvements	139,938	139,938	0	0	0	0	0	-
	050-9074-452	PC0019	Sutton Wilderness Trail	24,518	24,518	0	0	0	0	0	-
	050-9965-452	PR0124	Trails - Hall Park Greenbelt	2,325	2,325	0	0	0	0	0	-
	050-9966-452	PR0212	Tree Program - Matching Funds	13,531	13,531	10,000	10,000	10,000	10,000	10,000	ongoing
	050-	PR	Westwood Tennis IT Fiber Network Connection	0	0	14,000	0	0	0	0	-
Subtotal Parks & Recreation				806,425	806,425	44,000	30,000	30,000	30,000	30,000	0
STORMWATER DRAINAGE AND STORM SEWER SYSTEMS											
	050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	120,000	0	0	0	0	0	-
	050-9352-431	TR0119	Bridge Replacement Main Street - Storm Water		304,265	0	0	0	0	0	-
closed	050-9968-431	DR0010	Brookhaven Crk:Robt/Crossrds #	0	0	0	0	0	0	0	-
closed	050-9528-431	DR0018	Cambridge Drainage improvements #	0	0	0	0	0	0	0	-
	050-9968-431	DR0063	Creston Way and Schulze Drive Storm Sewer	258,569	258,569	0	0	0	0	0	-
closed	050-9967-431	DR0013	Drainage - Misc Projects	0	0	0	0	0	0	0	-
	050-9967-431	DR0019	Drainage Projects Annual Projects	176,254	176,948	45,000	45,000	45,000	45,000	45,000	ongoing
closed	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main) #	139,301	139,301	0	0	0	0	0	-
	050-9968-431	DR0057	Drainage Projects FYE10	833,955	833,955	0	0	0	0	0	-
	050-9968-431	DR	Drainage Projects FYE19	0	0	285,000	0	0	0	0	-
	050-9968-431	DR	Drainage Projects FYE20-23	0	0	0	285,000	285,000	285,000	285,000	ongoing
Force Account Drainage Materials FYE 2011											
	050-9906-451	SC0509	Sandpiper Lane	5,276	5,276	0	0	0	0	0	-
Force Account Drainage Materials FYE 2012											
	050-9906-451	SC0533	Vicksburg Channel Liner Repair	85,000	85,000	0	0	0	0	0	-
Force Account Drainage Materials FYE 2014											
	050-9906-451	SC0570	Merkle Crk: Iowa St North to Westwood Golf Course	40,000	40,000	0	0	0	0	0	-
Force Account Drainage Materials FYE 2015											
	050-9906-451	SC0575	Summit Lakes Park Storm Sewer	39,895	38,895	0	0	0	0	0	-
Force Account Drainage Materials FYE 2016											
	050-9906-451	SC0594	Acres St and Lahoma Ave Drainage Improvements	40,000	40,000	0	0	0	0	0	-
	050-9906-451	SC0595	Guardrail Improvements	65,340	65,340	0	0	0	0	0	-
	050-9906-451	SC0596	Pedestrian Hand/Safe Rail Improvements	19,714	19,714	0	0	0	0	0	-
Force Account Drainage Materials FYE 2017											
	050-9906-451	SC0613	Merkle Creek: Reestablish natural vegetative liner	87,575	85,575	0	0	0	0	0	-
	050-9906-451	SC0614	Lochwood & Devonshire: Drainage Improvements	25,000	25,000	0	0	0	0	0	-
	050-9906-451	SC0615	Shelby Ct: Drainage Improvements	30,000	30,000	0	0	0	0	0	-
Force Account Drainage Materials FYE 2018											
	050-9906-451	SC0631	Leaning Elm Storm Sewer Study	70,000	70,000	0	0	0	0	0	-
	050-9906-451	SC0632	Merkle Creek at Crestmont	65,000	65,000	0	0	0	0	0	-
Force Account Drainage Materials FYE 2019											
	050-9906-451	SC	Cove Hollow Court flume	0	0	135,000	0	0	0	0	-
	050-9906-451	SC	Force Account Drainage Materials FYE 2020-2023	0	0	0	135,000	135,000	135,000	135,000	ongoing
	050-9530-431	DR0062	Imhoff Creek Stabilization Study	69,071	69,071	0	0	0	0	0	-
	050-9666-431	DR0065	Misty Lake Dam Repair	40,000	40,000	0	0	0	0	0	-
	050-9214-431	DR0064	Stormwater Funding Study	79,872	79,872	0	0	0	0	0	-
	050-9528-431	DR0020	Vineyard Detention Drainage	30,000	30,000	0	0	0	0	0	-
	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL Compliance	669,542	669,542	300,000	300,000	300,000	300,000	300,000	ongoing
	050-9717-431	DR0066	W Main Drainage Structure/S Bridge	325,000	325,000	0	0	0	0	0	-
	050-9968-431	DR0015	Teccurseh/38th NW - channel	74,632	74,632	0	0	0	0	0	-
Subtotal Drainage				3,388,996	3,690,955	765,000	765,000	765,000	765,000	765,000	0
**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)				24,367,932	24,669,463	4,587,800	7,933,500	5,223,600	6,395,040	3,906,400	0

