



# Budget



**THE CITY OF NORMAN, OKLAHOMA**  
**FISCAL YEAR ENDING JUNE 30, 2022**  
**FINANCIAL PLAN—FISCAL YEAR-END 2023-2026**





**ON THE COVER:** On October 13, 2015 the voters of Norman approved a one-half percent (1/2%), fifteen-year sales tax increase to fund quality of life improvement projects throughout Norman. The NORMAN FORWARD citizen initiative passed with over a 72% approval rate and is funding projects long anticipated in the City's *Parks and Recreation Master Plan*, *Library Master Plan* and *Transportation Master Plan*. Over \$195 million in capital projects are envisioned to be built through the NORMAN FORWARD program.

One of the major NORMAN FORWARD projects (budgeted at \$6 million) is the construction of a new regional park in northwest Norman, "Ruby Grant Park". Ruby Grant was a long time educator in the central Oklahoma community. Her estate bequeathed her family's quarter-section homestead of farmland (approximately 160 acres), in a rapidly-developing section of Norman along Interstate 35, to the University of Oklahoma (OU). Ruby Grant's requirement for the bequest was that the land be sold and the proceeds used for programs at the University, and the land remain largely undeveloped and used for a public park.

In 2006, the City of Norman purchased the Ruby Grant Family Homestead from the OU Foundation and developed a Master Plan for the development of the Ruby Grant Park into a "passive" park, maintaining the urban wilderness nature of the area while providing recreational opportunities for the public. The Park will contain major walking and jogging trail systems, competitive cross-country and disc golf courses, and the City's first inclusive playground facilities for differently-abled users. There will also be a public art installation, picnic facilities, restrooms and practice fields for youth football and soccer. Most important, however, is that the Park will uphold Ruby Grant's wish that her family's homestead benefit OU and be used as an open, nature preserve in the middle of urban Norman. The first phase of the development of Ruby Grant Park is nearing completion, funded by the NORMAN FORWARD Sales Tax.

**PHOTOS PROVIDED BY THE NORMAN PARKS AND RECREATION DEPARTMENT  
And BOLD MULTIMEDIA**

**CITY OF NORMAN**



**CITY COUNCIL**

**MAYOR**

Breea Clark

**Ward 1**      Kate Bierman

**Ward 5**      Michael Nash

**Ward 2**      Vacant

**Ward 6**      Elizabeth Foreman

**Ward 3**      Alison Petrone

**Ward 7**      Stephen Tyler Holman

**Ward 4**      Lee Hall

**Ward 8**      Matthew Peacock

Presented by:

Darrel Pyle, City Manager



**CITY OF NORMAN**

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This document was prepared by the City of Norman, Finance Department and printed by  
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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, 2020**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Norman, Oklahoma, for its annual budget for the fiscal year beginning July 1, 2019.

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

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





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# 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 8, 2021

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

Dear Mayor Clark and Council Members:

## **INTRODUCTION**

It is my privilege and responsibility to present to you the proposed budget for the fiscal year July 1, 2021 – June 30, 2022 (FYE 2022). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before the start of the fiscal year (July 1) and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

As we present the FYE 2022 budget, we look back on a period of unprecedented turmoil in Norman. In the last 12 months, our city has experienced:

- A once-in-a-century pandemic (the Novel Coronavirus of 2019, or "COVID-19");
- A national confrontation of racial divisions and unrest that have been centuries in the making and that have played themselves out on a smaller scale in Norman;
- Two federally-declared, weather-related disasters that caused the City to activate its emergency response protocols;
- Political turmoil, reflected in (unsuccessful) recall petitions for the Mayor and several Council Members;
- Unprecedented turnover amongst Council members between election cycles;
- The failure of the most ambitious General Obligation Bond proposal in Norman's history, and the resulting actions to keep the desired quality of life improvement projects moving forward.

In short, ***"it has been a YEAR"***.



***From a financial or budgetary standpoint, the City’s finances and budget have been remarkably resilient through these times.*** Despite tremendous volatility (discussed below), the City’s General Fund has maintained a stable position and is projected to meet all mandated reserve levels through the end of FYE 2022. This is a great credit to the leadership of the Mayor and Council and the professionalism, ingenuity and dedication of our City staff. There is still uncertainty related to the timing of anticipated reimbursement of disaster recovery expenses from the Federal Emergency Management Agency (the General Fund has advanced payment of millions of dollars to debris removal contractors), but it is anticipated that the City’s out-of-pocket expenditures will be manageable.

***The fiscal year 2021-2022 budget maintains basic City services and expands services in some targeted areas of priority identified by the Council.*** Several major capital improvement programs, financed by the NORMAN FORWARD Sales Tax and by voter-approved General Obligation Bond projects, primarily for transportation system improvements (i.e., road widening) are ongoing. These capital projects will themselves have a “stimulative” effect on our local economy. Federal assistance, particularly through the Coronavirus Aid, Relief and Economic Recovery (CARES) Act of 2020; the American Rescue Plan Act (ARP) of 2021; and the proposed American Jobs Plan of 2021, has benefitted the City of Norman in the millions of dollars. These CARES Act funds have been used to replenish our General Fund and Room Tax Fund balances and programs, including a Small Business Relief Program which has provided funds to assist hundreds of Norman businesses that were negatively impacted by the COVID pandemic, and funds to complete the long-awaited Senior Wellness Center. Norman’s Community Development Block Grant entitlement programs for our low and moderate-income residents have also expanded from CARES Act funding.

It is unusual for Norman to receive federal assistance on the scale that we are anticipating over the next few months. The 2021-2022 budget does not include anticipated funding from the ARP Act or the American Jobs Plan, but early indications are that over \$20 million may be received by Norman through these federal programs. Council will consider the allocation of these funds as federal regulations are developed for their use, but preliminary discussions have included (but have not been limited to) one-time expenditures for such things as (in order of priority):

- Completion of the Emergency Operations/Communication Center at its full scale (approximately \$8,000,000);
- Funding of the full cost of widening 36<sup>th</sup> Avenue N.W. from Tecumseh to Indian Hills Road (approximately \$11,500,000, to replace Federal Highway Administration funds that were anticipated to match City GO Bond funding);
- Payment of annual debt service, reduction of principal on outstanding Norman Municipal Authority indebtedness for, or construction of “Critical Capital Needs” envisioned in the Public Safety Sales Tax Ordinance of 2014 (Fire Station 5 Reconstruction, amount to be determined);
- Traffic and Roadway Improvements funded by the voter-approved General Obligation Bond programs of 2019, for which anticipated Federal Highway Administration matching funds may be reduced or delayed (amount TBD).
- Prioritized Capital Improvement Projects identified in the 2009 Stormwater Master Plan (amount TBD);

- Funding for replacement of City fleet vehicles (amount TBD)
- Funding for completion of Municipal Complex renovations (discussed below; additional funding is needed to match voter-approved GO Bond funds to complete the project; approximately \$11,000,000).

As our budget consideration processes progress, Council will discuss and direct these and other matters which will have long-lasting impacts on Norman's City budget and local economy.

***The total budget for all City of Norman funds for fiscal year ending 2021 was \$264,413,701 and for FYE 2022, the total proposed budget is \$226,629,655. The primary reason for this budget decrease is the reduction of major GO Bond-funded transportation projects and NORMAN FORWARD projects, which are ongoing, from the proposed fiscal year budget.***

### **STRATEGIC PLANNING**

At the start of each fiscal year, which is also the start of new Council Member terms, the Norman City Council conducts a facilitated strategic planning retreat, at which goals and plans for the coming year or years are discussed. Through the Retreat discussions, priority is given to those strategic areas in which the most interest is shown by Council Members. Through Council consensus at this Retreat, the various Council committees are given assignments of areas of concentration within their committee's purview, which will result in Council action and directions to the City Manager and Management Team over the coming fiscal year, or longer-term if addressing the priority will take longer than a year, or require future voter consideration.

Examples of priority strategic areas directed by Council in fiscal year 2020-2021 were services to home insecure population, review of medical marijuana ordinances, and implementation of short term rental regulations.

### **NORMAN SALES TAX TRENDS**

Council has had ongoing discussions about the health of our City's sales tax-driven revenue base and the challenges that presents. Sales tax is not only the major source of revenue for the City's major operational fund, the General Fund, sales tax is the major (or only) source of revenue related to expanded public safety initiatives approved by our voters in 2008 and 2014; major quality of life improvements ("Norman Forward") approved in 2015; public transportation (approved in 2019) and for earmarked capital programs, originally approved in 1976. ***The City is dependent on sales tax revenue to fund over half of its general purpose (non-utility fee based) operational and capital programs and is becoming more dependent.***

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

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



Considering that over more than 30 years, Norman’s monthly general purpose sales tax variances tend to be within a band of -3% to +8%, the impacts on the local economy of the COVID-19 pandemic and the related emergencies actions (“shelter in place” orders) taken to slow the spread of the virus were dramatically reflected in the month-over month comparisons of Norman’s sales tax receipts during the last 12 month period:





It is encouraging that a healthy growth pattern in Norman's combined sales and use tax revenues seems to be reflected as Norman emerges from the "Pandemic Period", but the uncommon volatility in monthly returns indicates that extreme caution and prudence should be followed going forward. The City must continue to work on the revenue initiatives discussed above as we move into the future:

- Support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances;
- Broaden the sales tax base by supporting state legislation to reduce the number of sales tax exemptions, particularly in targeted service areas;
- Promote the use of existing and proposed future sales and use tax rate measures on core, general purpose operational and capital services, rather than upon earmarked projects which may be better supported by bonds proposed for specific purposes;
- Diversify our revenue base into new areas and sources.

***The City's sales tax revenue projections for fiscal year 2021-2022 are based on a slow growth pattern of two percent (2%) in the coming year.*** This projection is based on recent growth patterns, moderated by concerns of recent volatility in monthly collections.

### **MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2020-2021**

Sales and Use Taxes - Overall City general purpose sales tax collections for FYE 2021 are currently 2.5 percent (+2.46%) above FYE 2020 levels, and substantially on budgeted levels (budgeted increase of 2%).

In FYE 2022, General Fund and overall City sales tax collections are projected to grow at a rate of 2% from FYE 2020 projected levels. In the longer term the combined impact of sales and use tax will be closely monitored.

Use Tax is similar to a sales tax collected on purchases of goods outside of the City for use within the City. Staff will emphasize the monitoring of use tax collections going forward, as out-of-state purchases of goods for use in Norman, such as internet purchases and purchases of construction materials for the local home building industry should be captured in use tax collections. Future-year use tax is projected to grow at four percent (4%) per year.

Enforcement of the requirement for out-of-state vendors to collect sales/use tax for their sales in Oklahoma is still difficult. ***The ongoing concern of proper payment of sales and use taxes by out-of-state vendors is a Federal (interstate commerce) issue***, about which the City of Norman will continue to partner with other cities and agencies to gain wider compliance (Federal legislation, such as the Remote Transactions Parity Act or the Marketplace Fairness Act have been proposed, but not enacted).

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 budget (-10.77%) for FYE 2021, due to unseasonably mild summer weather. Fourth quarter Oklahoma Natural Gas revenue may be above budgeted levels, due their revenues during the extremely cold February, 2021 weather (these revenues have not been received as of this writing). Collections are projected to increase by three percent overall, from projected final FYE 2021 revenues, in FYE 2022.

Licenses and Permits – These are payments made for obtaining trade, food or liquor licenses to do business in Norman and for obtaining permits to build or alter structures in Norman. Permit volume and revenues are, therefore, an important proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates, and a direct and significant impact on revenues from the Sewer Excise Tax on New Development (Wastewater Utility revenues are separated from the General Fund). License and permit revenues are projected to be slightly below budget in FYE 2021 (-6.5%), and to grow by one percent (1%) from those projected levels in FYE 2022. Staff will continue to monitor these trends, as the homebuilding industry can act as an indicator of the health of the overall local economy and sales tax base.

Other Taxes – This revenue category primarily reflects the City of Norman’s receipt of state shared Motor Vehicle and Tobacco Taxes. FYE 2020 collections are substantially on budget.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (non-traffic, traffic and /parking fines, etc.). ***Fine and forfeiture revenue is substantially below budget for FYE 2021 (-34.5%).*** Revenues are projected to increase by three percent above projected FYE 2021 levels in FYE 2022.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the decline in fund balances available for investment, investment income is not a major source of General Fund revenue, but investment returns are on budgeted levels in FYE 2021. Consolidated Investment Portfolio practices and municipal bond market conditions will continue to be closely monitored due to their impact on all City funds. Current market conditions are reducing the amount of interest revenues being currently collected and projected into the future, due to depressed market interest rates.

## **GENERAL FUND RESERVE LEVELS**

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker’s compensation, medical or torts against the City. Fund balance can only be appropriated for expenditure by an act of the City Council, and the adoption of the budget appropriates projected funds for expenditure in the upcoming fiscal year, less funds that are held in fund balance. Norman has adopted fund balance policies in keeping with accepted accounting standards. By Ordinance O-1011-58 (adopted June 28, 2011) and as amended by Ordinance O-1819-10 (adopted September 11, 2018), the City has adopted formal reserve policies for the

General Fund which require that an Emergency Reserve allocation of one percent (1%) of budgeted General Fund expenditures be appropriated within the General Fund budget; at least three percent (3%) of budgeted General Fund expenditures be held in General Fund balance (these are considered Operating, or “unrestricted” reserves by accounting standards) and at least an additional four percent (4%) of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or “Rainy Day”) Fund.

The Ordinance targets 5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures to be held in the Net Revenue Stabilization Fund. The Ordinance requires that at least the minimum fund balances be restored to the Rainy Day Fund within three years of any appropriation of fund balance in the Fund. Funds held in Net Revenue Stabilization Fund balance can only be appropriated by the Council if at least one of three circumstances is met:

- The General Fund Operating Reserve falls below one percent of budgeted expenditures;
- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the 2% Emergency Reserve appropriation;
- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

Net Revenue Stabilization Fund balances are considered to be “Committed” fund balances under accounting standards. The combination of these fund balance reserve requirements results in a minimum of eight percent (8%) of General Fund expenditures to be held in reserve, a target of 9% and a maximum of 10 percent (10%). The City Council has never made any appropriations to spend money from the Rainy Day Fund.

As of the end of FYE 2021, the City projects to meet its Operating Reserve requirements in the General Fund, and the Rainy Day Fund is expected to exceed its (4%) Minimum balance (by \$333,595), but fall short of its (5%) Target balance (by \$-601,550). The Council appropriated CARES Act funding of \$135,000 to be deposited to the Rainy Day Fund.

The required reserves at fiscal year-end (as of June 30, 2021) are inflated by one-time expenditures projected to be paid to debris removal contractors (and largely offset by federal and state emergency reimbursements). Without this consideration, the Rainy Day Fund would be meeting its Targeted level. Council is required by the Rainy Day Fund Ordinance to review the position of the Fund during the fiscal year, at the close of the prior fiscal year audit, to consider whether to make a “deposit” to the Rainy Day Fund to restore its Minimum level, to bring it to its Target or Maximum level, or to draw down Rainy Day Fund balances.

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

## **FISCAL YEAR 2021-2022 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. FYE 2022 General Fund revenues are projected to exceed expenses; however, future-year Net Revenues are projected to be negative. ***There continue to be critical areas in which services and personnel are below desirable levels.*** The City's General Fund provides revenue "subsidies" to the Public Safety Sales Tax and Public Transit Sales Tax Special Revenue Fund operations, and the City's General Fund provides the full cost of maintaining the storm water drainage systems of the City. In each of these areas, services need to be expanded, particularly in the PSST and storm water areas.

The fiscal year 2021-2022 budget does add personnel to more adequately maintain the additional park spaces that have been added in the NORMAN FORWARD program. Three Park Maintenance personnel are proposed to be added, with their cost covered through an inter-fund revenue transfer from the NORMAN FORWARD Fund. One additional Plumber (Tradesworker) position is proposed to be added to the Facilities Maintenance Division and one Traffic Technician position is proposed to be added, primarily to maintain the City's optical fiber network systems.

The Council directed that additional staffing be added to provide services to the City's home insecure populations, to replace previously grant-funded personnel. Despite the need for additional personnel and service expansions, often mandated by regulatory action or by voter-approved ordinances, ***the proposed fiscal year 2021-2022 General Fund and subsidized Special Revenue funds do not add any personnel.***

The Council is aware and has been reminded by the Public Safety Sales Tax Citizen's Oversight Committee of the need to add personnel that was promised to the voters with the passage of the permanent PSST Ordinance (O-1314-33). The City's budget has not allowed for the addition of two Emergency Communications Officers (Dispatchers; with personnel cost of approximately \$135,000 per year) and four School Resource Officer positions (annual personnel cost of approximately \$650,000, to potentially be shared with the Norman Public School District) that were mandated by this Ordinance. ***The need for the expanded services provided by these positions has not gone away.*** In future budget years, the General Fund budget will need to be positioned to absorb these costs, as Public Safety Sales Tax revenues are not sufficient to fund them.

The City's National Pollutant Discharge Elimination System permit from the U.S. Environmental Protection Agency requires the addition of services in the City's stormwater management programs to improve the quality of Norman's downstream water supplies and to protect against flooding. To meet these minimum permit standards, the City needs to add an additional staffed Street Sweeper (approximately \$325,000 for equipment and \$75,000 annually for personnel) and a Stormwater Maintenance Crew (approximately \$160,000 for equipment and \$300,000 annually



for personnel). In most cities of the size and character of Norman, stormwater management is paid for, fully or partially, from revenues generated from a Stormwater Utility Fee that operates similarly to Norman's Water, Water Reclamation and Sanitation Utilities. The Council has referred the question of providing for a Stormwater Utility fee to pay for these services to the voters (the Norman City Charter requires a vote of the people to implement or raise utility rates) and the voters have turned down the proposal twice. ***The need for the expanded services provided by these positions and equipment has not gone away.*** In future budget years, the General Fund budget will need to be positioned to absorb these costs, or the voters will need to be convinced of the necessity of the services to protect Norman's downstream water supplies and to protect against flooding during storms.

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

#### Personnel Cost Assumptions

***As a provider of public services, personnel costs are the major driver of expenditures in the General Fund and impact on expenditures in every City operation.*** A major component of personnel costs is the cost of benefits provided to City of Norman employees. The provision of health care benefits to City employees and their dependents is a major cost related to all City functions. ***Health care cost increases (accounted for in the City's Risk Management Fund) have been moderated in recent years due to prudent actions taken by City administrators and third-party consultants.***

The FYE 2022 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, but allowance is made for the one-time costs of implementing a new Classification/Compensation System, completed by consultants in fiscal year 2020-2021;
- Employees are assumed to receive a merit step raise, if they qualify;
- An Employer Contribution of \$662 per month (single) and \$1359 per month (family) for health insurance;
- An Employer Retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;
- An Employer Pension contribution of 13% of payroll for state-mandated Police Pension System members and 14% for Firefighter Pension System employees;
- Mandated Social Security and Medicare contributions for all non-fire employees;
- An assumption of \$800,000 in "Employee Turnover Savings" is built into the budget (approximately 1.6% of Salary and Benefit Category allocations), under the assumption that the net impact on the General Fund of the savings achieved by employees leaving during the course of the year and hiring replacement employees at a lower salary at a later time will outweigh the cost of one-time leave payouts to employees who leave;
- Other allowances and payments, as mandated by union contracts and City policies, are anticipated and included in budgeted benefit costs (approximately 80% of the City workforce is unionized, as illustrated in the Overview Section).

## **Public Transportation and Parking Fund Budget Preparation**

The City of Norman assumed the administration of the public transportation system from the University of Oklahoma in August, 2019. On November 12, 2019, the voters of Norman approved a one-eighth percent (1/8%, or .125) sales tax to fund the City's public transportation service. This "Public Transit Sales Tax" ("PTST") was effective on April 1, 2020. The City's General Fund provides revenue to the public transportation service, through a "subsidy" projected to be \$741,072 in FYE 2022 to the Public Transit Fund (to cover the difference in projected expenditures of the Transit Fund and its internally-generated revenues, such as Federal Transportation Administration funds and PTST revenue). The City has expanded and improved transit services, and implemented administrative changes during FYE 2021. These changes included the addition of two personnel in the Public Transit and Parking Fund:

- Transit and Parking Manager
- Public Transit Service Technician

The fiscal year 2021-2022 budget proposes to add two additional personnel to the Public Transit and Parking Fund, primarily to staff the new Transit Maintenance Facility (discussed below):

- Maintenance Worker I
- Administrative Technician III

The Federal Transportation Administration included approximately \$5 million in additional funds for the construction of a new Transit and Public Safety Maintenance Facility. This facility is currently under construction, and will enable the maintenance of the City's bus and large vehicle equipment to be centralized at the City's North Base Service Center.



Administrators of Norman's Public Transportation system will continue to pursue additional federal funds for "clean energy" bus replacements, operations, and other purposes.

## **Services to the Home Insecure**

The Council has directed that a high priority be given to the expansion of services to the City's home insecure ("homeless") populations. These expansions have happened over the last 2-3 fiscal years, primarily through reallocations or extensions of the City's Community Development Block Grant entitlement funds. Community Development Department staff have made great strides in identifying the needs of the home insecure community, and providing services including a temporary winter "warming shelter", staffed to provide intake services to address long-term client needs. The FYE 2022 budget proposes to absorb the costs of one Homeless Service Technician position, which was previously funded by intergovernmental grants. The FYE 2022 budget also proposes to acquire a large facility (718 North Porter) adjacent to the Norman Regional Hospital System's "Porter Wellness Village", to house a permanent site for a City Warming Shelter or other services for Home Insecure populations.

## **Operational Budget Summary**

*The Fiscal Year 2021-2022 City Manager's proposed operating budget is being prepared in a time of emergence from a very negative period in our local economy. The budget reflects an anticipated return to "normalcy", in a slow but steady growth pattern in the major operational revenues. All major functions are proposed to be maintained at their current levels, with some targeted service area expansions.* The major operational budget uncertainty relates to the extraordinary expenditures for storm disaster recovery during fiscal year 2020-2021. It is assumed that major reimbursement revenue will be received from the federal and state governments for these disasters, by the end of FYE 2021. If the reimbursements are not received timely, however, adjustments will have to be made, including the possible appropriation of "Rainy Day" funds.

*It is a great credit to the leadership of the Council, the prudence and professionalism of our department managers and staff and the resilience of our local economy during the unprecedented COVID-era financial and political challenges that we have been able to maintain our public service levels.* It is our hope that we can emerge from this era having learned from our experiences and be better for it in the long run.


## **Capital Expenditure Budget Preparation**

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



## General Obligation Bond Programs


On April 6, 2021, the voters of Norman approved a continuation of a rolling five-year General Obligation Bond-financed program to maintain the streets of Norman. The 2021-2026 Street Maintenance Bond Program will consist of \$27,000,000 in authorized projects in five major areas:



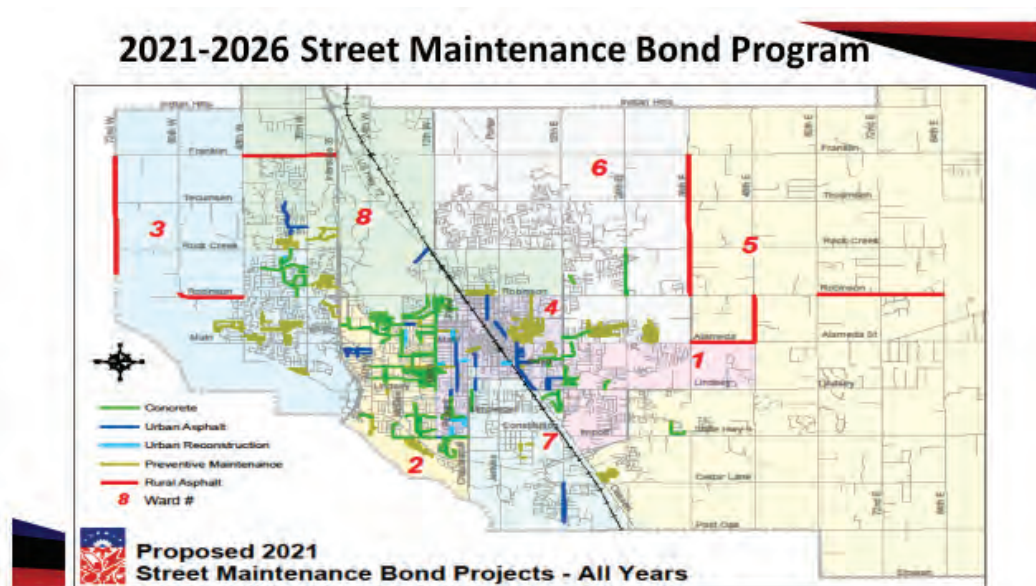
### Street Maintenance Bond Program

**Key Elements:**

- Neighborhood Streets throughout Norman
- Balanced Program (800 miles of existing City of Norman streets)
  - Urban Asphalt
  - Rural Asphalt
  - Urban Concrete
  - Urban Reconstruction
  - Preventive Maintenance (New)
- Specific Listing of Streets
- Documented Results
- Partnership with Cleveland County



This was the fourth time that voters have renewed the 5-year street maintenance bond program, and the referendum passed with two-thirds (67%) voter approval. A major benefit of the program is that street improvements are made throughout the vast Norman street network:





The 2019 “Vision for Norman” General Obligation Bond program for roadway improvement projects (major street widening projects with related sidewalks, bike lanes and storm drainage improvements), authorized for a total of \$72,000,000, is ongoing. Council has discussed changes in the regulations for obtaining matching Federal Highway Administration funding for the construction of the projects that may cause changes in the timing or scope of some of the projects, but it is anticipated that all of the projects will be completed. Four of the major “Vision for Norman” projects are under construction or about to start: the Porter Avenue/Acres Street Intersection; the Porter Avenue Streetscape; the Jenkins Avenue and James Garner Avenue widening projects.

On May 13, 2008, the voters of Norman approved the issuance of \$11,250,000 in General Obligation bonds for the renovation and refurbishment of the Norman Municipal Complex. The first component of this refurbishment and renovation project, the construction of the Norman Development Center, is now underway.



When complete in the spring of 2022, all of the development-related functions of the City, including payment processes and utility services, will be centralized in one building. These streamlined and expanded facilities will enable customer services to be delivered much more efficiently.

Due to the Oklahoma Constitution’s prohibition against cities using property taxes for operational purposes, voter-approved General Obligation Bonds are the major way that the City can diversify its revenue base and reduce its reliance on sales tax. The Council will consider future capital financing programs with this revenue diversification as a factor in those considerations.

#### Enterprise Resource Planning System Replacement

In March, 2017, the Council, acting as the Trustees of the Norman Municipal Authority, authorized the issuance of \$6,105,000 in Sales Tax Revenue Notes (secured by an annual pledge of Capital Sales Tax appropriations, which matures in fiscal year 2022-2023) to fund the replacement of the City’s core Enterprise Resource Planning Systems (ERP). These computer systems support critical City functions such as general ledger and fixed asset accounting; payroll; accounts payable; treasury cashiering; building permit issuance; inspection services; utility billing and customer

service; municipal court operations; business licensing; and recreational services. The City's accounting, purchasing/accounts payable, budgeting, and payroll systems have been converted to Tyler Munis systems, and the conversion the new utility billing system, Harris Advanced Customer Information System, is complete.

The conversion to new Human Resource (Tyler personnel management), Time and Attendance ("Intellitime") systems are all underway. Conversion to the new Building Permit, Code Enforcement, and Development Services software systems (Harris CityView) is set to begin in May, 2021, with an expected completion in early 2022. Taken as a whole, these system improvements will transform the City's automated processes well into the future.

### Senior Citizen's Wellness Center

The 2008 General Obligation Bond issue passed by the voters contemplated the relocation of the Norman Senior Citizen's Center into the renovated former Norman Central Library Building. Based on citizen input, the Council directed that a new stand-alone Senior Center be built. Years of public discussion ensued about the budget for and location of the proposed Senior Center. It was finally decided that the Senior Center would be built on City-owned land within the Norman Regional Hospital System's "Porter Wellness Village". Design of the facility with all of features desired by Senior Center stakeholders (the programming for the facility expanded from the existing recreational facility to a wellness center program), expanded the cost to an estimated \$12.5 million.

\$7.6 million re-allocated from NORMAN FORWARD funds which were originally programmed to be used for the purchase of land for the Griffin Park Soccer Complex will be used to fund the new Senior Center, and during fiscal year 2020-2021, the Council appropriated \$4.8 million in CARES Act reimbursement funding to complete the funding of the full Senior Wellness Center facility. The facility is now in final design phases, and construction is set to begin in the fall of 2021, with completion in the winter of 2022.

### 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 Youth Football/Adult Softball Complex	\$ 2,500,000
• Canadian River Park Development	\$ 2,000,000
• Westwood Tennis Center Improvements	\$ 1,000,000

The NORMAN FORWARD Ordinance also authorizes funds from the NORMAN FORWARD Sales Tax (NFST) to be used for other projects and services such as public art at NFST facilities; a senior citizen's center; and staff and consultant support in the design, construction and maintenance of the NFST facilities. The proposed fiscal year 2021-2022 budget includes funding for three additional park maintenance personnel to be included in the General Fund, but paid from NORMAN FORWARD funds that have been programmed in anticipation of the added park land included in the NFST program.

Because of the intended completion schedule of the major NFST projects, debt financing was anticipated and authorized to move the projects forward ahead of the tax revenues being received. The first of three anticipated Sales Tax Revenue Note issuances was completed by the Norman Municipal Authority in December, 2015, a second Revenue Note was completed in June, 2017, and the final issuance of NFST-backed NMA Notes was completed in December, 2020.

Several of the NORMAN FORWARD facilities have been completed and are being enjoyed by Norman residents and visitors:

- Westwood Family Aquatic Center
- Norman Public Library, East Branch
- Norman Public Library, Central Branch
- Westwood Tennis Center Improvements
- Ruby Grant Community Park
- New Blake Baldwin Skate Park at Andrews Park

The new Ruby Grant Community Park, which includes major facilities for passive wilderness preserve; cross country, jogging and walking trails; disc golf; playground facilities, including Norman's first all-inclusive playground for differently-abled users; dog park; and picnics, opened during fiscal year 2020-2021 and is depicted throughout these Budget documents. Ruby Grant Park is being further developed for youth football practice fields, with NORMAN FORWARD funds re-programmed from the planned separate Community Park development.

As discussed above, the Senior Wellness Center will begin construction in 2021 and will be completed in 2022. Several neighborhood park refurbishment projects have been completed as a part of the ongoing NORMAN FORWARD project to replace playground equipment and other facilities at all of the Norman's public parks. The design of improvements to Saxon Community Park, including potential Native American pow-wow facilities, is ongoing. Public art installations have become a major component of the NORMAN FORWARD program. Major public art installations have been completed at the entrance to the Westwood Complex, at the East Branch Library, at Ruby Grant Park, and at the Norman Public Library, Central Branch.

The Blake Baldwin Skate Park in Andrews Park has been tremendously well-received, with skating, skateboarding and stunt biking enthusiasts from throughout central Oklahoma using the facilities on a daily and nightly basis.



Within the coming year, construction of the extension of James Garner Boulevard, from an intersection with Flood Avenue to the completed Acres Street Intersection, will begin. Matching federal Transportation Administration funds are programmed for the project, which will improve traffic flow into and out of downtown Norman tremendously, as well as serving the NORMAN FORWARD Central Library and Andrews Park facilities. Continuation of improvements and expansion of the Griffin Park Soccer Complex and the Reaves Park Baseball/Softball Complex will also be undertaken in FYE 2022.

The City has agreed to purchase land in the University North Park (UNP) development for the siting of the NORMAN FORWARD Indoor Multi-Sport (volleyball, cheerleading, basketball, gymnastics, etc.) and Indoor Aquatic Center. The project is in final design phases, with groundbreaking ceremonies planned for the summer of 2021. Funding for the land purchase and supplemental construction funding was provided from the UNP Tax Increment Finance District Fund (discussed below). The City is in negotiations with the Trae Young Foundation for an additional construction contribution and purchase of the naming rights to the facility (NBA All-Star Trae Young of the Atlanta Hawks is a Norman native and resident).

Locating these major recreational facilities within walking distance of the many hotels, retail establishments and transportation facilities in UNP and adjacent to the OU/Westheimer Airport will make Norman an attractive location for state and regional sports tournaments and other activities, drawing visitors and consumers to the City. As all of these projects progress, the full benefit of the NORMAN FORWARD program will begin to be enjoyed.





**The Future “Young Family Athletic Center”**

### University North Park TIF District Capital Fund



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

Representatives of the OU Foundation approached the City of Norman for financial assistance with the infrastructural costs to develop the property. A citizen's committee was appointed to study the proposal, and on September 13, 2005 the Council received the report and recommendations of the Tax Increment Financing Citizens Ad Hoc Committee Regarding a University North Park Tax Increment Financing District. From these recommendations, the Council approved a Project Plan Ordinance for the University North Park Tax Increment Finance District (UNP TIF) on May 23, 2006. The Project Plan authorized \$54.7 million dollars in public improvements within UNP, which was amended in 2019 to end the apportionment of taxes and reduce the amount of authorized improvement projects to the amount of UNP TIF revenues already on hand in the TIF Fund.

As discussed in the NORMAN FORWARD Section above, the partnership between the City and the UNP developers to locate the Indoor Aquatic and Multi-Sport Facility within University North Park will further the creation of the sort of "regional draw" that was anticipated when the UNP TIF was originally approved. The UNP TIF Fund is contributing \$2,069,000 for the purchase of the UNP land for the Indoor Aquatic and Multi-Sport Facility, as well as contributing \$2,700,000 in authorized "Recreational Facility" TIF funds toward the construction of the project.

The City's continued investment in the University North Park development will continue to pay off years into the future. Major traffic and roadway improvements in the vicinity of UNP are planned as future uses of UNP TIF funds.

#### Progress on Other Capital Projects

The fiscal year 2021-2022 budget also includes allocations for many other capital projects and facilities. These projects are detailed in the separate Capital Improvements Project Budget document.

### **UTILITY ENTERPRISE FUNDS**

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.

#### Norman Water Enterprise Utility

The Norman Water Utility completed a major project to improve drinking water quality for its customers through improvements to the treatment processes at the Vernon Campbell Water Treatment Plant in 2020. These improvements were directed by the Norman Utilities Authority (NUA) Trustees/Council to meet new U.S. Environmental Protection Agency/Oklahoma Department of Environmental Quality mandated disinfection requirements and to address taste and odor issues that are experienced periodically.

The Norman Water Utility also completed 9 new water wells that will provide for additional water supply, as programmed in the 2060 Strategic Water Supply Plan. A water rate increase is ~~will be~~ needed and is anticipated to be proposed to the voters of Norman in the fall of 2021 (the Norman City Charter requires a vote of the people to increase utility rates). The rate increase is intended to fund a new water disinfection facility for the combined 40 ground water wells. The Oklahoma Department of Environmental Quality is mandating that Norman begin disinfecting the ground water that is supplied to Water Utility customers. Additionally, a new Automated Meter Infrastructure (AMI) program will be installed to more efficiently account for water usage. The rate increase will also include funding to replace deteriorated metal pipes throughout the system, which cause water line breaks and water leaks. Approximately 300 miles of the 600 miles of water line are made of metal and will eventually need to be replaced. The rate increase proposal will be combined with ongoing analysis of water connection fees.

#### Norman Water Reclamation (Wastewater) Enterprise Utility

The Norman Water Reclamation Facility (WRF) has received regional awards for the quality of the effluent (output) produced from the plant, and the Utility continues to explore ways to use the high-quality treated effluent, such as for irrigation and eventually augmenting drinking water supplies. An Indirect Potable Reuse (IPR) Pilot Project is underway at the Water Reclamation Facility. Receiving national recognition (including a Bureau of Reclamation Water Smart grant of \$700,000), this project will investigate treatment technologies to remove phosphorous, nitrogen and Contaminants of Emerging Concern. If proven successful, the technologies could provide treated wastewater deemed suitable to be discharged into tributaries of Lake Thunderbird, providing a sustainable and reliable drinking water supply.

The Water Reclamation Enterprise is constructing a major solar panel farm, to generate enough power to significantly reduce fossil fuel consumption to power the WRF, in fiscal year 2021-2022.

#### Norman Sanitation Enterprise Utility

The Norman Sanitation Utility provides automated municipal solid waste collection and public access transfer station disposal for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, and on-call bulky item pickup services. Curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor. The Norman Sanitation Utility, reflecting the desires of customers and Norman residents, is firmly committed to recycling and reuse of waste products, to the extent practical.

During fiscal year 2020-2021, the Sanitation Utility constructed two additional regional Recycling Centers. The Utility is completing construction of a permanent Household Hazardous Waste Collection Facility and Container (dumpster) Maintenance Facility, in FYE 2022. Improvements to the Utility's Compost Facility, including major equipment replacements, are also underway. New administrative offices, parking and employee facilities are being constructed for the Sanitation Division. The Sanitation Utility continues to allocate funds to provide for these services within the ratepayer revenues provided.

## Norman Storm Water Utility

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

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

## **CAPITAL BUDGET**

Detailed information on individual capital improvement projects is given in the FYE 2020 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund.

## **SUMMARY**

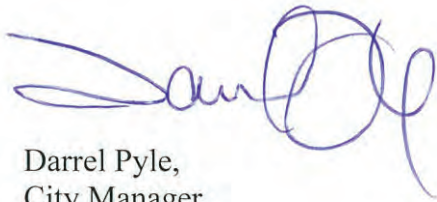
The fiscal year 2021-2022 budget is highlighted by our emergence from the challenges of the past year. The budget maintains stability in basic public services, while providing capital and grant funding for major physical improvements which will help to stimulate the local economy in the short term and provide facilities to be enjoyed by our residents, visitors and ratepayers for decades to come. Under the direction of the Council, the City will continue to work within limited resources to provide the services which our residents deserve and demand while looking for new or more efficient revenue sources and/or reducing services in targeted areas. It is to the great credit of our policy makers, City employees and our citizens that Norman continues to be able to provide these basic services and capital improvements, given our relatively small means.



## **CONCLUSION**

I would like to express my personal appreciation for the outstanding work done by the professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction requests that have come from Council, the Council Finance Committee, and from the public. I am continually impressed first by the diligence and dedication of the Council in studying the many issues before you and in providing direction to confront the many issues faced by the City. I am equally impressed by the dedication of our staff and by the persistence and constant interest displayed by our residents and interested citizens in providing their input to you. It is my privilege to present this budget to our citizens and utility ratepayers and to work to implement it in providing the services they justifiably demand.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darrel Pyle", with a large, stylized circular flourish at the end.

Darrel Pyle,  
City Manager



# Community Profile

## History of Norman, Oklahoma

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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 126,753 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 26,327.