CITY OF NORMAN

CAPITAL FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
V. TRANSFERS											
	050-5090-491		Transfer to GF St Maint Drainage Labor # (4-4-18)	289,746	289,746	285,229	299,490	318,465	330,188	346,698	-
	050-5090-491		Services and Maintenance # (4-4-18)	16,499	16,499	16,699	16,866	17,035	17,205	17,377	-
	050-5090-491		Transfer To Westwood Golf # (4-4-18)	81,200	81,200	111,480	61,500	61,500	61,500	61,500	-
	**SUBTOTAL TRANSFERS Subtotal Transfers for Projects			387,445	387,445	413,408	377,856	397,000	408,893	425,575	0

VI. SALARIES AND BENEFITS											
	050-		Salary and Benefits # (4-4-18)	1,203,552	1,203,552	1,224,084	1,285,288	1,349,533	1,417,030	1,487,882	-
	**SUBTOTAL SALARIES AND BENEFITS			1,203,552	1,203,552	1,224,084	1,285,288	1,349,533	1,417,030	1,487,882	0

VII. BOND PROJECTS (March 29, 2005 Referendum)											
Proposition 1											
Proposition 1 Issuance Cost (GOB)				0	0	0	0	0	0	0	-
closed	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo) #	0	0	0	0	0	0	0	-
	050-9161-431	BP0357	Railroad Quiet Zone (Bond)	244,809	244,809	0	0	0	0	0	-
closed	050-9065-431	BP0226	Duffy RR Crossing and Realignment (GOB) #	0	0	0	0	0	0	0	-
closed	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo) #	0	0	0	0	0	0	0	-
	SUBTOTAL GOB COSTS PROP. 1			244,809	244,809	0	0	0	0	0	0
	not recapt: SUBTOTAL PAYGO COSTS PROP. 1			0	0	0	0	0	0	0	0
Proposition 2											
Proposition 2 Issuance Cost (GOB)				0	0	0	0	0	0	0	-
	050-9677-419	BP0356	Fire Admin Remodel (Bond) (Prop 4)	65,521	65,521	0	0	0	0	0	-
	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	6,150	6,150	0	0	0	0	0	-
	050-9552-431	BP0235	Lindsey: Jenkins to Classen Widening (GOB)*	0	0	0	0	0	0	0	-
	050-9552-431	BP0044	Rock Creek:Porter to 12th NE Widening (GOB)*	0	0	0	0	0	0	0	-
	incl 5078 SUBTOTAL GOB COSTS PROP. 2			65,521	65,521	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			310,330	310,330	0	0	0	0	0	0
	Subtotal PayGo Fund 50			6,150	6,150	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											
	050-9511-431	BP0249	Robinson: 24th NE to 60th NE	402,997	402,997	0	0	0	0	0	-
closed	050-9401-431	BP0246	Urban Asphalt Pavement 2015 #	13,354	13,354	0	0	0	0	0	-
Urban Concrete Pavement 2015											
	050-9393-431	BP0242	Main St: Park Dr-Berry Rd	217,697	217,697	0	0	0	0	0	-
closed	050-9393-431	BP0243	Comanche St (2 locations) #	-0.27	0	0	0	0	0	0	-
closed	050-9371-431	BP0240	Rural Road Improvements 2014 #	0	0	0	0	0	0	0	-
	050-9385-431	BP0353	Road Reconstruction 2013	353,150	353,150	0	0	0	0	0	-
	050-9385-431	BP0239	Road Reconstruction 2014	402,139	402,139	0	0	0	0	0	-
	050-9385-431	BP0245	Road Reconstruction 2015 (Dakota: Berry to Univ)	1,278,706	1,278,706	0	0	0	0	0	-
	050-9385-431	BP0247	Road Reconstruction 2015 (Lahoma:Gray-Nebraska)	1,143,034	1,143,034	0	0	0	0	0	-
Proposition 2											
Proposition 1 Issuance Cost (GOB)				0	0	0	0	0	0	0	-
	050-9386-419	BP0313	Outdoor Warning #	165	165	0	0	0	0	0	-
	Subtotal 2010 GOB Bond Issuance Costs			0	0	0	0	0	0	0	0
	Subtotal 2010 GOB Fund 50			3,811,242	3,811,242	0	0	0	0	0	0