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

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



## **Norman — The City of Festivals**

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



Holiday Celebration in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night’s Fair held in July

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



## Community Profile

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



Max Westheimer Airport



Owen Field and Oklahoma Memorial Football Stadium



Norman Music Festival



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

**Photos courtesy of Norman Convention & Visitor's Bureau**

## Community Profile

### Municipal Parks and Recreation



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

### Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(2) Median Age	(3) School Enrollment	(4) Unemployment Rate
2011	111,398	24,586	30.4	14,644	5.0
2012	113,273	26,058	29.6	15,022	4.4
2013	115,562	27,343	29.7	15,510	5.0
2014	118,197	26,267	29.9	15,739	4.2
2015	118,040	27,749	30.2	15,745	3.8
2016	120,284	28,273	30.1	15,944	4.2
2017	122,180	28,458	30.3	16,363	4.2
2018	122,843	30,168	30.3	16,162	3.5
2019	123,471	28,977	30.1	16,289	3.2
2020	124,880	30,449	30.4	14,419	6.7

#### Sources:

- (1) Obtained from census data
- (2) U.S. Census Bureau; 1-yr. American Community Survey Estimate
- (3) Norman Public Schools
- (4) U.S. Department of Labor

## 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 (2020-2021 School Year):**

Total school enrollment – Norman Public Schools	14,419
Number of elementary schools	17
Number of elementary students	6,688
Number of elementary school instructors	599
Number of secondary schools	6
Number of secondary school students	7,731
Number of secondary school instructors	483
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

### Major Employers in Norman

<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	11,649
Norman Regional Hospital	Medical Services	3,147
Norman Public Schools	Education Services	1,972
York International / Johnson Controls	Heating / Air Conditioning	1,225
Wal-Mart	General Merchandise Retailer	1,170
City of Norman	Government Services	893
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	500
Hitachi	Electronics Manufacturer	400
NOAA National Severe Storm Laboratory	National Weather Services	400
Target	General Merchandise Retailer	380



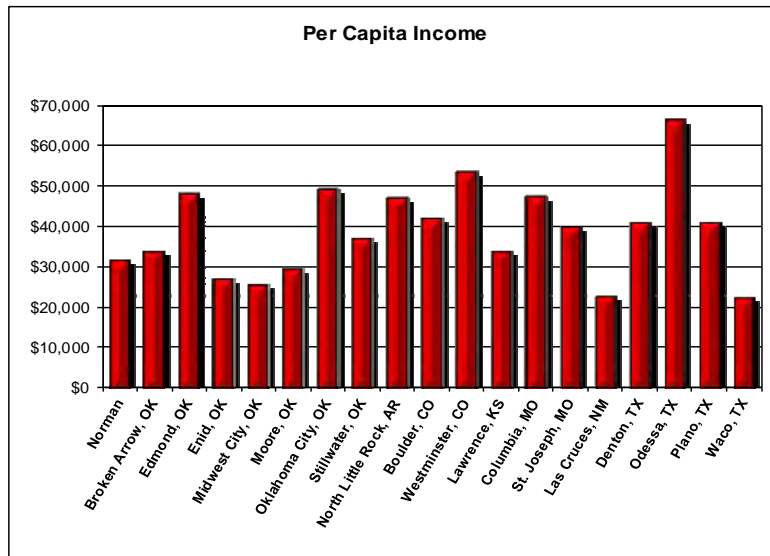
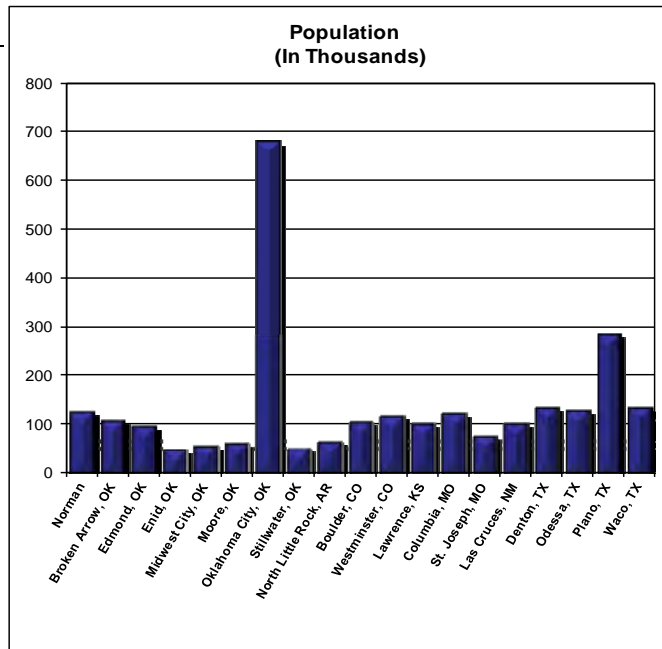
## INTER-CITY BENCHMARK COMPARISONS

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

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

### Inter-City Benchmark Comparison

City	Population	Median Age	Square Miles
<b>Norman</b>	<b>126,753</b>	<b>30.9</b>	<b>189.5</b>
Broken Arrow, OK	110,198	37.3	61.6
Edmond, OK	96,376	35.7	87.9
Enid, OK	49,688	34.6	73.9
Midwest City, OK	57,288	36.0	24.4
Moore, OK	62,055	34.3	22.0
Oklahoma City, OK	680,059	35.2	620.4
Stillwater, OK	50,299	25.5	28.4
North Little Rock, AR	65,903	37.3	44.8
Boulder, CO	106,392	28.5	27.3
Westminster, CO	118,931	35.8	35.0
Lawrence, KS	103,351	28.2	34.9
Columbia, MO	124,537	28.2	63.5
St. Joseph, MO	76,780	37.8	44.8
Las Cruces, NM	102,102	32.3	77.0
Denton, TX	136,195	29.4	98.0
Odessa, TX	128,401	30.9	52.0
Plano, TX	287,064	38.7	72.0
Waco, TX	135,858	28.7	101.1



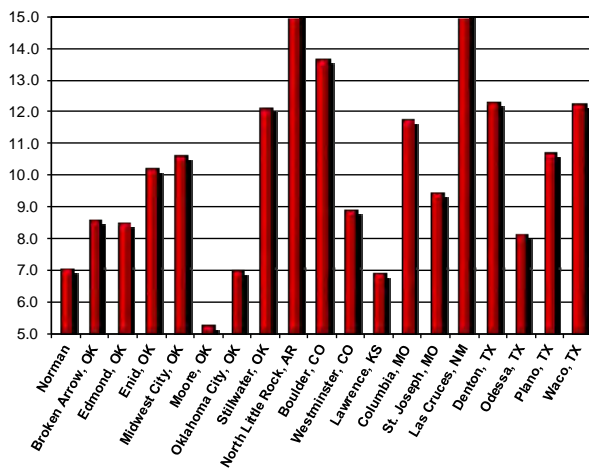
City	Per Capita Income
<b>Norman</b>	<b>\$31,710</b>
Broken Arrow, OK	\$34,126
Edmond, OK	\$48,197
Enid, OK	\$27,071
Midwest City, OK	\$25,686
Moore, OK	\$29,399
Oklahoma City, OK	\$49,187
Stillwater, OK	\$37,195
North Little Rock, AR	\$47,287
Boulder, CO	\$42,203
Westminster, CO	\$53,634
Lawrence, KS	\$34,103
Columbia, MO	\$47,482
St. Joseph, MO	\$39,810
Las Cruces, NM	\$23,131
Denton, TX	\$41,153
Odessa, TX	\$66,316
Plano, TX	\$40,920
Waco, TX	\$22,461



# CITY OF NORMAN

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
<b>Norman</b>	<b>14,419</b>	<b>6.70%</b>	<b>Oklahoma Gas &amp; Electric (OG&amp;E), Wal-Mart Stores, Inc., AVARA/Astellas</b>
Broken Arrow, OK	19,652	4.60%	not available
Edmond, OK	23,994	3.60%	Frain Investments LLC, IA Edmond Bryant LLC, Cornerstone Oxford Oaks LLC
Enid, OK	7,478	5.10%	ADM Milling, Advance Foods. Oklahoma Gas & Electric
Midwest City, OK	14,600	3.60%	not available
Moore, OK	24,916	6.80%	Mission Pointe Apartments Ltd., Nabors Lux 2/ Offshore Corp., Oklahoma Gas & Electric
Oklahoma City, OK	43,133	4.80%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores
Stillwater, OK	6,029	4.40%	ASCO Aerospace USA, Brookside Stillwater, Walmart Real Estate
North Little Rock, AR	8,076	3.20%	not available
Boulder, CO	29,240	6.90%	Xcel Energy Inc., IBM Corporation, GPIF Flatiron Business Park LLC
Westminster, CO	not available	8.70%	not available
Lawrence, KS	11,473	4.80%	Links at Kansas, Arc PRLAWKS001 LLC, Wal-Mart Real Estate Business Trust
Columbia, MO	18,961	4.30%	Union Electric, Shelter Insurance, Broadway Crossings II LLC
St. Joseph, MO	10,919	5.70%	Boehringer Ingelheim Animal Health, Mosaic LifeCare, AG Processing Inc.
Las Cruces, NM	24,517	8.20%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	30,682	5.30%	not available
Odessa, TX	30,091	13.50%	Halliburton Energy, Oncor Electric Delivery Co., La Frontera Holdings LLC
Plano, TX	52,405	3.10%	not available
Waco, TX	14,756	3.80%	Mars Snackfood US, LLC, Coca Cola Co, Oncor Electric Delivery Co LLC

**Employees Per 1,000 Citizens**



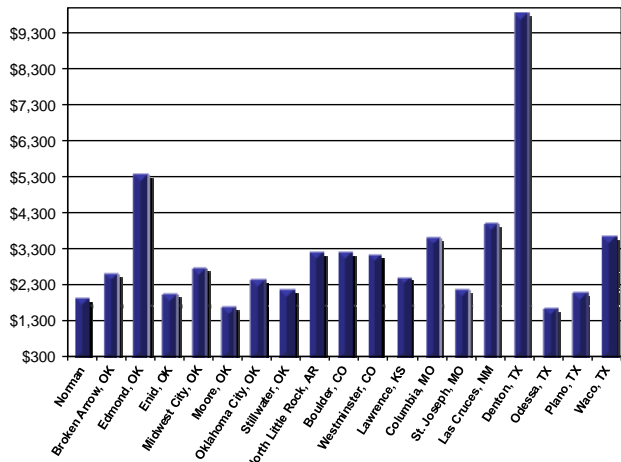
**Full-Time & Permanent Part-Time Budgeted Positions Employees Per 1,000 Citizens**

<b>Norman</b>	<b>893</b>	<b>7.0</b>
Broken Arrow, OK	945	8.6
Edmond, OK	818	8.5
Enid, OK	509	10.2
Midwest City, OK	608	10.6
Moore, OK	327	5.3
Oklahoma City, OK	4,757	7.0
Stillwater, OK	612	12.2
North Little Rock, AR	1,133	17.2
Boulder, CO	1,457	13.7
Westminster, CO	1,062	8.9
Lawrence, KS	859	6.9
Columbia, MO	1,464	11.8
St. Joseph, MO	725	9.4
Las Cruces, NM	1,670	16.4
Denton, TX	1,680	12.3
Odessa, TX	1,047	8.2
Plano, TX	3,073	10.7
Waco, TX	1,667	12.3

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

<b>Norman</b>	<b>\$284.98</b>	<b>\$249.36</b>	<b>\$1,967</b>
Broken Arrow, OK	\$304.30	\$293.06	\$2,659
Edmond, OK	\$517.41	\$517.41	\$5,369
Enid, OK	\$95.96	\$102.22	\$2,057
Midwest City, OK	\$161.51	\$161.51	\$2,819
Moore, OK	\$107.91	\$107.91	\$1,739
Oklahoma City, OK	\$1,658.41	\$1,658.41	\$2,439
Stillwater, OK	\$120.10	\$109.59	\$2,179
North Little Rock, AR	\$213.00	\$212.85	\$3,230
Boulder, CO	\$337.66	\$341.74	\$3,212
Westminster, CO	\$373.84	\$373.84	\$3,143
Lawrence, KS	\$256.62	\$314.75	\$2,527
Columbia, MO	\$416.71	\$456.88	\$3,669
St. Joseph, MO	\$162.89	\$167.45	\$2,181
Las Cruces, NM	\$414.10	\$414.10	\$4,056
Denton, TX	\$1,347.66	\$1,347.66	\$9,895
Odessa, TX	\$241.60	\$214.90	\$1,674
Plano, TX	\$674.88	\$605.13	\$2,108
Waco, TX	\$500.40	\$500.40	\$3,683

**Expenditures Per Capita Income**



## Government Facilities and Service Statistics

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**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

368

Non-Union

198

**Fire Protection:**

Number of Stations

9

Number of fire personnel

163

Number of calls answered (for 2020)

16,071

Number of inspections conducted (for 2020)

1,967

**Police Protection:**

Number of stations (includes Norman Investigations Center)

2

Number of police personnel (includes emergency communications staff)

242

Number of patrol units

96

Physical arrests (for 2020)

4,756

Traffic violations (for 2020)

9,859

Parking violations (for 2020)

4,655

Number of reported crimes (part one crime index for 2020)

4,058

Calls for service (for 2020)

62,198

**Sewerage System:**

Miles of sanitary sewers maintained by the City

515.9

Miles of storm sewers maintained by the City

152

Number of treatment plants

1

Daily average treatment in gallons

11,700,000

Design capacity of treatment plant in gallons

17,000,000

**Water System:**

Miles of water mains maintained by the City

627

Number of service connections (includes 1,109 sprinkler connections)

41,229

Number of fire hydrants

6,457

Daily average production in gallons (for 2020-excluding water purchased from OKC)

13,400,000

Maximum daily capacity of plant in gallons

17,000,000

Number of water wells in operation

41

**Street Maintenance:**

Miles of urban streets maintained by the City

547.9

Miles of rural streets maintained by the City

230.3

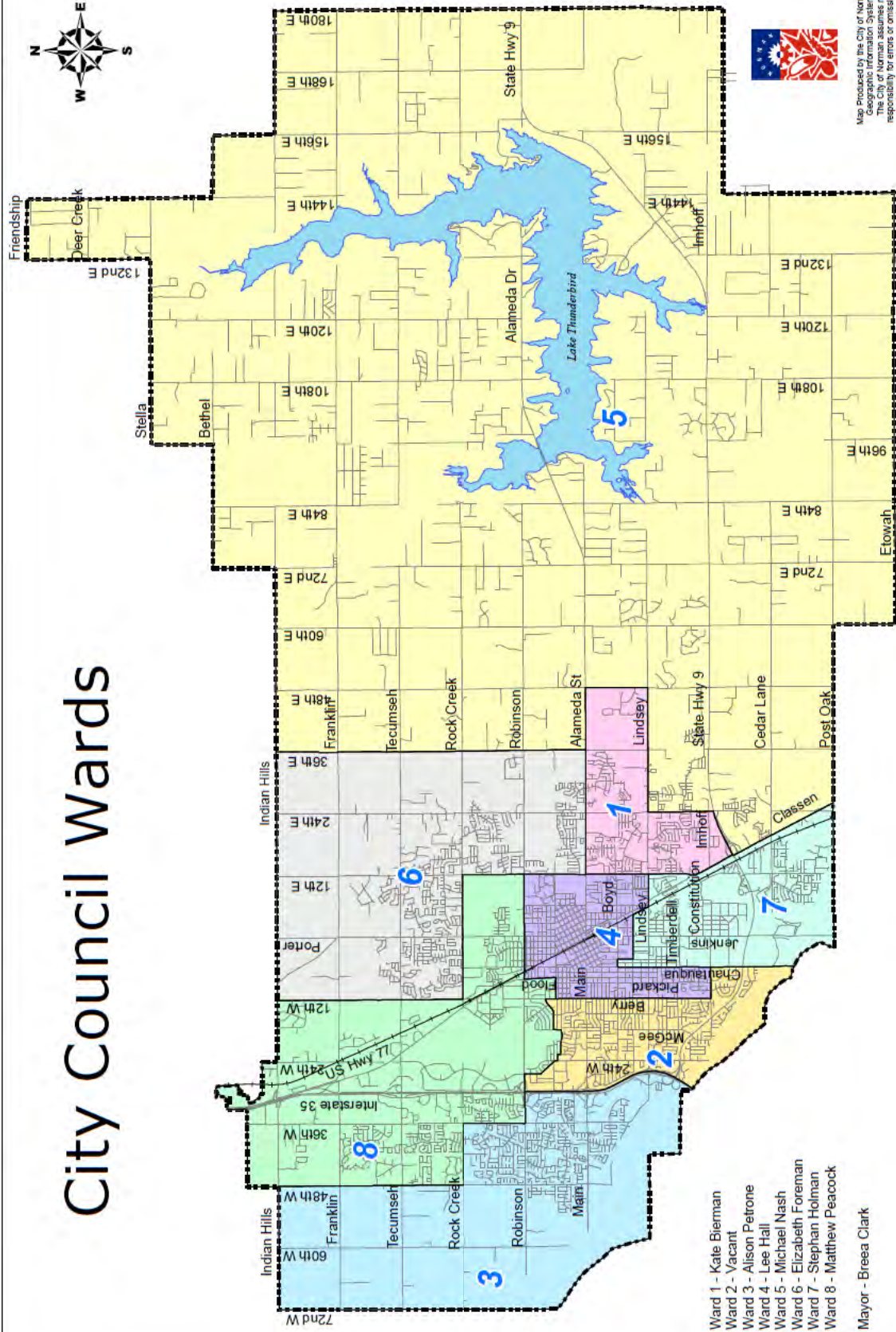
Number of street lights

6,625

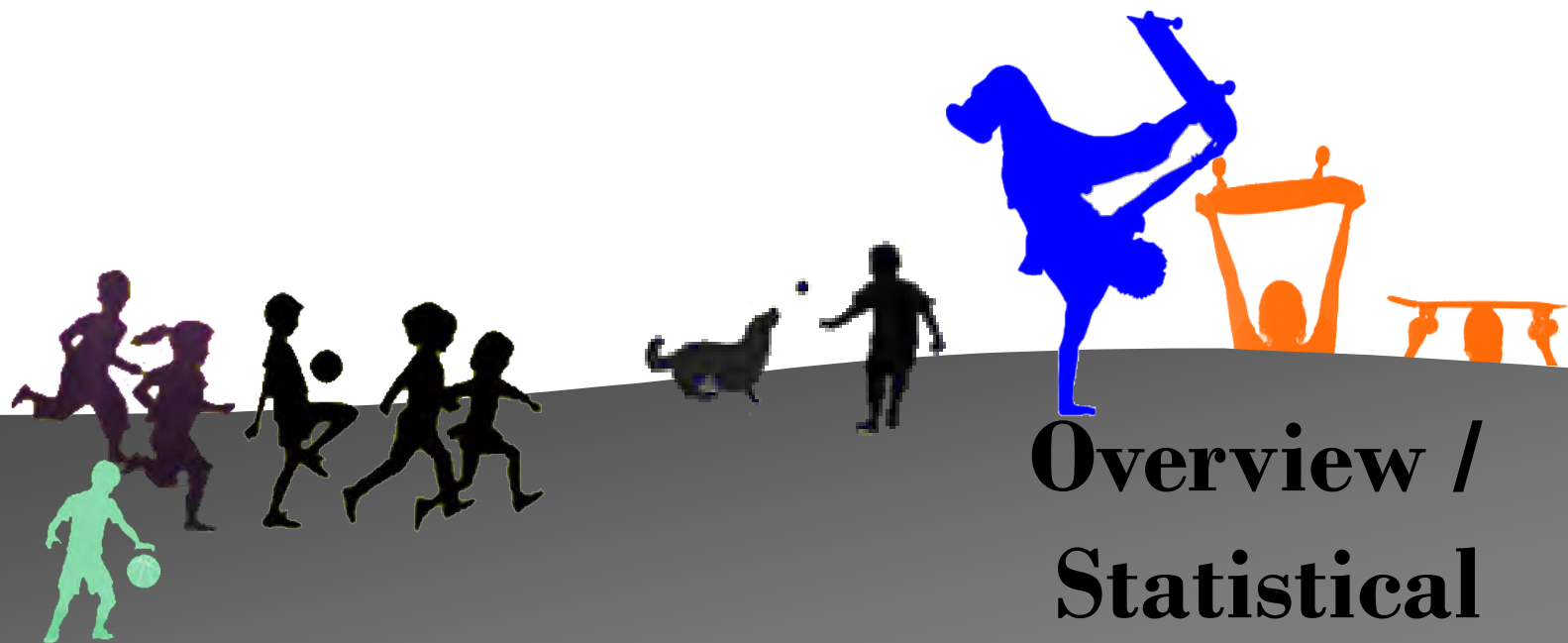
Number of signalized locations

257

# City Council Wards





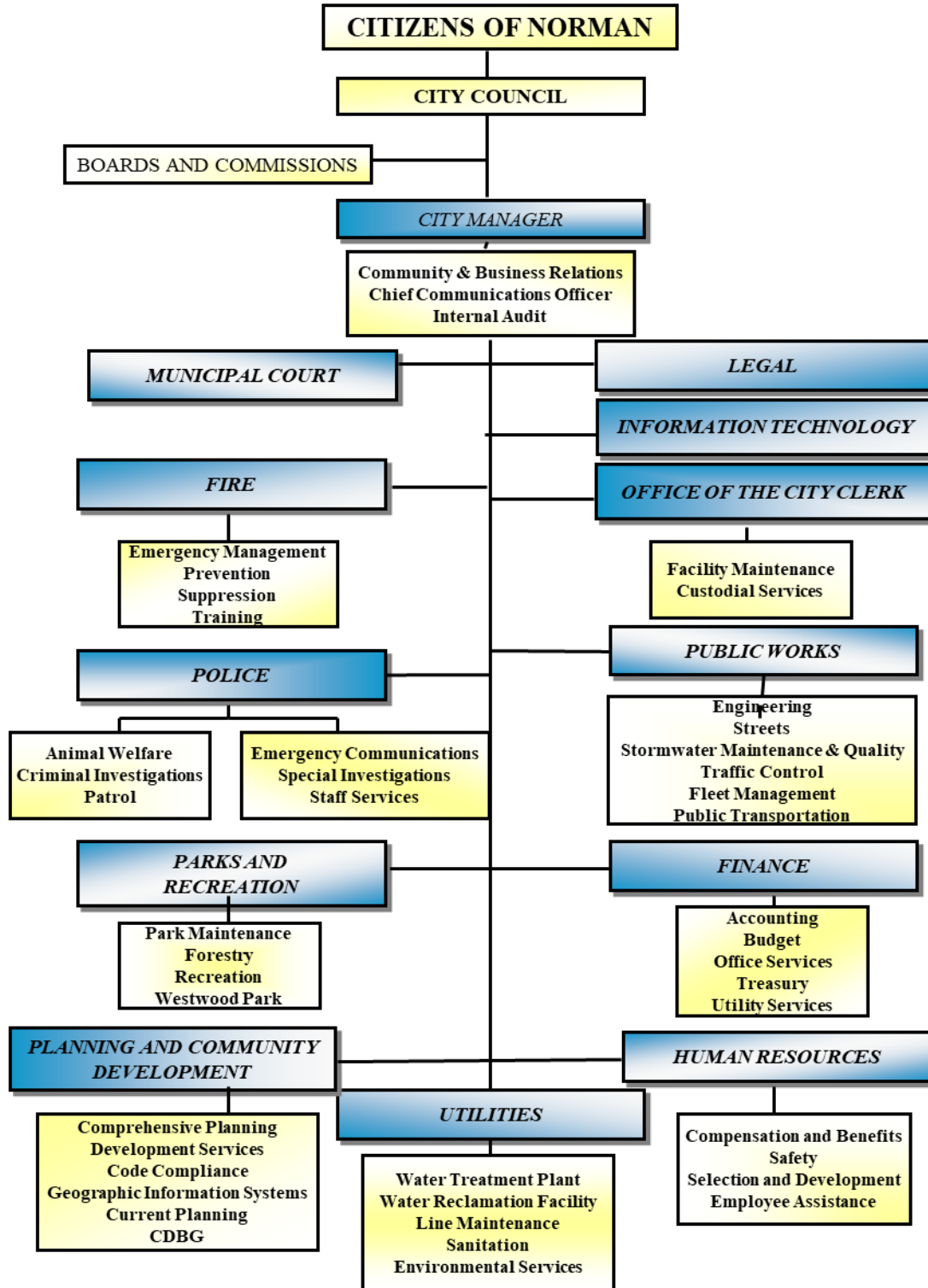




## **INTRODUCTION**

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

# City Of Norman Organization Chart



**CITY OF NORMAN**

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

<b>FUND</b>	<b>FYE 11</b>	<b>FYE 12</b>	<b>FYE 13</b>	<b>FYE 14</b>	<b>FYE 15</b>	<b>FYE 16</b>	<b>FYE 17</b>	<b>FYE 18</b>	<b>FYE 19</b>	<b>FYE 20</b>	<b>FYE 21</b>	<b>FYE 22</b>
GENERAL	558	601	602	596	599	610	615	619	626	630	622	628
PUBLIC SAFETY SALES TAX	45	65	67	69	71	77	79	82	82	84	84	84
RECREATION	20	0	0	0	0	0	0	0	0	0	0	0
CDBG	6	6	6	6	6	5	5	5	5	5	8	7
SPECIAL GRANTS	1	1	1	0	0	0	0	0	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	1	1	0	0	0	0	0	0	0
EMERGENCY COMMUNICATIONS	22	0	0	0	0	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	9	9	9	9
WATER	52	52	52	51	51	50	50	51	51	52	52	52
WATER RECLAMATION	21	21	22	22	22	42	43	43	43	44	44	44
SANITATION	51	51	51	51	51	51	52	52	52	52	52	52
RISK MANAGEMENT	0	1	1	1	1	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	5	5	4	4	4	4
SEWER MAINTENANCE	21	21	21	21	21	1	1	1	1	1	1	1
PUBLIC TRANSPORTATION	0	0	0	0	0	0	0	0	0	6	9	11
<b>TOTAL</b>	<b>808</b>	<b>830</b>	<b>834</b>	<b>829</b>	<b>834</b>	<b>848</b>	<b>859</b>	<b>867</b>	<b>874</b>	<b>888</b>	<b>886</b>	<b>893</b>

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

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

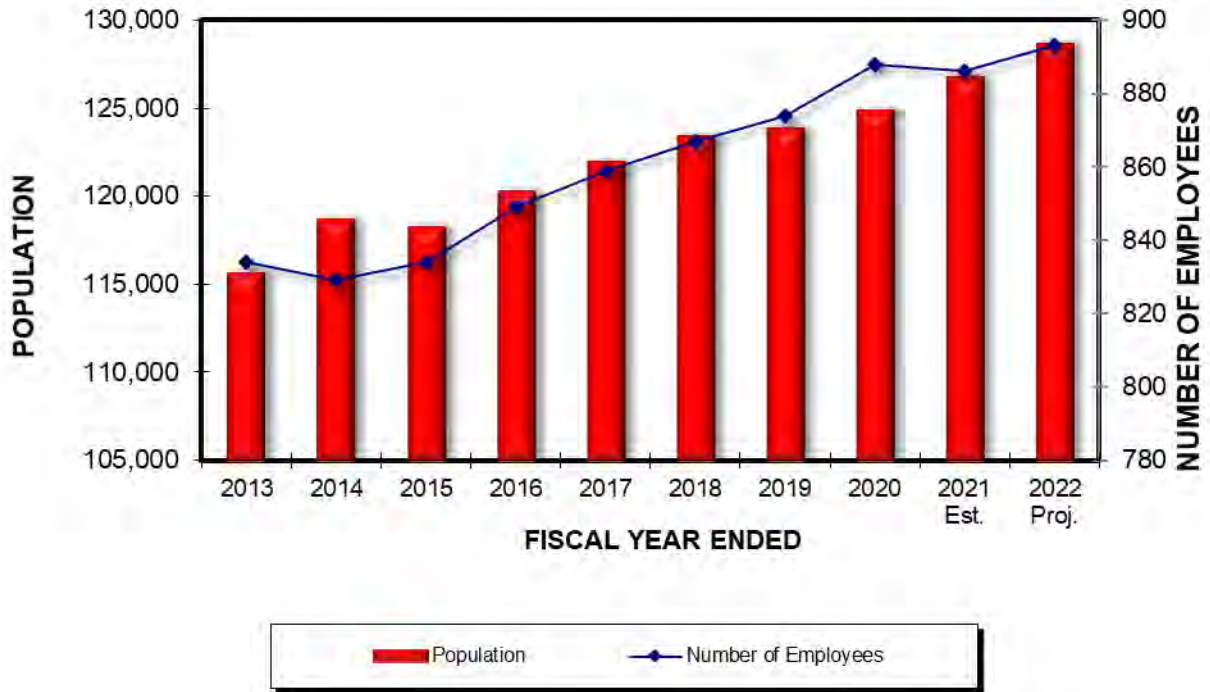
FYE 19 to FYE 20 - During FYE 19 added a Victim Advocate in the Police Department, an Assistant Fire Chief in the Fire Department, and a Recreation Food & Beverage Manager in the Westwood Fund. Cut a permanent part time Recreation Technician position in the Parks & Recreation Department and a permanent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

FYE 20 to FYE 21 - During FYE 20 reclassified a printing services operator 1 from part-time to full time in the Finance Department and added a Transit Fleet Specialist, a Transit Service Technician, a Fleet Service Writer, 2 Mechanic II's, a part-time Transit Support Technician, and a Transit Coordinator in the Public Transportation Fund. Cut a permanent part time custodian position in the Parks and Rec Department and reclassified an ADA Technician position from contracted services to a full time position. Added a Homeless Technician in the Community Development Block Grant Fund. For FYE 21 cut a temporary Deputy Marshall position, a temporary Juvenile Community Services position, and a temporary Marshall position in the Municipal Court Department, and cut a Fire Protection Engineer position in the Fire Department. Cut 5 Master Police Officer positions, 2 Sergeant positions, and 2 Police Officer positions in the Police Department. Added an Internal Auditor and Internal Auditor Technician to the City Manager's Department.

FYE 21 to FYE 22 - During FYE 21 cut a Development Coordinator and added a Diversity and Equity Officer in the City Manager's Department. Added a Service Technician and a Transit & Parking Manager to the Public Transportation Fund. Added an Outreach Case Coordinator and an Outreach Housing Liaison to the CDBG Fund. For FYE 22 added a Plumber/Tradesworker to the City Clerk's Department, added a Traffic Signal Locator/Inspector to the Public Works Department, added 3 Maintenance Workers I to the Parks Department, and added a Maintenance Worker I and an Administrative Technician III to the Public Transportation Fund. Moved a Homeless Technician from the CDBG Fund to the General Fund.

## CITY OF NORMAN

### POPULATION AND EMPLOYEES

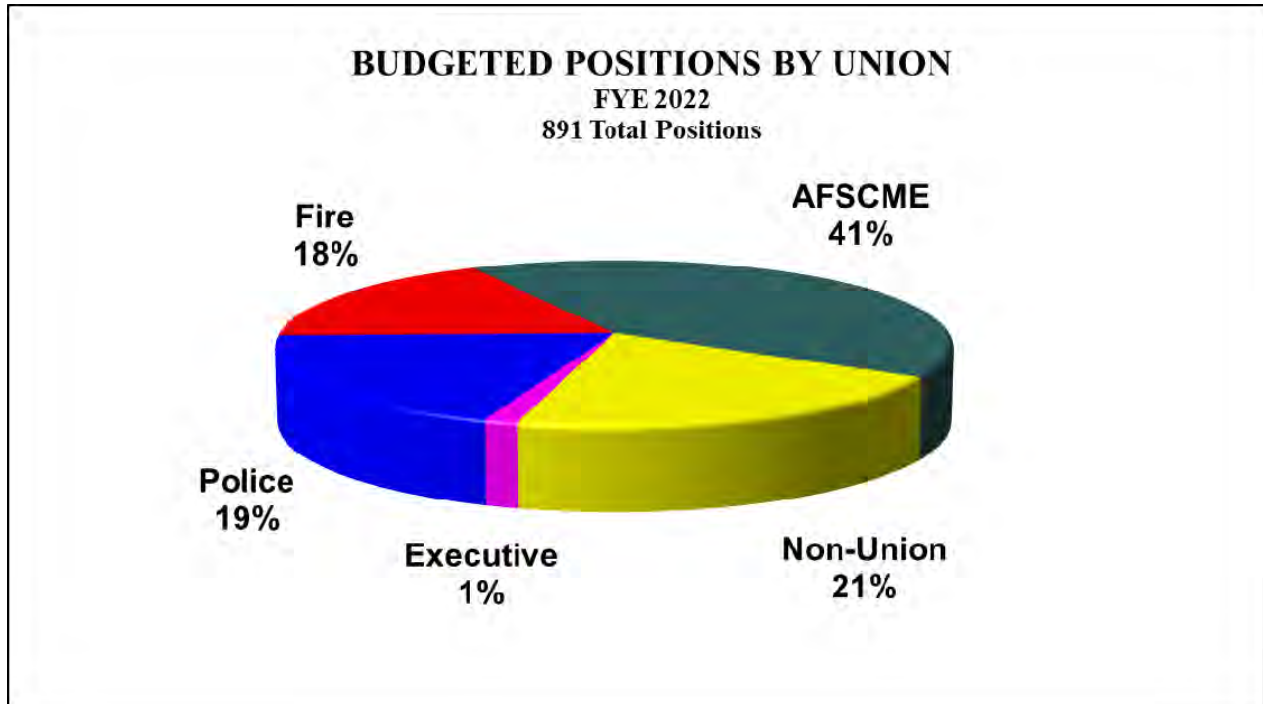


### Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2022, the City will employ 893 permanent employees, which is seven more positions than budgeted in FYE 2021. Eighty-four positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 893 personnel, the City is budgeting 59 more positions than in FY 2013, or an increase of 7%. In 2022, the City of Norman's population is projected to be 128,654, an increase of approximately 11.3% from 2013.

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

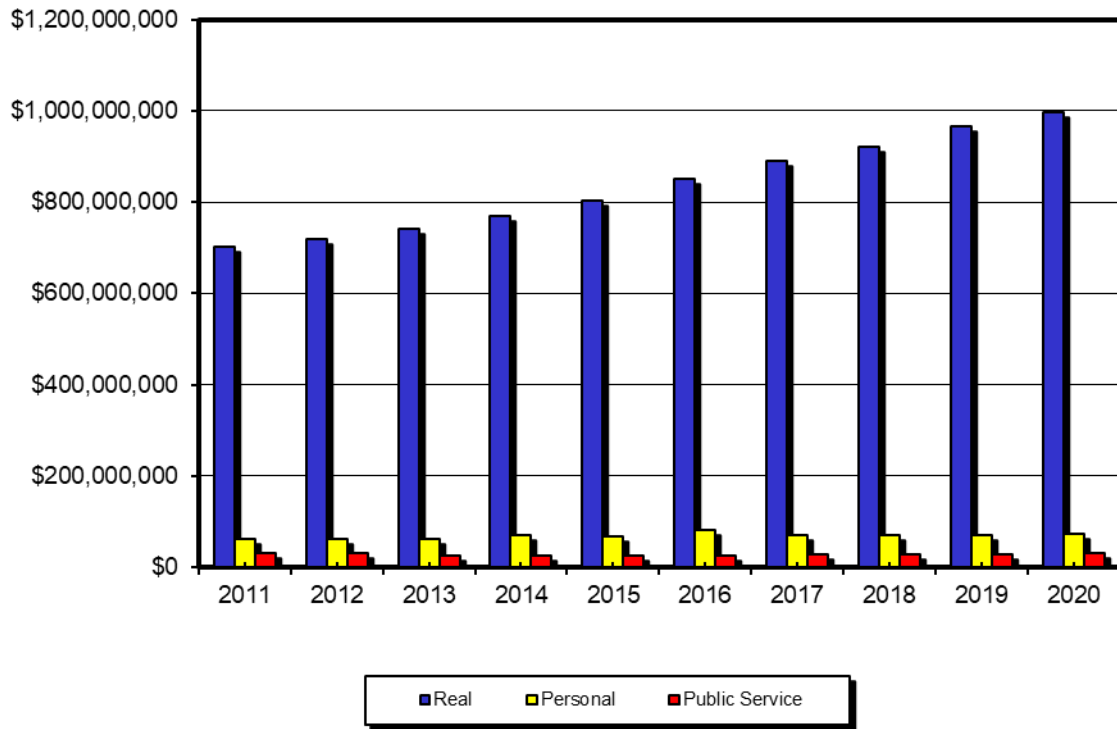




#### Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2021-2022 the City will employ 893 budgeted full-time and permanent part-time employees. The largest number of personnel (368) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 242 Police Department personnel, of which 169 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 158 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 12 department directors and the City Manager of the City of Norman. There are 198 employees that are non-union members including the executive employees.

## ASSESSED PROPERTY VALUATIONS 10 Year Comparison

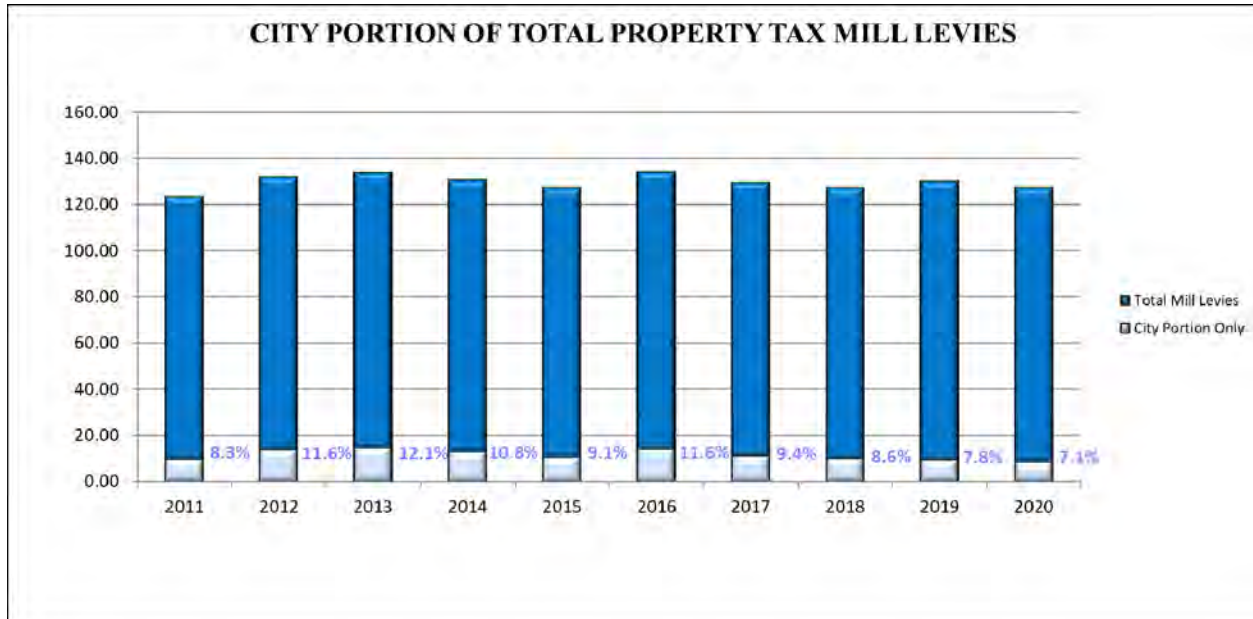


### Discussion of the Graph

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.

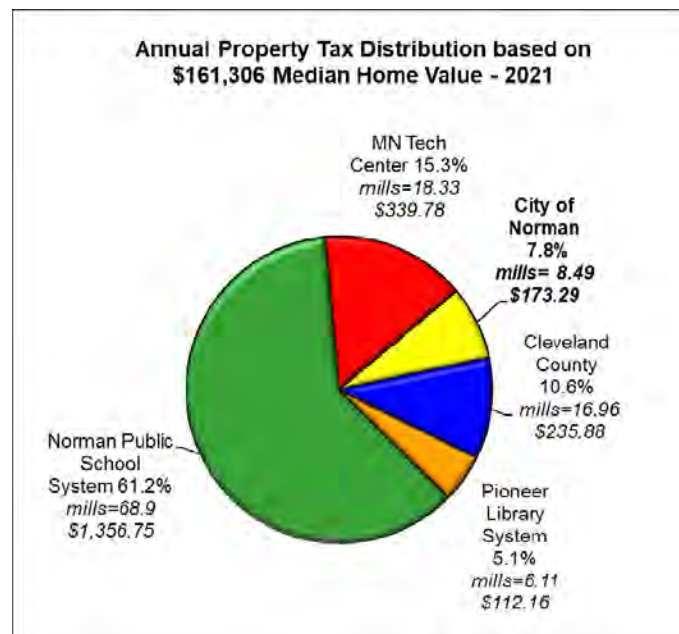
\* Real Valuations do not include the homestead exemption

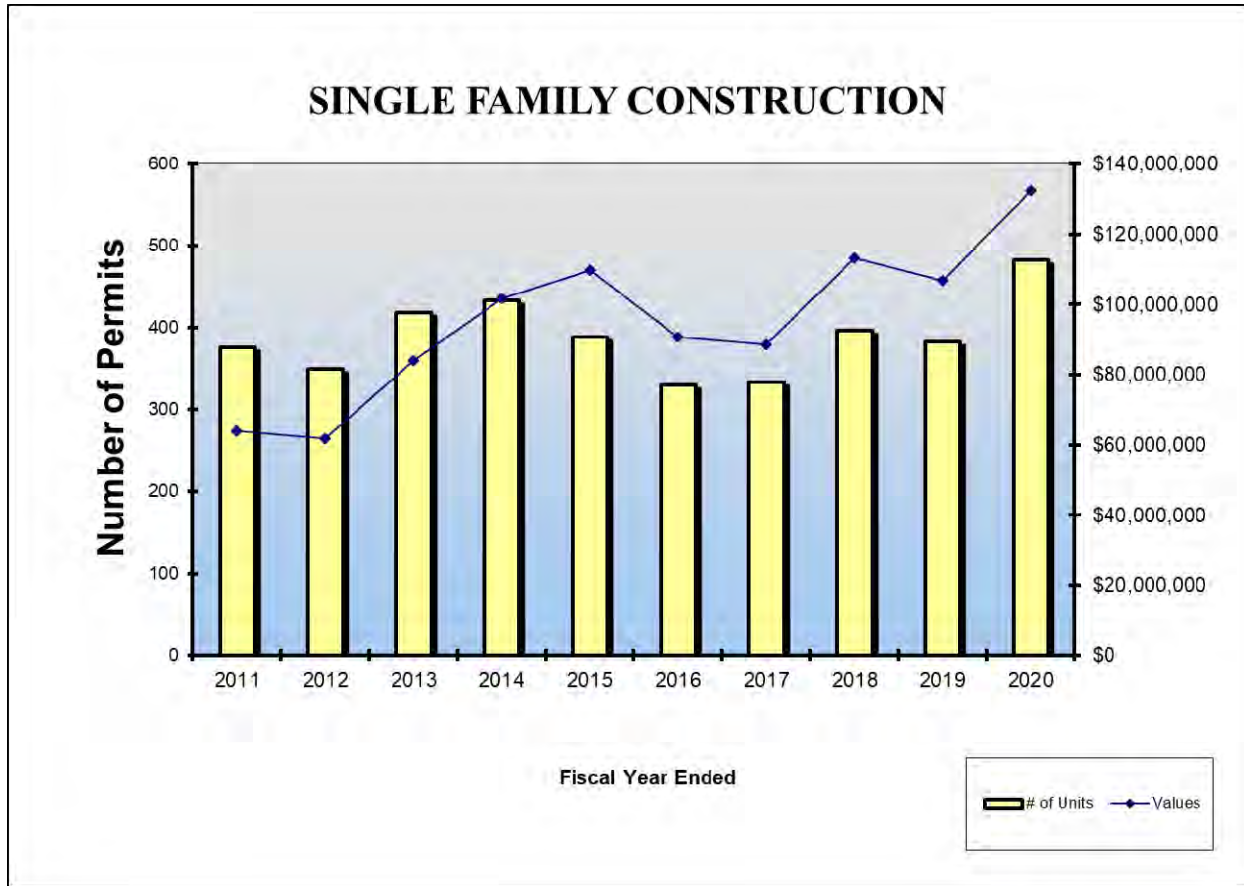
## CITY OF NORMAN



### Discussion of the Graph

The City portion of actual property taxes levied in Norman in 2020 were 8.49 mills or \$9,111,637 which is 1% of the assessed property value in Norman. According to the Cleveland County Assessor, the median home value in the City of Norman is an estimated \$161,306.



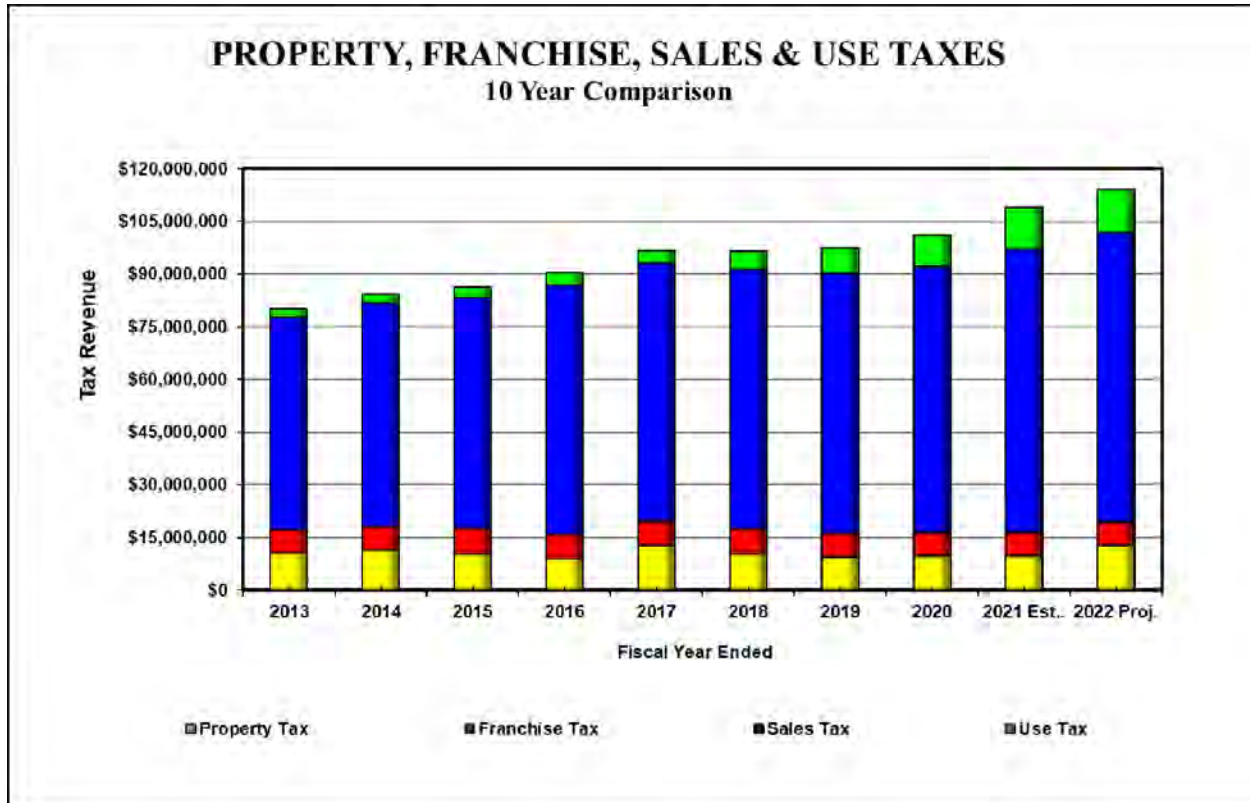


### Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. In 2013 and 2014, the permit values increased slightly from 2011. Beginning in 2015, residential construction levels dropped and continued to drop in 2016. In 2017, residential construction began to increase and the average permit value jumped by about \$20,000 per unit from fiscal year 2017 to 2018. Fiscal year 2019 saw a slight decrease in single family construction from 2018. Norman's permit count increased 26% from fiscal year 2019 to 2020, matching nation-wide growth trends for residential building permits that hit a 12-year high according to the U.S. Census Bureau.



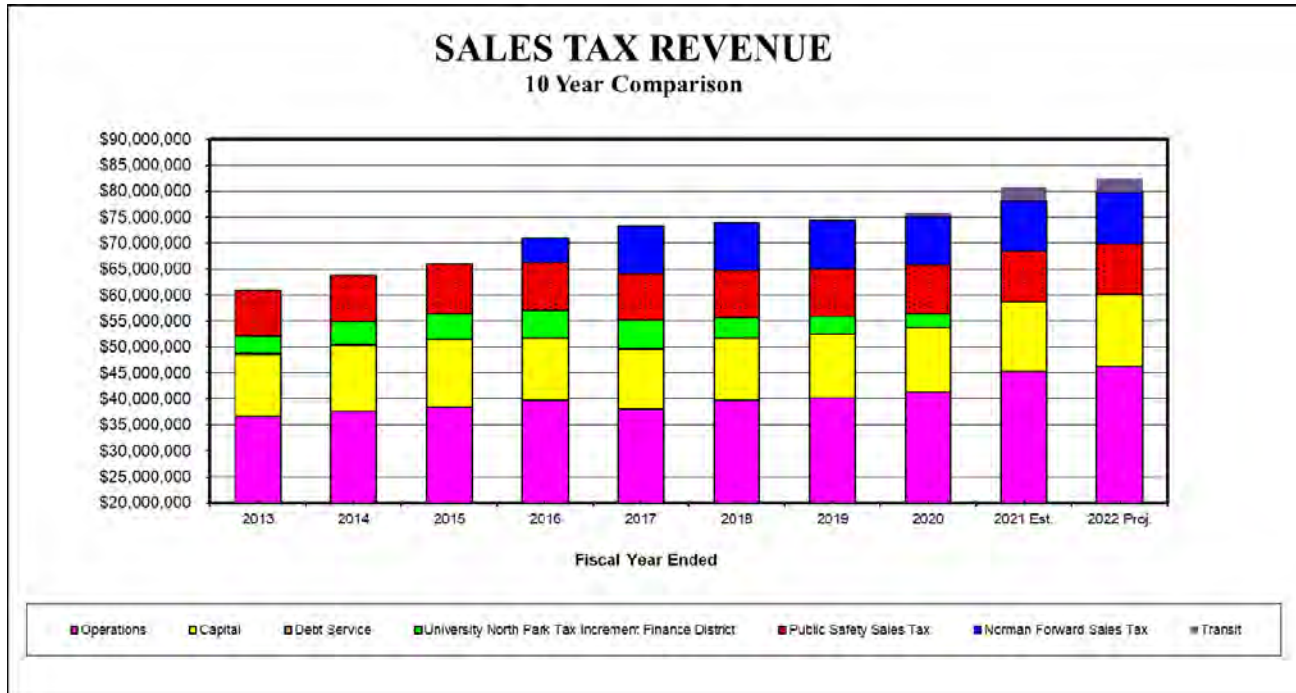
## CITY OF NORMAN



### Discussion of the Graph

These are the primary tax sources available to the City of Norman. The property tax is used to service bonded debt and court judgments (see graph of Assessed Property Valuations), while the sales, use and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue and Distribution of Sales Tax). Beginning in FYE 09, sales tax includes the Public Safety Sales Tax that was approved by voters on May 13th, 2008. On April 1, 2014 the citizens approved a permanent extension of the Public Safety Sales Tax. On October 13, 2015, the citizens approved a one half of one percent (.5%) sales tax for NORMAN FORWARD quality of life projects. This tax became effective January 1st of 2016. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.

# CITY OF NORMAN



## Discussion of the Graph

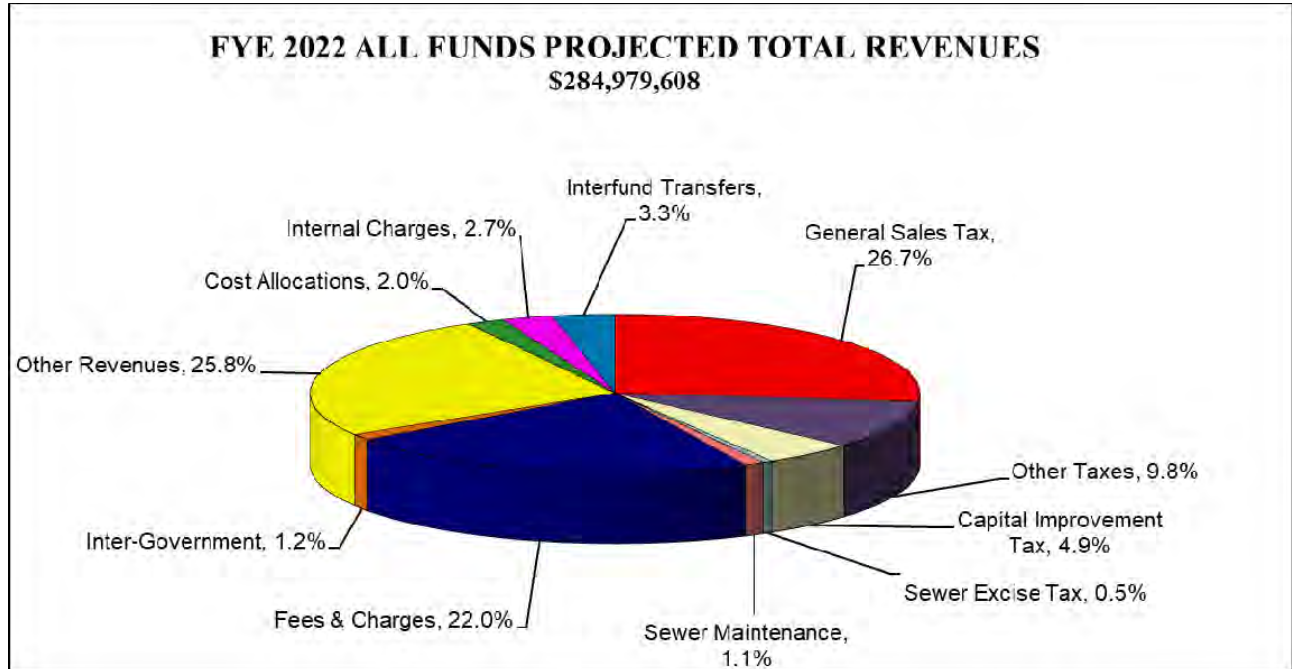
The City of Norman has a 4.125% sales tax rate effective April 1, 2020, which is the primary source of revenue for General Fund operations and capital expenditures. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2012 to 2017. 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 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. On November 12, 2019, Norman citizens approved transferring 1/8 of one percent (0.125%) of sales tax from Cleveland County to the city to help fund the transit operation.



## FYE 2022 Projected Figures:

Operations	\$ 46,157,708
Public Safety	\$ 9,892,637
Capital	\$ 13,960,772
NORMAN FORWARD	\$ 9,892,637
Transit	\$ 2,550,000
	<u>\$ 82,453,754</u>

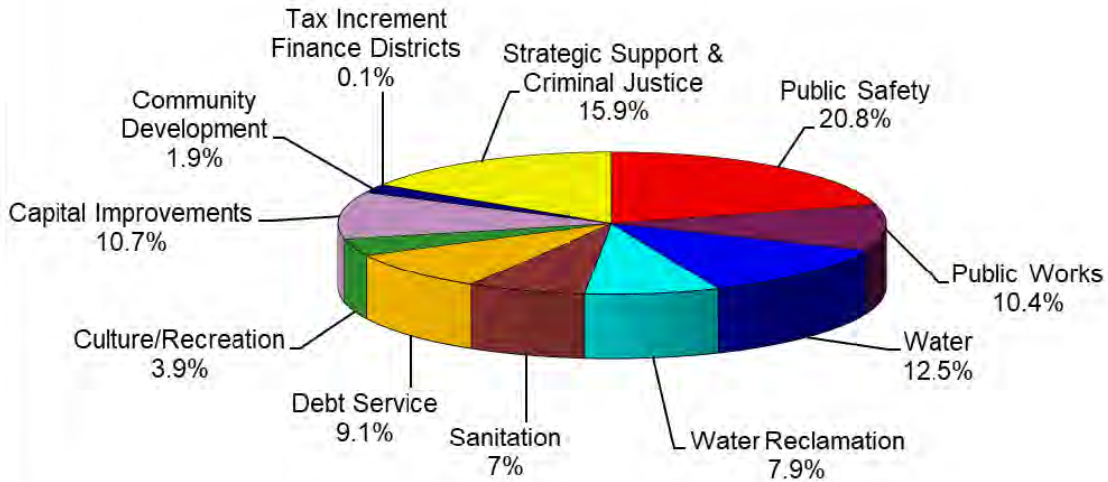
## CITY OF NORMAN



### Discussion of the Graph

Budgeted revenues for FYE 2022 of \$284,979,608 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. The City of Norman is very reliant on sales tax collections for its operations. The "Other Taxes" portion includes the small percentage of property tax the City gets.

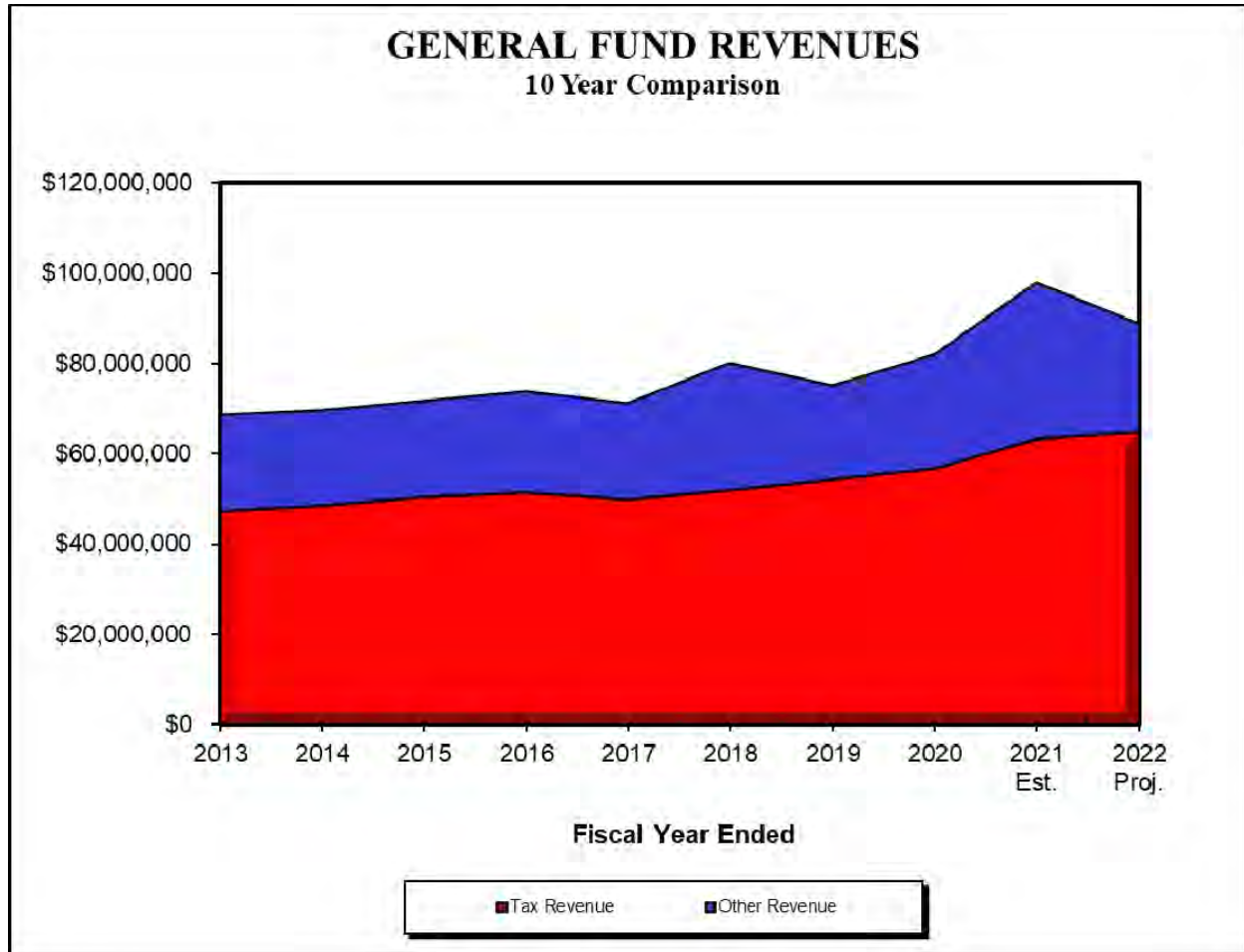
**FYE 2022 ALL FUNDS PROJECTED TOTAL EXPENDITURES  
\$249,358,192**



**Discussion of the Graph**

Budgeted expenditures for FYE 2022 of \$249,358,192 are derived from several uses. The largest non-capital portion is Public Safety at 20.8%. The City of Norman is known for being a safe community and the citizens place a high importance on public safety.

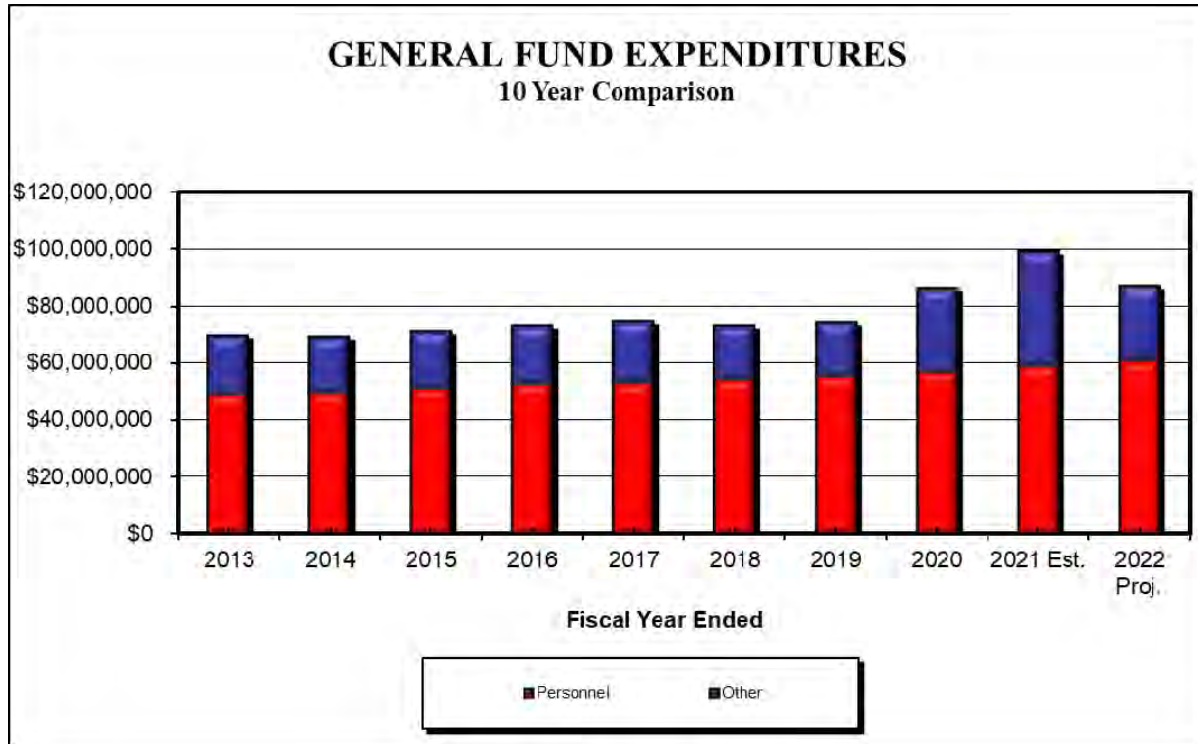




### Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2013 to an estimated 65% of total revenues in FYE 2021 (due to CARES ACT deposits), and a projected 73% in FYE 2021. 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. Beginning in FYE 20, the University North Park sales tax apportionment was accounted for in the General Fund and the Capital Fund in the same proportion as all general sales taxes. The associated increase in General Fund tax revenues is illustrated on the chart above.

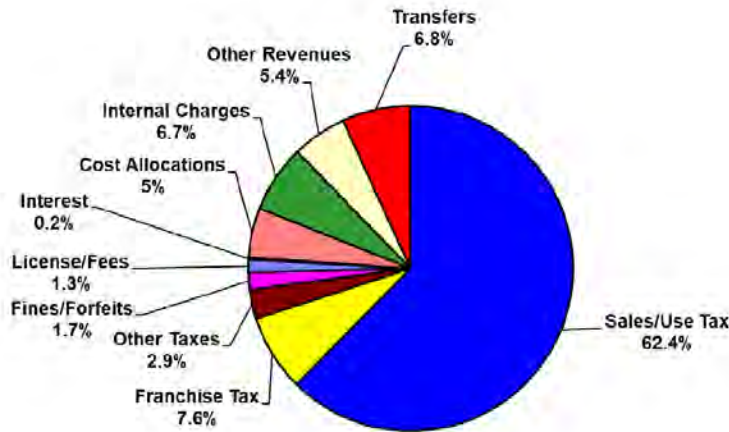
## CITY OF NORMAN



### Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 70.6% of total General Fund expenditures in FYE 2013 and are projected to comprise about 70.3% of General Fund expenditures in FYE 2022. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.

**FYE 2022 GENERAL FUND REVENUES BY SOURCE**  
**\$88,689,307**

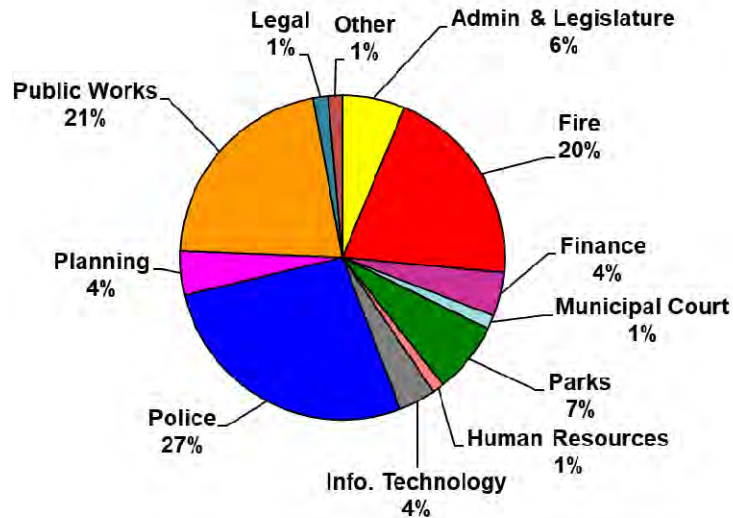


**Discussion of the Graph**

Taxes comprise approximately 73% of the General Fund's revenue; sales and use tax represents 62% while franchise fees represent 7.6% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from the Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.

CITY OF NORMAN

**FYE 2022 GENERAL FUND EXPENDITURES BY  
DEPARTMENT**  
**\$87,098,432**



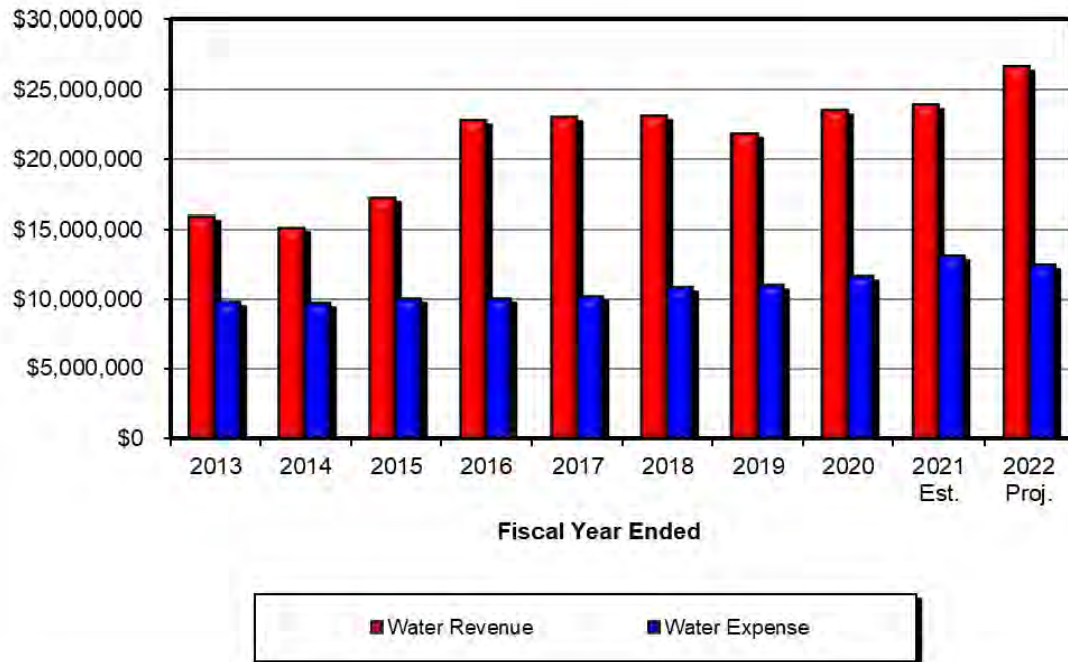
**Discussion of the Graph**

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$23,559,826 or 27% of total General Fund expenditures. Public Works has the next highest amount of General Fund expenditures, accounting for 21% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 68% of General Fund expenditures.

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



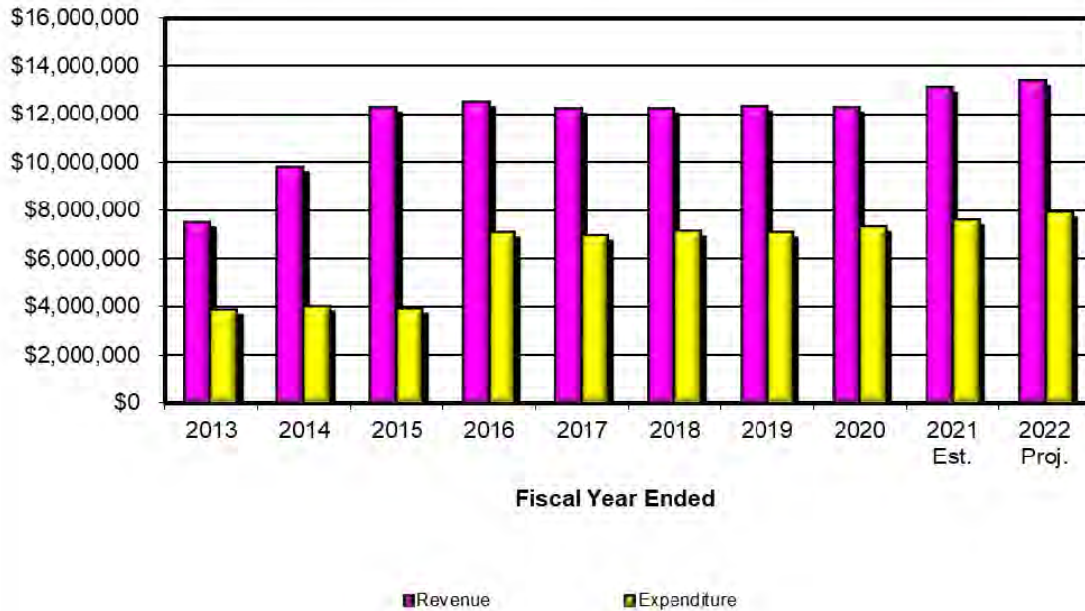
### WATER FUND OPERATIONS 10 YEAR COMPARISON



#### Discussion of the Graph

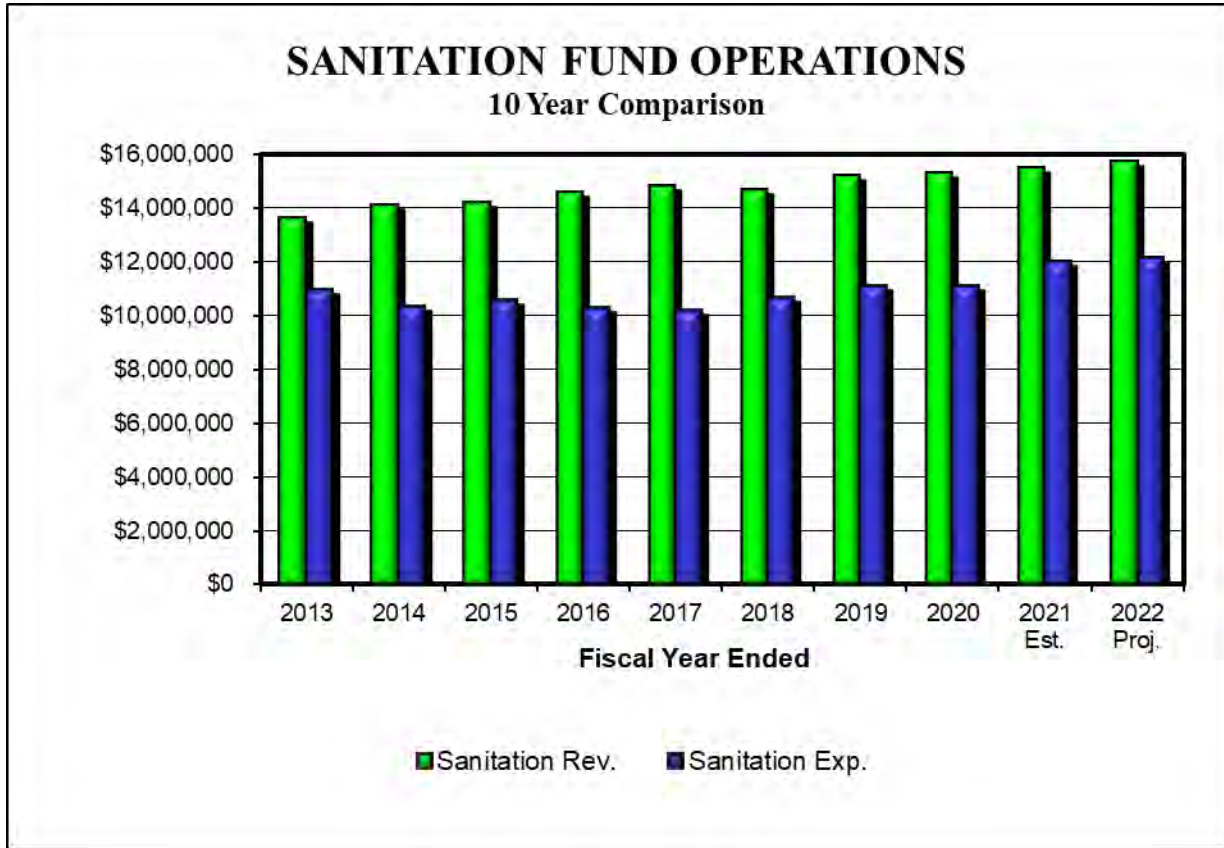
The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. The significant increase in 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.



### 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>FYE19 Actual</u>			<u>FYE20 Actual</u>			<u>FYE21 Budget</u>			<u>FYE21 Est.</u>			<u>FYE22 Proj.</u>		
<b>Total Combined Fund Revenues</b>															
Sales Tax	\$	81,616,369	16.1%	\$	84,829,557	-100.0%	\$	94,747,252	-2.4%	\$	92,516,562	2.4%	\$	94,747,252	
Property Tax		11,395,748	11.9%		12,062,899	-100.0%		12,750,792	-22.6%		9,867,400	29.2%		12,750,792	
Other Taxes		11,930,294	0.7%		11,415,599	-100.0%		12,015,492	-7.7%		11,092,031	8.3%		12,015,492	
Fees, User Charges & Fines		57,314,913	14.6%		59,771,360	-100.0%		65,695,135	-6.5%		61,443,585	6.9%		65,695,135	
Federal Funds		3,429,152	-1.1%		3,092,864	-100.0%		3,390,303	313.0%		14,000,720	-75.8%		3,390,303	
State Funds		26,790	344.6%		290,025	-100.0%		119,101	0.0%		62,834	89.5%		119,101	
Interest Income		5,844,254	-72.4%		4,221,093	-100.0%		1,610,211	5.0%		1,690,570	-4.8%		1,610,211	
Cost Allocations		7,248,250	-21.5%		5,575,233	-100.0%		5,690,154	-3.2%		5,510,895	3.3%		5,690,154	
Internal Services		5,543,636	38.0%		5,716,144	-100.0%		7,650,393	-3.4%		7,387,415	3.6%		7,650,393	
Interfund Transfers		6,748,867	39.1%		19,659,175	-100.0%		9,387,990	227.7%		30,762,030	-69.5%		9,387,990	
Bond/Loan Proceeds		58,252,186	-10.7%		-	0.0%		52,000,000	0.0%		33,500,000	0.0%		52,000,000	
Other		17,316,209	15.1%		17,795,366	-100.0%		19,922,785	44.1%		28,699,023	-30.6%		19,922,785	
	\$	266,666,668	6.9%	\$	224,429,315	-100.0%	\$	284,979,608	4.1%	\$	296,533,065	-3.9%	\$	284,979,608	
<b>Total Combined Fund Expenditures</b>															
Salary / Benefits	\$	79,273,536	10.2%	\$	82,578,060	-100.0%	\$	87,338,321	-3.4%	\$	84,392,984	3.5%	\$	87,338,321	
Supplies / Materials		9,126,347	28.6%		9,903,916	-100.0%		11,734,256	12.6%		13,215,211	-11.2%		11,734,256	
Services / Maintenance		33,767,156	22.6%		36,489,349	-100.0%		41,388,591	21.5%		50,279,926	-17.7%		41,388,591	
Internal Services		3,377,777	52.0%		3,526,545	-100.0%		5,132,984	-15.1%		4,356,444	17.8%		5,132,984	
Capital Equipment		6,792,030	50.4%		7,640,996	-100.0%		10,215,682	3.7%		10,596,139	-3.6%		10,215,682	
Capital Projects		60,556,347	-25.0%		52,018,656	-100.0%		45,405,577	355.7%		206,911,622	-78.1%		45,405,577	
Interfund Transfers		7,105,896	32.1%		19,659,175	-100.0%		9,387,990	227.7%		30,762,030	-69.5%		9,387,990	
Cost Allocation Charges		6,375,341	-10.7%		5,707,758	-100.0%		5,690,154	-3.2%		5,510,895	3.3%		5,690,154	
Federal Grants		4,706,115	-68.8%		(1,045,925)	-100.0%		1,466,744	244.0%		5,045,503	-70.9%		1,466,744	
Debt Service		39,852,746	-18.9%		24,418,229	-100.0%		32,311,972	-10.0%		29,078,813	11.1%		32,311,972	
Other		1,963,135	-136.4%		(4,480,660)	-100.0%		(714,079)	12.1%		(800,578)	-10.8%		(714,079)	
	\$	252,896,426	-1.4%	\$	236,416,099	-100.0%	\$	249,358,192	76.2%	\$	439,348,989	-43.2%	\$	249,358,192	
<b>Net Difference</b>	\$	13,770,242		\$	(11,986,784)		\$	35,621,416		\$	(142,815,924)		\$	35,621,416	



**CITY OF NORMAN**

**NET CITY BUDGET  
FISCAL YEAR ENDING 2022**

FUND	% TOTAL	FYE 22 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 22 BUDGET	NET FYE 21 BUDGET	% CHANGE
General	34.9%	\$87,098,432		\$4,404,650	\$2,031,056	\$80,662,726	\$78,040,572	3.4%
Public Safety Sales Tax	5.6%	13,941,281		568,574		13,372,707	13,072,533	2.3%
Community Development	0.5%	1,358,303		1,340		1,356,963	1,321,914	2.7%
Special Grants	0.0%	119,101		9,700		109,401	362,834	-69.8%
Room Tax	0.5%	1,295,744	52,500		209,444	1,033,800	1,430,000	-27.7%
Seizures and Restitutions	0.0%	0				0	0	0.0%
Cleet	0.0%	30,505				30,505	30,505	0.0%
Public Transportation & Parking	2.3%	5,774,602		201,022		5,573,580	4,692,384	18.8%
Art In Public Places	0.0%	16,000				16,000	16,000	0.0%
Westwood Park	0.9%	2,256,024		51,068		2,204,956	2,385,489	-7.6%
Water	12.5%	31,126,129	2,081,271	342,429	1,228,500	27,473,929	28,455,191	-3.4%
Water Reclamation	5.9%	14,782,846	1,978,169	268,027	625,753	11,910,897	13,682,955	-13.0%
Sewer Maintenance	1.2%	2,882,221		800		2,881,421	2,878,071	0.1%
New Development Excise	0.8%	2,008,141				2,008,141	2,568,980	-21.8%
Sanitation	7.0%	17,424,000	1,578,214	1,802,583		14,043,203	13,881,015	1.2%
Risk Management	6.2%	15,567,116				15,567,116	17,082,019	-8.9%
Capital Improvement	7.5%	18,654,326		200	4,408,409	14,245,717	34,328,776	-58.5%
Norman Forward	9.2%	23,001,611			384,828	22,616,783	39,066,310	-42.1%
Park Land and Development	0.1%	280,000				280,000	0	0.0%
University North Park TIF	0.1%	150,181				150,181	148,755	1.0%
General Debt Service	4.6%	11,591,629			500,000	11,091,629	10,969,398	1.1%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	\$249,358,192	\$5,690,154	\$7,650,393	\$9,387,990	\$226,629,655	\$264,413,701	-14.3%

**Explanation of Significant Changes**

Special Grants	-69.8% decrease due to Homeland Security and Jaf Grants received in FYE 21
Room Tax	-27.7% decrease due to COVID Impact on Hotel/Motel Tax
Public Transp. & Parking	18.8% increase due to program expansions
New Development Excise	-21.8% decrease due to a decrease in capital projects
Capital Improvement	-58.5% decrease due to the completion of bond funded capital projects
Norman Forward	-42.1% decrease due to the completion of bond funded capital projects

**CITY OF NORMAN**

**CITY OF NORMAN, OKLAHOMA  
FISCAL YEAR ENDING 2022 ANNUAL BUDGET  
SUMMARY OF FUND BALANCES**

CITY FUND CLASSIFICATION	REVENUES					EXPENDITURES				REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
	BEGINNING FUND BALANCE	OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES		
GOVERNMENTAL FUNDS											
General	\$2,502,276	\$82,638,642	\$6,050,665	\$88,689,307	\$85,867,376	\$2,031,056	\$87,898,432	(\$800,000)	\$87,098,432	1,590,875	4,093,151
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	0	12,221,301	1,719,979	13,941,280	13,941,281		13,941,281		13,941,281	(1)	(1)
Room Tax	194,002	1,315,000		1,315,000	1,086,300	209,444	1,295,744		1,295,744	19,256	213,258
Seizures and Restitutions	441,176	500		500			0		0	500	441,676
Cleet	6,164	32,000		32,000	30,505		30,505		30,505	1,495	7,659
Public Transportation & Parking	483,530	4,550,000	741,072	5,291,072	5,774,602		5,774,602		5,774,602	(483,530)	0
Art in Public Places	0	16,000		16,000	16,000		16,000		16,000	0	0
Park Land and Development	828,042	95,000		95,000	280,000		280,000		280,000	(185,000)	643,042
Westwood Park	42,605	2,127,352	376,274	2,503,626	2,324,454		2,324,454	(68,430)	2,256,024	247,602	290,207
Net Revenue Stabilization	4,074,175	50,000		50,000			0		0	50,000	4,124,175
GRANT FUNDS											
Community Development	241,266	1,358,303		1,358,303	1,358,303		1,358,303		1,358,303	0	241,266
Special Grants	1,997,198	119,101		119,101	119,101		119,101		119,101	0	1,997,198
ENTERPRISE FUNDS											
Water	7,530,865	26,840,527		26,840,527	29,966,385	1,228,500	31,194,885	(68,756)	31,126,129	(4,285,602)	3,245,263
Water Reclamation	892,502	13,936,263		13,936,263	14,209,986	625,753	14,835,739	(52,893)	14,782,846	(846,583)	45,919
Sewer Maintenance	1,671,954	3,062,319		3,062,319	2,882,221		2,882,221		2,882,221	180,098	1,852,052
New Development Excise	4,055,086	1,470,000		1,470,000	2,008,141		2,008,141		2,008,141	(538,141)	3,516,945
Sanitation	9,095,511	16,076,334		16,076,334	17,424,000		17,424,000		17,424,000	(1,347,665)	7,747,845
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	1,707,187	17,962,427	500,000	18,462,427	15,567,116		15,567,116		15,567,116	2,895,311	4,602,498
CAPITAL PROJECTS FUND											
Capital Improvements	304,084	66,860,772		66,860,772	14,245,917	4,408,409	18,654,326		18,654,326	48,206,446	48,510,530
University North Park TIF	8,445,042	224,000		224,000	150,181		150,181		150,181	73,819	8,518,861
Norman Forward	37,973,627	11,859,984		11,859,984	22,616,783	384,828	23,001,611		23,001,611	(11,141,627)	26,832,000
Arterial Roads Recoupment	763,236			0			0		0	0	763,236
Center City TIF	139,508			0			0		0	0	139,508
DEBT SERVICE FUNDS											
General Debt Service	5,581,370	12,775,792		12,775,792	11,091,629	500,000	11,591,629		11,591,629	1,184,163	6,765,533
G. O. Bonds	0			0			0		0	0	0
GRAND TOTAL ALL FUNDS	\$88,970,406	\$275,591,617	\$9,387,990	284,979,607	\$240,960,281	\$9,387,990	\$250,348,271	(\$990,079)	\$249,358,192	\$35,621,416	\$124,591,821
Less: Interfund Transfers	0	0	(9,387,990)	(9,387,990)	0	(9,387,990)	(9,387,990)	0	(9,387,990)	0	0
Internal Service Charges	0	(7,650,393)		(7,650,393)	(7,650,393)	0	(7,650,393)	0	(7,650,393)	0	0
Cost Allocation Charges	0	(5,690,154)	0	(5,690,154)	(5,690,154)	0	(5,690,154)	0	(5,690,154)	0	0
Total Deductions	\$0	(\$13,340,547)	(\$9,387,990)	(22,728,537)	(\$13,340,547)	(\$9,387,990)	(\$22,728,537)	\$0	(\$22,728,537)	\$0	\$0
NET TOTAL ALL FUNDS	\$88,970,406	\$262,251,070	\$0	262,251,070	\$227,619,734	\$0	\$227,619,734	(\$990,079)	\$226,629,655	\$35,621,416	\$124,591,821