IX. BOND PROJECTS (October 2012 Referendum)											
Proposition Issuance Cost (GOB)(rev 3-21-13)				0	0	0	0	0	0	0	-
	050-9552-431	TR0191	12th Ave SE/Hwy 9-Cedar Ln (PAYGO)	329,582	329,582	0	0	0	0	0	-
	050-9552-431	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	564,326	564,326	0	0	0	0	0	-
	050-9552-431	BP0192	24th East Widening from Lindsey to Robinson	2,360,420	2,360,420	1,938,400	0	0	0	0	-
	050-9552-431	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	1,661,486	1,661,486	479,100	2,911,402	0	0	0	-
	050-9552-431	BP0190	Alameda Street Safety Project	414,448	414,448	0	0	754,608	0	0	-
	050-9352-431	BP0195	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	609,010	609,010	0	0	0	0	0	-
	050-9352-431	BP0194	Bridge Replacement Main St Local Bridge No 016	1,485,865	1,485,865	0	0	0	0	0	-
	050-9079-431	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	15,438	0	0	0	0	0	-
	050-9552-431	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1 (PAYGO)	15,270	15,270	0	0	0	0	0	-
	050-9552-431	BP0189	Lindsey: 24th SW to Berry Rd Widening	1,291,171	1,291,171	0	0	0	0	0	-
	Subtotal 2012 GOB Bond Issuance Costs			0	0	0	0	0	0	0	0
	Subtotal 2012 GOB Fund 50			8,402,164	8,402,164	2,417,500	2,911,402	754,608	0	0	0
	Subtotal PAYGO			344,852	344,852	0	0	0	0	0	0

CITY OF NORMAN

CAPITAL FUND
FYE 19 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE 18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
X. BOND PROJECTS (April 5, 2016 Referendum)											
			Proposition 1 Issuance Cost (GOB)	0	0	160,000	0	0	0	0	-
	050-9401-431		Urban Asphalt Pavement	0	0		1,610,523	1,458,388	0	0	-
		BP0358	Murphy: Lindsey - S 1300 block	37,800	37,800	0	0	0	0	0	-
		BP0359	Adkins Crossing Addition	93,975	93,975	0	0	0	0	0	-
		BP0360	Olde Brook Cr: Main St to end	48,055	48,055	0	0	0	0	0	-
		BP0361	Cambridge Addition	294,795	294,795	0	0	0	0	0	-
		BP0362	Springbrook Addition	169,025	169,025	0	0	0	0	0	-
		BP0363	Cambridge Place Addition	159,790	159,790	0	0	0	0	0	-
		BP0364	Parsons Addition	160,475	160,475	0	0	0	0	0	-
		BP0365	Tulls Addition	293,416	293,416	0	0	0	0	0	-
		BP0366	Norman Old Town	42,900	42,900	0	0	0	0	0	-
		BP0367	NATTC	43,900	43,900	0	0	0	0	0	-
		BP0368	Warwick Addition	269,680	269,680	0	0	0	0	0	-
	FYE18	BP0390	Saratoga: Victory-Galant	21,296	21,296	0	0	0	0	0	-
		BP0391	Norman Old Town Addition	417,658	417,658	0	0	0	0	0	-
		BP0392	Classen/Miller Urban Asphalt	133,072	133,072	0	0	0	0	0	-
		BP0393	Broad Acres Addition	543,090	543,090	0	0	0	0	0	-
		BP0394	Research Pk: Rock Creek-Stubbsman	189,426	189,426	0	0	0	0	0	-
		BP0395	Hall Park Addition	146,160	146,160	0	0	0	0	0	-
		BP0396	Pendleton: Rock Creek to South End	154,109	154,109	0	0	0	0	0	-
	FYE 19	BP	Springbrook Addition	0	0	146,261	0	0	0	0	-
		BP	Ross's Addition	0	0	78,351	0	0	0	0	-
		BP	Live Oak Drive: Walnut Road to End	0	0	65,906	0	0	0	0	-
		BP	Mayfair Drive: Bishops Drive to Kent Street	0	0	128,492	0	0	0	0	-
		BP	Prairie Creek Addition	0	0	450,357	0	0	0	0	-
		BP	Laresh's University Addition	0	0	559,342	0	0	0	0	-
		BP	Howe's Addition	0	0	163,757	0	0	0	0	-
	050-9393-431		Urban Concrete Pavement				1,733,706	1,772,494	0	0	-
		BP0369	Meadows Park Addition	106,000	106,000	0	0	0	0	0	-
		BP0370	Brookhaven 23rd Addition	69,989	69,989	0	0	0	0	0	-
		BP0371	River Oaks Addition	103,083	103,083	0	0	0	0	0	-
		BP0372	Brookhaven 35th Addition	11,513	11,513	0	0	0	0	0	-
		BP0373	Classen/Miller Addition	147,459	147,459	0	0	0	0	0	-
		BP0374	Woodslawn Addition	43,521	43,521	0	0	0	0	0	-
		BP0375	Castlerock Addition	53,204	53,204	0	0	0	0	0	-
		BP0376	Sherwood:Morningside to Alameda	96,000	96,000	0	0	0	0	0	-
		BP0377	James Drive: Stinson to Fleetwood	24,123	24,123	0	0	0	0	0	-
	FYE18	BP0380	Brookhaven Addition	578,600	578,600	0	0	0	0	0	-
		BP0381	Cambridge Addition	96,800	96,800	0	0	0	0	0	-
		BP0382	Arbor Lakes Addition	31,900	31,900	0	0	0	0	0	-
		BP0383	Cherry Creek Addition	52,800	52,800	0	0	0	0	0	-
		BP0384	Carlisle Cr: Woods-Woods	125,400	125,400	0	0	0	0	0	-
		BP0385	Castro St: Ponca-Classen	26,400	26,400	0	0	0	0	0	-
		BP0386	University Heights Addition	171,600	171,600	0	0	0	0	0	-
		BP0387	Woodslawn Addition	469,700	469,700	0	0	0	0	0	-
		BP0388	Westwood Addition	138,600	138,600	0	0	0	0	0	-
		BP0389	Oakwood Dr: McGee-Wylie	61,600	61,600	0	0	0	0	0	-
	FYE 19	BP	Beaumont Dr: Brandywine Ln to Biloxi Dr	0	0	210,000	0	0	0	0	-
		BP	Boyd St: 12th Ave SE to Shiloh Dr	0	0	241,200	0	0	0	0	-
		BP	Westerfield Manor Addition	0	0	534,000	0	0	0	0	-
		BP	Brookhaven Addition	0	0	57,600	0	0	0	0	-
		BP	Cherry Creek Dr: Main St to Stone Well Dr	0	0	102,000	0	0	0	0	-
		BP	Woodslawn Addition	0	0	591,600	0	0	0	0	-
		BP	Pleasant Grove: Buckingham Dr to Bridgeport Rd	0	0	42,000	0	0	0	0	-
	050-9371-431		Rural Road Improvements				500,000	700,000	0	0	-
		BP0379	108th Ave NE: Franklin Rd to Stella Rd	105,400	105,400	0	0	0	0	0	-
		BP0227	Imhoff: 180th SE to west end #	94,431	94,431	0	0	0	0	0	-
		BP0228	Indian Hills: 120th NE to E & W ends	123,835	123,835	0	0	0	0	0	-
		BP0297	108th NE: Franklin-Stella	605,000	605,000	0	0	0	0	0	-
	FYE 19	BP	Rock Creek Rd: 24th Ave NE to 60th Ave NE	0	0	750,000	0	0	0	0	-
	050-9385-431		Road Reconstruction	0	0		959,173	1,103,052	0	0	-
	FYE 19	BP	Walnut Rd: 2700 Walnut Rd to Imhoff Rd	0	0	459,131	0	0	0	0	-
		BP00378	Lahoma Ave: Nebraska St to Hughbert Dr	1,251,510	1,251,510	0	0	0	0	0	-
			Subtotal 2016 GOB Bond Issuance Costs	0	0	160,000	0	0	0	0	-
			Subtotal 2016 GOB Project Expenses	7,807,090	7,807,090	4,579,999	4,803,402	5,033,934	0	0	0
			TOTAL 2016 BOND	\$7,807,090	\$7,807,090	\$4,739,999	\$4,803,402	\$5,033,934	\$0	\$0	\$0
TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES				\$57,215,724	\$57,517,245	\$19,221,386	\$23,134,260	\$18,716,184	\$14,318,557	\$12,063,140	\$0
			RESERVE FOR SENIOR CENTER	261,770	261,770	261,770	261,770	261,770	261,770	261,770	0
			RESERVE - NEW REVENUE CONTINGENCY	872,839	823,000	839,460	873,039	907,960	944,279	982,050	0