**CITY OF NORMAN**

**TOTAL CITY REVENUES AND OTHER RESOURCES  
FISCAL YEAR ENDING 2022**

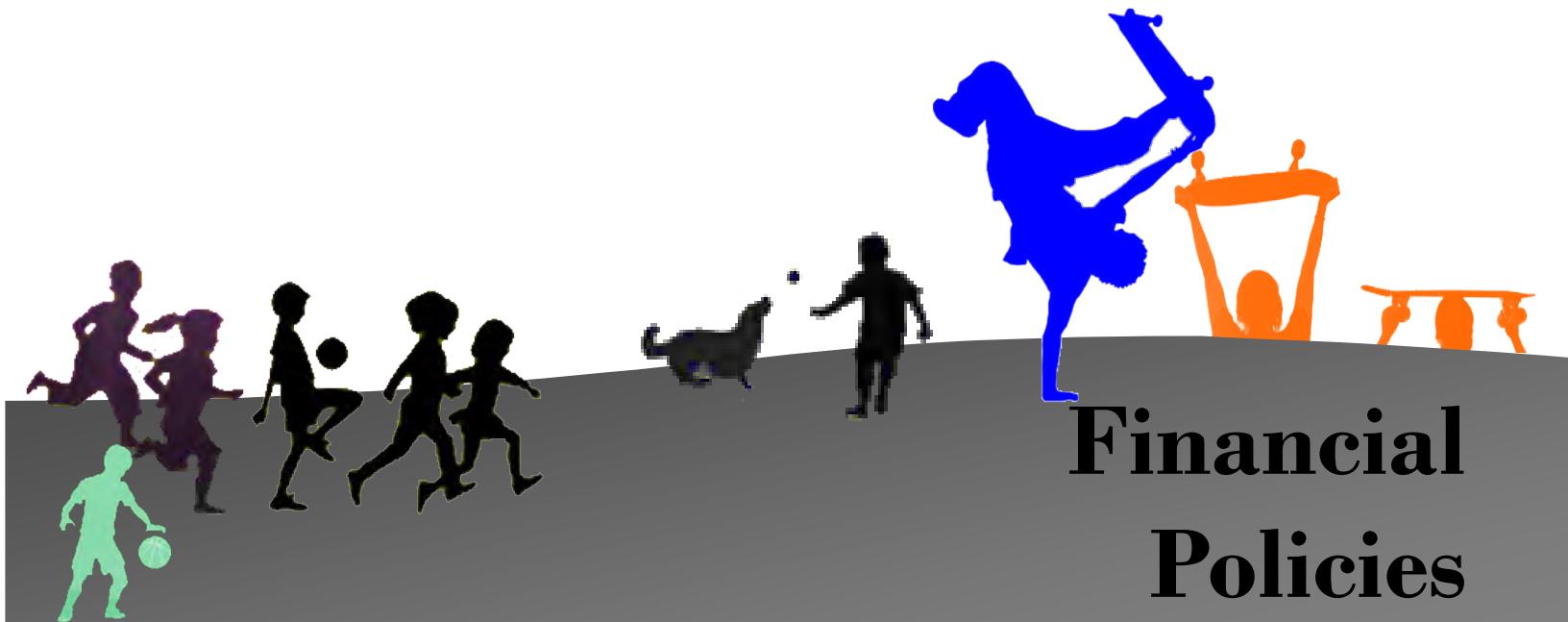
<b>FUND</b>	<b>TAXES</b>	<b>FEES AND CHARGES</b>	<b>INTER- GOVERNMENT</b>	<b>INTEREST INCOME</b>	<b>MISC.</b>	<b>COST ALLOCATIONS</b>	<b>INTERNAL CHARGES</b>	<b>INTERFUND TRANSFERS</b>	<b>TOTAL REVENUES</b>	<b>FUND BALANCE</b>	<b>TOTAL RESOURCES</b>
General	\$64,649,504	\$4,840,316		\$185,711	\$2,615,466	\$4,394,694	\$5,952,951	\$6,050,665	\$88,689,307		\$88,689,307
Net Revenue Stabilization				\$50,000					50,000		50,000
Public Safety Sales Tax	11,444,984	726,318		50,000				1,719,979	13,941,281		13,941,281
Community Development			1,358,303						1,358,303		1,358,303
Special Grants			119,101						119,101		119,101
Room Tax	1,312,500			2,500					1,315,000		1,315,000
Seizures and Restitutions				500					500		500
CLEET			32,000						32,000		32,000
Public Transportation & Parking	2,550,000		2,000,000					741,072	5,291,072	483,530	5,774,602
Art in Public Places					16,000				16,000		16,000
Westwood Park		2,119,852		7,500				376,274	2,503,626		2,503,626
Water		25,963,776		120,000		756,751			26,840,527	4,285,602	31,126,129
Water Reclamation		13,347,554		50,000		538,709			13,936,263	846,583	14,782,846
Sewer Maintenance		3,062,319							3,062,319		3,062,319
New Development	1,400,000			70,000					1,470,000	538,141	2,008,141
Sanitation		15,550,000		300,000	226,334				16,076,334	1,347,666	17,424,000
Capital Improvement	13,960,772			700,000	52,200,000				66,860,772		66,860,772
Norman Forward	11,444,984			15,000	400,000				11,859,984	11,141,626	23,001,610
Park Land and Development		85,000		10,000					95,000	185,000	280,000
Univesity North Park TIF				24,000	200,000				224,000		224,000
General Debt Service	12,750,792			25,000					12,775,792		12,775,792
Arterial Roads Recoupment									0		0
Risk Management / Insurance					16,264,985		1,697,442	500,000	18,462,427		18,462,427
	<u>\$119,513,536</u>	<u>\$65,695,135</u>	<u>\$3,509,404</u>	<u>\$1,610,211</u>	<u>\$71,922,785</u>	<u>\$5,690,154</u>	<u>\$7,650,393</u>	<u>\$9,387,990</u>	<u>\$284,979,608</u>	<u>\$18,828,148</u>	<u>\$303,807,756</u>
PERCENT TO TOTAL	39.3%	21.6%	1.2%	0.5%	23.7%	1.9%	2.5%	3.1%	93.8%	6.2%	100.0%

**CITY OF NORMAN**

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY  
FISCAL YEAR ENDING 2022**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$ 61,192,171	\$ 4,990,242	\$ 11,510,904	\$ 3,769,409	\$	\$ 4,404,650	\$	\$ 2,031,056	\$ (800,000)	\$ 87,098,432
Public Safety Sales Tax	\$ 9,437,740	\$ 157,918	\$ 288,960	\$ 358,747	\$ 760,000	\$ 568,574	\$	\$	\$ 2,369,342	\$ 13,941,281
Community Development	\$ 396,622	\$ 43,609	\$ 712,732	\$ 4,000	\$ 200,000	\$ 1,340	\$	\$	\$	\$ 1,358,303
Special Grants	\$ 89,901	\$ 1,000	\$ 18,500	\$	\$	\$ 9,700	\$	\$	\$	\$ 119,101
Room Tax	\$	\$	\$ 946,800	\$	\$ 87,000	\$	\$ 52,500	\$ 209,444	\$	\$ 1,295,744
Seizures & Restitutions	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
CLEET	\$	\$	\$ 30,505	\$	\$	\$	\$	\$	\$	\$ 30,505
Public Transportation & Parking	\$ 864,844	\$ 231,818	\$ 3,745,801	\$ 731,117	\$	\$ 201,022	\$	\$	\$	\$ 5,774,602
Art In Public Places	\$	\$	\$ 16,000	\$	\$	\$	\$	\$	\$	\$ 16,000
Westwood Park	\$ 1,316,466	\$ 322,239	\$ 293,407	\$ 131,830	\$	\$ 51,068	\$	\$	\$ 141,014	\$ 2,256,024
Water	\$ 4,583,708	\$ 2,897,466	\$ 2,670,863	\$ 548,100	\$ 11,270,701	\$ 342,429	\$ 2,081,271	\$ 1,228,500	\$ 5,503,091	\$ 31,126,129
Water Reclamation	\$ 3,526,205	\$ 515,415	\$ 1,379,026	\$ 615,850	\$ 3,670,000	\$ 268,027	\$ 1,978,169	\$ 625,753	\$ 2,204,401	\$ 14,782,846
Sewer Maintenance	\$ 73,971	\$ 2,625	\$ 4,825	\$	\$ 2,800,000	\$ 800	\$	\$	\$	\$ 2,882,221
New Development Excise	\$	\$	\$	\$	\$ 105,000	\$	\$	\$	\$ 1,903,141	\$ 2,008,141
Sanitation	\$ 4,601,713	\$ 99,504	\$ 4,111,357	\$ 4,060,629	\$ 1,170,000	\$ 1,802,583	\$ 1,578,214	\$	\$ 0	\$ 17,424,000
Capital Improvement	\$ 1,413,850	\$	\$ 16,499	\$	\$ 11,232,876	\$ 200	\$	\$ 4,408,409	\$ 1,582,492	\$ 18,654,326
Norman Forward	\$	\$	\$ 1,000,000	\$	\$ 14,030,000	\$	\$	\$ 384,828	\$ 7,586,783	\$ 23,001,611
Park Land & Development	\$	\$	\$	\$	\$ 280,000	\$	\$	\$	\$	\$ 280,000
University North Park TIF	\$	\$	\$ 150,181	\$	\$	\$	\$	\$	\$	\$ 150,181
General Debt Service	\$	\$	\$	\$	\$	\$	\$	\$ 500,000	\$ 11,091,629	\$ 11,591,629
Risk Management / Insurance	\$ 327,653	\$	\$ 15,239,463	\$	\$	\$	\$	\$	\$	\$ 15,567,116
Arterial Roads Recoupment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
<b>Total</b>	<b>\$ 87,824,844</b>	<b>\$ 9,261,836</b>	<b>\$ 42,135,823</b>	<b>\$ 10,219,682</b>	<b>\$ 45,605,577</b>	<b>\$ 7,650,393</b>	<b>\$ 5,690,154</b>	<b>\$ 9,387,990</b>	<b>\$ 31,581,893</b>	<b>\$ 249,358,192</b>





**Financial  
Policies**

## FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 22) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The “Budget Highlights” section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

### **Balanced Budget**

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

### **Five Year Forecast**

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

### **Reasonable Cost of Service**

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

### **Reserve Policies**

#### **Operating Reserve**

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

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

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

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

### **Capital Reserve**

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

### **Debt Reserve**

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

### **Investment Policy**

#### **Policy:**

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

#### **Diversification:**

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

#### **Maximum Maturities:**

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

**Internal Control:**

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

**Performance Standards:**

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

**Reporting:**

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

**Debt Policy**

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

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

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

The City of Norman's 2020 legal debt limit is approximately \$107,322,000, 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 Aa3 by Moody's Investors Service.

### **Levelized Rates**

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

### **Utility Transfer to General Fund**

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

### **Municipal Budget Act**

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



## BUDGET CALENDAR

### Fiscal Year Ending 2022

<b>September</b>	17 Finance Committee meeting to discuss budget process for FYE 2022
<b>November</b>	17 Council Work Session on Capital Budget to identify Council priorities 25 I.T. critical computer replacement list due
<b>December</b>	7 "Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
<b>January</b>	4-8 Budget Staff meets with individual departments Send out Outside Agency Letters requesting funding 8 First Draft Capital Project forms due to Budget 15 Finance/City Manager begin review of reserve/budget policies <b>29 All Budget Requests and Base Budget Adjustment Requests due to Budget</b> Last day to make changes to Base Budgets
<b>February</b>	1 Revenue projections due to Accounting 2nd Draft Capital Project forms due to Budget 15 Preliminary Fund Summaries due 16 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals) 18 Council Finance Committee Meeting on Mid-Year Amendments/Adjustments/ Outside Agency Funding Requests 22 Fleet Capital Equipment/Vehicle recommendations due to Budget Personnel Adj. recommendations due to Budget from Human Resources Health Insurance recommendation 26 Updated Dept./Div. Summary forms, Performance Measurement forms, and Org Charts due Final Capital Project forms due to Budget (last day to make changes) Send out inter-city surveys and notices to NCVB and NAC
<b>March</b>	5 Management Team Budget Retreat to prioritize and rank department requests 8-12 City Manager review of all Funds City Manager meets with department heads to review budget 15 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 Meet w/ NPS for SRO Program costing for FY22
<b>April</b>	12 Preliminary Budget to Print Shop 15 Council & Staff receive preliminary budget document Publish Budget Summary in newspaper announcing Public Hearing 20 Council Study Session - Overview, General Fund and Special Revenue Funds 27 1st Public Hearing at Council Meeting
<b>May</b>	4 Council Study Session for Capital Funds 13 Publish Budget Summary in newspaper announcing Public Hearing 18 Council Study Session for Enterprise Funds 25 2nd Public Hearing at Council meeting
<b>June</b>	1 Council Study Session (if necessary) 15 Council considers budget for adoption 24 Final Budget to Print Shop for printing/binding 29 File budget with Excise Board & State Auditor
<b>July</b>	1 Beginning of Fiscal Year Ending 2022

**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.

## CITY OF NORMAN

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

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

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

### THE ACCOUNTING PROCESS

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

### BASIS OF PRESENTATION

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

### CITY OF NORMAN FUNDS

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

## GOVERNMENTAL FUNDS

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

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

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

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

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

## PROPRIETARY FUNDS

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

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

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

## FIDUCIARY FUNDS

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



**CITY OF NORMAN**

## FUNDING SOURCES FOR EACH DEPARTMENT

	Governmental Funds				Proprietary Funds	
Divisions	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Internal Service Fund
City Clerk	GF					
City Council	GF					
City Manager	GF					
Finance	GF					
Fire	GF					
Human Resources	GF					
Information Technology	GF					
Legal	GF					
Municipal Court	GF					
Parks & Recreation	GF					
Planning & Development	GF					
Police & Emergency Communications	GF					
Public Works	GF					
Non-Departmental	GF					
Net Revenue Stabilization (Rainy Day)	GF					
CLEET		SR				
Community Development		SR				
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				
Public Transportation		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		
Park Land & Development				CA		
University North Park TIF District				CA		
Center City TIF District				CA		
Arterial Roads Recoupment				CA		
General Debt Service			DS			
General Obligation Bond			DS			

## BASIS OF ACCOUNTING

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

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

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

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

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

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

**SECTION 17-201. MUNICIPAL BUDGET ACT.**

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

**SECTION 17-202. PURPOSE OF ACT.**

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

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

**SECTION 17-203. APPLICATION OF ACT**

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

**SECTION 17-204. DEFINITIONS**

As used in this act:

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

6. “Budget year” means the fiscal year for which a budget is prepared or being prepared;
7. “Chief executive officer” means the mayor of an aldermanic city or a strong-mayor-council city, the mayor of a town, or the city manager or chief administrative officer as it may be defined by applicable law, charter or ordinance;
8. “Current year” means the year in which the budget is prepared and adopted, or the fiscal year immediately preceding the budget year;
9. “Deficit” means the excess of a fund’s current liabilities and encumbrances over its current financial assets as reflected by its books of account;
10. “Department” means a functional unit within a fund which carries on a specific activity, such as a fire department or a police department within a general fund;
11. “Estimated revenue” means the amount of revenues estimated to be received during the budget year;
12. “Fiscal year” means the annual period for reporting fiscal operations which begins and ends on dates as the Legislature provides or as provided by law;
13. “Fund” means an independent fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources, together with all liabilities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives;
14. “Fund balance” means the excess of a fund’s current financial assets over its current liabilities and encumbrances, as reflected by its books of account;
15. “Governing body” means the city council of a city, the board of trustees of a town, or the legislative body of a municipality as it may be defined by applicable law or charter provision;
16. “Immediate prior fiscal year” means the year preceding the current year;
17. “Income and revenue provided” means the amount estimated or actual income and revenue appropriated by the governing body of the municipality;
18. “Levy” means to impose ad valorem taxes or the total amount of ad valorem taxes for a purpose or entity;
19. “Operating reserve” means that portion of the fund balance of the municipality which has not been appropriated in a budget year for another purpose;
20. “Municipality” means any incorporated city or town; and
21. “Purpose” means the specific budget item for a contract or claim.

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

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

**SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET**

- A. The municipal budget shall present a complete financial plan for the municipality and shall present information necessary and proper to disclose the financial position and condition of the municipality and the revenues and expenditures thereof.
- B. Unless the budget is prepared in accordance with the subsection E of this section, the budget shall contain the following contents:
  - 1. The budget shall contain a budget summary;
  - 2. It shall also be accompanied by a budget message, which shall explain the budget and describe its important features;
  - 3. The budget format shall be as provided by the governing body in consultation with the chief executive officer; and
  - 4. It shall contain at least the following in tabular form for each fund, itemized by department and account within each fund:
    - a. actual reserves and expenditures for the immediate prior fiscal year,
    - b. revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended, and
    - c. estimates of revenues and expenditures for the budget year.
- C. The estimate of revenues for any budget year shall include probable income by source which the municipality is legally empowered to collect or receive at the time the budget is adopted. The estimate shall be based on a review and analysis of past and anticipated revenues of the municipality. Any portion of the budget of revenues to be derived from ad valorem property taxation shall not exceed the amount of tax which is available for appropriation, as finally determined by the county excise board, or which can or must be raised as required by law. The budget of expenditures for each fund shall not exceed the estimated revenues for each fund. No more than ten percent (10%) of the total budget for any fund may be budgeted for miscellaneous purposes. Included in the budget of revenues or expenditures for any fund may be amounts transferred from or to another fund. Any such interfund transfer must be shown as a disbursement from the one fund and as a receipt to the other fund.



- D. Encumbrances for funds whose sole purpose is to account for grants and capital projects and/or any unexpended appropriation balances may be considered nonfiscal and excluded from the budget by the governing body, but shall be re-appropriated to the same funds, accounts and for the same purposes for the successive fiscal year, unless the grant, project or purpose is designated or declared closed or completed by the governing body.
- E. As an alternative to the budget format and content described in subsections B, C, and D of this section, the municipality may prepare its budget in a program or purpose format for the municipality as a whole without regard to fund accounting. Such budget shall be subject to all other requirements of the Municipal Budget Act, except those requirements specifically related to fund accounting.

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

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

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

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

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

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

- B. The adopted budget shall be transmitted to the State Auditor and Inspector within thirty (30) days after the beginning of the fiscal year of the municipality and one copy shall be kept on file in the office of the municipal clerk. A copy of the municipality's sinking fund requirements shall be filed with the excise board of the county or counties in which the municipality is located.
- C. The adopted budget shall be in effect on and after the first day of the fiscal year to which it applies. The budget as adopted and filed with the State Auditor and Inspector shall constitute an appropriation for each purpose as defined by the governing body, and the appropriation thus made shall not be used for any other purpose except as provided by law.
- D. At the time required by law, the county excise board shall levy the taxes necessary for the municipality's sinking fund for the budget year pursuant to Section 431 of Title 62 of the Oklahoma Statutes.

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

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

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

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

1. To create or authorize creation of a deficit in any fund; or
  2. To authorize, make or incur expenditures in excess of ninety percent (90%) of the appropriation for any fund or the budget as adopted or amended until revenues received, including the prior fiscal year's fund balance carried forward, totals an amount equal to at least ninety percent (90%) of the appropriation for the fund. Expenditures may then be made and authorized so long as any expenditure does not exceed any fund balance.
- C. Any obligation that is contracted or authorized by any officer or employee in violation of this act shall become the obligation of the officer or employee himself and shall not be valid or enforceable against the municipality. Any officer or employee who violates this act shall forfeit his office or position and shall be subject to such civil and criminal punishments as are provided by law. Any obligation, authorization for expenditure or expenditure made in violation of this act shall be illegal and void.

#### **SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS**

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

1. A general fund, to account for all monies received and disbursed for general municipal government purposes, including all assets, liabilities, reserves, fund balances, revenues and expenditures which are not accounted for in any other fund or special ledger account. All monies received by the municipality under the motor fuel tax or under the motor vehicle license and registration tax and earmarked for the street and alley fund may be deposited in the general fund and accounted for as a "street and alley account" within the general fund. Expenditures from this account shall be made as earmarked and provided by law. All references to the street and alley fund or to the special fund earmarked for state-shared gasoline and motor vehicle taxes may mean the street and alley account provided in this section;
2. Special revenue funds, as required, to account for the proceeds of specific revenue sources that are restricted by law to expenditures for specified purposes;
3. Debt service fund, which shall include the municipal sinking fund, established to account for the retirement of general obligation bonds or other long term debt and payment of interest thereon and judgments as provided by law. Any monies pledged to service general obligation bonds or other long-term debt must be deposited in the debt service fund;
4. Capital project funds, to account for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds;
5. Enterprise funds, to account for each utility or enterprise or other service, other than those operated as a department of the general fund, where the costs are financed primarily through user charges or where there is a periodic need to determine revenues earned, expenses incurred or net income for a service or program.

6. Trust agency funds, to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes, such as a retirement fund or a cemetery perpetual care fund;
7. Special assessment funds, to account for the financing of public improvements or services deemed to benefit properties against which special assessments are levied; a separate fund for each special improvement district established by the governing body shall be established, each of which shall be known as a special assessment fund;
8. Internal service funds, to account for the financing of goods or services provided by one department or agency of the municipality to another department or agency, or to another government, on a cost reimbursement basis;
9. A ledger or group of accounts in which to record the details relating to the general fixed assets of the municipality;
10. A ledger or group of accounts in which to record the details relating to the general bonds or other long term debt of the municipality; or
11. Such other funds or ledgers as may be established by the governing body.

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

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

1. Personal services, which may include expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits;
2. Materials and supplies, which may include articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering service in connection with repair, sale or trade of such articles or commodities;
3. Other services and charges, which may include all current expenses other than those listed in paragraphs 1, 2, 4, 5 or 6 in this section, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm or corporation rendering such services;
4. Capital outlays, which may include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of contract;

5. Debt service, which may include outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods; and
6. Fund transfers, which may include permanent transfers of resources from one fund to another.

#### **SECTION 17-214. FUNDS - OPERATING RESERVE**

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

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

- A. The chief executive officer, or designee, as authorized by the governing body, may transfer any unexpended and unencumbered appropriation or any portion thereof from one purpose to another; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.
- B. Any fund balance in an unrestricted fund of the municipality may be transferred to another fund of the municipality as authorized by the governing body. Other interfund transfers may be made only as adopted or amended according to Section 17-206 or 17-216 of this title.
- C. Whenever the necessity for maintaining any fund of a municipality has ceased to exist and a balance remains in the fund, the governing body may authorize the transfer of the balance to the general fund or any other designated fund, unless otherwise provided by law.
- D. No encumbrance or expenditure may be authorized or made by any officer or employee, which exceeds the available appropriation for each purpose as defined by the governing body.

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

- A. The governing body may amend the budget to make supplemental appropriations to any purpose up to the amount of additional income and revenues, which are available and provided for current expenditures due to:
  1. Revenues received or to be received from sources not anticipated in the budget for that year;
  2. Revenues received or to be received from anticipated sources but in excess of the budget estimates therefore; or
  3. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year, which had not been anticipated or appropriated in the budget. Any appropriation authorizing the creating of indebtedness shall be governed by the applicable provisions of Section 26 of Article 10 of the Oklahoma Constitution.



- B. If at any time during the budget year it appears probable that revenues available will be insufficient to meet the amount appropriated, or that due to unforeseen emergencies there is temporarily insufficient money to meet the requirements of appropriation, the governing body shall take action as it deems necessary. For that purpose, it may amend the budget to reduce one or more appropriations or it may amend the budget to transfer money from one purpose to another purpose, but no appropriation for debt service may be reduced and no appropriation may be reduced by more than the amount of the unencumbered and unexpended balance thereof. No transfer shall be made from the debt service fund to any other fund except as may be permitted by the terms of the bond issue or applicable law.
- C. A budget amendment as provided in this section authorizing supplemental appropriations or a decrease in the total appropriation of funds shall be adopted at a meeting of the governing body and filed with the municipal clerk and the State Auditor and Inspector.

**SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)**

- A. (Pertains to counties and school districts)
- B. Each municipality that does not prepare an annual audit pursuant to Section 17-105 of Title 11 of the Oklahoma Statutes shall make a financial statement as required by this section. Such municipality shall adopt a budget, which shall contain estimates of expenditures and revenues, including probable income by source, for the budget year; provided, that all municipalities may use estimated fund balances if final certified fund balances are not available. The budget shall be in a format similar to the estimate of needs or, at the municipality's discretion, to Sections 17-207 and 17-212 through 17-214 of Title 11 of the Oklahoma Statutes. This section shall not apply to any municipality that has opted to prepare a budget pursuant to the Municipal Budget Act.
- C. Each budget and each financial statement and estimate of needs for each county, city, incorporated town, or school district, as prepared in accordance with this section, shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.
- D. The financial statements and estimates of all counties shall be filed with the county excise board on or before August 17 of each year; and the financial statements and budgets of all incorporated towns shall be filed with the county excise board on or before August 22 of each year; and the financial statements and budgets of all cities shall be filed with the county excise board on or before August 27 of each year; and the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year. Said financial statements and estimates shall have attached thereto an affidavit showing the publication thereof as required herein, or they may be filed and the said affidavit attached thereto at any time within five (5) days after the filing thereof.

**NORMAN IMPLEMENTATION OF MUNICIPAL BUDGET STATUTES**

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

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

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

**“Chief Executive Officer”** is the City Manager;

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

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

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

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



# Financial Summaries

**GENERAL FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

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

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

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

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

## 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 22 Budget

The Fiscal Year Ending June 30, 2022 (FYE 22) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 2,502,276
Current Revenues & Interfund Transfers	<u>88,689,307</u>
Total Available Resources	91,191,583
Current Expenditures & Interfund Transfers	<u>(87,098,432)</u>
Estimated Ending Fund Balance	\$4,093,151

In the City's Comprehensive Annual Financial Report, (page 90) for Fiscal Year ending June 30, 2020, 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, 2020	\$ 1,044,656
Encumbrances outstanding	<u>2,849,571</u>
Fund summary cash balance (see page 57)	3,894,227
Current year accruals	9,805,916
“Rainy Day” Fund Balance	<u>3,889,175</u>
Total fund balances – fund balance sheet, June 30, 2020	\$ 17,589,318

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. Due to variability in recent collection trends, FYE 22 sales tax is being projected at a 2% increase over estimated FYE 21 collections. Use tax is projected at a 4% increase from FYE 21 estimated figures. Franchise fees are projected at a 3% increase from FYE 21 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 21 estimated figures. Fines and forfeitures are estimated at a 3% increase over FYE 21 estimated collections and service fees and charges are estimated at a 1% increase from FYE 21 estimated figures.

FYE 22 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 3.9% increase in salaries and benefits, a -13.8% decrease in supplies and materials and a -34.7% decrease in services and maintenance cost from FYE 21 estimated figures are proposed for FYE 22. The salary and benefit increase is attributable to merit increases. Internal service costs were increased by 20% from the FYE 21 estimated figures.



## CITY OF NORMAN

For the FYE 22 General Fund Budget, the following position changes were made:

<b><u>Department</u></b>	<b><u>Position(s) Added</u></b>
City Clerk	Plumber/Tradesworker
Public Works	Traffic Signal Locator/Inspector
Parks and Recreation	3 Maintenance Workers I

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

### Five Year Outlook

- Sales tax revenues are projected at an increase of 2% from FYE 21 Estimate to FYE 22. Projections for FYE 23 through FYE 26 are also projected on an average annual growth rate of 2%.
- State use tax, are projected to increase at an average rate of 4% and franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 22 through FYE 26, 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 22 net expenditures represent an approximate -12% decrease from FYE 21 Budget. Total expenditures are projected to increase an average of 4% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 22, except Internal Services, which is projected at a 2% increase after FYE 22. Salaries and Benefits are projected at a 3.9% increase from FYE 21 to FYE 22 and a 5% annual increase after FYE 22.

### Summary

The FYE 22 General Fund Budget is a balanced budget that has maintained major service levels with current revenues estimated to exceed current expenditures by \$1,590,875. Estimated year-end reserves of \$4,093,151 exceed the 3% required operating reserve level.

**CITY OF NORMAN**

**GENERAL FUND (10)  
STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
Beginning Fund Balance	\$ 8,281,302	\$ 4,820,437	\$ 3,894,227	\$ 2,502,276	\$ 4,093,151	\$ 4,384,383	\$ 2,230,474	\$ (999,839)
Revenues:								
Sales Tax	\$41,203,674	\$44,662,816	\$ 45,252,655	\$46,157,708	\$47,080,862	\$48,022,480	\$48,982,929	\$ 49,962,588
State Use Tax	6,702,287	6,521,370	8,835,388	9,188,804	9,556,356	9,938,610	10,336,154	10,749,600
Franchise Fees	6,531,339	7,337,273	6,546,691	6,743,092	6,945,384	7,153,746	7,368,358	7,589,409
Other Tax	2,293,607	2,485,340	2,485,340	2,559,900	2,636,697	2,715,798	2,797,272	2,881,190
Fines/Forfeitures	1,793,608	2,245,877	1,470,287	1,514,396	1,559,828	1,606,623	1,654,822	1,704,467
Interest/Investment Income	54,231	182,070	182,070	185,711	189,426	193,214	197,078	201,020
Other Revenues	2,421,936	2,589,570	12,016,748	2,615,466	2,641,621	2,668,037	2,694,717	2,721,664
License/Permit Fees	1,142,125	1,192,324	1,114,285	1,125,428	1,136,682	1,148,049	1,159,529	1,171,124
Service Fees and Charges	1,738,689	1,511,903	2,178,705	2,200,492	2,222,497	2,244,722	2,267,169	2,289,841
Cost Allocation Chrgs.	4,038,283	4,162,923	4,162,923	4,394,694	4,438,641	4,483,027	4,527,858	4,573,136
Internal Chrgs.	5,196,425	6,520,195	6,520,195	5,952,951	6,072,010	6,193,450	6,317,319	6,443,666
Subtotal	\$73,116,204	\$79,411,661	\$ 90,765,287	\$82,638,642	\$84,480,004	\$86,367,756	\$88,303,206	\$ 90,287,705
I/F Transf - Water	\$ 1,029,158	\$ 1,087,500	\$ 1,087,500	\$ 1,228,500	\$ 1,249,500	\$ 1,270,500	\$ 1,290,500	\$ 1,310,500
I/F Transf - Wastewater	568,295	613,484	613,484	625,754	638,269	651,034	664,055	677,336
I/F Transf - Sanitation	-	-	140,000	-	-	-	-	-
I/F Transf - CIP (St Maint)	70,000	73,500	73,500	77,175	81,034	85,085	89,340	93,807
I/F Transf - Capital Outlay	3,442,432	3,521,396	4,897,577	3,769,409	3,844,797	3,921,693	4,000,127	4,080,129
I/F Transf - PSST Fd	-	-	-	-	-	-	-	-
I/F Transf - Norman Forward Fd	139,328	187,695	187,695	349,828	363,569	377,998	393,147	409,055
I/F Transf - Transportation Fund	2,335,035	-	-	-	-	-	-	-
I/F Transf - Insurance	64,080	-	68,893	-	-	-	-	-
I/F Transf - Seizures Fd	-	-	-	-	-	-	-	-
I/F Transf - UNP TIF Fund	1,074,010	-	-	-	-	-	-	-
I/F Transf - Center City TIF Fund	-	-	-	-	-	-	-	-
Subtotal	\$ 8,722,338	\$ 5,483,575	\$ 7,068,649	\$ 6,050,665	\$ 6,177,169	\$ 6,306,310	\$ 6,437,169	\$ 6,570,827
Total Revenue	\$81,838,542	\$84,895,236	\$ 97,833,936	\$88,689,307	\$90,657,173	\$92,674,066	\$94,740,375	\$ 96,858,532
Expenditures:								
Salary / Benefits	\$57,348,953	\$58,847,850	\$ 58,913,886	\$61,192,171	\$64,251,780	\$67,464,369	\$70,837,587	\$ 74,379,466
Supplies/Materials	4,832,808	6,270,129	6,902,896	5,951,091	6,010,602	6,070,708	6,131,415	6,192,729
Services/Maintenance	8,852,672	10,384,319	16,367,813	10,685,864	10,792,723	10,900,650	11,009,656	11,119,753
Internal Services	2,428,672	2,873,510	2,876,125	3,443,801	3,512,677	3,582,931	3,654,589	3,727,681
Capital Equipment	3,435,690	3,530,196	4,897,577	3,769,409	3,844,797	3,921,693	4,000,127	4,080,129
Subtotal	\$76,898,795	\$81,906,004	\$ 89,958,297	\$85,042,336	\$88,412,578	\$91,940,350	\$95,633,374	\$ 99,499,758
Audit Adjustments/Encumbrances	\$ 2,308,231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I/F Transf - Westwood	280,736	-	-	-	-	-	-	-
I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
I/F Transf - Rainy Day Fund	-	-	135,000	-	-	-	-	-
I/F Transf - PSST Fd	1,522,032	1,294,239	2,069,393	1,289,984	1,660,316	2,595,528	2,046,693	2,288,527
I/F Transf - Seizures Fd	-	-	-	-	-	-	-	-
I/F Transf - Insurance Fd	-	-	-	-	-	-	-	-
I/F Transf - Center City TIF Fd	-	-	-	-	-	-	-	-
I/F Transf - Transportation Fund	5,215,823	1,174,377	1,174,377	741,072	1,093,047	1,092,097	1,090,621	1,088,600
I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
I/F Transf - Room Tax Fund	-	-	1,075,000	-	-	-	-	-
I/F Transf - Norman Forward Fund	-	-	4,800,000	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Emergency Reserve	-	813,820	813,820	825,040	-	-	-	-
Subtotal	\$ 9,326,822	\$ 3,282,436	\$ 10,067,590	\$ 2,856,096	\$ 2,753,363	\$ 3,687,625	\$ 3,137,314	\$ 3,377,127
Total Expenditures	\$86,225,617	\$85,188,440	\$ 100,025,887	\$87,898,432	\$91,165,941	\$95,627,975	\$98,770,688	\$ 102,876,885
Employee Turnover Savings	-	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)
Supplies/Materials/Svs/Maint Savings	-	-	-	-	-	-	-	-
Net Expenditures	\$86,225,617	\$84,388,440	\$ 99,225,887	\$87,098,432	\$90,365,941	\$94,827,975	\$97,970,688	\$ 102,076,885
Net Difference	\$ (4,387,075)	\$ 506,796	\$ (1,391,951)	\$ 1,590,875	\$ 291,232	\$ (2,153,909)	\$ (3,230,313)	\$ (5,218,354)
Ending Fund Balance	\$ 3,894,227	\$ 5,327,233	\$ 2,502,276	\$ 4,093,151	\$ 4,384,383	\$ 2,230,474	\$ (999,839)	\$ (6,218,193)
Reserved for encumbrances	\$ 2,849,571	-	-	-	-	-	-	-
Reserved for Operations (3%)	2,483,698	2,401,333	2,805,435	2,475,119	2,595,634	2,727,188	2,819,117	2,939,903
Reserved for Community Outreach	-	630,321	630,321	-	-	-	-	-
Reserve (Deficit)	(1,439,042)	2,295,580	(933,480)	1,618,032	1,788,749	(496,714)	(3,818,956)	(9,158,096)
Total Reserves	\$ 3,894,227	\$ 5,327,233	\$ 2,502,276	\$ 4,093,151	\$ 4,384,383	\$ 2,230,474	\$ (999,839)	\$ (6,218,193)

**NET REVENUE STABILIZATION FUND  
BUDGET  
HIGHLIGHTS**

Background

In fiscal year 2011, Council directed staff to prepare a formal policy in Ordinance form codifying the City's reserve policies and complying with Governmental Accounting Standards Board Statement # 54. Direction was given to establish a separate "Rainy Day Fund" which could not be used except in unusual circumstances. The Ordinance (O-1011-58 effective July 28, 2011) established a Net Revenue Stabilization, or "Rainy Day Fund", which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and requires that a two percent (2%) Emergency Reserve allocation be included in annual budgets. Taken together, these codified reserve requirements equal the 8% reserves required by policy in other City funds.

Under the Ordinance, Net Revenue Stabilization Fund balance could only be appropriated for expenditure by the City Council if at least one of three circumstances is met:

- 1.) The General Fund Operating Reserve fund balance is projected to fall below one percent (1%) of budgeted expenditures; or
- 2.) A natural or man-made disaster has occurred, resulting in a federal or stated disaster declaration in Norman and the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund;
- 3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

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

FYE 22 Budget

The FYE 22 Budget is projected to have a fund balance that is \$1,024 less than the Rainy Day Fund's targeted (5%) level.

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 3,794,419	\$ 3,859,419	\$ 3,889,175	\$ 4,074,175	\$ 4,124,175	\$ 4,174,175	\$ 4,224,175	\$ 4,274,175
2								
3 Revenues:								
4 Interest Income	94,756	50,000	50,000	50,000	50,000	50,000	50,000	50,000
5								
6 Subtotal	\$ 94,756	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
7								
8 I/F Transf - General Fund	-		135,000					
9 I/F Transf - PSST Fund	-		-					
10								
11 Subtotal	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -
12								
13 Total Revenue	\$ 94,756	\$ 50,000	\$ 185,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
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	\$ 94,756	\$ 50,000	\$ 185,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24								
25 Ending Fund Balance	\$ 3,889,175	\$ 3,909,419	\$ 4,074,175	\$ 4,124,175	\$ 4,174,175	\$ 4,224,175	\$ 4,274,175	\$ 4,324,175
NOTE: Rainy Day Reserve of 5% (deficit)	\$ (250,321)	\$ (92,802)	\$ (601,550)	\$ (1,024)	\$ (151,882)	\$ (321,139)	\$ (424,353)	\$ (575,663)
NOTE: Rainy Day Reserve of 4% (deficit)	\$ 577,578	\$ 707,642	\$ 333,595	\$ 824,016	\$ 713,329	\$ 587,924	\$ 515,353	\$ 404,305

**PUBLIC SAFETY SALES TAX FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

\*Estimated

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

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

FYE 22 Budget

Estimated FYE 22 PSST revenues of \$13,941,281 are being projected at a -5% decrease under estimated FYE 21 collections. No major changes to the projects or programs budgeted in FYE 2021 are proposed, but the General Fund and Capital Fund will absorb the projected deficit of operational and capital costs.



## CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 10,399,866	\$ 204,410	\$ 9,189,583	\$ (0)	\$ 0	\$ 0	\$ 0	\$ (0)
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	\$ 9,408,304	\$ 9,803,557	\$ 9,698,664	\$ 9,892,637	\$ 10,090,490	\$ 10,292,300	\$ 10,498,146	\$ 10,708,109
5 State Use Tax - Dedicated Public Safety	1,117,033	1,076,444	1,507,133	1,552,347	1,598,917	1,646,885	1,696,292	1,747,181
6 Interest / Other Income	99,895	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	\$ 10,625,232	\$ 10,930,001	\$ 11,255,797	\$ 11,494,984	\$ 11,739,407	\$ 11,989,185	\$ 12,244,438	\$ 12,505,290
9								
10 Bond Proceeds	-	-	-	-	-	-	-	-
11 I/F Transfer - General Fund	1,522,032	1,294,239	2,069,393	1,289,984	1,660,316	2,595,528	2,046,693	2,288,527
12 I/F Transfer - Capital Fund	462,948	343,666	689,797	429,995	553,438	865,176	682,231	762,842
13 SRO Reimbursement - NPS	657,285	691,732	691,732	726,318	762,634	800,766	840,804	882,844
14								
15 Subtotal	\$ 2,642,265	\$ 2,329,637	\$ 3,450,922	\$ 2,446,297	\$ 2,976,388	\$ 4,261,470	\$ 3,569,728	\$ 3,934,213
16								
17 Total Revenue	\$ 13,267,497	\$ 13,259,638	\$ 14,706,719	\$ 13,941,281	\$ 14,715,795	\$ 16,250,655	\$ 15,814,166	\$ 16,439,503
18								
19 Expenditures:								
20 Salary / Benefits	\$ 9,560,541	\$ 9,410,782	\$ 9,410,782	\$ 9,437,740	\$ 9,909,627	\$ 10,405,108	\$ 10,925,363	\$ 11,471,631
21 Supplies/Materials	273,254	339,034	394,225	351,006	354,516	358,061	361,642	365,258
22 Services/Maintenance	199,392	277,971	348,517	288,960	291,850	294,769	297,717	300,694
23 Internal Service	162,011	204,148	204,148	375,486	382,996	390,656	398,469	406,438
24 Capital Equipment	1,001,645	70,471	342,103	358,747	310,493	310,493	310,493	310,493
25 Capital Projects	223,943	800,000	1,578,345	760,000	1,095,493	2,110,493	1,135,493	1,200,000
26 Bond Project - '16 Issue	396,209	-	9,256,541	-	-	-	-	-
27 Bond Issue Costs	-	-	-	-	-	-	-	-
28 Debt Service	2,357,675	2,361,641	2,361,641	2,369,342	2,370,820	2,381,075	2,384,989	2,384,989
29								
30 Subtotal	\$ 14,174,670	\$ 13,464,047	\$ 23,896,302	\$ 13,941,281	\$ 14,715,795	\$ 16,250,655	\$ 15,814,166	\$ 16,439,503
31								
32 Audit Adjustments/Encumbrances	303,110	-	-	-	-	-	-	-
33 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
34 I/F Transf - General Fund	-	-	-	-	-	-	-	-
35 I/F Transf - Rainy Day Fund	-	-	-	-	-	-	-	-
36								
37 Subtotal	\$ 303,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38								
39 Total Expenditures	\$ 14,477,780	\$ 13,464,047	\$ 23,896,302	\$ 13,941,281	\$ 14,715,795	\$ 16,250,655	\$ 15,814,166	\$ 16,439,503
40								
41 Net Expenditures	\$ 14,477,780	\$ 13,464,047	\$ 23,896,302	\$ 13,941,281	\$ 14,715,795	\$ 16,250,655	\$ 15,814,166	\$ 16,439,503
42								
43 Net Difference	\$ (1,210,283)	\$ (204,409)	\$ (9,189,583)	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ 0
44								
45 Ending Fund Balance	\$ 9,189,583	\$ 0	\$ (0)	\$ 0	\$ 0	\$ 0	\$ (0)	\$ (0)
46								
47 Reserves:								
48 Reserved for encumbrances	\$ 2,753,085	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49 Reserve for Bond Proceeds - 16 Issue	9,189,583	1,141,142	(66,958)	1,141,142	1,141,142	1,141,142	1,141,142	1,141,142
90 Reserved for PSST activities	(2,753,085)	(1,141,142)	66,958	(1,141,142)	(1,141,142)	(1,141,142)	(1,141,142)	(1,141,142)
51								
52 Total Reserves	\$ 9,189,583	\$ 0	\$ (0)	\$ 0	\$ 0	\$ 0	\$ (0)	\$ (0)

**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 \$51,600,803 in CDBG-HOME Program Funds (CDBG - \$39,232,053 and HOME - \$12,368,750) has been allocated to the City of Norman since fiscal year 1975-1975 (FYE 76), through FYE 22. The FYE 22 budget included a grant of \$927,206. Also, included are HOME Grants totaling \$431,097.