CITY OF NORMAN

**NORMAN FORWARD SALES TAX CAPITAL FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
I. Bond Funded											
	051-9050-452	NFB019	Andrews Park Improvements #	1,200,000	200,000	1,300,000	0	0	0	0	0
	051-	NFB	Canadian River Park	0	0	0	0	0	0	0	2,000,000
	051-9507-455	NFB016	Library-New Central Branch #	34,602,619	16,602,619	18,000,000	0	0	0	0	0
na	051-9507-455	NFB017	Library-New East Branch	4,285,261	4,285,261	0	0	0	0	0	0
	051-9639-452	NFB001	Griffin Park Remodel #	7,044,145	544,145	8,600,000	1,750,000	0	0	0	0
	051-9546-452	NFB002	Indoor Aquatic Facility #	4,000,000	0	5,000,000	9,000,000	0	0	0	0
	051-9601-452	NFB003	Indoor Sports Facility #	2,250,000	0	6,000,000	2,500,000	0	0	0	0
	051-9403-431	NFB004	James Garner Blvd: Flood to Acres	1,292,966	1,292,966	0	1,362,000	0	0	0	0
	051-9403-431	NFB008	James Garner/Acres Intersection	2,183,570	2,183,570	0	0	0	0	0	0
	051-9441-452	NFB005	Community Sports Park Development #	2,500,000	0	2,500,000	0	0	0	0	0
	051-	NFB	New Senior Citizens Center	0	0	0	0	0	0	0	TBD
	051-	NFB	North Base Roads	0	0	0	0	0	0	0	2,730,000
	051-9205-452	NFB006	Reaves Park Remodel #	6,911,280	300,000	3,000,000	6,611,280	0	0	0	0
na	051-9404-451	NFB018	Westwood Swim Complex Replacemen	4,422,270	4,422,270	0	0	0	0	0	0
na	051-9364-451	NFB007	Westwood Tennis Center Addition	751,257	751,257	0	0	0	0	0	0
SUBTOTAL BOND FUNDED				\$71,443,368	\$30,582,088	\$44,400,000	\$21,223,280	\$0	\$0	\$0	\$4,730,000
II. Paygo Funded											
	051-9830-452	NFP101	Neighborhood Park Improvements	492,685	492,685	500,000	500,000	500,000	500,000	500,000	2,750,000
	051-9830-452	NFP104	New Neighborhood Park Development	300,000	300,000	300,000	700,000	700,000	0	0	0
	051-	NFP	New Trail Development Throughout Town	0	0	0	2,000,000	2,500,000	1,500,000	0	1,000,000
	051-9500-452	NFP100	Public Arts Projects	340,000	340,000	0	0	0	0	0	765,000
	051-9322-452	NFP105	Ruby Grant Park Development	1,200,000	0	1,250,000	1,550,000	2,000,000	1,200,000	0	0
	051-	NFP	Saxon Park Development	-	-	900,000	500,000	600,000	0	0	0
SUBTOTAL PAYGO FUNDED				\$2,332,685	\$1,132,685	\$2,950,000	\$5,250,000	\$6,300,000	\$3,200,000	\$500,000	\$4,515,000
TOTAL NORMAN FORWARD FUND 51 PROJECTS				\$73,776,053	\$31,714,773	\$47,350,000	\$26,473,280	\$6,300,000	\$3,200,000	\$500,000	\$9,245,000

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
COMMUNITY PARKS											
na	052-9441-452	PC0020	Legacy Park Audio Equipment	50,000	50,000	0	0	0	0	0	0
na	052-9441-452	PC0018	Sports Complex Bleachers	6,474	6,474	0	0	0	0	0	0
na	052-9074-452	PC0019	Sutton Wilderness Trail	20,732	20,732	0	0	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements Reaves	22,000	22,000	0	0	0	0	0	0
Subtotal Community Parks				99,206	99,206	0	0	0	0	0	0
NEIGHBORHOOD PARKS											
na	052-9609-452	PR0155	Brookhaven Park Improvements	8,366	8,366	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	PR0129	The Links Park Improvements	25,000	25,000	0	0	0	0	0	0
na	052-7042-452	PR0128	Highland Village Park Improvements	28,180	28,180	0	0	0	0	0	0
Subtotal Neighborhood Parks				79,473	79,473	0	0	0	0	0	0
TOTAL PARK DEVELOPMENT FUND 52 PROJECTS				\$178,679	\$178,679	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	057-9403-431	UT0012	24th & Radius Intersection	3,075	3,075	0	0	0	0	0	0
	057-9552-431	UT0015	24th & Flood at Tecumseh Intersection	320,750	320,750	1,310,000	1,100,000	0	0	0	0
	057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
	057-9510-431	UT0008	Economic Development	3,397,576	3,397,576	0	0	0	0	0	8,250,000
	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	0	1,750,000
	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
na	057-9388-419	UT0014	UNP Master Land Use Plan	4,946	4,946	0	0	0	0	0	0
na	057-9552-431	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,678,671	1,678,671	0	0	0	0	0	0
	057-9510-431	UT0098	UNP Legacy Park & Trail	0	0	0	0	0	0	0	1,884,774
na	057-9510-431	UT0013	UNP TIF Entrance Signs	374,695	374,695	0	0	0	0	0	0
	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				\$5,779,713	\$5,779,713	\$1,310,000	\$1,100,000	\$0	\$0	\$0	\$38,610,375

CITY OF NORMAN

**ARTERIAL ROADS RECOUPMENT FUND
FYE 19 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE18 Budget February 28, 2018	FYE18 ESTIMATE	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	BEYOND 5 YEARS
EXPENDITURES											
na	078-9964-431	AR		0	0	0	0	0	0	0	0
na	078-9517-431	AR		0	0	0	0	0	0	0	0
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Outstanding Debt



OUTSTANDING DEBT

This section includes all outstanding debt related to the General Fund and the Enterprise Funds.

The General Debt Service Fund is established to account for the receipt of monies collected for the payment of general obligation debt and the receipt of monies for the reimbursement of claims and judgments that the City has been ordered to pay.

Schedules for debt service payments made by Enterprise Funds are also included.

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUNDS (60)

MISSION:

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds.

DESCRIPTION:

Account for and monitor tax levies and other financial resources for the payment of interest and principal on the general long-term debt of the City of Norman.

PERSONNEL:

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 ADOPTED
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	9,872,076	12,696,591	12,696,591	12,696,591	12,544,077
Interfund Transfers	890,648	825,000	825,000	825,000	825,000
Audit Adjust/Encum	0	0	0	0	0
Subtotal	<u>10,762,724</u>	<u>13,521,591</u>	<u>13,521,591</u>	<u>13,521,591</u>	<u>13,369,077</u>
Fund Total	<u><u>10,762,724</u></u>	<u><u>13,521,591</u></u>	<u><u>13,521,591</u></u>	<u><u>13,521,591</u></u>	<u><u>13,369,077</u></u>

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
2017-2018	1,185,000	575,000	37,783	612,783	610,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2018-2019	610,000	610,000	12,962	622,962	0
		5,210,000	1,254,000	6,464,000	

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
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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

2015 GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$22,525,000
 Interest: .75% - 3.7% - estimated
 Dated: April, 2015
 Retired: June 1, 2035
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2015-2016	0	0	610,304	610,304	22,525,000
2016-2017	22,525,000	1,185,000	610,304	1,795,304	21,340,000
2017-2018	21,340,000	1,185,000	609,711	1,794,711	20,155,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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	

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
2017-2018	15,000,000	7,500,000	262,500	7,762,500	7,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
2017-2018	7,035,000	770,000	320,600	1,090,600	6,265,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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

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
2017-2018	11,815,000	1,000,000	431,102	1,431,102	10,815,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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

2015 NORMAN MUNICIPAL AUTHORITY BONDS
015-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$22,825,000
 Interest: 2.330%
 Dated: March 24, 2015
 Retired: March 1, 2027
 Source of Funds: \$.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2015-2016	0	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	521,338	2,331,338	21,015,000
2017-2018	21,015,000	1,865,000	478,873	2,343,873	19,150,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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

2015B NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$43,160,000
 Interest: 2.980%
 Dated: December 17, 2015
 Retired: January 1, 2029
 Source of Funds: \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2016-2017	43,160,000	500,000	1,336,186	1,836,186	42,660,000
2017-2018	42,660,000	1,000,000	1,263,818	2,263,818	41,660,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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

2017 NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name: Combined
Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: \$30,950,000
Interest:
Dated: June 27, 2017
Retired: July 1, 2030
Source of Funds: \$.50 Norman Forward Sales Taxes

Paid

-

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	30,950,000	400,000	474,567	874,567	30,550,000

To be Paid

-

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2018-2019	30,550,000	800,000	910,500	1,710,500	29,750,000
2019-2020	29,750,000	800,000	886,500	1,686,500	28,950,000
2020-2021	28,950,000	1,000,000	861,000	1,861,000	27,950,000
2021-2022	27,950,000	1,500,000	831,000	2,331,000	26,450,000
2022-2023	26,450,000	2,000,000	778,500	2,778,500	24,450,000
2023-2024	24,450,000	2,000,000	718,500	2,718,500	22,450,000
2024-2025	22,450,000	2,000,000	658,500	2,658,500	20,450,000
2025-2026	20,450,000	2,000,000	598,500	2,598,500	18,450,000
2026-2027	18,450,000	2,800,000	532,500	3,332,500	15,650,000
2027-2028	15,650,000	3,100,000	448,500	3,548,500	12,550,000
2028-2029	12,550,000	3,700,000	351,000	4,051,000	8,850,000
2029-2030	8,850,000	5,400,000	235,500	5,635,500	3,450,000
2030-2031	3,450,000	3,450,000	51,750	3,501,750	0
		-	-	-	
		30,950,000	8,336,817	39,286,817	