Community Development Block Grant-Disaster Recovery funds awarded in FYE 16 totaled over \$21,000,000 and have been used by the City of Norman, Cleveland County, and surrounding municipalities to repair and replace roads and bridges damaged in wildfires and tornadoes in recent years.

FYE 22 Budget

Expenditures are accounted for based upon program and grant year. Any remaining funds are expected to be expended in FYE 22. Total FYE 2022 revenues are projected at \$1,358,303 and total expenditures are projected at \$1,358,303.

**CITY OF NORMAN**

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

	A	B	C	D
	FYE 20 ACTUAL	FYE 21 BUDGETED	FYE 21 ESTIMATED	FYE 22 BUDGETED
1 Beginning Fund Balance	\$ 2,899,960	\$ -	\$ 3,141,260	\$ 241,266
2				
3 Revenues				
4 Other Revenues	\$ 11,333	\$ -	\$ -	\$ -
5 Grant Revenue	609,319	910,621	1,815,017	927,206
6 Home Grant Revenue	55,741	412,569	1,336,900	431,097
7 Emergency Shelter	-	-	204,827	-
8 CDBG-DR	222,123	-	1,886,085	-
9 CDBG_CV	4,014	-	533,447	-
10 COC Planning Grant	12,088	-	12,587	-
11 County Grant	-	-	-	-
12 IF Transf - Capital	-	-	-	-
13				
14 Total Revenue	\$ 914,618	\$ 1,323,190	\$ 5,788,863	\$ 1,358,303
15				
16 Expenditures				
17 CDBG Housing 14	\$ -	\$ -	\$ -	\$ -
18 Community Development 08	-	-	-	-
19 Community Development 09	-	-	-	-
20 Community Development 11	-	-	-	-
21 Community Development 12	12,206	-	-	-
22 Community Development 13	-	-	-	-
23 Community Development 14	-	-	37,085	-
24 Community Development 15	-	-	23,024	-
25 CDBG Housing 15	-	-	-	-
26 Community Development 16	-	-	13,051	-
27 CDBG Housing 16	10,421	-	-	-
28 CDBG Public Svs 16	-	-	-	-
29 Community Development 17	-	-	-	-
30 CDBG Housing 17	40,119	-	36,040	-
31 CDBG Public Svs 17	-	-	-	-
32 Community Development 18	-	-	92,250	-
33 CDBG Housing 18	31,506	-	14,186	-
34 CDBG Public Svs 18	-	-	-	-
35 Community Development 19	920	-	52,340	-
36 CDBG Housing 19	21,645	-	239,822	-
37 CDBG Public Svs 19	10,367	-	-	-
38 Community Development 20	172,554	-	396,598	-
39 CDBG Housing 20	235,608	-	-	-
40 CDBG Public Svs 20	65,671	-	-	-
41 Community Development 21	-	491,000	490,965	-
42 CDBG Housing 21	-	290,621	291,155	-
43 CDBG Public Svs 21	-	129,000	128,501	-
44 Community Development 22	-	-	-	383,476
45 CDBG Public Svs 22	-	-	-	120,322
46 CDBG Housing 22	-	-	-	423,408
47 FY12 Home Grant	-	-	-	-
48 FY13 Home Grant	-	-	-	-
49 FY14 Home Grant	-	-	-	-
50 FY15 Home Grant	4,457	-	-	-
51 FY16 Home Grant	6,726	-	8,415	-
52 FY17 Home Grant	4,887	-	216,786	-
53 FY18 Home Grant	-	-	349,995	-
54 FY19 Home Grant	-	-	-	-
55 FY20 Home Grant	44,672	412,569	412,569	-
56 FY21 Home Grant	-	-	349,135	-
57 FY22 Home Grant	-	-	-	431,097
58 Emergency Shelter Grant	-	-	204,826	-
59 Accruals/Adjustments	(2,046,866)	-	35	-
60 COC Planning Grant	12,088	-	12,587	-
61 CDBG-DR	13,888	-	-	-
62 CDBG-CV	4,014	-	533,447	-
63				
64 Subtotal	\$ (1,355,117)	\$ 1,323,190	\$ 3,902,812	\$ 1,358,303
65 IF Transf - Capital	2,028,435	0	4,786,045	0
66				
67 Total Expenditures	\$ 673,318	\$ 1,323,190	\$ 8,688,857	\$ 1,358,303
68				
69 Net Difference	\$ 241,300	\$ -	\$ (2,899,994)	\$ -
70				
71 Ending Fund Balance	\$ 3,141,260	\$ -	\$ 241,266	\$ 241,266
72				
73 Reserves:				
74 Reserve for Contingency	3,141,260	0	241,266	241,266
75 Reserve for Affordable Housing	0	0	0	0
76				
77 Total Reserves	3,141,260	0	241,266	241,266

**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 is one approved grant (at the time of budgeting) in FYE 22 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 22 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**

	A	B	C	D
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 BUDGET
1 Beginning Fund Balance	\$ 1,990,493	\$ 1,990,493	\$ 1,997,198	\$ 1,997,198
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	\$ -	\$ -	\$ -	\$ -
5 County Court DUI Fines	25,872	62,834	62,834	62,834
6 Local Law Enforcement Grant	-	-	-	-
7 JAIBG /Peer/Real	-	-	-	-
8 SHPO/CLG Grant	16,009	-	23,484	9,700
12 Emergency Management Planning Grant	7,500	-	-	-
15 Homeland Security	15,880	-	43,692	-
16 Legacy Trail Improvements	-	-	626	-
17 Traffic & Alcohol Enforcement	63,480	-	95,083	-
22 Jag Grant	27,137	-	4,986	-
23 Cops Grant	-	-	199,209	-
24 DOJ BJA Grant	8,568	-	60,733	-
27 ACOG Traffic Data Grant	10,400	-	-	-
30 ACOG Fleet Conversion	108,620	-	-	-
41 Shelter Rebate - Federal	9,939	-	-	-
45 Other Revenue/audit accruals	6,553	-	-	-
46 State HWY 9 Multi-Modal Path	-	-	-	-
47 Firehouse Art Center Grant	-	300,000	325,000	-
48 Traffic Control	-	-	4,215	-
49 VOCA Grant	15,939	-	-	46,567
50 Stormwater Quality Grant	-	-	85,500	-
51 CARES Program - Parks	-	-	237,329	-
52				
53 Subtotal	\$ 315,897	\$ 362,834	\$ 1,142,691	\$ 119,101
54				
55 Total Revenue	\$ 315,897	\$ 362,834	\$ 1,142,691	\$ 119,101
56				
57 Expenditures				
58 DUI Enforcement	\$ 47,596	\$ 62,834	\$ 62,834	\$ 62,834
62 SHPO/CLG Grant	16,009	-	23,484	9,700
66 Homeland Security	15,880	-	43,692	-
67 Traffic & Alcohol Enforcement	58,342	-	95,083	-
69 Audit Adj/Encumbrances	100,304	-	-	-
70 Legacy Trail Improvements	6,651	-	626	-
77 Jag Grant	27,137	-	4,986	-
79 DOJ BJA Grant	8,568	-	60,733	-
80 COPS Grant	-	-	199,209	-
81 Emergency Management Planning Grant	2,366	-	-	-
85 Traffic Control	10,400	-	4,215	-
101 Firehouse Art Center Grant	-	300,000	325,000	-
102 VOCA Grant	15,939	-	-	46,567
103 Stormwater Quality Grant	-	-	85,500	-
104 CARES Program - Parks	-	-	237,329	-
105				
106 Subtotal	\$ 309,192	\$ 362,834	\$ 1,142,691	\$ 119,101
107 I/F Transf - General	-	-	-	-
108 I/F Transf - General (Pet License)	-	-	-	-
109 I/F Transf - Capital	-	-	-	-
110				
111 Total Expenditures	\$ 309,192	\$ 362,834	\$ 1,142,691	\$ 119,101
112				
113 Net Difference	\$ 6,705	\$ -	\$ -	\$ -
114				
115 Ending Fund Balance	\$ 1,997,198	\$ 1,990,493	\$ 1,997,198	\$ 1,997,198
116				
117 Reserved for County DUI Program	\$ 392,186	\$ 428,470	\$ 392,186	\$ 392,186
118 Unreserved	1,605,012	1,562,023	1,605,012	1,605,012
119				
120 Total Reserves	\$ 1,997,198	\$ 1,990,493	\$ 1,997,198	\$ 1,997,198



**ROOM TAX FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

Special Revenue Fund Financial Policies

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 22 Budget

Revenues from the 5% tax are projected to be \$1,312,500, a 50% increase from estimated collections for FYE 21 and a 1% increase from FYE 20 actual collections due to COVID 19 impacts on travel. In FYE 15, Council directed the administrative cost increase from 3% to 5%. This amount was reduced to 4% in FYE 18 due to budgetary constraints.

## CITY OF NORMAN

Expenditures in FYE 22 are based upon a pro rata share of the estimated revenue, as summarized below:

	<b><u>FYE 2022</u></b>
	<b>Revenue</b>
	1,312,500
Administrative Fee - 3%	\$ 52,500
Arts & Humanities - 25%	315,600
Parks Development - 25%	296,444
Convention & Tourism - 50%	<u>631,200</u>
	\$1,295,744

Parks capital projects that are scheduled in FYE 22 include Westwood Tennis Center Improvements and a southeast parking lot for Ruby Grant Park.

### Five Year Outlook

Over the next five years, projected operating revenue of \$6,980,741 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 358,700	\$ 19,520	\$ 33,606	\$ 194,002	\$ 213,258	\$ 293,308	\$ 628,091	\$ 972,900
2								
3 Revenues								
4 Taxes	\$ 1,307,527	\$ 1,750,000	\$ 875,000	\$ 1,312,500	\$ 1,351,875	\$ 1,392,431	\$ 1,434,204	\$ 1,477,230
5 Interest/Investment Income	3,911	2,500	2,500	2,500	2,500	2,500	2,500	2,500
6 I/F Transf - General Fund	-	-	1,075,000	-	-	-	-	-
7								
8 Total Operating Revenues	\$ 1,311,438	\$ 1,752,500	\$ 1,952,500	\$ 1,315,000	\$ 1,354,375	\$ 1,394,931	\$ 1,436,704	\$ 1,479,730
9								
10 Expenditures								
11 Administration	\$ 55,121	\$ 52,575	\$ 52,575	\$ 52,500	\$ 54,175	\$ 55,797	\$ 57,468	\$ 59,189
12 Arts & Humanities	434,999	425,000	387,054	315,600	325,050	334,784	344,809	355,135
13 Parks Capital Projects	241,333	155,000	348,107	87,000	245,000	-	-	-
14 Conventions/Visitor Bureau	812,625	850,000	798,899	631,200	650,100	669,567	689,618	710,271
15 I/F Transf - Westwood	204,641	205,469	205,469	209,444	-	-	-	-
16 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
17 Carryover Encumbrances/Audit Adj.	(112,187)	-	-	-	-	-	-	-
18								
19 Total Expenditures	\$ 1,636,532	\$ 1,688,044	\$ 1,792,104	\$ 1,295,744	\$ 1,274,325	\$ 1,060,148	\$ 1,091,895	\$ 1,124,595
20								
21								
22 Net Difference	\$ (325,094)	\$ 64,456	\$ 160,396	\$ 19,256	\$ 80,050	\$ 334,783	\$ 344,809	\$ 355,135
23								
24 Ending Fund Balance	\$ 33,606	\$ 83,976	\$ 194,002	\$ 213,258	\$ 293,308	\$ 628,091	\$ 972,900	\$ 1,328,036
25	=====	=====	=====	=====	=====	=====	=====	=====
26 Reserves:								
27 Reserved for Administration	\$ 1	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
28 Reserved for Arts & Humanities	(87,927)	(17,293)	0	25	25	25	25	25
29 Reserved for Parks & Rec.	272,595	111,064	194,000	213,181	293,231	628,015	972,824	1,327,959
30 Reserved for Conv. & Tourism	(151,063)	(9,795)	1	51	51	51	51	50
31								
32 Total Reserves	\$ 33,606	\$ 83,976	\$ 194,002	\$ 213,258	\$ 293,308	\$ 628,091	\$ 972,900	\$ 1,328,036
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF NORMAN

**NACB  
NORMAN ARTS COUNCIL  
FISCAL YEAR ENDING JUNE 30, 2022 BUDGET**

**INCOME:**

Norman Arts Council Share of City Room Tax Funds	\$315,600
<b>TOTAL INCOME</b>	<b>\$315,600</b>

**EXPENSES:**

<b><u>Arts Grants: (61%)</u></b>	<b>\$191,972</b>
----------------------------------	------------------

**Project Support**

A to Z Productions  
Central Oklahoma Dance Company  
Norman Cultural Connection  
NAMRON Players Theatre  
Norman Ballet Company  
Norman Children's Chorus  
Norman Family Theatre  
OU Fred Jones Jr. Museum  
OU Native Crossroads Film Fest  
OU Neustadt Festival  
Pioneer Library  
Resonator  
Scissortail Productions  
OU Foundation: Medieval Fair

**Operational Support:**

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

<b>Subtotal</b>	<b>\$191,372</b>
-----------------	------------------

**Norman Arts Council Hotel/Motel Administration: (20%) (estimate of spread of expenses)**

Payroll	33,378
Insurance	3,000
Communications	2,500
Education (Professional Development)	-
Fees and Services (Bank charges, Dues, Legal/accounting)	3,000
Printing (Equipment rental-RK Black)	2,500
Rent	20,000
Office Supplies	-

<b>Subtotal</b>	<b>\$64,378</b>
-----------------	-----------------

CITY OF NORMAN

**Norman Arts Council Programs: (11%)**

Second Friday	9,500
Arts Education: Youth scholarships, Poole Travel Scholarships	5,000
Arts Education: Public Art is SmART	-
Arts Education: Kids Art is SmART	-
MAINSITE Gallery Exhibits	<u>19,000</u>

<b>Subtotal</b>	<b>\$33,500</b>
-----------------	-----------------

**Norman Arts Council Marketing (8%)**

NAC Marketing	25,750
KGOU Advertising for arts orgs	<u>-</u>

<b>Subtotal</b>	<b>\$25,750</b>
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<b>TOTAL EXPENSES</b>	<b>\$315,600</b>
-----------------------	------------------

**NORMAN CONVENTION & VISITORS BUREAU  
FISCAL YEAR ENDING 2022 BUDGET**

**INCOME:**

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 631,200
CARES Act Supplement	326,456
Advertising Income	20,000
Special Events	5,000
Souvenirs	500
	<hr/>
<b>TOTAL INCOME:</b>	<b>\$ 983,156</b>

**EXPENSES:**

Advertising / Marketing	\$ 436,776
Operations	119,720
Research	1,250
Personnel:	417,910
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	7,500
	<hr/>
<b>TOTAL EXPENSES</b>	<b>\$ 983,156</b>



**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 22 Budget

There are no expenditures budgeted for FYE 22.

Available revenues (\$441,676) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Restatement								
2 Beginning Fund Balance	\$ 413,957	\$ 144,499	\$ 496,988	\$ 441,176	\$ 441,676	\$ 442,176	\$ 442,676	\$ 443,176
3								
4 Revenues								
5 Federal Seizures & Restitutions	\$ 27,931	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
6 State Seizures & Restitutions	159,242	9,000	9,000	-	-	-	-	-
7 Court Fines - Juvenile	-	-	-	-	-	-	-	-
8 Interest/Investment Income	8,231	500	500	500	500	500	500	500
9 IF Transfer - General Fund	-							
10 IF Transfer -Capital Fund	23,125							
11								
12 Total Revenues	\$ 218,529	\$ 15,500	\$ 15,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
13								
14 Expenditures								
15 Audit Adjustments	\$ 2,284	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 Salaries & Benefits- State	2,341							
17 Supplies/Materials- State	7,213	-	1,457	-	-	-	-	-
18 Services/Maintenance- Federal	573	-	-	-	-	-	-	-
19 Services/Maintenance- State	69,173	-	16,568	-	-	-	-	-
20 IF Transfer - Capital Fund	-	-	-	-	-	-	-	-
21 IF Transfer - General Fund								
22 Capital Equipment- State	26,614	-	25,987	-	-	-	-	-
23 Capital Equipment- Federal	27,300	-	27,300	-	-	-	-	-
24								
25 Total Expenditures	\$ 135,498	\$ -	\$ 71,312	\$ -	\$ -	\$ -	\$ -	\$ -
26								
27 Net Difference	\$ 83,031	\$ 15,500	\$ (55,812)	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
28								
29 Ending Fund Balance	\$ 496,988	\$ 159,999	\$ 441,176	\$ 441,676	\$ 442,176	\$ 442,676	\$ 443,176	\$ 443,676
30								
31 Reserves								
32 Reserve for Federal Seizures	\$ 267,050	\$ 250,837	\$ 245,750	\$ 245,750	\$ 245,750	\$ 245,750	\$ 245,750	\$ 245,750
33 Reserve for State Seizures	229,938	(90,838)	195,426	195,926	196,426	196,926	197,426	197,926
34								
35 Total Reserves	\$ 496,988	\$ 159,999	\$ 441,176	\$ 441,676	\$ 442,176	\$ 442,676	\$ 443,176	\$ 443,676

**CLEET FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

As an “academy city”, the City of Norman has the authority to retain \$2 of the \$10 penalty assessment collected for police, court and prosecution training. All remaining funds collected are forwarded to CLEET. The City is authorized to keep a 2% administrative fee on the amount collected, which is deducted from the \$2 portion retained by the City.

State law also requires that municipalities collect a Fingerprinting Fee in the amount of \$10, which is to be collected and reported to the Oklahoma State Bureau of Investigation (OSBI). The moneys collected from the fingerprinting fee pays for the Automated Fingerprint Identification System (AFIS) managed by the OSBI. An administrative fee of \$.08 on each \$10 assessment is retained by the City.

State law also provides for the collection of the Forensic Science Improvement Assessment in the amount of \$10, which is to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from this fee are for the OSBI and will be used to upgrade laboratory facilities, equipment and personnel. Municipal courts are authorized to retain 5% of the amount collected as an administrative fee.

In addition, state law provides for a fee assessment of \$5 on marijuana and paraphernalia convictions to be collected and reported to the Bureau of Narcotics (BON) Drug Education Revolving Fund. These fees are to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from these fees are to be used for purposes relating to drug education and information in the State of Oklahoma. No administrative fee is provided.

In summary, a total of \$30 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana/paraphernalia which are \$35), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for other fines and penalties provided by law. The money retained by the City, is divided between administrative fees, police training, and court/prosecution training. The City is authorized to retain all interest accrued prior to the due date for deposits. The remainder of money collected is forwarded monthly by the Court Clerk to CLEET, OSBI, and the BON.

## CITY OF NORMAN

### FYE 22 Budget

FYE 22 projected revenues are \$32,000 with projected expenditures at \$30,505, which uses \$0 of reserves. This leaves a projected ending fund balance of 7,659.

**CITY OF NORMAN**

**CLEET FUND (26)  
STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 6,164	\$ 5,118	\$ 4,680	\$ 6,164	\$ 7,659	\$ 9,154	\$ 10,649	\$ 12,144
2								
3 Revenues								
4 CLEET for Police Training	\$ 19,606	\$30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5 CLEET for Court Training	1,476	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	106	-	-	-	-	-	-	-
7								
8 Total Revenues	\$ 21,188	\$32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
9								
10 Expenditures								
11 Police Training	\$ 21,707	\$29,005	\$ 29,016	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
12 Court Training	941	1,500	1,500	1,500	1,500	1,500	1,500	1,500
13 Audit adjustments	24	-	-	-	-	-	-	-
14								
15 Total Expenditures	\$ 22,672	\$30,505	\$ 30,516	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
16								
17 Net Difference	\$ (1,484)	\$ 1,495	\$ 1,484	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495
18								
19 Ending Fund Balance	\$ 4,680	\$ 6,613	\$ 6,164	\$ 7,659	\$ 9,154	\$ 10,649	\$ 12,144	\$ 13,639
20								
21 Reserves								
22 Reserve for Police Training	\$ (5,480)	\$ (4,012)	\$ (4,496)	\$ (3,501)	\$ (2,506)	\$ (1,511)	\$ (516)	\$ 479
23 Reserve for Court Training	10,160	10,625	10,660	11,160	11,660	12,160	12,660	13,160
24								
25 Total Reserves	\$ 4,680	\$ 6,613	\$ 6,164	\$ 7,659	\$ 9,154	\$ 10,649	\$ 12,144	\$ 13,639

**PUBLIC TRANSPORTATION FUND  
BUDGET  
HIGHLIGHTS**

Background

The Public Transportation and Parking Fund is a Special Revenue Fund established to account for revenue to fund operations, maintenance, and other expenses associated with the City of Norman's public transportation system. Revenue is derived from grants from the Federal Transit Administration (FTA) and the Oklahoma Department of Transportation; the Public Transit Sales Tax; advertising; and a contribution from the Norman Regional Health System.

On July 30, 2019, City Council passed Resolution R-1920-20 that established the Public Transportation and Parking Fund. The creation of the fund was performed during a transition period of the City public transit operations and assets from the University of Oklahoma to the City of Norman.

FYE 22 Budget

Projected revenues for FYE 22 include \$2,550,000 in sales tax, \$2,000,000 in grant revenue from the Federal Transit Administration, and a \$741,072 subsidy from the General Fund. FYE 22 expenditures are budgeted at \$5,774,602, including \$3,745,801 for Services and Maintenance, which includes contract fees paid to EMBARK for the operation of the bus system.



## CITY OF NORMAN

**PUBLIC TRANSPORTATION FUND (27)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ -	\$ -	\$ 1,278,945	\$ 483,530	\$ -	\$ (0)	\$ (0)	\$ 0
2								
3 Revenues								
4 Fare Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Advertising Fees								
6 Grant Revenue	\$ 2,142,625	7,100,000	\$ 7,100,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
7 Sales Tax	544,881	2,500,000	\$ 2,500,000	2,550,000	2,601,000	2,653,020	2,706,080	2,760,202
8 Use Tax	81,341							
9 Misc	57,042							
10 Interest Income	56,707	-	-	-	-	-	-	-
11								
12 Subtotal	\$ 2,882,596	\$ 9,600,000	\$ 9,600,000	\$ 4,550,000	\$ 4,601,000	\$ 4,653,020	\$ 4,706,080	\$ 4,760,202
13								
14 IF Transf - General Fund	\$ 5,215,823	\$ 1,174,377	\$ 1,174,377	\$ 741,072	\$ 1,093,047	\$ 1,092,097	\$ 1,090,621	\$ 1,088,600
15 IF Transf - Capital Fund	140,000							
16								
17 Total Revenue	\$ 8,238,419	\$ 10,774,377	\$ 10,774,377	\$ 5,291,072	\$ 5,694,047	\$ 5,745,117	\$ 5,796,701	\$ 5,848,802
18								
19 Expenditures								
20 Salaries & Benefits	\$ 346,953	\$ 489,710	\$ 489,710	\$ 864,844	\$ 873,492	\$ 882,227	\$ 891,050	\$ 899,960
21 Supplies & Materials	612,116	553,478	594,945	420,121	424,322	428,565	432,851	437,180
22 Services & Maintenance	2,540,695	3,576,561	3,754,750	3,745,801	3,783,259	3,821,092	3,859,303	3,897,896
23 Internal Service	6,015	138,752	138,752	12,719	12,973	13,233	13,498	13,767
24 Capital Equipment	478,123	587,395	1,011,434	731,117	600,000	600,000	600,000	600,000
25 Capital Projects	221,421		480,201					
26 Audit adjustments	419,116	-	-	-	-	-	-	-
27 IF Transf - Capital Fund	-	5,100,000	5,100,000					
28								
29 Subtotal	\$ 4,624,439	\$ 10,445,896	\$ 11,569,792	\$ 5,774,602	\$ 5,694,047	\$ 5,745,117	\$ 5,796,701	\$ 5,848,803
30								
31 IF Transf - General Fund	\$ 2,335,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32								
33 Total Expenditures	\$ 6,959,474	\$ 10,445,896	\$ 11,569,792	\$ 5,774,602	\$ 5,694,047	\$ 5,745,117	\$ 5,796,701	\$ 5,848,803
34								
35 Net Difference	\$ 1,278,945	\$ 328,481	\$ (795,415)	\$ (483,530)	\$ (0)	\$ (0)	\$ 1	\$ (1)
36								
37 Ending Fund Balance	\$ 1,278,945	\$ 328,481	\$ 483,530	\$ -	\$ (0)	\$ (0)	\$ 0	\$ (0)
38								
39 Reserves								
40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41 Unreserved	1,278,945	328,481	483,530	-	(0)	(0)	0	(0)
42								
43 Total Reserves	\$ 1,278,945	\$ 328,481	\$ 483,530	\$ -	\$ (0)	\$ (0)	\$ 0	\$ (0)

**ART IN PUBLIC PLACES FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

FYE 22 Budget

FYE 22 projected revenues are \$16,000. The Artist Designed Bicycle Racks project, to encourage the use of bicycles for transportation in the downtown area, is a recent project supported by donations to the Art in Public Places Fund (see pictures below). The fund has collected \$128,007 in contributions since the beginning of FYE 08.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 4,802	\$ -	\$ 1,731	\$ -	\$ -	\$ -	\$ -	\$ -
2								
3 Revenues								
4 Citizen Donations	\$ 7,660	\$ 16,000	\$ 26,871	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
5 Interest income	38	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 7,698	\$ 16,000	\$ 26,871	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
8								
9 Expenditures								
10 Audit adjustments/encumb			\$ -					
11 Payment to Arts Board	10,769	16,000	28,602	16,000	16,000	16,000	16,000	16,000
12								
13 Total Expenditures	\$ 10,769	\$ 16,000	\$ 28,602	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
14								
15 Net Difference	\$ (3,071)	\$ -	\$ (1,731)	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 1,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**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 22 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. Revenues from the park and recreation portion of the Transient Guest Room Tax (\$209,444 in FYE 22) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. The final payment on the May 2002 revenue bonds will be made in FYE 22. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

Fees and charges, and service levels will continue to be monitored for adequacy and competitiveness to make needed capital improvements and meet all reserve requirements. Fee levels for use of Westwood Pool and Tennis have been re-set to reflect the expanded operations in the newly-constructed facilities.

Summary

Significant effort will continue to be made to address the financial viability of this fund, to adequately structure rates to recover cost of service, and to explore other options for funding the ongoing concerns of the Fund.



## CITY OF NORMAN

# WESTWOOD PARK FUND (29)

## STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 6,243	\$ -	\$ 67,188	\$ 42,605	\$ 290,207	\$ 545,086	\$ 807,555	\$ 1,077,944
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 1,501,575	\$ 2,028,326	\$ 2,028,326	\$ 2,103,280	\$ 2,180,822	\$ 2,261,347	\$ 2,345,185	\$ 2,430,700
5 Service Fees/Chgs	128,716	16,089	16,089	16,572	17,069	17,581	18,108	18,651
6								
7 Total Operating Revenues	\$ 1,630,291	\$ 2,044,415	\$ 2,044,415	\$ 2,119,852	\$ 2,197,891	\$ 2,278,928	\$ 2,363,293	\$ 2,449,351
8								
9 Operating Expenditures:								
10 Salaries and Benefits	\$ 1,312,991	\$ 1,369,346	\$ 1,369,346	\$ 1,316,466	\$ 1,382,289	\$ 1,451,404	\$ 1,523,974	\$ 1,600,173
11 Supplies and Materials	338,694	328,885	343,558	330,126	333,427	336,761	340,129	343,530
12 Services/Maintenance	214,203	418,817	428,727	293,407	296,341	299,304	302,297	305,320
13 Internal Service Fund Chgs	27,873	37,049	37,049	43,181	44,045	44,926	45,825	46,742
14 Cost Allocation Charges	-	-	-	-	-	-	-	-
15 Employee Turnover Savings	-	(33,591)	(33,591)	(34,215)	(35,295)	(36,718)	(38,411)	(38,411)
16 Supplies & Mat'l Savings	-	(33,591)	(33,591)	(34,215)	(35,295)	(36,718)	(38,410)	(38,410)
17								
18 Total Operating Expenditures	\$ 1,893,761	\$ 2,086,915	\$ 2,111,498	\$ 1,914,750	\$ 1,985,512	\$ 2,058,959	\$ 2,135,404	\$ 2,218,944
19								
20 Net Operating Revenue	\$ (263,470)	\$ (42,500)	\$ (67,083)	\$ 205,102	\$ 212,379	\$ 219,969	\$ 227,889	\$ 230,407
21								
22 Other Revenues:								
23 VF Transf - Capital Fund - Golf	\$ 82,184	\$ 139,800	\$ 139,800	\$ 131,830	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
24 VF Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-
25 VF Transf - Room Tax	204,641	205,469	205,469	209,444	-	-	-	-
26 VF Transf - General Fund	280,736	-	-	-	-	-	-	-
27 VF Transf - Norman Forward Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
28 Interest Income	6,315	7,500	7,500	7,500	7,500	7,500	7,500	7,500
29 Misc. revenue	7,578	-	-	-	-	-	-	-
30								
31 Total Other Revenues	\$ 616,454	\$ 387,769	\$ 387,769	\$ 383,774	\$ 104,000	\$ 104,000	\$ 104,000	\$ 104,000
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adj/encumbrances	5,214	-	-	-	-	-	-	-
36 Debt Service	\$ 204,641	\$ 205,469	\$ 205,469	\$ 209,444	\$ -	\$ -	\$ -	\$ -
37 Capital Projects-GOLF	-	-	-	-	-	-	-	-
38 Capital Equipment-GOLF	82,184	74,800	74,800	62,180	19,500	19,500	19,500	19,500
39 Capital Projects-POOL	-	-	-	-	-	-	-	-
40 Capital Equipment-POOL	-	-	-	-	-	-	-	-
41 Capital Equipment - Golf Carts	-	65,000	65,000	69,650	42,000	42,000	42,000	42,000
42 Capital Equipment - Pool	-	-	-	-	-	-	-	-
43 Capital Equipment - Concessions	-	-	-	-	-	-	-	-
44 VF Transf - Parkland	-	-	-	-	-	-	-	-
45								
46 Total Other Expenditures	\$ 292,039	\$ 345,269	\$ 345,269	\$ 341,274	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
47								
48 Net Revenues (Expenditures)	\$ 60,945	\$ -	\$ (24,583)	\$ 247,602	\$ 254,879	\$ 262,469	\$ 270,389	\$ 272,907
49								
50 Ending Fund Balance	\$ 67,188	\$ -	\$ 42,605	\$ 290,207	\$ 545,086	\$ 807,555	\$ 1,077,944	\$ 1,350,851
51								
52 Reserves								
53 Reserve for Operations	\$ 151,501	\$ 166,953	\$ 168,920	\$ 153,180	\$ 158,841	\$ 164,717	\$ 170,832	\$ 177,515
54 Reserve for Pool Capital Replacemer	70,000	105,000	105,000	140,000	175,000	210,000	245,000	280,000
55 Reserve for Debt	-	-	-	-	-	-	-	-
56 Reserve for Capital Project	-	79,083	49,200	61,500	61,500	61,500	61,500	61,500
57 Reserve (Deficit)	(154,313)	(351,036)	(280,515)	(64,473)	149,745	371,338	600,612	831,836
58								
59 Total Reserves	\$ 67,188	\$ -	\$ 42,605	\$ 290,207	\$ 545,086	\$ 807,555	\$ 1,077,944	\$ 1,350,851



## 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 627 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of March 2021 serves an average of 39,000 customers.

### FYE 22 Budget

#### Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of March 2021) monthly residential water rates are as follows:

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

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

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

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

This water capital improvement program is the first of several steps to meet Norman's future water supply needs, suggested by the adopted Strategic Water Supply Plan. Future steps will include

## CITY OF NORMAN

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 2022 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occasions by Department staff, Finance Department staff and by the City Manager.

### Levelized Rate Policy

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

### Reserve Policy

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

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

FYE 22 ending fund balance is projected to be \$3,245,263 with a reserve deficit of \$20,883,486, 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.

## CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 45,128,994	\$ 9,922,004	\$ 38,395,612	\$ 7,530,865	\$ 3,245,263	\$ (13,354,964)	\$ (19,668,708)	\$ (19,012,336)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 20,667,045	\$ 21,100,000	\$ 21,100,000	\$ 23,900,000	\$ 24,300,000	\$ 24,700,000	\$ 25,100,000	\$ 25,500,000
5 Connection Fee	581,828	650,000	650,000	670,000	690,000	710,000	710,000	710,000
6 Capital Improvement Charge	1,423,644	1,379,976	1,379,976	1,393,776	1,407,714	1,421,791	1,436,009	1,450,369
7 Cost Allocation	907,579	813,844	813,844	756,751	764,319	771,962	779,682	787,479
8								
9 Total Operating Revenues	\$ 23,580,096	\$ 23,943,820	\$ 23,943,820	\$ 26,720,527	\$ 27,162,033	\$ 27,603,753	\$ 28,025,691	\$ 28,447,848
10								
11 Operating Expenditures:								
12 Salaries / Benefits	\$ 4,389,484	\$ 4,559,803	\$ 4,562,419	\$ 4,583,708	\$ 4,812,893	\$ 5,053,538	\$ 5,306,215	\$ 5,571,526
13 Supplies / Materials	2,392,919	2,938,564	3,074,825	3,002,384	3,032,408	3,062,732	3,093,359	3,124,293
14 Services / Maintenance	2,797,283	3,094,820	3,427,067	2,670,863	2,697,572	2,724,547	2,751,793	2,779,311
15 Internal Services	153,135	159,069	159,069	237,511	242,261	247,106	252,049	257,090
16 Cost Allocations	1,968,530	1,984,210	1,984,210	2,081,271	2,102,084	2,123,105	2,144,336	2,165,779
17 Employee Turnover Savings		(68,397)	(68,397)	(68,756)	(72,193)	(75,803)	(79,593)	(83,573)
18								
19 Total Operating Expenditures	\$ 11,701,351	\$ 12,668,069	\$ 13,139,193	\$ 12,506,981	\$ 12,815,024	\$ 13,135,225	\$ 13,468,158	\$ 13,814,425
20								
21 Net Operating Revenue	\$ 11,878,745	\$ 11,275,751	\$ 10,804,627	\$ 14,213,546	\$ 14,347,009	\$ 14,468,528	\$ 14,557,533	\$ 14,633,423
22								
23 Other Revenues:								
24 Interest Income	\$ 931,490	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
25 Other Misc. Revenue	(621,231)	-	-	-	-	-	-	-
26 I/F Transf - Sewer Fund	-	-	33,500	-	-	-	-	-
27 Revenue Bond Proceeds	-	-	-	-	-	-	-	-
28 Grant Revenue	-	-	-	-	-	-	-	-
29								
30 Total Other Revenues	\$ 310,259	\$ 120,000	\$ 153,500	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
31								
32 Other Expenditures:								
33 Audit Accruals/Adj/Encumbrances	\$ (7,280,525)							
34 Master Conservancy Debt	72,091	71,829	71,829	71,523	71,229	70,958	70,674	70,165
35 Debt Service - 15 Issue	1,475,391	1,470,840	1,470,840	1,478,310	1,480,034	1,476,119	1,486,619	1,491,319
36 Debt Service - 16 Issue	764,647	768,767	768,767	770,109	771,060	771,732	767,071	772,129
37 Debt Service - 17 Issue	2,164,682	2,017,725	2,017,725	2,352,500	2,009,117	2,003,938	2,002,842	2,005,759
38 Debt Service - 18 Issue	796,625	897,765	897,765	899,405	891,295	893,025	893,455	892,585
39 Debt Service - 21 Issue	-	1,155,000	-	-	-	-	-	-
40 Capital Projects	9,809,316	11,207,637	26,598,420	11,270,701	24,365,000	14,186,000	7,280,000	21,566,200
41 Capital Projects - 15 Issue	-	-	-	-	-	-	-	-
42 Capital Projects - 17 Issue	2,809,506	300,000	543,915	-	-	-	-	-
43 Capital Projects - 18 Issue	6,897,538	-	7,681,396	-	-	-	-	-
44 Bond issue costs	-	-	-	-	-	-	-	-
45 Capital Equipment	329,538	148,936	434,717	548,100	230,000	230,000	230,000	230,000
46 I/F Transf - General Fund	1,029,158	1,087,500	1,087,500	1,228,500	1,249,500	1,270,500	1,290,500	1,310,500
47 I/F Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
48 I/F Transf - Capital Fund	-	-	250,000	-	-	-	-	-
49 I/F Transf - Norman Forward Fund	54,419							
50								
51 Total Other Expenditures	\$ 18,922,386	\$ 19,125,999	\$ 41,822,874	\$ 18,619,148	\$ 31,067,235	\$ 20,902,272	\$ 14,021,161	\$ 28,338,657
52								
53 Net Revenues (Expenditures)	\$ (6,733,382)	\$ (7,730,248)	\$ (30,864,747)	\$ (4,285,602)	\$ (16,600,226)	\$ (6,313,744)	\$ 656,372	\$ (13,585,234)
54								
55 Ending Fund Balance	\$ 38,395,612	\$ 2,191,756	\$ 7,530,865	\$ 3,245,263	\$ (13,354,964)	\$ (19,668,708)	\$ (19,012,336)	\$ (32,597,570)
56								
57 Reserves								
58 Reserve for Operations	\$ 936,108	\$ 1,013,446	\$ 1,051,135	\$ 1,000,559	\$ 1,025,202	\$ 1,050,818	\$ 1,077,453	\$ 1,105,154
59 Reserve for Encumbrances	7,558,319	-	-	-	-	-	-	-
60 Reserve for Bond Projects - 17 Issue	2,995,608	284,327	2,451,693	2,451,693	2,451,693	2,451,693	2,451,693	2,451,693
61 Reserve for Bond Projects - 18 Issue	11,508,593	1,950,415	3,827,197	3,827,197	3,827,197	3,827,197	3,827,197	3,827,197
62 Reserve for Capital	16,740,024.20	14,275,425	15,733,580	16,849,300	14,344,067	14,423,100	21,566,200	21,566,200
63 Reserve (Deficit) Surplus	(1,343,040)	(15,331,857)	(15,532,740)	(20,883,486)	(35,003,122)	(41,421,516)	(47,934,879)	(61,547,814)
64								
65 Total Reserves	\$ 38,395,612	\$ 2,191,756	\$ 7,530,865	\$ 3,245,263	\$ (13,354,964)	\$ (19,668,708)	\$ (19,012,336)	\$ (32,597,570)

**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 515.9 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 22 Budget

Statement of Revenues and Expenditures

FYE 22 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 21. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

Single Family/ Duplex     \$5.00 Base Fee + \$2.70 per 1,000 gallons of treated water

FYE 22 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

### Levelized Rate Policy

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

### Reserve Policy

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

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

The FYE 22 ending fund balance is projected to be \$45,919. 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 22 projected revenues are 1.9% higher than FYE 21 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**

## CITY OF NORMAN

# WATER RECLAMATION FUND (32)

## STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 8,675,963	\$ 2,806,160	\$ 10,272,985	\$ 892,502	\$ 45,919	\$ (1,661,248)	\$ 130,781	\$ (1,623,849)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 11,368,165	\$ 12,269,677	\$ 12,269,677	\$ 12,515,071	\$ 12,765,372	\$ 13,020,680	\$ 13,281,093	\$ 13,546,715
5 Sewer Replacement Charge	94	-	-	-	-	-	-	-
6 Capital Improvement Charge	887,074	824,241	824,241	832,483	840,808	849,216	857,708	866,285
7								
8 Total Operating Revenues	\$ 12,255,333	\$ 13,093,918	\$ 13,093,918	\$ 13,347,554	\$ 13,606,180	\$ 13,869,896	\$ 14,138,802	\$ 14,413,001
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 3,481,367	\$ 3,573,018	\$ 3,573,018	\$ 3,526,205	\$ 3,702,515	\$ 3,887,641	\$ 4,082,023	\$ 4,286,124
12 Supplies and Materials	491,484	600,471	700,554	582,178	588,000	593,880	599,819	605,817
13 Services and Maintenance	1,406,919	1,471,626	1,570,242	1,379,026	1,392,816	1,406,744	1,420,812	1,435,020
14 Internal Services	127,719	163,928	163,928	201,264	205,289	209,395	213,583	217,855
15 Cost Allocations	2,064,094	1,931,297	1,931,297	1,978,169	1,997,951	2,017,930	2,038,109	2,058,491
16 Employee Turnover Savings	-	(53,601)	(53,601)	(52,893)	(55,538)	(58,315)	(61,230)	(64,292)
17								
18 Total Operating Expenditures	\$ 7,571,583	\$ 7,686,739	\$ 7,885,438	\$ 7,613,949	\$ 7,831,034	\$ 8,057,276	\$ 8,293,116	\$ 8,539,014
19								
20 Net Operating Revenue	\$ 4,683,750	\$ 5,407,179	\$ 5,208,480	\$ 5,733,605	\$ 5,775,147	\$ 5,812,620	\$ 5,845,686	\$ 5,873,986
21								
22 Other Revenues:								
23 Interest Income	\$ 368,718	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24 Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
25 Misc. Revenue/Cost Allocation	629,371	534,128	534,128	538,709	544,096	549,537	555,032	560,583
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	\$ 998,089	\$ 584,128	\$ 584,128	\$ 588,709	\$ 594,096	\$ 599,537	\$ 605,032	\$ 610,583
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	\$ (152,820)	-	-	-	-	-	-	-
36 Debt Service-99 SRF Note	124,677	-	-	-	-	-	-	-
37 Debt Service-14 SRF Note	2,285,497	2,249,189	2,249,189	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294
38 Debt Service - 15 Rev. Bonds	126,331	-	-	-	-	-	-	-
39 Capital Projects	786,102	5,695,100	11,732,457	3,670,000	5,180,847	1,711,800	5,284,000	1,830,000
40 Capital Equipment	346,735	239,342	544,461	615,850	-	-	-	-
43 VF Transf - General Fund (Dev. Engineer)	-	-	-	-	-	-	-	-
41 VF Transf - Water Fund	-	-	33,500	-	-	-	-	-
45 VF Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
46 VF Transf - Hallpark	-	-	-	-	-	-	-	-
42 VF Transf - General Fund	568,295	613,484	613,484	625,754	638,269	651,034	664,055	677,336
43 VF Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
44								
45 Total Other Expenditures	\$ 4,084,817	\$ 8,797,115	\$ 15,173,091	\$ 7,168,898	\$ 8,076,410	\$ 4,620,128	\$ 8,205,349	\$ 4,764,630
46								
47 Net Revenues (Expenditures)	\$ 1,597,022	\$ (2,805,808)	\$ (9,380,483)	\$ (846,583)	\$ (1,707,167)	\$ 1,792,030	\$ (1,754,630)	\$ 1,719,939
48								
49 Ending Fund Balance	\$ 10,272,985	\$ 352	\$ 892,502	\$ 45,919	\$ (1,661,248)	\$ 130,781	\$ (1,623,849)	\$ 96,091
50								
51 Reserves								
52 Reserve for Encumbrances	\$ 462,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53 Reserve for Operations	605,727	614,939	630,835	609,116	626,483	644,582	663,449	683,121
54 Reserve for Capital	5,515,821	3,961,662	3,535,329	3,501,662	2,941,933	3,557,000	1,830,000	1,830,000
55 Reserve (Deficit) Surplus	3,688,576	(4,576,248)	(3,273,663)	(4,064,859)	(5,229,664)	(4,070,801)	(4,117,298)	(2,417,030)
56								
57 Total Reserves	\$ 10,272,985	\$ 352	\$ 892,502	\$ 45,919	\$ (1,661,248)	\$ 130,781	\$ (1,623,849)	\$ 96,091



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

FYE 22 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 21 extrapolated for a full year.