CITY OF NORMAN

2017B NORMAN MUNICIPAL AUTHORITY BONDS
050-3050

Name: ERP System Upgrade
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$6,105,000
 Interest: December 29,
 Dated: 2017
 Retired: December 1, 2022
 Source of Funds: Capital Fund Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	0	490,000	55,678	545,678	5,615,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2018-2019	5,615,000	1,195,000	114,858	1,309,858	4,420,000
2019-2020	4,420,000	1,225,000	88,884	1,313,884	3,195,000
2020-2021	3,195,000	1,255,000	62,262	1,317,262	1,940,000
2021-2022	1,940,000	1,285,000	34,992	1,319,992	655,000
2022-2023	655,000	655,000	7,074	662,074	0
		6,105,000	363,748	6,468,748	

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
2017-2018	855,000	150,000	52,369	202,369	705,000

To be Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-

CITY OF NORMAN

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
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
 Retired: September 15,
 2019
 Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2000-2001	4,850,000	248,718	17,740	266,458	4,601,282
2001-2002	4,601,282	248,718	23,013	271,731	4,352,564
2002-2003	4,352,564	248,718	21,752	270,470	4,103,846
2003-2004	4,103,846	248,718	20,547	269,265	3,855,128
2004-2005	3,855,128	248,718	19,231	267,949	3,606,410
2005-2006	3,606,410	248,718	17,970	266,688	3,357,692
2006-2007	3,357,692	248,718	16,709	265,427	3,108,974
2007-2008	3,108,974	248,718	15,490	264,208	2,860,256
2008-2009	2,860,256	248,718	14,187	262,905	2,611,538
2009-2010	2,611,538	248,718	12,926	261,644	2,362,820
2010-2011	2,362,820	248,718	11,666	260,384	2,114,102
2011-2012	2,114,102	248,718	10,432	259,150	1,865,384
2012-2013	1,865,384	248,718	9,144	257,862	1,616,666
2013-2014	1,616,666	248,718	7,883	256,601	1,367,948
2014-2015	1,367,948	248,718	6,622	255,340	1,119,230
2015-2016	1,119,230	248,718	5,375	254,093	870,512
2016-2017	870,512	248,718	4,100	252,818	621,794
2017-2018	621,794	248,718	2,840	251,558	373,076

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-

CITY OF NORMAN

-	-	-	-	-	-	-
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
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
2017-2018	2,080,000	245,000	69,690	314,690	1,835,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
2017-2018	495,000	330,000	4,725	334,725	165,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2018-2019	40,085,000	3,075,000	901,913	3,976,913	37,010,000
2019-2020	37,010,000	3,150,000	832,725	3,982,725	33,860,000
2020-2021	33,860,000	3,220,000	761,850	3,981,850	30,640,000
2021-2022	30,640,000	3,300,000	689,400	3,989,400	27,340,000
2022-2023	27,340,000	3,380,000	615,150	3,995,150	23,960,000
2023-2024	23,960,000	3,450,000	539,100	3,989,100	20,510,000
2024-2025	20,510,000	3,540,000	461,475	4,001,475	16,970,000
2025-2026	16,970,000	3,620,000	381,825	4,001,825	13,350,000
2026-2027	13,350,000	3,705,000	300,375	4,005,375	9,645,000
2027-2028	9,645,000	3,790,000	217,013	4,007,013	5,855,000
2028-2029	5,855,000	3,880,000	131,738	4,011,738	1,975,000
2029-2030	1,975,000	1,975,000	44,438	2,019,438	0

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-	-	-
50,300,000	7,449,438	57,749,438

Note: Interest amounts estimated

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
2017-2018	8,910,000	570,000	195,515	765,515	8,340,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

Name: Norman Utilities Authority Series 2017 Drinking
Water SRF Loan
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: \$31,000,000
Interest: 2.820%
Dated: October 1, 2017
Retired: October 1, 2039
Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
2017-2018	12,750,000	0	150,400	150,400	12,750,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
-	-	-	-	-	-
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

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2034-2035	10,120,000	1,725,000	273,398	1,998,398	8,395,000
2035-2036	8,395,000	1,775,000	224,401	1,999,401	6,620,000
2036-2037	6,620,000	1,830,000	173,994	2,003,994	4,790,000
2037-2038	4,790,000	1,875,000	122,036	1,997,036	2,915,000
2038-2039	2,915,000	1,935,000	68,738	2,003,738	980,000
2039-2040	980,000	980,000	13,818	993,818	0
		-	-	-	
		31,000,000	10,858,810	41,858,810	

Note: Interest amounts estimated



Pension Funds



PENSION FUNDS

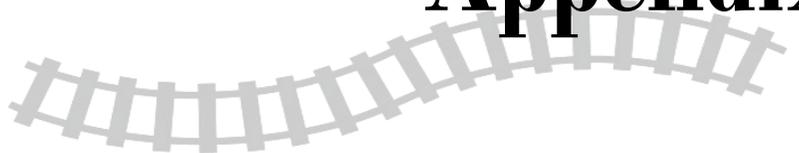
The City of Norman contributes to three separate retirement systems on behalf of City employees.

- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the budget as separate funds of the City. It should be noted that the cost of contributions to the system by the City is a part of the City's budget and shows up as a part of salaries and benefits.



Appendix



GLOSSARY OF TERMS and ACRONYMS

ACTIVITY - A specified and distinguishable line of work performed by a Division.

ACCRUAL BASIS – The accrual basis of accounting recognizes revenues in the period earned and expenses in the period incurred rather than when cash is received or paid.

AD VALOREM TAX – An ad valorem property tax is a tax imposed on the basis of the “value of the article or thing taxed.” An ad valorem tax is usually imposed at recurring intervals on the same piece of property.

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

APPROPRIATION - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

ASSESSED VALUATION - A value set upon real estate or other property by a government as a basis for levying taxes.

ASSETS - Resources owned or held by the City which has monetary value.

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

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Bio-solids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET YEAR – July 1 through June 30

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is \$1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

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

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

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CHIEF EXECUTIVE OFFICER – City Manager

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

CONNECTION FEE – Previously known as the tap fee, was first developed in 1970. A charge for sewer or water connection based upon the size of the service line leading into and to be utilized for the furnishing of water or sewer to any user or structure. Monies received from the connection charge are evenly divided between the City of Norman’s Water and Wastewater Funds. Collected fees are used to fund activities performed in both the water and sewer utility systems.

CORE AREA – Boundaries are officially Berry Road on the west, Robinson on the north, 12th Avenue on the east, and Constitution / Imhoff extended on the south.

COST ALLOCATION - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

DEBT SERVICE - The City’s obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

DEFICIT - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

DEPARTMENT - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

DEQ – Department of Environmental Quality

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or “touch-tone”

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID (Environmental Information Document)– The document which provides the basic information about a project and its environmental effects.

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

GOVERNING BODY- City Council

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

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

I / I – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

IMPACT FEES – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

INFILTRATION – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

INFLOW – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

INTERCEPTOR – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

ISO – International Organization for Standardization standards

INTERNAL SERVICE – Category expenditure for services and maintenance provided by a vendor that is another department within the City.

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

MATERIALS AND SUPPLIES – Category expenditures generally for consumable goods that are used by City employees.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

MUNICIPALITY – City of Norman

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NFSTF – Norman Forward Sales Tax Fund

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephelometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the PROPOSED means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OTHER SERVICES AND CHARGES – Services provided to the City of Norman by outside vendors.

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer’s new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government’s debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property’s valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year’s debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

SALARIES AND BENEFITS – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

SERVICES AND MAINTENANCE – Services provided to the City of Norman by outside vendors.

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs

can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

USE TAX – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development (\$6,192,039).

ZERO-BASED BUDGETING – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.

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Santa Fe Depot Norman, Oklahoma

In 1866, the United States signed treaties with the Creek and Seminole Nations and acquired land in central Indian Territory that would later be called the Unassigned Lands. In 1870, the U.S. Land Office contracted for the area to be surveyed. The Norman vicinity was surveyed between 1871 and 1873. Among the contractor's team was young Abner B. Norman for whom the surveyor's field camp was named.

On July 4, 1884, President Chester A. Arthur authorized the Atchison, Topeka & Santa Fe Railroad Company to build a railroad across Indian Territory. In the early stages of railroad construction, the proposed station grounds for the Norman area were referred to as "Dugout" because of the existing dugouts in the old surveyor's camps (Norman's Camp) located on today's Bishop Creek. However, on May 3, 1887, railroad officials assigned the name "Norman" to the station grounds.

At approximately 1:00 p.m. on June 13, 1887, the first northbound passenger train passed Norman Station. On July 4, 1887, a telegraph equipped with telegraph instrument was placed on the railroad along with the name "Norman" displayed on the outside. When the Unassigned Lands were opened by the President on April 22, 1889, Norman Station was selected by railroad engineer, Charles Glanville, to become the site for the new town of Norman.

The present depot was built in 1909 and served the city continuously until passenger service ended in 1979. During the 1980's, a concerted camp of citizens occurred restoration of the depot. The depot was listed in the National Register of Historic Places on January 26, 1991. In 1999 the depot resumed its original use when passenger service was restored to Norman.

City of Norman Historical District Commission, 2000 Norman Depot, Inc., June 28, 1999



Santa Fe Depot
Norman, Oklahoma

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ABNER E. NORMAN

FOUNDER OF OUR CITY