FYE 22 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 22 total budgeted expenditures are \$2,882,221.

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

Reserve Policy

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

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

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 9,164,115	\$ 1,238,877	\$ 11,507,491	\$ 1,671,954	\$ 1,852,052	\$ 2,058,984	\$ 2,292,870	\$ 2,553,824
2								
3 Operating Revenues:								
4 Capital Improvement Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sewer Maintenance Rate	3,119,135	3,031,999	3,031,999	3,062,319	3,092,942	3,123,871	3,155,110	3,186,661
7								
8 Total Operating Revenues	\$ 3,119,135	\$ 3,031,999	\$ 3,031,999	\$ 3,062,319	\$ 3,092,942	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 70,135	\$ 70,417	\$ 70,417	\$ 73,971	\$ 77,670	\$ 81,553	\$ 85,631	\$ 89,912
12 Supplies and Materials	2,252	2,829	2,829	2,625	2,651	2,678	2,705	2,732
13 Services and Maintenance	829	4,825	4,825	4,825	4,873	4,922	4,971	5,021
14 Internal Services	-	250	250	800	816	832	849	866
15 Cost Allocations	-	-	-	-	-	-	-	-
16 Employee Turnover Savings	-	-	-	-	-	-	-	-
17								
18 Total Operating Expenditures	\$ 73,216	\$ 78,321	\$ 78,321	\$ 82,221	\$ 86,010	\$ 89,985	\$ 94,155	\$ 98,531
19								
20 Net Operating Revenue	\$ 3,045,919	\$ 2,953,678	\$ 2,953,678	\$ 2,980,098	\$ 3,006,932	\$ 3,033,886	\$ 3,060,955	\$ 3,088,130
21								
22 Other Revenues:								
23 Interest Income	\$ 157,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24 Misc. Revenue	5,276	-	-	-	-	-	-	-
25 IF Transf - Wastewater Fund 32	-	-	-	-	-	-	-	-
26								
27 Total Other Revenues	\$ 162,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28								
29								
30 Other Expenditures:								
31 Capital Projects	\$ 863,378	\$ 2,800,000	\$ 12,789,215	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
32 Capital Equipment	1,605	-	-	-	-	-	-	-
33 Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34								
35 Total Other Expenditures	\$ 864,983	\$ 2,800,000	\$ 12,789,215	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
36								
37 Total Revenues	\$ 3,281,575	\$ 3,031,999	\$ 3,031,999	\$ 3,062,319	\$ 3,092,942	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661
38								
39 Total Expenditures	\$ 938,199	\$ 2,878,321	\$ 12,867,536	\$ 2,882,221	\$ 2,886,010	\$ 2,889,985	\$ 2,894,155	\$ 2,898,531
40								
41 Net Revenues (Expenditures)	\$ 2,343,376	\$ 153,678	\$ (9,835,537)	\$ 180,098	\$ 206,932	\$ 233,886	\$ 260,955	\$ 288,130
42								
43 Ending Fund Balance	\$ 11,507,491	\$ 1,392,555	\$ 1,671,954	\$ 1,852,052	\$ 2,058,984	\$ 2,292,870	\$ 2,553,824	\$ 2,841,955

**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 \$28,000,000 for system expansion and improvement.

FYE 22 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 \$1,470,000 for FYE 22.

Five Year Outlook

Excise tax revenues are projected to be the same in years FYE 22 through FYE 26.

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 7,108,649	\$ 5,539,822	\$ 6,364,991	\$ 4,055,086	\$ 3,516,945	\$ 2,243,803	\$ 1,810,662	\$ (2,792,480)
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 1,179,994	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
5 Excise Tax - Commercial	103,132	300,000	85,000	300,000	300,000	300,000	300,000	300,000
6								
7 Total Operating Revenues	\$ 1,283,126	\$ 1,400,000	\$ 1,185,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
8								
9 Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10								
11 Net Operating Revenue	\$ 1,283,126	\$ 1,400,000	\$ 1,185,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
12								
13 Other Revenues:								
14 Interest Income	\$ 124,989	\$ 70,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
15 Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
16 SRF Loan Proceeds	-	-	-	-	-	-	-	-
17 I/F Transf - General Fund	-	-	-	-	-	-	-	-
18 Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19								
20 Total Other Revenues	\$ 124,989	\$ 70,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	\$ 388,360	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085
24 Debt Service - 14 SRF	1,580,080	1,544,495	1,544,495	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056
25 Services & maintenance	-	-	-	-	-	-	-	-
26 Capital Projects	183,333	671,400	1,727,325	105,000	840,000	-	4,170,000	410,000
27								
28 Total Other Expenditures	\$ 2,151,773	\$ 2,568,980	\$ 3,624,905	\$ 2,008,141	\$ 2,743,141	\$ 1,903,141	\$ 6,073,141	\$ 2,313,141
29								
30 Net Revenues (Expenditures)	\$ (743,658)	\$ (1,098,980)	\$ (2,309,905)	\$ (538,141)	\$ (1,273,141)	\$ (433,141)	\$ (4,603,141)	\$ (843,141)
31								
32 Ending Fund Balance	\$ 6,364,991	\$ 4,440,842	\$ 4,055,086	\$ 3,516,945	\$ 2,243,803	\$ 1,810,662	\$ (2,792,480)	\$ (3,635,621)
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 22 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 1.8% per year with a projected increase of \$1.00/per month for users who desire additional rollout carts.

FYE 22 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 22 ending fund balance is projected to be \$7,747,845, 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**

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 14,805,415	\$ 9,684,724	\$ 15,858,966	\$ 9,095,511	\$ 7,747,845	\$ 9,298,996	\$ 10,465,850	\$ 11,355,338
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 15,160,324	\$ 15,280,000	\$ 15,280,000	\$ 15,550,000	\$ 15,830,000	\$ 15,830,000	\$ 15,830,000	\$ 15,830,000
5 Other Revenue	169,802	224,093	224,093	226,334	228,597	230,883	233,192	235,524
6								
7 Total Operating Revenues	\$ 15,330,126	\$ 15,504,093	\$ 15,504,093	\$ 15,776,334	\$ 16,058,597	\$ 16,060,883	\$ 16,063,192	\$ 16,065,524
8								
9 Operating Expenditures:								
10 Salaries / Benefits	\$ 4,559,891	\$ 4,367,209	\$ 4,367,209	\$ 4,601,713	\$ 4,831,799	\$ 5,073,389	\$ 5,327,058	\$ 5,593,411
11 Supplies / Materials	953,176	1,203,412	1,204,422	1,094,725	1,105,672	1,116,729	1,127,896	1,139,175
12 Services / Maintenance	3,468,042	3,917,946	4,141,554	4,111,357	4,152,471	4,193,996	4,235,936	4,278,295
13 Internal Services	620,920	776,923	776,923	807,362	823,509	839,979	856,779	873,915
14 Cost Allocations	1,546,344	1,542,813	1,542,813	1,578,214	1,593,996	1,609,936	1,626,035	1,642,295
15								
16 Total Operating Expenditures	\$ 11,148,373	\$ 11,808,303	\$ 12,032,921	\$ 12,193,371	\$ 12,507,447	\$ 12,834,029	\$ 13,173,704	\$ 13,527,091
17								
18 Net Operating Revenue	\$ 4,181,753	\$ 3,695,790	\$ 3,471,172	\$ 3,582,963	\$ 3,551,150	\$ 3,226,854	\$ 2,889,488	\$ 2,538,433
19								
20 Other Revenue:								
21 Interest Income	\$ 385,955	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
22 Bond/Grant Proceeds	-	-	-	-	-	-	-	-
23								
24 Total Other Revenue	\$ 385,955	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	\$ (341,446)							
28 Capital Equipment	1,909,340	\$ 2,521,956	\$ 3,172,760	\$ 4,060,629	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
29 Debt Service - 2010 Notes	1,633,329	-	-	-	-	-	-	-
30 Debt Service - 2013 Notes	-	-	-	-	-	-	-	-
31 Capital Projects	312,934	2,985,000	7,221,867	1,170,000	100,000	160,000	100,000	175,000
32 I/F Transfer - General Fund - Meter Svs	-	-	140,000	-	-	-	-	-
33								
34 Total Other Expenditures	\$ 3,514,157	\$ 5,506,956	\$ 10,534,627	\$ 5,230,629	\$ 2,300,000	\$ 2,360,000	\$ 2,300,000	\$ 2,375,000
35								
36 Net Revenues (Expenditures)	\$ 1,053,551	\$ (1,511,166)	\$ (6,763,455)	\$ (1,347,666)	\$ 1,551,150	\$ 1,166,854	\$ 889,488	\$ 463,433
37								
38 Ending Fund Balance	\$ 15,858,966	\$ 8,173,558	\$ 9,095,511	\$ 7,747,845	\$ 9,298,996	\$ 10,465,850	\$ 11,355,338	\$ 11,818,771
39								
40 Reserves								
41 Reserve for Operations	\$ 891,870	\$ 944,664	\$ 962,634	\$ 975,470	\$ 1,000,596	\$ 1,026,722	\$ 1,053,896	\$ 1,082,167
42 Reserve for Capital	4,517,051	3,047,657	2,913,126	2,333,750	2,345,000	2,337,500	2,375,000	2,375,000
43 Reserve (Deficit) Surplus	10,450,045	4,181,237	5,219,752	4,438,625	5,953,400	7,101,628	7,926,442	8,361,604
44								
45 Total Reserves	\$ 15,858,966	\$ 8,173,558	\$ 9,095,511	\$ 7,747,845	\$ 9,298,996	\$ 10,465,850	\$ 11,355,338	\$ 11,818,771

**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 22 health claim costs are projected to be \$11,105,284.

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 22 is \$1,512,500.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 22 estimated cost of unemployment claims is approximately \$500.

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 22 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**

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 2,107,178	\$ 1,245,432	\$ 1,999,742	\$ 1,707,187	\$ 4,602,498	\$ 7,266,166	\$ 9,718,348	\$ 11,966,167
2								
3 Revenues								
4 Int Svs Ch - W/C	\$ 75,000	\$ 520,000	\$ 520,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000
5 Int Svs Ch - Risk	422,499	325,000	325,000	375,005	500,000	591,181	608,309	626,168
6 Int Svs Ch - Unemployment	22,220	22,220	22,220	22,437	505	510	515	520
7 Int Svs Ch - Health Ins Prem - City	10,779,447	11,672,006	11,672,006	12,197,246	12,441,191	12,690,015	12,943,816	13,202,692
8 Health Ins Premiums - Employee	2,525,438	2,524,622	2,524,622	2,638,230	2,690,994	2,744,814	2,799,711	2,855,705
9 Health Ins Refunds	692,180	1,367,951	1,367,951	1,429,509	1,458,099	1,487,261	1,517,007	1,547,347
10 Other Revenues	216,905	-	-	-	-	-	-	-
11 I/F Transfer - Debt Service	410,683	500,000	500,000	500,000	500,000	500,000	500,000	500,000
12 I/F Transfer - General Fd	-	-	-	-	-	-	-	-
13								
14 Total Revenues	\$ 15,144,372	\$ 16,931,799	\$ 16,931,799	\$ 18,462,427	\$ 18,990,790	\$ 19,413,782	\$ 19,869,356	\$ 20,232,431
15								
16 Expenditures								
17 Salary / Benefits - Risk	\$ 205,161	\$ 248,571	\$ 248,101	\$ 254,317	\$ 267,033	\$ 280,384	\$ 294,404	\$ 309,124
18 Salary / Benefits - Health Ins	54,092	69,230	69,700	73,336	77,003	80,853	84,896	89,140
19 Services / Maintenance	284,343	323,332	396,687	304,673	307,720	310,797	313,905	317,044
20 Judgments / Claims	240,719	320,000	320,000	170,000	320,000	320,000	320,000	320,000
21 Workers' Comp Pymts	1,336,418	1,414,958	1,415,046	1,512,500	1,573,000	1,635,920	1,701,357	1,769,411
22 Unemployment Claims	30,436	22,220	22,220	500	505	510	515	520
23 Health Insurance Claims	10,963,449	12,557,268	12,557,268	11,105,284	11,549,495	12,011,475	12,491,934	12,991,612
24 Health Insurance Fees	2,034,339	2,126,440	2,126,440	2,146,506	2,232,366	2,321,661	2,414,527	2,511,108
25 I/F Transfer - General Fd	64,080	-	68,893	-	-	-	-	-
26 I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
27 Audit Accruals / Adjustments	38,771	-	-	-	-	-	-	-
28								
29 Total Expenditures	\$ 15,251,808	\$ 17,082,019	\$ 17,224,355	\$ 15,567,116	\$ 16,327,122	\$ 16,961,600	\$ 17,621,538	\$ 18,307,960
30								
31 Net Difference	\$ (107,436)	\$ (150,220)	\$ (292,555)	\$ 2,895,311	\$ 2,663,668	\$ 2,452,182	\$ 2,247,819	\$ 1,924,472
32								
33 Ending Fund Balance	\$ 1,999,742	\$ 1,095,213	\$ 1,707,187	\$ 4,602,498	\$ 7,266,166	\$ 9,718,348	\$ 11,966,167	\$ 13,890,638
34	=====	=====	=====	=====	=====	=====	=====	=====
35 Reserves:								
36 Reserved for Health Insurance	\$ 298,167	\$ 514,266	\$ 1,109,339	\$ 4,049,198	\$ 6,780,619	\$ 9,288,721	\$ 11,557,896	\$ 13,571,779
37 Reserved for Unemployment	33,961	41,510	33,961	55,898	55,898	55,898	55,898	55,898
38 Reserved for W/C/Claims/Judgments	902,905	235,691	187,859	305,359	312,359	256,439	235,082	145,671
39 Reserved for Risk Mgmt	764,709	303,746	376,028	192,043	117,290	117,290	117,290	117,290
40								
41 Total Reserves	\$ 1,999,742	\$ 1,095,213	\$ 1,707,187	\$ 4,602,498	\$ 7,266,166	\$ 9,718,348	\$ 11,966,167	\$ 13,890,638
42	=====	=====	=====	=====	=====	=====	=====	=====
43 Targeted Reserves:								
44 Reserve for Health Insurance	\$ 1,827,242	\$ 2,092,878	\$ 2,092,878	\$ 1,850,881	\$ 1,924,916	\$ 2,001,913	\$ 2,081,989	\$ 2,165,269
45 Reserve for Workers Comp	222,736	235,826	235,841	252,083	262,167	272,653	283,559	294,902
46								
47 Total Targeted Reserves	\$ 2,049,978	\$ 2,328,704	\$ 2,328,719	\$ 2,102,964	\$ 2,187,083	\$ 2,274,566	\$ 2,365,548	\$ 2,460,170
	=====	=====	=====	=====	=====	=====	=====	=====

## 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) 2022-2026. 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 2022-2026 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 6, 2021, the voters of Norman re-authorized a general obligation bond issue for street resurfacing and improvements city wide. This was the 4th 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 \$27,000,000 in projects will be paid for by these bonds over five years, in the following types:

- 46% - Concrete street panel replacement and improvement
- 20% - Asphalt street resurfacing and improvement
- 15% - Major road reconstruction projects
- 12% - Rural road paving and improvement
- 7% - Preventative Maintenance

#### FYE 22 Budget

The FYE 22 Budget shows total projected resources available of \$66,860,772, including beginning fund balance, of \$304,084 and total expenditures projected at \$18,654,326 with an ending fund balance of \$48,510,531. Sales tax is projected at a 2% increase from FYE 21 estimated revenue, and an average 2% growth rate in years FYE 23 through FYE 26. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2022 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2022 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 2022-2026 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.

<u>FYE 2022 projects</u>			
<u>Project Title</u>	<u>Project Category</u>	<u>Operating Impact</u>	
24th Ave NE - Rock Creek to Tecumseh Widening	Bond Projects	Negligible	Reduce maintenance costs
718 N. Porter	Buildings and Grounds	Slight	Ongoing maintenance, utilities, computer services
ADA Compliance Audit & Repair	General Maintenance	Positive	Reduce maintenance costs
Alley Repair	General Maintenance	Positive	Reduce maintenance costs
Asphalt Pavement Maintenance	Street Maintenance	Negligible	Ongoing maintenance
Asphalt Paver Patch	Street Maintenance	Negligible	Ongoing maintenance
Bridge Maintenance	Street Maintenance	Negligible	Reduce maintenance costs
Bridge Replacement	Street Maintenance	Negligible	Reduce maintenance costs
Building Maintenance - Roofs	Buildings and Grounds	Slight	Ongoing maintenance, utilities, computer services
Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.	Bond Projects	Negligible	Reduce maintenance costs
City Sidewalk Reconstruction	General Maintenance	Positive	Reduce maintenance costs
Community/Neighborhood Improvements	Infrastructure Improvements	Negligible	Reduce maintenance costs
Comprehensive Land Use Plan	Buildings and Grounds	Negligible	Ongoing maintenance
Concrete Pavement Maintenance	Street Maintenance	Negligible	Ongoing maintenance
Concrete Valley Gutter	Street Maintenance	Negligible	Ongoing maintenance
Constitution St. - Jenkins Ave. to Classen Blvd.	Widening and Reconstruction	Negligible	\$5,000 per year for electricity and preventive maintenance
Crack Seal	Street Maintenance	Negligible	Reduce maintenance costs
Drainage Misc. Annual Projects	General Maintenance	Positive	Decrease in overall City effort and maintenance expense
Flood Ave. & Venture Drive Signal	New Traffic Signal	Negligible	\$5,000 per year for electricity and preventive maintenance
Imhoff Creek Stabilization Study	Stormwater Drainage	Positive	Improve and reduce maintenance activity
Lake Thunderbird Watershed TMDL Compliance	Stormwater Drainage	Positive	Drinking water quality will improve
Lindsey Street/ Municipal Complex Wayfinding	Signage	Negligible	\$3,000 per year for sign maintenance
Municipal Complex Renovation	Buildings and Grounds	Slight	Ongoing maintenance, utilities, computer services
Rockcreek: Grandview to 36th NW	Widening	Negligible	Maintenance of roadway, signals, and lighting
Rural Asphalt	Bond Projects	Negligible	Reduce maintenance costs
Rural Roads System Improvements	Street Maintenance/ Bond Projects	Negligible	Reduce maintenance costs
Sidewalk & Trails - New	General Maintenance	Positive	Will improve pedestrian access and reduce public risk
Street Striping	Street Maintenance	Negligible	Ongoing maintenance
Transit Transfer Station	Buildings and Grounds	Slight	Ongoing maintenance, utilities, computer services
Urban Asphalt	Bond Projects	Negligible	Reduce maintenance costs
Urban Concrete	Bond Projects	Negligible	Reduce maintenance costs
Vineyard Detention Drainage	Stormwater Drainage	Positive	Improve and reduce maintenance activity

## 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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 65,617,186	\$ 24,282,653	\$ 58,254,661	\$ 304,084	\$48,510,531	\$ 38,746,490	\$27,801,614	\$24,366,860
2								
3 Revenues:								
4 Sales Tax	\$ 12,540,249	\$ 13,516,925	\$ 13,516,925	\$13,960,772	\$ 14,239,988	\$ 14,524,788	\$ 14,815,283	\$ 15,111,589
5 Interest/Investment Income	539,770	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6 GO Bond Interest Income	356,827	300,000	300,000	300,000	300,000	300,000	300,000	300,000
7 Donations/Other	673,069	-	-	200,000	-	-	-	-
8								
9 Subtotal	\$ 14,109,915	\$ 14,216,925	\$ 14,216,925	\$14,860,772	\$ 14,939,988	\$ 15,224,788	\$ 15,515,283	\$ 15,811,589
10 I/F Transf - General	-	-	-	-	-	-	-	-
11 I/F Transf - Seizures Fund	-	-	-	-	-	-	-	-
12 I/F Transf - Special Grant Fund	-	-	-	-	-	-	-	-
13 I/F Transf - CDBG Fund	2,028,435	-	4,786,045	-	-	-	-	-
14 I/F Transf - Water Fund	-	-	250,000	-	-	-	-	-
15 I/F Transf - UNP TIF Fund	326,811	-	-	-	-	-	-	-
16 I/F Transf - Transit & Parking Fund	-	5,100,000	5,100,000	-	-	-	-	-
17 Bond Proceeds	-	-	11,250,000	52,000,000	-	-	-	-
18								
19 Total Revenue	\$ 16,465,161	\$ 19,316,925	\$ 35,602,970	\$66,860,772	\$ 14,939,988	\$ 15,224,788	\$ 15,515,283	\$ 15,811,589
20								
21 Expenditures:								
22 Salary and Benefits	\$ 1,246,151	\$ 1,318,396	\$ 1,318,396	\$ 1,413,850	\$ 1,484,543	\$ 1,558,770	\$ 1,636,708	\$ 1,718,544
23 Services and Maintenance	2,072	16,699	16,699	16,699	16,866	17,035	17,205	17,377
24 Capital Outlay (Transfer)	3,442,432	3,521,396	4,897,577	3,769,409	3,844,797	3,921,693	4,000,127	4,080,129
25 Capital Outlay - Capital Fund	2,222	-	-	-	-	-	-	-
26 Street Maintenance	5,915,480	2,305,377	4,403,441	2,305,377	2,305,377	2,305,377	2,305,377	2,305,377
27 Capital Projects (See Detail)	3,597,871	12,423,312	29,213,420	6,275,102	3,475,000	4,950,000	4,595,000	3,530,000
28 Maintenance of Facilities	176,832	226,000	317,132	338,586	165,000	165,000	165,000	165,000
29 Paygo (Bond Projects )	18,069	-	192,732	-	-	-	-	-
30 New Bond Projects - 08B - 2008 Vote	-	-	-	-	-	-	-	-
31 New Bond Projects - 12B - 2010 Vote	-	-	-	-	-	-	-	-
32 New Bond Projects - 12C	-	-	-	-	-	-	-	-
33 New Bond Projects - 15 - 2012 Vote	619,581	-	6,724,113	-	1,657,013	-	-	-
34 New Bond Projects - 16 - 2016 Vote	3,719,236	-	4,328,728	-	-	-	-	-
35 New Bond Projects - 18 - ERP	1,665,730	-	1,879,370	-	-	-	-	-
36 New Bond Projects - 19A - 2016 Vote	-	5,033,934	8,232,026	-	-	-	-	-
37 New Bond Projects - 19B - 2019 Vote	861,949	11,685,496	20,408,912	2,313,811	10,394,888	12,240,028	5,397,550	5,897,764
38 New Bond Projects - 20A - 2008 Vote	-	-	9,238,142	-	-	-	-	-
39 Bond Issue Cost	-	-	160,000	260,000	-	-	-	-
40 Debt Service- ERP	1,315,134	1,319,762	1,319,762	1,322,492	664,574	-	-	-
41 Audit Accruals/Adj/Encumbrances	466,670	-	-	-	-	-	-	-
42								
43 Subtotal	\$ 23,049,429	\$ 37,850,372	\$ 92,650,450	\$18,015,326	\$24,008,057	\$ 25,157,902	\$18,116,967	\$17,714,191
44 I/F Transf - GF (Storm Water Drainage Labor)	70,000	73,500	73,500	77,175	81,034	85,085	89,340	93,807
45 I/F Transf - GF	-	-	-	-	-	-	-	-
46 I/F Transf - PSST Fund	462,948	343,666	689,797	429,995	553,438	865,176	682,231	762,842
47 I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
48 I/F Transf - Water Fund	-	-	-	-	-	-	-	-
49 I/F Transf - Westwood - Golf	82,184	139,800	139,800	131,830	61,500	61,500	61,500	61,500
50 I/F Transf - Seizures Fund	23,125	-	-	-	-	-	-	-
51 I/F Transf - Transit & Parking Fund	140,000	-	-	-	-	-	-	-
52								
53 Total Expenditures	\$ 23,827,686	\$ 38,407,338	\$ 93,553,547	\$18,654,326	\$24,704,029	\$ 26,169,663	\$18,950,037	\$18,632,339
54								
55 Net Difference	\$ (7,362,525)	\$ (19,090,413)	\$ (57,950,577)	\$48,206,447	\$ (9,764,041)	\$ (10,944,876)	\$ (3,434,754)	\$ (2,820,750)
56								
57 Ending Fund Balance	\$ 58,254,661	\$ 5,192,240	\$ 304,084	\$48,510,531	\$38,746,490	\$ 27,801,614	\$24,366,860	\$21,546,110
58								
59 Reserves:								
60 General Contingency	877,817	946,185	946,185	977,254	996,799	1,016,735	1,037,070	1,057,811
61 Reserve for Senior Center	261,770	261,770	-	-	-	-	-	-
62 Reserve for Robinson/Crossroads Project	-	788,588	-	-	-	-	-	-
63 Reserve for Bond Proceeds - 08B - 2008 Vote	-	-	-	-	-	-	-	-
64 Reserve for Bond Proceeds - 12B - 2010 Vote	-	-	-	-	-	-	-	-
65 Reserve for Bond Proceeds - 15 - 2012 Vote	3,554,951	(3,213,683)	(3,169,162)	(3,169,162)	(4,826,175)	(4,826,175)	(4,826,175)	(4,826,175)
66 Reserve for Bond Proceeds - 16 - 2016 Vote	4,328,728	-	-	-	-	-	-	-
67 Reserve for Bond Proceeds - 18 - ERP	2,158,547	531,719	279,177	279,177	279,177	279,177	279,177	279,177
68 Reserve for Bond Proceeds - 19A - 2016 Vote	10,229,741	2,062,118	1,997,715	1,997,715	1,997,715	1,997,715	1,997,715	1,997,715
69 Reserve for Bond Proceeds - 19B - 2019 Vote	19,655,821	(1,500,910)	(753,091)	48,673,098	38,278,210	26,038,182	20,640,632	14,742,868
70 Reserve for Bond Proceeds - 20A - 2008 Vote	-	-	2,154,883	2,154,883	2,154,883	2,154,883	2,154,883	2,154,883
71 Reserve for Encumbrances	11,071,163	-	-	-	-	-	-	-
72 Available for New Projects	6,116,123	3,715,196	(1,151,623)	(2,402,434)	(134,119)	1,141,097	3,083,558	6,139,831
73								
74 Total Reserves	\$ 58,254,661	\$ 5,192,240	\$ 304,084	\$48,510,531	\$38,746,490	\$ 27,801,614	\$24,366,860	\$21,546,110

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

Background

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

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

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

Some of the projects include:

- New Central and Eastside Branch Libraries
- James Garner Avenue Extension
- New Indoor Aquatic Facility
- Westwood (Outdoor) Pool Reconstruction
- Westwood Tennis Center Renovation
- Reaves Park Baseball Complex Renovation
- Griffin Park Land Purchase
- Griffin Park Soccer Complex Reconstruction
- New Football and Softball Complex
- New Indoor Multi-Sport Facility
- Neighborhood Park/Trail Development
- Community Park Development
- Canadian River Trails Park Development
- Road and Infrastructure Improvements
- Senior Citizens Center

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

FYE 22 Budget

In FYE 22, \$11,859,984 in revenue is projected. Expenditures of \$23,001,611 are projected with the majority going towards the new Senior Citizens Center, the Griffin Park remodel, and the Ruby Grant Park development. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2022.

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 44,634,681	\$ 41,311,958	\$ 38,479,005	\$ 37,973,627	\$ 26,832,001	\$ 16,094,364	\$ 10,166,640	\$ 11,907,950
2								
3 Revenues:								
4 Sales Tax Revenue	9,408,304	9,803,557	9,698,664	9,892,637	10,090,490	10,292,300	10,498,146	10,708,109
5 Use Tax Revenue	1,117,033	1,076,444	1,507,133	1,552,347	1,598,917	1,646,885	1,696,291	1,747,180
6 Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7 Interest Income	742,012	-	-	-	-	-	-	-
8 Donations/Other	52,979	2,000,000	-	400,000	400,000	400,000	400,000	400,000
9								
10 Subtotal	\$ 11,320,328	\$ 12,895,001	\$ 11,220,797	\$ 11,859,984	\$ 12,104,407	\$ 12,354,185	\$ 12,609,437	\$ 12,870,289
11								
12 I/F Transf - Capital Fund - 2015 Bds	-	-	-	-	-	-	-	-
13 I/F Transf - Parkland Fund	150,000	-	-	-	-	-	-	-
14 I/F Transf - Water Fund	54,419	-	-	-	-	-	-	-
15 I/F Transf - General Fund	-	-	4,800,000	-	-	-	-	-
16 I/F Transf - UNP TIF Fund	-	-	2,700,000	-	-	-	-	-
17 Bond Proceeds - 2015 Bonds	-	-	-	-	-	-	-	-
18 Bond Proceeds - 2017 Bonds	-	-	-	-	-	-	-	-
19 Bond Proceeds - 2020 Bonds	-	-	22,250,000	-	-	-	-	-
20								
21 Subtotal	\$ 204,419	\$ -	\$ 29,750,000	\$ -	\$ -	\$ -	\$ -	\$ -
22								
23 Total Revenue	\$ 11,524,747	\$ 12,895,001	\$ 40,970,797	\$ 11,859,984	\$ 12,104,407	\$ 12,354,185	\$ 12,609,437	\$ 12,870,289
24								
25 Expenditures:								
26 Audit Adjustments/Encumbrances	369,252	-	-	-	-	-	-	-
27 Salary and Benefits	-	-	-	-	-	-	-	-
28 Supplies and Materials	-	-	-	-	-	-	-	-
29 Services and Maintenance	645,556	-	1,082,318	1,000,000	-	-	-	-
30 Capital Projects - Pay Go	4,415,751	5,887,462	19,379,208	9,030,000	3,604,326	1,020,000	730,000	-
31 Capital Projects - 2017 Bonds	7,951,762	2,651,599	15,943,106	-	-	-	-	-
32 Capital Projects - 2020 Bonds	-	22,878,401	-	5,000,000	10,000,000	7,250,000	-	-
33 Issue Costs	-	-	-	-	-	-	-	-
34 Debt Service - 2015 Bonds	2,609,396	3,157,548	3,157,548	3,097,948	4,003,348	5,250,613	5,986,289	6,189,326
35 Debt Service - 2017 Bonds	1,514,378	1,691,300	1,691,300	2,167,300	2,625,300	2,577,300	2,529,300	2,481,300
36 Debt Service - 2020 Bonds	-	2,800,000	-	2,321,535	2,210,501	1,770,998	1,194,391	978,061
37 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
38 I/F Transf - General Fund-East Library	139,328	75,000	75,000	75,000	75,000	75,000	75,000	75,000
39 I/F Transf - General Fund-Central Library	-	112,695	112,695	118,330	124,246	130,459	136,981	143,831
40 I/F Transf - General Fund-Ruby Grant Park	-	-	-	156,498	164,323	172,539	181,166	190,224
41 I/F Transf - Westwood Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
42								
43 Total Expenditures	\$ 17,680,423	\$ 39,289,005	\$ 41,476,175	\$ 23,001,611	\$ 22,842,044	\$ 18,281,909	\$ 10,868,127	\$ 10,092,742
44								
45 Net Difference	\$ (6,155,676)	\$ (26,394,004)	\$ (505,378)	\$ (11,141,626)	\$ (10,737,637)	\$ (5,927,724)	\$ 1,741,310	\$ 2,777,547
46								
47 Ending Fund Balance	\$ 38,479,005	\$ 14,917,954	\$ 37,973,627	\$ 26,832,001	\$ 16,094,364	\$ 10,166,640	\$ 11,907,950	\$ 14,685,497
48								
49 Reserves:								
50 General Contingency	658,581	686,249	678,906	692,485	706,334	720,461	734,870	749,568
51 Reserve for Bond Proceeds - 2017 Bonds	15,943,106	-	-	-	-	-	-	-
52 Reserve for Bond Proceeds - 2020 Bonds	-	36,890,000	22,250,000	17,250,000	7,250,000	-	-	-
53 Available for Pay-Go Projects	21,877,318	(22,658,295)	15,044,721	8,889,516	8,138,030	9,446,179	11,173,080	13,935,929
54								
58 Total Reserves	\$ 38,479,005	\$ 14,917,954	\$ 37,973,627	\$ 26,832,001	\$ 16,094,364	\$ 10,166,640	\$ 11,907,950	\$ 14,685,497

**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 57 neighborhood parks.

FYE 22 Budget

There are revenues of \$95,000 estimated in FYE 22, which include fees of \$85,000.

There is a fund balance of \$643,042 projected at the end of FYE 22 that may be utilized for the purposes discussed in the Park Land Ordinance.

No park Capital Projects in FYE 22 are scheduled at this time.

**CITY OF NORMAN**

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 951,962	\$ 767,772	\$ 868,999	\$ 828,042	\$ 643,042	\$ 738,042	\$ 833,042	\$ 928,042
2								
3 Revenues								
4 Interest/Investment Income	\$ 24,171	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 Community Park Fees	36,600	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6 Neighborhood Park Fees	20,325	35,000	35,000	35,000	35,000	35,000	35,000	35,000
7 In-Lieu of/Other	15,240	-	-	-	-	-	-	-
8 IF Transfer - Capital	-	-	-	-	-	-	-	-
9								
10 Total Revenue	\$ 96,336	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
11								
12 Expenditures								
13 Community Park Projects	\$ -	\$ -	\$ 68,509	\$ -	\$ -	\$ -	\$ -	\$ -
14 Neighborhood Park Projects	21,413	-	67,448	280,000	-	-	-	-
15 Parkland acquisition	-	-	-	-	-	-	-	-
16 IF Transf - Norman Forward	150,000	-	-	-	-	-	-	-
17 IF Transf - Room Tax	-	-	-	-	-	-	-	-
18 IF Transf - Capital	-	-	-	-	-	-	-	-
19 IF Transf - GF	-	-	-	-	-	-	-	-
20 Services & maintenance	-	-	-	-	-	-	-	-
21 Audit Accruals/Adjustments	7,886	-	-	-	-	-	-	-
22								
23 Total Expenditures	\$ 179,299	\$ -	\$ 135,957	\$ 280,000	\$ -	\$ -	\$ -	\$ -
24								
25 Net Difference	\$ (82,963)	\$ 95,000	\$ (40,957)	\$ (185,000)	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
26								
27 Ending Fund Balance	\$ 868,999	\$ 862,772	\$ 828,042	\$ 643,042	\$ 738,042	\$ 833,042	\$ 928,042	\$ 1,023,042
28								
29 Reserves								
30 Reserve for Community Parks	\$ 245,845	\$ 240,736	\$ 227,336	\$ 277,336	\$ 327,336	\$ 377,336	\$ 427,336	\$ 477,336
31 Reserve for Neighborhood Parks	1,362,210	1,372,617	1,329,762	1,084,762	1,119,762	1,154,762	1,189,762	1,224,762
32 Reserve for Park Land	(739,056)	(750,581)	(729,056)	(719,056)	(709,056)	(699,056)	(689,056)	(679,056)
33								
34 Total Reserves	\$ 868,999	\$ 862,772	\$ 828,042	\$ 643,042	\$ 738,042	\$ 833,042	\$ 928,042	\$ 1,023,042

**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 22 Budget

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID collects assessments from property owners in the UNP development, which are matched by City TIF funds, together totaling \$200,000 per year. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The first entryway sign project was completed in FYE 2018. The FYE 2022 budget includes \$200,000 from BID assessments and \$150,181 in City TIF funds for these maintenance expenses.

Beginning in Fiscal Year 2020, sales taxes earned in the UNP TIF District will no longer be apportioned to the UNP TIF fund. No property tax revenues are projected to be apportioned to the UNP TIF Fund in FYE 2022. Council passed an Ordinance and other actions (Ordinance O-1920-24; accompanied by Contract K-1920-82 and Resolution 1920-63) to amend the UNP TIF Project Plan to enact the end of this sales tax apportionment and deposit the full sales tax collections into the General Fund and Capital Fund.



## CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 13,993,421	\$ 11,164,331	\$ 17,728,184	\$ 8,445,042	\$ 8,518,861	\$ 8,588,175	\$ 8,652,848	\$ 8,712,741
2								
3 Revenues								
4 Sales Tax	\$ 2,255,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sales Tax - Economic Dev	451,075	-	-	-	-	-	-	-
6 Interest Income	130,046	48,000	48,000	24,000	24,000	24,000	24,000	24,000
7 Property Tax	2,100,339	-	-	-	-	-	-	-
8 Bond Proceeds	-	-	-	-	-	-	-	-
9 Loan Proceeds	-	-	-	-	-	-	-	-
10 Misc Income	55,412	-	-	-	-	-	-	-
11 BID Assessment Receipts	94,588	175,000	175,000	200,000	200,000	200,000	200,000	200,000
12								
13 Subtotal	\$ 5,086,836	\$ 223,000	\$ 223,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000
14								
15 I/F Transf - Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 I/F Transf - Debt Service	-	-	-	-	-	-	-	-
17								
18 Total Revenue	\$ 5,086,836	\$ 223,000	\$ 223,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000
19								
20 Expenditures								
21 Services /Maintenance	\$ 73,669	\$ 11,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 Administration	-	-	-	-	-	-	-	-
23 BID Expenses	132,164	137,270	248,596	150,181	154,686	159,327	164,107	169,030
24 Capital Equipment	-	-	-	-	-	-	-	-
25 Capital Projects	309,969	-	6,557,546	-	-	-	-	-
26 Debt Service	-	-	-	-	-	-	-	-
27 Audit adjustments	(564,550)	-	-	-	-	-	-	-
28 I/F Transf - General Fund	1,074,010	-	-	-	-	-	-	-
29 I/F Transf - Capital Fund	326,811	-	-	-	-	-	-	-
30 I/F Transf - Norman Forward Fund			2,700,000					
31								
32 Total Expenditures	\$ 1,352,073	\$ 148,755	\$ 9,506,142	\$ 150,181	\$ 154,686	\$ 159,327	\$ 164,107	\$ 169,030
33								
34 Net Difference	\$ 3,734,763	\$ 74,245	\$ (9,283,142)	\$ 73,819	\$ 69,314	\$ 64,673	\$ 59,893	\$ 54,970
35								
36 Ending Fund Balance	\$ 17,728,184	\$ 11,238,576	\$ 8,445,042	\$ 8,518,861	\$ 8,588,175	\$ 8,652,848	\$ 8,712,741	\$ 8,767,711
37								
38 Reserves								
39 Reserved for BID	\$ 496,081	\$ 442,378	\$ 447,485	\$ 497,304	\$ 542,618	\$ 583,291	\$ 619,184	\$ 650,154
40 Available for Debt Repayment	-	-	-	-	-	-	-	-
41 Unreserved	17,232,103	10,796,198	7,997,557	8,021,557	8,045,557	8,069,557	8,093,557	8,117,557
42								
43 Total Reserves	\$ 17,728,184	\$ 11,238,576	\$ 8,445,042	\$ 8,518,861	\$ 8,588,175	\$ 8,652,848	\$ 8,712,741	\$ 8,767,711
44								
45 Outstanding Debt		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**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, 2020, including debt to be paid by City-operated enterprises.

<b>General Government Debt</b>	<b>Final Maturity</b>	<b>Outstanding Balance</b>	<b>Interest Rate</b>
Combined Purpose Bonds of 2012D	Dec. 1, 2032	13,720,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	17,785,000	0.5% - 4%
Combined Purpose Bonds of 2016A	July 1, 2027	4,700,000	4.0% -5.0%
Combined Purpose Bonds of 2019A	June 1, 2022	10,000,000	2.5%
Combined Purpose Bonds of 2019B	June 1, 2039	<u>20,000,000</u>	2.0% - 3.0%
Total		\$ 66,205,000	

**CITY OF NORMAN**

<b>Enterprise Fund Debt</b>	<b>Maturity</b>	<b>Outstanding Balance</b>	<b>Interest Rate</b>
NMA Sales Tax Revenue Note, Series 2017B	Dec. 1, 2022	3,195,000	2.16%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	375,000	3.5% - 6.125%
Clean Water OWRB SRF Note	March 15, 2031	3,404,543	2.91%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	26,138,380	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	8,925,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	15,270,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	39,260,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	7,160,000	2.23%
NMA Sales Tax Revenue Note, Series 2017	July 1, 2030	28,950,000	3%
Drinking Water OWRB SRF Note	Oct. 1, 2039	26,454,393	2.82%
Drinking Water OWRB Note	Oct. 1, 2038	11,700,000	3.2% - 5.2%
Total		<u>\$170,832,316</u>	

**Grand Total**

**\$237,037,316**

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

**THE CITY OF NORMAN**

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

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE	DEBT SERVICE REQUIREMENT			(3) COVERAGE RATIO
				PRINCIPAL	INTEREST	TOTAL	
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98
2015	32,212	14,381	17,831	4,447	2,544	6,991	2.55
2016	37,308	11,657	25,651	6,508	1,287	7,795	3.29
2017	33,834	18,055	15,779	5,943	1,053	6,996	2.26
2018	34,050	17,747	16,303	5,508	1,262	6,770	2.41
2019	35,355	6,402	28,953	5,631	2,156	7,787	3.72
2020	35,946	18,177	17,769	7,296	2,389	9,685	1.83

(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, 2020 Comprehensive Annual Financial Report, p. 129

## 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, 2020 (in thousands)

Assessed Valuation:		
Net Assessed Value		\$1,073,220
Section 26 limitation:		
10% of net assessed value	\$ 107,322	
Section 27 limitation:		
30% of net assessed value		\$321,966
Debt applicable to limitation:		
Total general bonded debt	\$ 66,205	
Less amount available for payment	<u>(7,201)</u>	
Total debt applicable to limitation	<u>\$ 59,004</u>	
Legal debt margin		\$262,962

Source: City of Norman, 2020 Comprehensive Annual Financial Report, p. 128

### FYE 22 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**

	A	B	C	E	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 2,662,622	\$ 4,149,768	\$ 7,158,368	\$ 5,581,370	\$ 6,765,533	\$ 7,471,097	\$ 8,163,350	\$ 8,842,293
2								
3 Revenues:								
4 Property Tax	\$ 9,841,604	\$ 12,342,618	\$ 9,867,400	\$ 12,750,792	\$ 7,486,198	\$ 7,339,787	\$ 7,193,377	\$ 7,034,188
5 Interest/Investment Income	102,531	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	-	-	-	-	-	-	-	-
7								
8 Subtotal	\$ 9,944,135	\$ 12,367,618	\$ 9,892,400	\$ 12,775,792	\$ 7,511,198	\$ 7,364,787	\$ 7,218,377	\$ 7,059,188
9 IF Transf - 92 & 95 Bonds	-	-	-	-	-	-	-	-
10 IF Transf - GF	-	-	-	-	-	-	-	-
11								
12 Total Revenue	\$ 9,944,135	\$ 12,367,618	\$ 9,892,400	\$ 12,775,792	\$ 7,511,198	\$ 7,364,787	\$ 7,218,377	\$ 7,059,188
13								
14 Expenditures								
15 Principal Payments	\$ 3,025,000	\$ 9,080,000	\$ 9,080,000	\$ 9,085,000	\$ 4,675,000	\$ 4,675,000	\$ 4,675,000	\$ 4,675,000
16 Interest Payments	1,980,295	1,884,398	1,884,398	2,001,629	1,625,634	1,492,534	1,359,434	1,214,716
17 Agents Fees	1,150	5,000	5,000	5,000	5,000	5,000	5,000	5,000
18 Assessment District-HP	-	-	-	-	-	-	-	-
19 Audit Accruals/Adjustments	31,261	-	-	-	-	-	-	-
20								
21 Subtotal	\$ 5,037,706	\$ 10,969,398	\$ 10,969,398	\$ 11,091,629	\$ 6,305,634	\$ 6,172,534	\$ 6,039,434	\$ 5,894,716
22 IF Transf - Insurance	410,683	500,000	500,000	500,000	500,000	500,000	500,000	500,000
23 IF Transf - UNP TIF	-	-	-	-	-	-	-	-
24								
25 Total Expenditures	\$ 5,448,389	\$ 11,469,398	\$ 11,469,398	\$ 11,591,629	\$ 6,805,634	\$ 6,672,534	\$ 6,539,434	\$ 6,394,716
26								
27 Net Difference	\$ 4,495,746	\$ 898,220	\$ (1,576,998)	\$ 1,184,163	\$ 705,564	\$ 692,253	\$ 678,943	\$ 664,472
28								
29 Ending Fund Balance	\$ 7,158,368	\$ 5,047,988	\$ 5,581,370	\$ 6,765,533	\$ 7,471,097	\$ 8,163,350	\$ 8,842,293	\$ 9,506,765
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 22 Budget

The FYE 22 Budget shows a beginning fund balance of \$763,236. No expenditures are projected to be made for FYE 22 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2022-2026 discusses any planned recoupment projects in detail.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 20 ACTUAL	FYE 21 BUDGET	FYE 21 ESTIMATED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED
1 Beginning Fund Balance	\$ 748,972	\$ 748,972	\$ 763,236	\$ 763,236	\$ 763,236	\$ 763,236	\$ 763,236	\$ 763,236
2								
3 Revenues								
4 Reimbursements/Interest	\$ 21,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 21,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8								
9 Expenditures								
10 Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Audit Adjustments	6,866	-	-	-	-	-	-	-
12								
13 Total Expenditures	\$ 6,866	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14								
15 Net Difference	\$ 14,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 763,236	\$ 748,972	\$ 763,236	\$ 763,236	\$ 763,236	\$ 763,236	\$ 763,236	\$ 763,236



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

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of April 1, 2021, the Plan included 6 retirees and other beneficiaries.

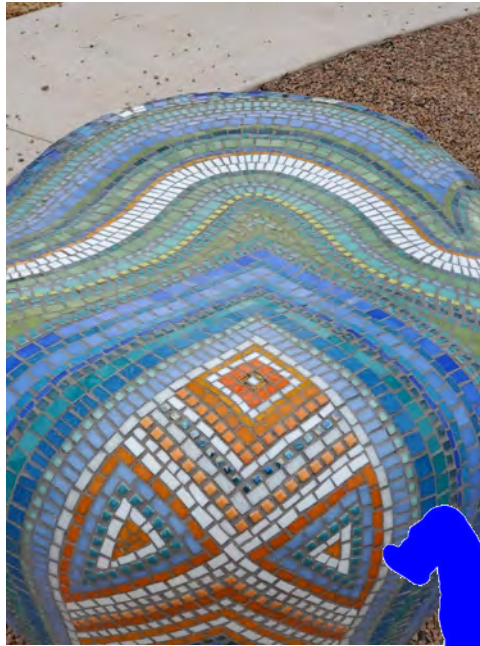
Oklahoma Firefighters Pension and Retirement System

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:

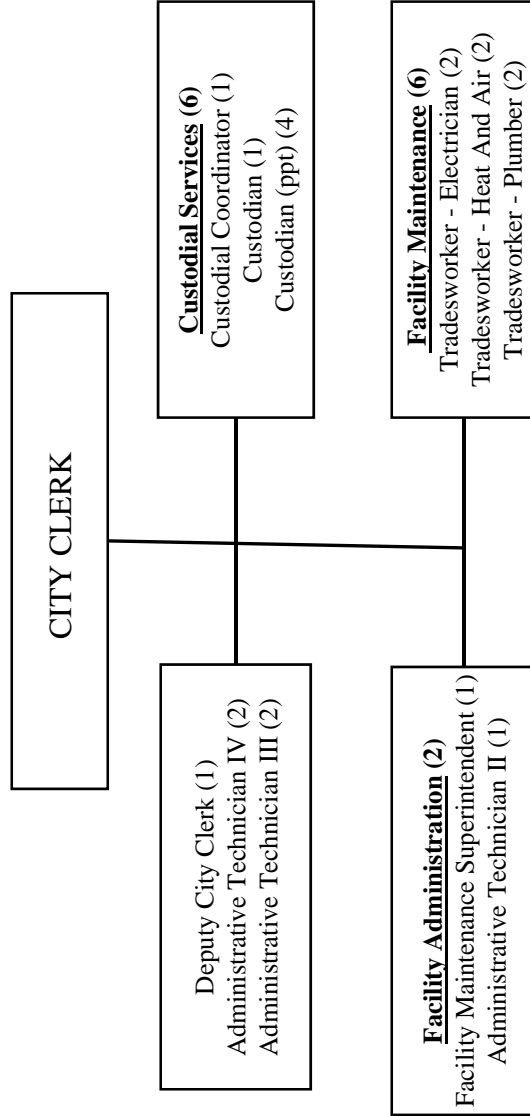
	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	611	604	604	604	610
Part-time Positions	19	19	19	19	19
Total Budgeted Positions	630	623	623	623	629

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 57,348,953	\$ 58,847,851	\$ 58,925,386	\$ 58,925,386	\$ 61,193,171
Supplies & Materials	\$ 4,972,509	\$ 6,270,129	\$ 6,417,728	\$ 6,417,728	\$ 5,950,091
Services & Maintenance	\$ 9,393,952	\$ 11,198,139	\$ 15,321,687	\$ 15,321,687	\$ 11,510,904
Internal Services	\$ 2,456,038	\$ 2,873,510	\$ 2,876,125	\$ 2,876,125	\$ 3,443,801
Capital Equipment	\$ 3,658,505	\$ 3,530,196	\$ 3,539,696	\$ 3,539,696	\$ 3,769,409
Subtotal	\$ 77,829,957	\$ 82,719,825	\$ 87,080,622	\$ 87,080,622	\$ 85,867,376
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 7,018,591	\$ 2,468,616	\$ 8,478,616	\$ 8,478,616	\$ 2,031,056
Audit Adjust/Encumbrances	\$ 18,337	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 7,036,928	\$ 2,468,616	\$ 8,478,616	\$ 8,478,616	\$ 2,031,056
Fund Total	\$ 84,871,085	\$ 85,188,441	\$ 95,559,238	\$ 95,559,238	\$ 87,898,432

# OFFICE OF THE CITY CLERK

20 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	15	15	15	15	16
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	19	19	19	19	20

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,155,026	\$ 1,273,974	\$ 1,273,974	\$ 1,273,974	\$ 1,329,773
Supplies & Materials	\$ 117,881	\$ 127,410	\$ 127,410	\$ 127,410	\$ 136,706
Services & Maintenance	\$ 180,641	\$ 278,637	\$ 278,637	\$ 278,637	\$ 315,525
Internal Services	\$ 29,698	\$ 33,625	\$ 33,625	\$ 33,625	\$ 36,840
Capital Equipment	\$ 71,372	\$ 12,400	\$ 12,400	\$ 12,400	\$ 45,200
Subtotal	<u>\$ 1,554,618</u>	<u>\$ 1,726,046</u>	<u>\$ 1,726,046</u>	<u>\$ 1,726,046</u>	<u>\$ 1,864,044</u>
Department Total	<u>\$ 1,554,618</u>	<u>\$ 1,726,046</u>	<u>\$ 1,726,046</u>	<u>\$ 1,726,046</u>	<u>\$ 1,864,044</u>



# DIVISION SUMMARY

10120420 CITY CLERK

## MISSION:

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

## DESCRIPTION:

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	6	6	6	6	6

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 474,122	\$ 518,771	\$ 518,771	\$ 518,771	\$ 513,264
Supplies & Materials	\$ 7,622	\$ 5,528	\$ 5,528	\$ 5,528	\$ 5,528
Services & Maintenance	\$ 60,695	\$ 112,750	\$ 112,750	\$ 112,750	\$ 82,644
Internal Services	\$ 17,195	\$ 17,378	\$ 17,378	\$ 17,378	\$ 20,461
Capital Equipment	\$ 8,635	\$ 10,600	\$ 10,600	\$ 10,600	\$ -
Subtotal	<u>\$ 568,269</u>	<u>\$ 665,027</u>	<u>\$ 665,027</u>	<u>\$ 665,027</u>	<u>\$ 621,897</u>
Division Total	<u>\$ 568,269</u>	<u>\$ 665,027</u>	<u>\$ 665,027</u>	<u>\$ 665,027</u>	<u>\$ 621,897</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CITY CLERK

### GOALS:

To enhance customer service by:

- Providing error free City Council agendas and minutes in a timely manner
- Increase the number of documents provided electronically
- Program City meetings for rebroadcast, special announcements, and meeting notices on the cable access channels
- Responding to citizens requests through the Action Center

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	85%	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%	100%	95%	100%
Percentage of Council items indexed and distributed within 3 days of Council action	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	95%	95%	95%	80%	85%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98% #	98%

# DIVISION SUMMARY

## 10120430 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 87,458	\$ 88,326	\$ 88,326	\$ 88,326	\$ 91,531
Supplies & Materials	\$ 782	\$ 11,566	\$ 11,566	\$ 11,566	\$ 11,362
Services & Maintenance	\$ 29,102	\$ 32,698	\$ 18,023	\$ 18,023	\$ 15,917
Internal Services	\$ 2,039	\$ 2,867	\$ 2,867	\$ 2,867	\$ 2,845
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 119,381</u>	<u>\$ 135,457</u>	<u>\$ 120,782</u>	<u>\$ 120,782</u>	<u>\$ 121,655</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 119,381</u></u>	<u><u>\$ 135,457</u></u>	<u><u>\$ 120,782</u></u>	<u><u>\$ 120,782</u></u>	<u><u>\$ 121,655</u></u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **FACILITY MAINTENANCE ADMINISTRATION**

---

### **GOALS:**

- Implement a 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 verses temporary repairs.
  - Incorporate sustainable energy and equipment practices.
  - Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
  - Provide enough resources to the division to accomplish the mission.
- 

### **OBJECTIVES:**

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

### **PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Response time to emergency repair measured in less than 4 hours	90%	95%	95%	100%	95%
Percentage of repeat calls for same problem	10%	10%	10%	25%	10%

# DIVISION SUMMARY

## 10120131 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	6	6	6	6	6

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 174,831	\$ 207,043	\$ 207,043	\$ 207,043	\$ 190,056
Supplies & Materials	\$ 44,057	\$ 43,434	\$ 43,434	\$ 43,434	\$ 43,529
Services & Maintenance	\$ 337	\$ 400	\$ 400	\$ 400	\$ 400
Internal Services	\$ 1,759	\$ 3,536	\$ 3,536	\$ 3,536	\$ 3,528
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 220,984</u>	<u>\$ 254,413</u>	<u>\$ 254,413</u>	<u>\$ 254,413</u>	<u>\$ 237,513</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 220,984</u></u>	<u><u>\$ 254,413</u></u>	<u><u>\$ 254,413</u></u>	<u><u>\$ 254,413</u></u>	<u><u>\$ 237,513</u></u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **FACILITY CUSTODIAL SERVICES**

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### **GOALS:**

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

### **OBJECTIVES:**

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

### **PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of time products are available	100%	100%	100%	95%	95%
Number of work orders processed for daytime activities	1,125	840	800	800	850

# DIVISION SUMMARY

## 10120132 FACILITY MAINTENANCE

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**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:**

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

**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	5	5	5	5	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	5	5	5	5	6

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**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 418,615	\$ 459,834	\$ 459,834	\$ 459,834	\$ 534,922
Supplies & Materials	\$ 65,420	\$ 66,882	\$ 66,882	\$ 66,882	\$ 76,287
Services & Maintenance	\$ 44,812	\$ 50,674	\$ 65,349	\$ 65,349	\$ 134,449
Internal Services	\$ 8,705	\$ 9,844	\$ 9,844	\$ 9,844	\$ 10,006
Capital Equipment	\$ 62,737	\$ 1,800	\$ 1,800	\$ 1,800	\$ 45,200
Subtotal	<u>\$ 600,289</u>	<u>\$ 589,034</u>	<u>\$ 603,709</u>	<u>\$ 603,709</u>	<u>\$ 800,864</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 600,289</u>	<u>\$ 589,034</u>	<u>\$ 603,709</u>	<u>\$ 603,709</u>	<u>\$ 800,864</u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **FACILITY MAINTENANCE**

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### **GOALS:**

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

### **OBJECTIVES:**

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

### **PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total Work orders requested	3,245	3,561	3,210	3,250	3,400
HVAC work orders requested	406	587	700	1,500	1,600
Electrical work orders requested	718	1,148	625	1,100	1,500
Plumbing work orders requested	880	608	625	600	650

# DIVISION SUMMARY

## 10120195 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 45,695	\$ 82,115	\$ 82,115	\$ 82,115	\$ 82,115
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 45,695	\$ 82,115	\$ 82,115	\$ 82,115	\$ 82,115
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 45,695	\$ 82,115	\$ 82,115	\$ 82,115	\$ 82,115

# DEPARTMENT SUMMARY

## TOTAL CITY COUNCIL

### MISSION:

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

### DESCRIPTION:

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

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 11,393	\$ 11,627	\$ 22,627	\$ 22,627	\$ 12,627
Supplies & Materials	\$ 7,525	\$ 11,255	\$ 10,255	\$ 10,255	\$ 15,925
Services & Maintenance	\$ 615,050	\$ 1,449,203	\$ 673,683	\$ 673,683	\$ 1,536,082
Internal Services	\$ 32,978	\$ 30,093	\$ 30,093	\$ 30,093	\$ 24,779
Capital Equipment	\$ -	\$ 4,800	\$ 4,800	\$ 4,800	\$ -
Subtotal	\$ 666,946	\$ 1,506,978	\$ 741,458	\$ 741,458	\$ 1,589,413
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 666,946	\$ 1,506,978	\$ 741,458	\$ 741,458	\$ 1,589,413

# DIVISION SUMMARY

## 10110101 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 2022 General Fund allocation to the City Council includes funding in the amount of \$652,631 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Norman Economic Development Coalition (NEDC) - \$125,000

Center for Children and Families, Inc. (CCFI) - \$120,000

Kiwanis Kruiser - \$14,500

Performing Arts Studio - \$5,600

Veterans Day Parade - \$531

Association of Central Oklahoma Governments (ACOG) – Membership - \$67,000

Oklahoma Municipal League (OML) – Membership - \$65,000

Oklahoma Municipal Management Services – Membership - \$5,000

Social and Voluntary Services Commission - \$250,000

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	0	0	0	0

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 11,393	\$ 11,627	\$ 11,627	\$ 11,627	\$ 11,627
Supplies & Materials	\$ 7,525	\$ 10,255	\$ 10,255	\$ 10,255	\$ 15,925
Services & Maintenance	\$ 438,813	\$ 1,274,203	\$ 498,683	\$ 498,683	\$ 1,286,082
Internal Services	\$ 32,978	\$ 30,093	\$ 30,093	\$ 30,093	\$ 24,779
Capital Equipment	\$ -	\$ 4,800	\$ 4,800	\$ 4,800	\$ -
Subtotal	\$ 490,709	\$ 1,330,978	\$ 555,458	\$ 555,458	\$ 1,338,413
Division Total	\$ 490,709	\$ 1,330,978	\$ 555,458	\$ 555,458	\$ 1,338,413

\*FYE 22 includes a 1% Emergency Reserve of \$825,040 and FYE 21 included a 1% Emergency Reserve of \$813,820.

# DIVISION SUMMARY

## 10110198 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 1,000
Supplies & Materials	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 11,000</u>	<u>\$ 11,000</u>	<u>\$ 1,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 11,000</u>	<u>\$ 11,000</u>	<u>\$ 1,000</u>

# DIVISION SUMMARY

## 10110187 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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

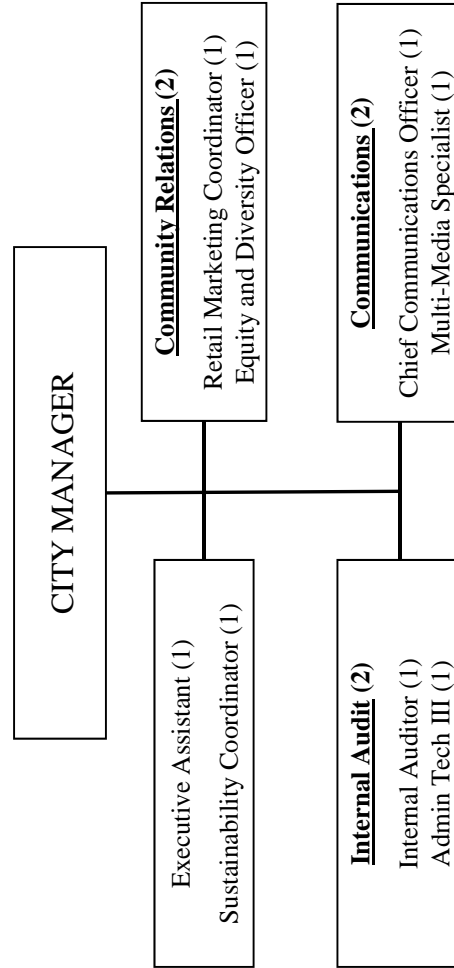
### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 176,237	\$ 175,000	\$ 175,000	\$ 175,000	\$ 250,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 176,237</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 175,000</u>	<u>\$ 250,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 176,237</u></u>	<u><u>\$ 175,000</u></u>	<u><u>\$ 175,000</u></u>	<u><u>\$ 175,000</u></u>	<u><u>\$ 250,000</u></u>



# OFFICE OF THE CITY MANAGER

9 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	7	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	9	9	9	9

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 659,635	\$ 1,019,760	\$ 974,760	\$ 974,760	\$ 1,070,479
Supplies & Materials	\$ 12,921	\$ 12,817	\$ 15,476	\$ 15,476	\$ 17,817
Services & Maintenance	\$ 329,312	\$ 105,476	\$ 3,524,517	\$ 3,524,517	\$ 140,773
Internal Services	\$ 20,625	\$ 35,085	\$ 35,085	\$ 35,085	\$ 36,778
Capital Equipment	\$ 3,974	\$ 52,318	\$ 44,697	\$ 44,697	\$ 79,621
Subtotal	\$ 1,026,467	\$ 1,225,456	\$ 4,594,535	\$ 4,594,535	\$ 1,345,468
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,026,467	\$ 1,225,456	\$ 4,594,535	\$ 4,594,535	\$ 1,345,468

# DIVISION SUMMARY

## 10110110 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 336,686	\$ 417,377	\$ 417,377	\$ 417,377	\$ 451,426
Supplies & Materials	\$ 10,508	\$ 6,718	\$ 6,450	\$ 6,450	\$ 6,718
Services & Maintenance	\$ 55,050	\$ 20,999	\$ 528,767	\$ 528,767	\$ 20,296
Internal Services	\$ 20,089	\$ 34,464	\$ 34,464	\$ 34,464	\$ 36,208
Capital Equipment	\$ 81	\$ 41,718	\$ 30,957	\$ 30,957	\$ 79,621
Subtotal	<u>\$ 422,414</u>	<u>\$ 521,276</u>	<u>\$ 1,018,015</u>	<u>\$ 1,018,015</u>	<u>\$ 594,269</u>
				\$ -	
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				\$ -	
Division Total	<u>\$ 422,414</u>	<u>\$ 521,276</u>	<u>\$ 1,018,015</u>	<u>\$ 1,018,015</u>	<u>\$ 594,269</u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

CITY MANAGER

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## **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:**

- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Development of a new stand-alone Senior Center.
- Construction of the new Emergency Communication Center and construction of the new City-wide emergency radio communication system.
- Continue to work with intergovernmental stakeholders at the local and state level to prepare proposed rules, options and regulations for water re-use.
- Implementation of the street projects in east Norman funded by the \$17 million CDBG Disaster Recovery Grant.
- Administration of the 2021-2025 General Obligation Street Bond Package, upon voter approval.
- Continue discussions and implementation of Council goals and priorities, to include, but not limited to, homelessness, ambulance insurance, visitability ordinance, charter amendments, evaluations of all city fees, of-street parking requirements, green building, short-term rentals, e-scooters, carports in residential areas and restructuring boards, commissions and committees.
- Development of renewable/sustainable energy projects working towards Ready For 100.

# DIVISION SUMMARY

## 10110005 INTERNAL AUDIT

### MISSION:

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

### DESCRIPTION:

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

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	2	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 196,550
Supplies & Materials	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Services & Maintenance	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 8,800	\$ 8,800	\$ 8,800	\$ -
Subtotal	\$ -	\$ 235,000	\$ 235,000	\$ 235,000	\$ 197,750
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ -	\$ 235,000	\$ 235,000	\$ 235,000	\$ 197,750

# DIVISION SUMMARY

## 10110113 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 and their team establishes and maintains effective communications and community relations through media relations, public information activities, and community outreach.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 172,035	\$ 172,600	\$ 172,600	\$ 172,600	\$ 181,522
Supplies & Materials	\$ 1,357	\$ 4,210	\$ 5,987	\$ 5,987	\$ 9,210
Services & Maintenance	\$ 142,351	\$ 22,823	\$ 57,123	\$ 57,123	\$ 42,823
Internal Services	\$ 178	\$ 224	\$ 224	\$ 224	\$ 207
Capital Equipment	\$ 3,893	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 319,814	\$ 199,857	\$ 235,934	\$ 235,934	\$ 233,762
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 319,814	\$ 199,857	\$ 235,934	\$ 235,934	\$ 233,762

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## COMMUNICATIONS

### GOALS:

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

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Produce/send a weekly City Manager's report electronically to staff, elected officials, and local media	50	50	50	49	50
Report the number of press releases	101	101	150	170	150
Report the number of visits to the City of Norman website (total visits listed)	2,138,000	2,138,000	2,700,000	2,582,896	3,000,000
Report Norman News Members	918	1,241		1,800	3,000
Report Facebook followers	10,875	15,495	15,000	17,200	20,000
Report Twitter followers	5,066	6,338	7,000	7,000	9,000
Report video views on YouTube	36,946	91,143		100,000	200,000
Report YouTube subscribers	205	1,748		3,300	5,000
Produce short, public information videos	24	88	50	35	70
Election/ Awareness Campaign	1	2	1	2	2

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

# DIVISION SUMMARY

## 10110111 COMMUNITY RELATIONS

### MISSION:

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

### DESCRIPTION:

The Retail Marketing Coordinator is focused on increasing and improving retail development. The Diversity and Equity Officer develops and recommends Diversity & Equity-focused solutions to community problems for consideration by the Mayor and City Council.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 150,914	\$ 204,783	\$ 159,783	\$ 159,783	\$ 240,981
Supplies & Materials	\$ 1,056	\$ 1,489	\$ 2,639	\$ 2,639	\$ 1,489
Services & Maintenance	\$ 37,067	\$ 52,128	\$ 2,931,601	\$ 2,931,601	\$ 68,128
Internal Services	\$ 358	\$ 397	\$ 397	\$ 397	\$ 363
Capital Equipment	\$ -	\$ 1,800	\$ 4,940	\$ 4,940	\$ -
Subtotal	<u>\$ 189,395</u>	<u>\$ 260,597</u>	<u>\$ 3,099,360</u>	<u>\$ 3,099,360</u>	<u>\$ 310,961</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 189,395</u></u>	<u><u>\$ 260,597</u></u>	<u><u>\$ 3,099,360</u></u>	<u><u>\$ 3,099,360</u></u>	<u><u>\$ 310,961</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## COMMUNITY RELATIONS

### GOALS:

- Provide professional leadership for the City
- 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.
- Execute and develop Diversity & Equity policies and procedures
- Promote confidence in city government through citizen involvement and excellent customer service.
- Collaborate with community partners to work towards building economic resiliency following the COVID-19 pandemic.

### OBJECTIVES:

- Assist on additional projects as assigned such as E-scooters, Special Events, Norman Forward, etc.
- 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).
- Develop and recommend Diversity & Equity-focused solutions to community problems for consideration by the Mayor and City Council.
- Develop programs which engage the workforce to drive employee diversity & equity advancements.
- Maintain and publish up-to-date information on Norman's retail market, including inventory and classification of retail space, land use inventory, new commercial developments, databases and maps of existing businesses, demographics, etc.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
DestinationNorman.com website traffic (launched January 2015)	1537	1,398	1,000	1,250	750
LindseyStreetNorman.com website traffic (launched February 2015)	632	0	0*	0*	0*
Meetings with local business community & community partners	173	208	160	200	160
Local Outreach Events (presentations given & workshops hosted)	10	8	6	4	6
Regional/National Outreach Events	28	84	24	90	24
Count of Diversity & Equity Projects & Improvements	0	0	**	**	**
Execute Proclamations Awards through Human Rights Commission	0	0	**	**	**

Notes to Results Report: \* Once everything went virtual, the retail marketing coordinator attended many virtual sessions to stay informed regarding economic recovery efforts nationwide.

\*\* This is a new role to the City of Norman. Modifications are expected along the roll out of this role and functions.

# DIVISION SUMMARY

## 10110191 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Services & Maintenance	\$ -	\$ 3,526	\$ 6,026	\$ 6,026	\$ 3,526
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 3,726</u>	<u>\$ 6,226</u>	<u>\$ 6,226</u>	<u>\$ 3,726</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 3,726</u></u>	<u><u>\$ 6,226</u></u>	<u><u>\$ 6,226</u></u>	<u><u>\$ 3,726</u></u>

# DIVISION SUMMARY

## 10110193 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:**

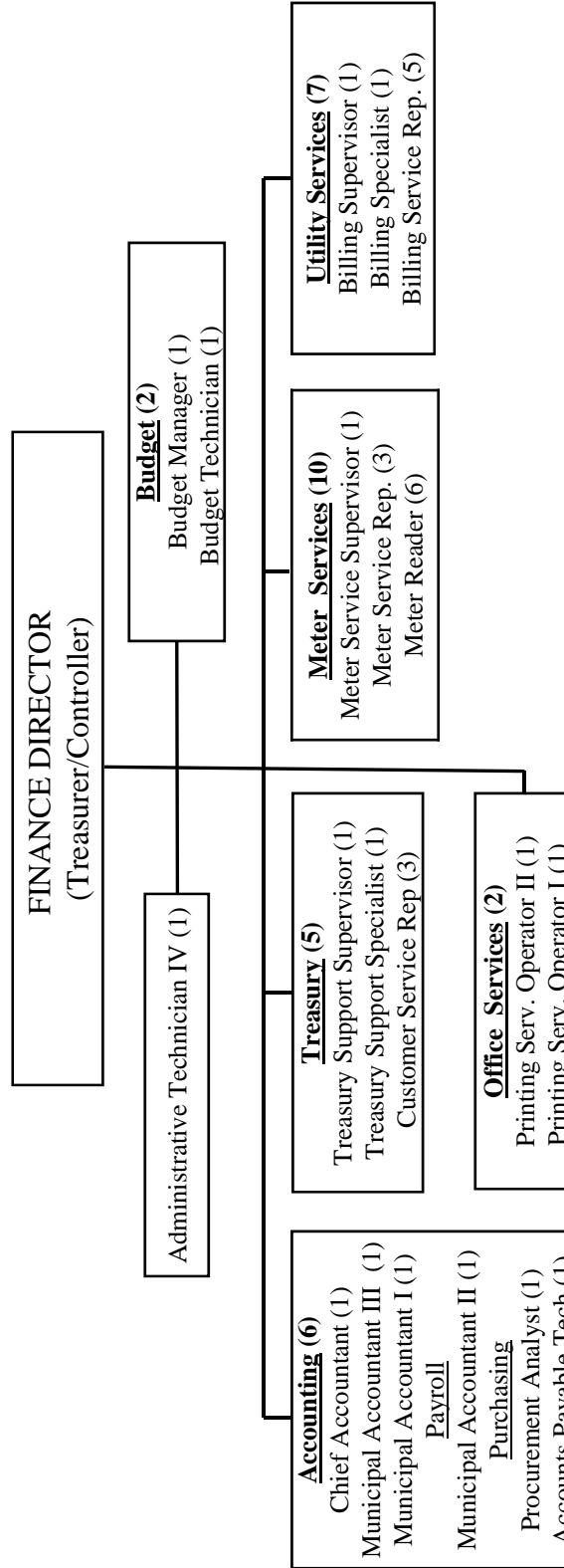
	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 94,844	\$ 5,000	\$ -	\$ -	\$ 5,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 94,844</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 94,844</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,000</u></u>

# FINANCE DEPARTMENT

34 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	34	34	34	34	34
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,288,286	\$ 2,338,792	\$ 2,338,792	\$ 2,338,792	\$ 2,437,401
Supplies & Materials	\$ 78,294	\$ 67,264	\$ 67,124	\$ 67,124	\$ 67,542
Services & Maintenance	\$ 1,018,619	\$ 999,539	\$ 997,064	\$ 997,064	\$ 1,014,294
Internal Services	\$ 197,561	\$ 210,366	\$ 212,981	\$ 212,981	\$ 253,312
Capital Equipment	\$ 20,333	\$ 15,400	\$ 36,925	\$ 36,925	\$ 18,000
Subtotal	<u>\$ 3,603,093</u>	<u>\$ 3,631,361</u>	<u>\$ 3,652,886</u>	<u>\$ 3,652,886</u>	<u>\$ 3,790,549</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 18,337	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 18,337</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 3,621,430</u>	<u>\$ 3,631,361</u>	<u>\$ 3,652,886</u>	<u>\$ 3,652,886</u>	<u>\$ 3,790,549</u>

# DIVISION SUMMARY

## 10330320 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 546,457	\$ 555,193	\$ 555,193	\$ 555,193	\$ 566,378
Supplies & Materials	\$ 3,737	\$ 4,397	\$ 4,397	\$ 4,397	\$ 4,397
Services & Maintenance	\$ 165,900	\$ 154,036	\$ 154,036	\$ 154,036	\$ 164,536
Internal Services	\$ 13,091	\$ 14,338	\$ 14,338	\$ 14,338	\$ 14,859
Capital Equipment	\$ 7,973	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 737,158	\$ 727,964	\$ 727,964	\$ 727,964	\$ 750,170
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 737,158	\$ 727,964	\$ 727,964	\$ 727,964	\$ 750,170

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<u><b>Accounting and Financial</b></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	27	27	28	28	29
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%

**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
<b><u>Payroll:</u></b>					
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%
<b><u>Purchasing:</u></b>					
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

## 10330301 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 244,661	\$ 245,921	\$ 245,921	\$ 245,921	\$ 251,614
Supplies & Materials	\$ 771	\$ 680	\$ 855	\$ 855	\$ 680
Services & Maintenance	\$ 12,874	\$ 22,033	\$ 19,858	\$ 19,858	\$ 20,572
Internal Services	\$ 65,204	\$ 67,211	\$ 67,211	\$ 67,211	\$ 91,461
Capital Equipment	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 323,510</u>	<u>\$ 337,645</u>	<u>\$ 335,645</u>	<u>\$ 335,645</u>	<u>\$ 364,327</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 323,510</u></u>	<u><u>\$ 337,645</u></u>	<u><u>\$ 335,645</u></u>	<u><u>\$ 335,645</u></u>	<u><u>\$ 364,327</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

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**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.

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**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.

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Achieve stated department-wide performance indicators	100%	100%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	100%	100%	100%	75%	100%

# DIVISION SUMMARY

10330130 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 137,483	\$ 177,471	\$ 177,471	\$ 177,471	\$ 186,279
Supplies & Materials	\$ 572	\$ 475	\$ 775	\$ 775	\$ 475
Services & Maintenance	\$ 7,167	\$ 6,610	\$ 6,310	\$ 6,310	\$ 6,610
Internal Services	\$ 11,535	\$ 11,022	\$ 11,022	\$ 11,022	\$ 11,005
Capital Equipment	\$ 3,332	\$ -	\$ -	\$ -	\$ 18,000
Subtotal	<u>\$ 160,089</u>	<u>\$ 195,578</u>	<u>\$ 195,578</u>	<u>\$ 195,578</u>	<u>\$ 222,369</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 160,089</u>	<u>\$ 195,578</u>	<u>\$ 195,578</u>	<u>\$ 195,578</u>	<u>\$ 222,369</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## BUDGET

### GOALS:

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

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of years GFOA Distinguished Presentation Award received since 1991	28	29	30	30	31
City Manager's proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	79 days	79 days	88 days	88 days	76 days
Number of Training Workshops conducted/ attended	1/3	1/1	1/2	1/1	1/2
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	99%	99%	100%	100%	100%
Actual revenues received vs. budget	+1.12%	-19.00%	n/a	+10.00%	n/a
Actual expenditures vs. budget	-59.3%	-39.70%	n/a	-49.18%	n/a

# DIVISION SUMMARY

## 10330123 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:

- 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 111,875	\$ 118,530	\$ 118,530	\$ 118,530	\$ 137,872
Supplies & Materials	\$ 20,409	\$ 24,276	\$ 24,276	\$ 24,276	\$ 24,276
Services & Maintenance	\$ 86,326	\$ 117,700	\$ 117,700	\$ 117,700	\$ 117,416
Internal Services	\$ 1,293	\$ 980	\$ 980	\$ 980	\$ 1,092
Capital Equipment	<u>\$ 1,671</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 221,574</u>	<u>\$ 261,486</u>	<u>\$ 261,486</u>	<u>\$ 261,486</u>	<u>\$ 280,656</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 221,574</u></u>	<u><u>\$ 261,486</u></u>	<u><u>\$ 261,486</u></u>	<u><u>\$ 261,486</u></u>	<u><u>\$ 280,656</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
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of equipment down time	>5%	>5%	10%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	100%	99%	99%	99%	99%
Reduce follow up time	10%	8%	7%	7%	7%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	95%	95%	95%	95%	95%
Reduce outside printing costs by specified percentage	>5%	>5%	10%	>5%	10%

# DIVISION SUMMARY

10330125 TREASURY

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## 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.

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## DESCRIPTION:

Processing and records all City revenues, which include utility deposits and payments, either manually or by importing files from the bank to our new system Advanced Utilities. 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, writing checks and reconciling the credit statements and activities. Responsibilities include processing and balancing Site Development, Inspection deposits, Oil and Gas Cash Bonds, Bulk Water deposits, and all the liability funds. Processing and reconciling 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 Paymentus (online utility payments made by customers), and maintains all credit card records for Municipal Court, Parks and Recreation, Westwood Golf, Planning/Development Service & the Transfer Station.

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## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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>

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## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 353,869	\$ 351,140	\$ 351,140	\$ 351,140	\$ 373,428
Supplies & Materials	\$ 2,288	\$ 4,675	\$ 4,675	\$ 4,675	\$ 4,675
Services & Maintenance	\$ 463,946	\$ 431,863	\$ 431,863	\$ 431,863	\$ 437,863
Internal Services	\$ 6,269	\$ 6,821	\$ 6,821	\$ 6,821	\$ 10,487
Capital Equipment	\$ -	\$ 9,300	\$ 9,300	\$ 9,300	\$ -
Subtotal	<u>\$ 826,372</u>	<u>\$ 803,799</u>	<u>\$ 803,799</u>	<u>\$ 803,799</u>	<u>\$ 826,453</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 826,372</u></u>	<u><u>\$ 803,799</u></u>	<u><u>\$ 803,799</u></u>	<u><u>\$ 803,799</u></u>	<u><u>\$ 826,453</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	20	80	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	24 hours	24 hours	24 hours



# DIVISION SUMMARY

## 10330122 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	17	17	17	17	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	17	17	17	17

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 893,941	\$ 890,537	\$ 890,537	\$ 890,537	\$ 921,830
Supplies & Materials	\$ 50,517	\$ 32,761	\$ 32,146	\$ 32,146	\$ 33,039
Services & Maintenance	\$ 282,406	\$ 267,297	\$ 267,297	\$ 267,297	\$ 267,297
Internal Services	\$ 100,169	\$ 109,994	\$ 112,609	\$ 112,609	\$ 124,408
Capital Equipment	\$ 7,357	\$ 4,300	\$ 25,825	\$ 25,825	\$ -
Subtotal	\$ 1,334,390	\$ 1,304,889	\$ 1,328,414	\$ 1,328,414	\$ 1,346,574
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,334,390	\$ 1,304,889	\$ 1,328,414	\$ 1,328,414	\$ 1,346,574

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## UTILITY SERVICES

### GOALS:

- Accommodate customers by providing billing options
- Complete 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
- Maintain meter boxes in order to accurately read meters
- Reduce errors and re-reads

### OBJECTIVES:

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

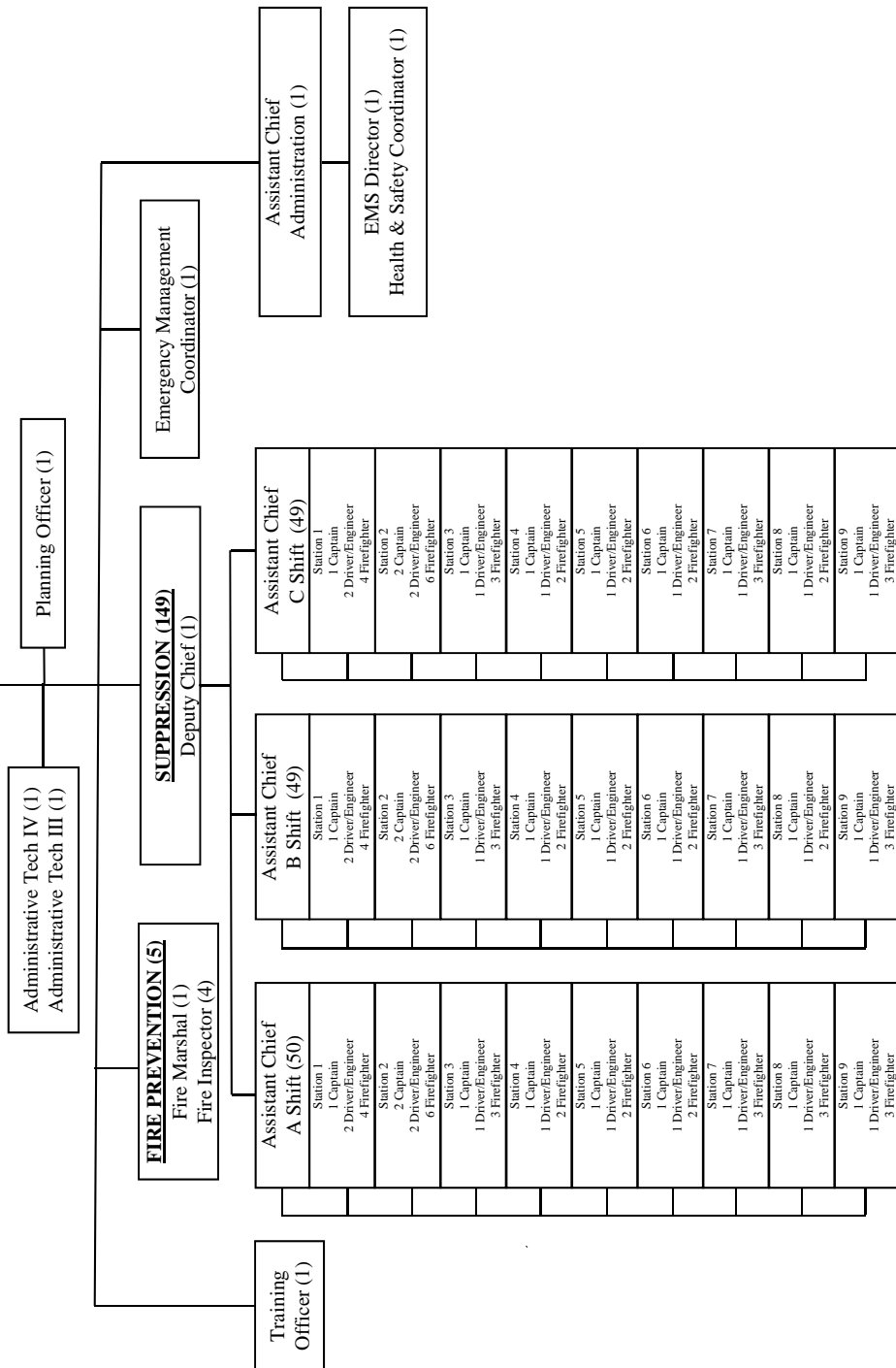
### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b><u>Customer Service/Billing:</u></b>					
Number of billings produced and mailed on time	508,381	515,270	512,000	514,000	515,000
Ratio of ACH billing customers to total	22%	20%	22%	22%	22%
Ratio of Electronic billing customers to total	11.74%	11.57%	10%	12%	13%
Percentage of utility accounts reviewed for conversion	10%	70%	10%	100%	n/a
Accounts <90 days turned over to collection agency	95%	100%	100%	95%	100%
<b><u>Meter Reading Services:</u></b>					
Percentage of routes read on time (every 28 to 31 days)	75%	75%	70%	70%	70%
Meter reading error rate	25%	25%	5%	30%	25%
Average number of meters read per month	38,488	n/a	39,800	n/a	n/a
Percentage actual cutoffs to total	16%	20%	19%	20%	21%

# FIRE DEPARTMENT

163 EMPLOYEES

## FIRE CHIEF



# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	134	133	133	133	133
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>134</u>	<u>133</u>	<u>133</u>	<u>133</u>	<u>133</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 15,023,339	\$ 15,117,699	\$ 15,117,699	\$ 15,117,699	\$ 16,172,391
Supplies & Materials	\$ 334,988	\$ 337,489	\$ 411,377	\$ 411,377	\$ 323,617
Services & Maintenance	\$ 441,531	\$ 444,447	\$ 444,447	\$ 444,447	\$ 433,237
Internal Services	\$ 275,094	\$ 378,453	\$ 378,453	\$ 378,453	\$ 549,902
Capital Equipment	\$ 475,900	\$ 295,590	\$ 295,590	\$ 295,590	\$ 151,245
Subtotal	<u>\$ 16,550,852</u>	<u>\$ 16,573,678</u>	<u>\$ 16,647,566</u>	<u>\$ 16,647,566</u>	<u>\$ 17,630,392</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 16,550,852</u>	<u>\$ 16,573,678</u>	<u>\$ 16,647,566</u>	<u>\$ 16,647,566</u>	<u>\$ 17,630,392</u>

# DIVISION SUMMARY

## 10664240 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	5	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 720,932	\$ 686,276	\$ 686,276	\$ 686,276	\$ 1,016,001
Supplies & Materials	\$ 8,581	\$ 9,110	\$ 9,110	\$ 9,110	\$ 9,883
Services & Maintenance	\$ 122,188	\$ 119,471	\$ 119,471	\$ 119,471	\$ 108,261
Internal Services	\$ 9,114	\$ 10,198	\$ 10,198	\$ 10,198	\$ 13,614
Capital Equipment	\$ 6,460	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 867,275</u>	<u>\$ 825,055</u>	<u>\$ 825,055</u>	<u>\$ 825,055</u>	<u>\$ 1,147,759</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 867,275</u></u>	<u><u>\$ 825,055</u></u>	<u><u>\$ 825,055</u></u>	<u><u>\$ 825,055</u></u>	<u><u>\$ 1,147,759</u></u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **ADMINISTRATION**

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### **GOALS:**

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

### **OBJECTIVES:**

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

### **PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Apparatus replacement overhaul	100%	100%	100%	100%	100%
Future growth and management	100%	100%	100%	100%	100%
CAD/RMS implementation and Improv.	100%	100%	100%	100%	100%

Notes to Results Report:

CAD/RMS – Computer Aided Dispatch/Records Management System

# DIVISION SUMMARY

10664144 EMERGENCY MANAGEMENT

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## MISSION:

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

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## 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.

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## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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

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## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 124,691	\$ 118,798	\$ 118,798	\$ 118,798	\$ 120,543
Supplies & Materials	\$ 47,516	\$ 57,372	\$ 131,260	\$ 131,260	\$ 56,359
Services & Maintenance	\$ 14,152	\$ 13,291	\$ 13,291	\$ 13,291	\$ 13,291
Internal Services	\$ 5,812	\$ 8,942	\$ 8,942	\$ 8,942	\$ 6,962
Capital Equipment	\$ 1,567	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 193,738</u>	<u>\$ 198,403</u>	<u>\$ 272,291</u>	<u>\$ 272,291</u>	<u>\$ 197,155</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 193,738</u></u>	<u><u>\$ 198,403</u></u>	<u><u>\$ 272,291</u></u>	<u><u>\$ 272,291</u></u>	<u><u>\$ 197,155</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## EMERGENCY MANAGEMENT

### GOALS:

- To maintain the Outdoor Warning System operational at 90% or greater
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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	0	0	1	0	1
Audible tone warning system tested	40	40	40	40	40
Training attended	6	4	6	3	6
Public awareness activities	2	2	4	2	4
Staff exercises	0	0	1	1	1



# DIVISION SUMMARY

## 10664142 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	6	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	5	5	5	5

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 751,322	\$ 663,622	\$ 663,622	\$ 663,622	\$ 680,957
Supplies & Materials	\$ 18,889	\$ 19,030	\$ 19,030	\$ 19,030	\$ 20,830
Services & Maintenance	\$ 10,148	\$ 12,065	\$ 12,065	\$ 12,065	\$ 12,065
Internal Services	\$ 14,868	\$ 17,829	\$ 17,829	\$ 17,829	\$ 25,684
Capital Equipment	\$ 58,029	\$ -	\$ -	\$ -	\$ 9,000
Subtotal	<u>\$ 853,256</u>	<u>\$ 712,546</u>	<u>\$ 712,546</u>	<u>\$ 712,546</u>	<u>\$ 748,536</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 853,256</u></u>	<u><u>\$ 712,546</u></u>	<u><u>\$ 712,546</u></u>	<u><u>\$ 712,546</u></u>	<u><u>\$ 748,536</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PREVENTION

### GOALS:

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

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Public education conducted	44	12	57	20	30
Personnel fully certified	4	5	3	4	4
Code Enforcement inspections	2,440	1,422	2,450	1,400	1,400
Plans reviewed	496		597		
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	100%	90%	90%	100%
Fire Investigations	116	201	120	230	250

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

# DIVISION SUMMARY

## 10664143 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	120	118	118	118	118
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	120	118	118	118	118

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 13,234,052	\$ 13,384,060	\$ 13,384,060	\$ 13,384,060	\$ 14,184,025
Supplies & Materials	\$ 251,090	\$ 240,085	\$ 240,085	\$ 240,085	\$ 228,015
Services & Maintenance	\$ 250,240	\$ 284,300	\$ 284,300	\$ 284,300	\$ 284,300
Internal Services	\$ 241,269	\$ 336,557	\$ 336,557	\$ 336,557	\$ 498,629
Capital Equipment	<u>\$ 408,247</u>	<u>\$ 232,236</u>	<u>\$ 232,236</u>	<u>\$ 232,236</u>	<u>\$ 142,245</u>
Subtotal	<u>\$ 14,384,898</u>	<u>\$ 14,477,238</u>	<u>\$ 14,477,238</u>	<u>\$ 14,477,238</u>	<u>\$ 15,337,214</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 14,384,898</u></u>	<u><u>\$ 14,477,238</u></u>	<u><u>\$ 14,477,238</u></u>	<u><u>\$ 14,477,238</u></u>	<u><u>\$ 15,337,214</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	269	307	300	325	325
Emergency medical calls answered	10,348	10,096	10,000	10,255	10,250
Average response time (urban area) (in minutes)	6.04	5.21	6	5.5	5.3
Fire loss per capita	\$35	\$50	\$35	\$35	\$35
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	90%	90%	90%	90%	90%

# DIVISION SUMMARY

10664141 TRAINING

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**MISSION:**

Develop and maintain a highly skilled workforce.

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**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.

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**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

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**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 192,342	\$ 264,943	\$ 264,943	\$ 264,943	\$ 170,865
Supplies & Materials	\$ 8,912	\$ 11,892	\$ 11,892	\$ 11,892	\$ 8,530
Services & Maintenance	\$ 44,803	\$ 15,320	\$ 15,320	\$ 15,320	\$ 15,320
Internal Services	\$ 4,031	\$ 4,927	\$ 4,927	\$ 4,927	\$ 5,013
Capital Equipment	\$ 1,597	\$ 63,354	\$ 63,354	\$ 63,354	\$ -
Subtotal	<u>\$ 251,685</u>	<u>\$ 360,436</u>	<u>\$ 360,436</u>	<u>\$ 360,436</u>	<u>\$ 199,728</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 251,685</u>	<u>\$ 360,436</u>	<u>\$ 360,436</u>	<u>\$ 360,436</u>	<u>\$ 199,728</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
- Get monthly training distributed to the department
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total staff hours in internal training programs	37,830	39,212	30,000	26,730	30,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	120	25	120	25	100
Total EMT members	103	95	100	104	110
Total A-EMT members	17	19	23	27	30
Total Paramedic members	19	20	20	22	26

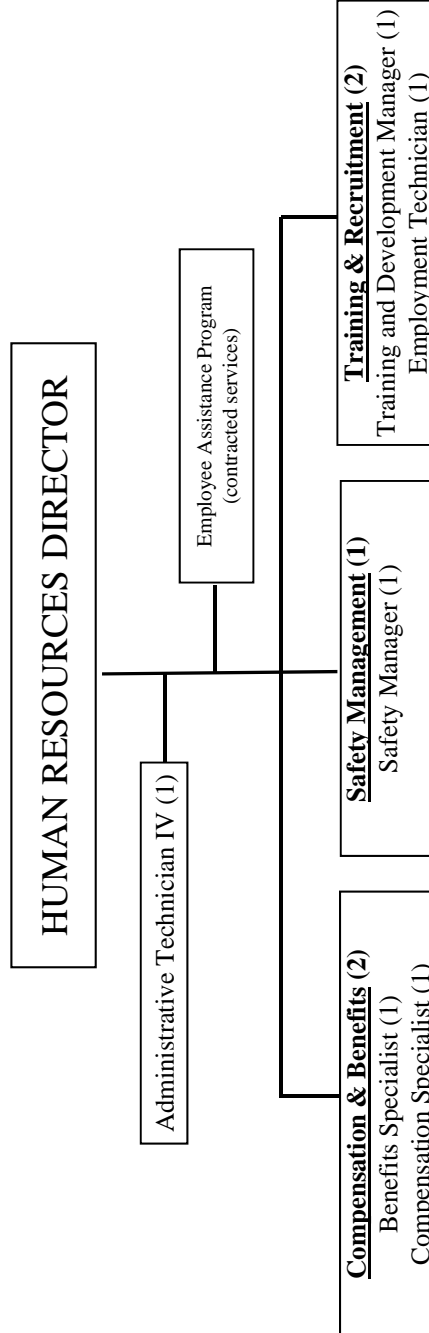
Notes to Results Report:

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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 634,766	\$ 640,676	\$ 640,676	\$ 640,676	\$ 662,036
Supplies & Materials	\$ 48,889	\$ 27,772	\$ 45,472	\$ 45,472	\$ 28,047
Services & Maintenance	\$ 293,429	\$ 282,651	\$ 264,951	\$ 264,951	\$ 281,496
Internal Services	\$ 92,946	\$ 47,134	\$ 47,134	\$ 47,134	\$ 53,604
Capital Equipment	\$ 9,813	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	\$ 1,079,843	\$ 1,000,033	\$ 1,000,033	\$ 1,000,033	\$ 1,025,183
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,079,843	\$ 1,000,033	\$ 1,000,033	\$ 1,000,033	\$ 1,025,183



# DIVISION SUMMARY

## 10131530 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 553,143	\$ 558,623	\$ 558,623	\$ 558,623	\$ 578,623
Supplies & Materials	\$ 23,044	\$ 18,600	\$ 23,100	\$ 23,100	\$ 18,875
Services & Maintenance	\$ 223,108	\$ 190,785	\$ 186,285	\$ 186,285	\$ 189,630
Internal Services	\$ 65,576	\$ 47,134	\$ 47,134	\$ 47,134	\$ 53,604
Capital Equipment	\$ 9,813	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	\$ 874,684	\$ 816,942	\$ 816,942	\$ 816,942	\$ 840,732
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 874,684	\$ 816,942	\$ 816,942	\$ 816,942	\$ 840,732

# 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 active benefits and wellness programs.
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Ratio of AFSCME and non-union grievances resolved or pending resolution prior to arbitration to number of grievances.	100%	100%	100%	100%	100%
# of grievances / % total employees	15/1.72%	10/1.11%	20/2.21%	12/1.36%	15/1.70%
Percent of new hires successfully completing six-month probation	80%	85%	85%	81%	80%
Percent of promotions successfully completing 60-day probation	100%	95%	100%	100%	100%

**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percent of total claims for generic drugs vs. brand name	81%	82%	81.50%	83%	81.50%
Total prescription plan cost	\$3,269,584	\$3,819,722	\$4,435,000	\$3,714,240	\$3,900,000
# of employees/spouses participating in the Wellness Plan (FYE20 cancelled due to COVID)	1,183	0	1,231	1,207	1,000
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	99%	99%	99%	99%	99%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$93,600	\$98,280	\$98,280	\$98,280	\$73,710
Number of training hours provided in the Computer Training Lab	6,240	6,552	6,552	6,552	4,914
Website utilization/average number of visits per month to Human Resources site	8,905	7,605	8,211	7,062	8,255
to Job Posting Site/% of HR site visits	7,286/81.82%	5,986/78.7%	6,549/79.4%	6,634/94%	6,636/80%
Total number of employees participating in multiple special events and programs	1,465	495(due to COVID)	900	550	500

# DIVISION SUMMARY

## 10131192 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 44	\$ 44	\$ 44	\$ 44
Services & Maintenance	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 29,400</u>	<u>\$ 29,444</u>	<u>\$ 29,444</u>	<u>\$ 29,444</u>	<u>\$ 29,444</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 29,400</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

10131232 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 81,623	\$ 82,053	\$ 82,053	\$ 82,053	\$ 83,413
Supplies & Materials	\$ 25,845	\$ 9,128	\$ 22,328	\$ 22,328	\$ 9,128
Services & Maintenance	\$ 40,921	\$ 62,466	\$ 49,266	\$ 49,266	\$ 62,466
Internal Services	\$ 27,370	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 175,759</u>	<u>\$ 153,647</u>	<u>\$ 153,647</u>	<u>\$ 153,647</u>	<u>\$ 155,007</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 175,759</u></u>	<u><u>\$ 153,647</u></u>	<u><u>\$ 153,647</u></u>	<u><u>\$ 153,647</u></u>	<u><u>\$ 155,007</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SAFETY

### GOALS:

- Continue to Promote effective safety practices for all employees to help reduce accidents and injuries
- Continue to Inspect facilities making sure employees are safe and free from workplace hazards
- Continue to Provide training opportunities which will benefit employees by improving their own personal safety efforts
- Inspire employees to have a more involved workforce in safety procedures and policies

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Certification of employees in First Aid/CPR/AED	40	40	8	45	20
Cost savings of certifying employees in First Aid/CPR/AED	2,400	2,400	480	2,700	1,200
Conduct safety meetings at CON facilities in compliance with OSHA standards to help minimize accidents/injuries	110 Meetings	120 Meetings	50 Meetings	120 Meetings	80 Meetings
Perform Job Hazard Analyses at work sites and correct or improve hazards if applicable	20 JHA's	20 JHA's	10 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	n/a	3 Meetings	1 Meetings	5 Meetings	5 Meetings
Inspect CON facilities to mitigate any hazards	10	10	10	15	10
Invite Oklahoma Rural Water Association Representative to conduct training for employees in need of education credits for certifications	2 Training sessions	2 Training sessions	2 Training sessions	2 Training sessions	2 Training sessions

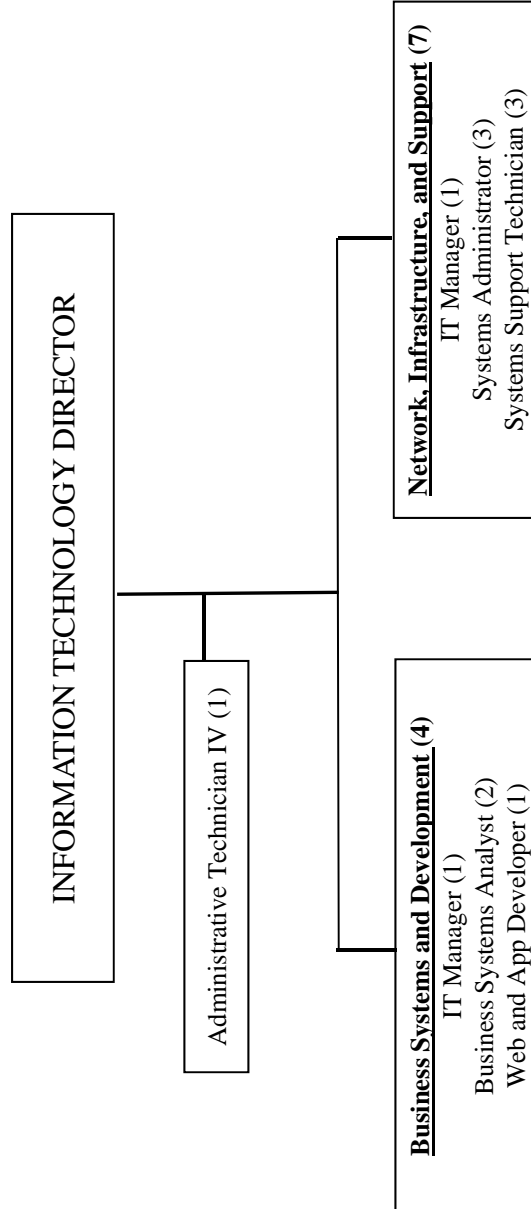
Notes to Results Report:

CON – City of Norman

JHA – Job Hazard Analysis

# INFORMATION TECHNOLOGY DEPARTMENT

13 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL INFORMATION TECHNOLOGY (10123121)

### MISSION:

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

### DESCRIPTION:

The Information Technology Department provides information systems management services to all departments in the City of Norman. This support includes approximately 1,900 personal computers, laptops, and network infrastructure devices. These devices are required for server connectivity to a 5-building main campus and 28 remote sites. The local area and wide area networks (LAN/WAN) provides workstations connectivity to each wireless and wired workstation used by employees in the City of Norman. Services provided by the IT Department include email storage and support, internet access support, desktop support, document administration, departmental systems application support and implementation, enterprise application support in the form of IBM iSeries, quality control for implementation, network servers and virtualization administration and support, web page design, security, telecommunications including VOIP and wireless phones, server and PC configuration management, data storage management, project management, and infrastructure design and support.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	13	13	13	13	13

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,409,296	\$ 1,529,283	\$ 1,529,283	\$ 1,529,283	\$ 1,603,448
Supplies & Materials	\$ 32,547	\$ 22,096	\$ 22,096	\$ 22,096	\$ 51,748
Services & Maintenance	\$ 1,118,161	\$ 1,247,779	\$ 1,247,779	\$ 1,247,779	\$ 1,238,694
Internal Services	\$ 14,776	\$ 16,866	\$ 16,866	\$ 16,866	\$ 17,330
Capital Equipment	\$ 182,263	\$ 122,300	\$ 122,300	\$ 122,300	\$ 304,000
Subtotal	<u>\$ 2,757,043</u>	<u>\$ 2,938,324</u>	<u>\$ 2,938,324</u>	<u>\$ 2,938,324</u>	<u>\$ 3,215,220</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 2,757,043</u>	<u>\$ 2,938,324</u>	<u>\$ 2,938,324</u>	<u>\$ 2,938,324</u>	<u>\$ 3,215,220</u>



# **DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **INFORMATION TECHNOLOGY**

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### **GOALS:**

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

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

### **OBJECTIVES:**

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

# **PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

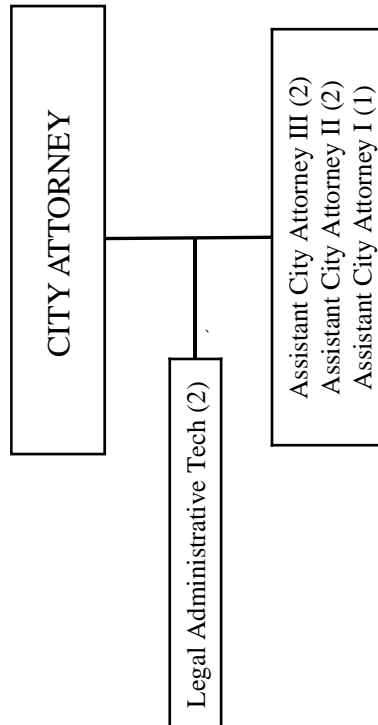
	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of IT work requests completed	3,824	2,953	3,850	2,800	3,000
Number of public safety users supported	415	377	425	380	385
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	1,195	1,195	1,250	1,195	1,200
VOIP Phones					
Cell Phones/Devices					
Access Control					
(Doors/Cameras) Tablets					
Number of public safety vehicles outfitted with IT supported equipment	152	152	152	152	154
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	211	211	210	211	215
Number of public safety work requests resolved	1,272	1,142	1,380	1,200	1,300
Number of department system users supported (excluding public safety)	488	463	495	465	465
Number of department devices supported (excluding public safety) ( VOIP Phones , Cell Phones/Devices, Access Control (Doors, Cameras), Tablets)	1,540	1,540	1,580	1,550	1,550
Number of business applications supported	365	365	383	365	370
Number and type of major projects launched	15	15	14	14	15
Percent of servers virtualized	1	1	1	1	1
Data growth in Terabytes*	410	950	450	967	1.02 PB

## **Notes to Results Report:**

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

# LEGAL DEPARTMENT

8 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL LEGAL DEPARTMENT

### MISSION:

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

### DESCRIPTION:

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

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 856,431	\$ 1,002,007	\$ 1,002,007	\$ 1,002,007	\$ 984,012
Supplies & Materials	\$ 7,405	\$ 11,598	\$ 11,598	\$ 11,598	\$ 11,598
Services & Maintenance	\$ 195,045	\$ 272,696	\$ 272,696	\$ 272,696	\$ 271,120
Internal Services	\$ 25,029	\$ 24,283	\$ 24,283	\$ 24,283	\$ 28,968
Capital Equipment	\$ 1,728	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,085,638	\$ 1,310,584	\$ 1,310,584	\$ 1,310,584	\$ 1,295,698
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,085,638	\$ 1,310,584	\$ 1,310,584	\$ 1,310,584	\$ 1,295,698

# DIVISION SUMMARY

10122220 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 856,431	\$ 1,002,007	\$ 1,002,007	\$ 1,002,007	\$ 984,012
Supplies & Materials	\$ 7,405	\$ 11,498	\$ 11,498	\$ 11,498	\$ 11,498
Services & Maintenance	\$ 195,045	\$ 272,390	\$ 272,390	\$ 272,390	\$ 270,814
Internal Services	\$ 25,029	\$ 24,283	\$ 24,283	\$ 24,283	\$ 28,968
Capital Equipment	\$ 1,728	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,085,638</u>	<u>\$ 1,310,178</u>	<u>\$ 1,310,178</u>	<u>\$ 1,310,178</u>	<u>\$ 1,295,292</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,085,638</u>	<u>\$ 1,310,178</u>	<u>\$ 1,310,178</u>	<u>\$ 1,310,178</u>	<u>\$ 1,295,292</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Quarterly review and update of departmental website	75%	75%	75%	50%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	75%	75%	78%	75%	75%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	98%	98%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	98%	98%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	98%	98%	98%	95%	98%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	50%	50%	50%	40%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	98%	98%	98%	95%	98%
Develop departmental policy/procedures handbook	75%	75%	75%	50%	75%

# DIVISION SUMMARY

## 10122186 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
Services & Maintenance	\$ -	\$ 76	\$ 76	\$ 76	\$ 76
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 176</u>	<u>\$ 176</u>	<u>\$ 176</u>	<u>\$ 176</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 176</u></u>	<u><u>\$ 176</u></u>	<u><u>\$ 176</u></u>	<u><u>\$ 176</u></u>

# DIVISION SUMMARY

## 10122185 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

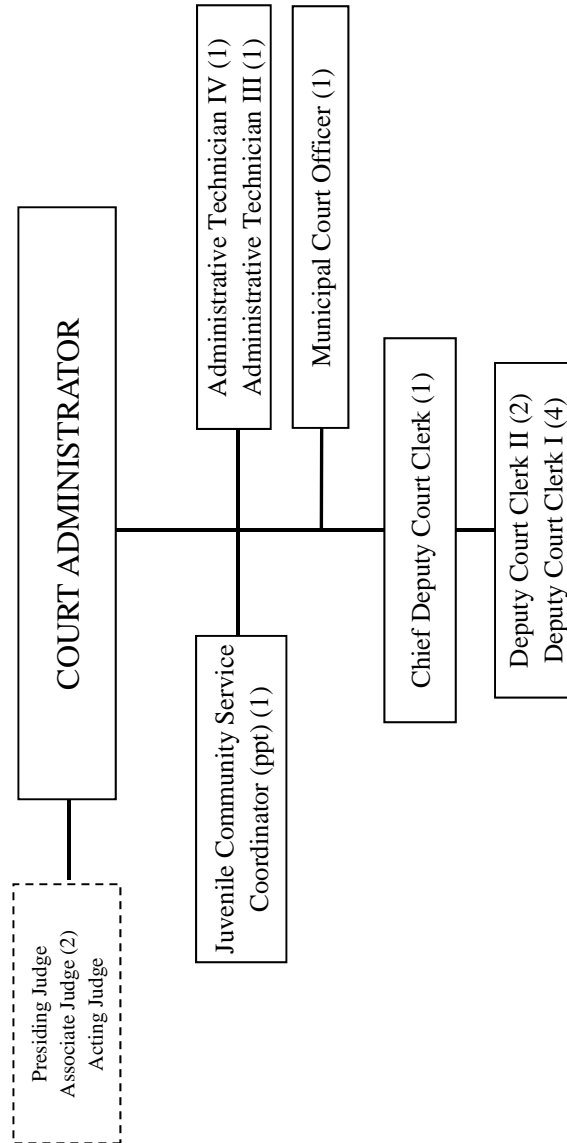
### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 230	\$ 230	\$ 230	\$ 230
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>



# MUNICIPAL COURT

12 EMPLOYEES



\*The positions in the dashed box are part-time employees appointed by the City Council and are not included in the employee count.

# DEPARTMENT SUMMARY

## TOTAL MUNICIPAL COURT

### MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

### DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	12	12	12	12	12

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,098,405	\$ 1,077,096	\$ 1,077,096	\$ 1,077,096	\$ 1,117,060
Supplies & Materials	\$ 9,503	\$ 13,540	\$ 13,540	\$ 13,540	\$ 13,382
Services & Maintenance	\$ 28,739	\$ 57,351	\$ 57,351	\$ 57,351	\$ 57,128
Internal Services	\$ 27,861	\$ 31,082	\$ 31,082	\$ 31,082	\$ 32,306
Capital Equipment	\$ 30,711	\$ -	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 1,195,219</u>	<u>\$ 1,179,069</u>	<u>\$ 1,180,869</u>	<u>\$ 1,180,869</u>	<u>\$ 1,219,876</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 1,195,219</u></u>	<u><u>\$ 1,179,069</u></u>	<u><u>\$ 1,180,869</u></u>	<u><u>\$ 1,180,869</u></u>	<u><u>\$ 1,219,876</u></u>

# DIVISION SUMMARY

## 10121120 MUNICIPAL COURT

### MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

### DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,072,922	\$ 1,040,000	\$ 1,040,000	\$ 1,040,000	\$ 1,089,128
Supplies & Materials	\$ 7,846	\$ 9,970	\$ 9,970	\$ 9,970	\$ 9,812
Services & Maintenance	\$ 25,709	\$ 49,321	\$ 49,321	\$ 49,321	\$ 49,098
Internal Services	\$ 27,861	\$ 30,982	\$ 30,982	\$ 30,982	\$ 32,206
Capital Equipment	\$ 30,711	\$ -	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 1,165,049</u>	<u>\$ 1,130,273</u>	<u>\$ 1,132,073</u>	<u>\$ 1,132,073</u>	<u>\$ 1,180,244</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,165,049</u>	<u>\$ 1,130,273</u>	<u>\$ 1,132,073</u>	<u>\$ 1,132,073</u>	<u>\$ 1,180,244</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

- Provide educational training for court and legal personnel, emphasizing professional development.

### OBJECTIVES:

#### Access to Justice

- Conduct court proceedings and other public business openly.
- Provide services to persons with special needs.
- Ensure customer service integrity.

#### Expedition and Timeliness

- Provide timely case processing while keeping current with incoming caseload.
- Maintain a high disposition rate.
- Recover costs for incarceration.

#### Equality, Fairness and Integrity

- Provide due process and equal protection of the law to all defendants.
- Provide indigent services to qualifying defendants.
- Ensure enforcement of court orders.
- Ensure accuracy and preservation of court records.

#### Independence and Accountability

- Clarify, promote, and institutionalize effective working relationships with other components of the justice system.
- Provide public education.

#### Public Trust and Confidence

- Enhance positive image of the court by maintaining a high level of professionalism in working relationships with other branches of city government, citizens, and other entities.
- Provide public education.
- Promote professional development for continuing education for Oklahoma Municipal Court Clerk's Association (OMCCA) certified personnel.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19	FYE 20	FYE 21	FYE 22
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED

### PERFORMANCE INDICATORS:

#### Access to Justice:

Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement

100%	100%	100%	100%	100%
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**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	2	2	2	2	2
<b><u>Expedition and Timeliness:</u></b>					
Administrative Deferred Sentence Program*	818	439	146	291	400
Disposition rate of traffic and non-traffic cases*	97%	91%	93%	95%	96%
Recovered costs for prisoner care*	11%	6%	12%	10%	15%
<b><u>Equality, Fairness and Integrity:</u></b>					
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	91%	81%	82%	82%	82%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
<b><u>Independence and Accountability:</u></b>					
Provide employee diversity training sessions*	1	0	2	2	2
<b><u>Public Trust and Confidence:</u></b>					
Number of Community Outreach Events (Law Day for Youth)*	1	0	1	0	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)*	38	0	45	46	45

Notes to Results Report:

\*Due to the ongoing COVID-19 Pandemic, court numbers are historically low due to fewer tickets being issued and the cancellation of numerous court sessions.

# DIVISION SUMMARY

## 10121135 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	1	1	1	1	1

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 25,483	\$ 37,096	\$ 37,096	\$ 37,096	\$ 27,932
Supplies & Materials	\$ 1,657	\$ 3,570	\$ 3,570	\$ 3,570	\$ 3,570
Services & Maintenance	\$ 3,030	\$ 8,030	\$ 8,030	\$ 8,030	\$ 8,030
Internal Services	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 30,170</u>	<u>\$ 48,796</u>	<u>\$ 48,796</u>	<u>\$ 48,796</u>	<u>\$ 39,632</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 30,170</u></u>	<u><u>\$ 48,796</u></u>	<u><u>\$ 48,796</u></u>	<u><u>\$ 48,796</u></u>	<u><u>\$ 39,632</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## JUVENILE PROGRAMS

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### GOALS:

- Deter further development of delinquent behaviors
  - Partner with agencies that provide early intervention programs
  - Educate teens and parents on the effects of substance abuse
- 

### OBJECTIVES:

- Provide community service opportunities
  - Refer to intervention services and counseling provided by Crossroads Youth and Family Services
  - Utilize drug testing provided by Innovative Court Solutions
  - Require participation in addiction information and counseling services provided by the Virtue Center
- 

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

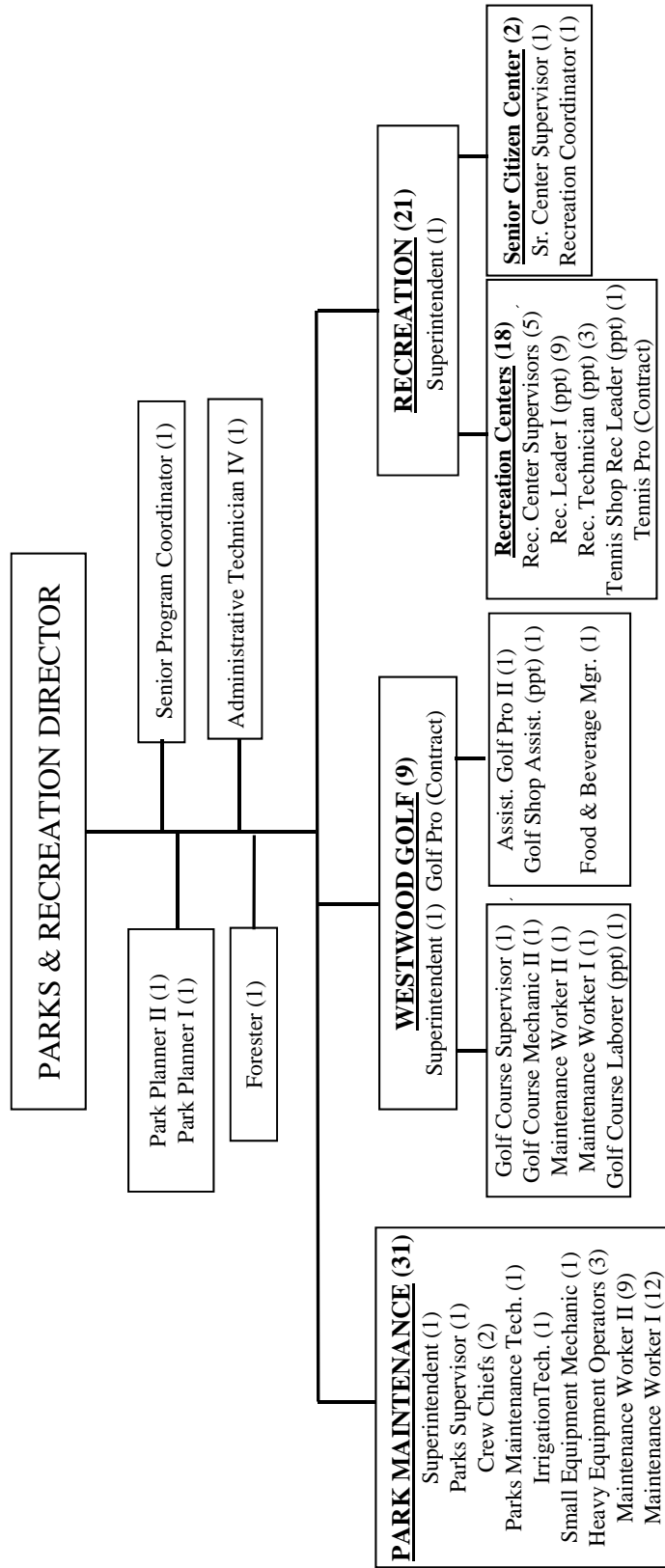
	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of community service opportunities	9	9	18	18	18
Number of juveniles referred to intervention counseling	21	13	21	17	19
Number of juveniles referred to drug testing	26	20	26	23	25
Number of juveniles referred to drug counseling	19	23	23	21	22

#### Notes to Results Report:

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

# PARKS & RECREATION DEPARTMENT

67 EMPLOYEES





# DEPARTMENT SUMMARY

## TOTAL PARKS DEPARTMENT

### MISSION:

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

### DESCRIPTION:

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

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	42	42	42	42	45
Part-time Positions	13	13	13	13	13
Total Budgeted Positions	55	55	55	55	58

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 3,352,374	\$ 3,673,271	\$ 3,653,827	\$ 3,653,827	\$ 3,829,646
Supplies & Materials	\$ 386,784	\$ 447,796	\$ 440,796	\$ 440,796	\$ 458,762
Services & Maintenance	\$ 737,392	\$ 804,885	\$ 831,329	\$ 831,329	\$ 904,409
Internal Services	\$ 253,583	\$ 276,428	\$ 276,428	\$ 276,428	\$ 345,764
Capital Equipment	\$ 112,737	\$ 373,660	\$ 373,660	\$ 373,660	\$ 432,992
Subtotal	\$ 4,842,870	\$ 5,576,040	\$ 5,576,040	\$ 5,576,040	\$ 5,971,573
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 4,842,870	\$ 5,576,040	\$ 5,576,040	\$ 5,576,040	\$ 5,971,573

# DIVISION SUMMARY

## 10770370 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 445,838	\$ 435,362	\$ 435,362	\$ 435,362	\$ 445,757
Supplies & Materials	\$ 5,138	\$ 4,897	\$ 4,897	\$ 4,897	\$ 4,897
Services & Maintenance	\$ 178,034	\$ 199,489	\$ 199,489	\$ 199,489	\$ 195,240
Internal Services	\$ 15,579	\$ 15,187	\$ 15,187	\$ 15,187	\$ 18,159
Capital Equipment	\$ 3,326	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 647,915	\$ 654,935	\$ 654,935	\$ 654,935	\$ 664,053
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 647,915	\$ 654,935	\$ 654,935	\$ 654,935	\$ 664,053

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

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### 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Westwood Pool participants	120,000	90,000*	120,000	115,000	125,000
Westwood Golf participants	30,547	30,996	32,924	33,540	34,854
Forestry Programs participants	100	50*	115	125	140
Recreation Programs participants	235,878	120,000*	236,500	236,000	236,900
Senior Center participants	12,568	9,000*	13,000	12,000	13,500
Total number of participants in activities listed above	399,093	250,000	402,539	369,665	409,924

\* COVID-19 pandemic along with shutdowns affected attendance numbers

# DIVISION SUMMARY

10770271 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 63,027	\$ 92,274	\$ 92,274	\$ 92,274	\$ 95,326
Supplies & Materials	\$ 12,833	\$ 23,992	\$ 17,992	\$ 17,992	\$ 23,992
Services & Maintenance	\$ 23,530	\$ 36,068	\$ 42,068	\$ 42,068	\$ 51,068
Internal Services	\$ 5	\$ 6	\$ 6	\$ 6	\$ 7
Capital Equipment	\$ 9,158	\$ -	\$ -	\$ -	\$ 1,500
Subtotal	<u>\$ 108,553</u>	<u>\$ 152,340</u>	<u>\$ 152,340</u>	<u>\$ 152,340</u>	<u>\$ 171,893</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 108,553</u></u>	<u><u>\$ 152,340</u></u>	<u><u>\$ 152,340</u></u>	<u><u>\$ 152,340</u></u>	<u><u>\$ 171,893</u></u>

# 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 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Hazardous Tree Removals	10	20	40	45	80
Number of volunteers during the Earth Day Festival	127	**	60	20	150
Number of Trees planted through the Norman Forward Initiative and other City Projects	2,348	100	250	300	500
Number of citizen advised regarding tree issues: civic groups and individuals	*	1,000	10,000	10,000	10,000
Number of tree protection plans for developers	*	3	5	5	5
Number of parks inventoried	*	3	10	10	25

Notes to results report: There was no official forester until FYE20 \*\*COVID-19 affected these numbers

# DIVISION SUMMARY

## 10770197 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 5,230	\$ 5,230	\$ 5,230	\$ 5,230
Services & Maintenance	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 21,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 6,730	\$ 6,730	\$ 6,730	\$ 26,730
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ -	\$ 6,730	\$ 6,730	\$ 6,730	\$ 26,730

# DIVISION SUMMARY

10770284 PARK BOARD

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## 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.

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## 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.

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## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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

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## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 686	\$ 686	\$ 686	\$ 686
Services & Maintenance	\$ -	\$ 81	\$ 81	\$ 81	\$ 81
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 767</u>	<u>\$ 767</u>	<u>\$ 767</u>	<u>\$ 767</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 767</u></u>	<u><u>\$ 767</u></u>

# DIVISION SUMMARY

## 10770410 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	28	28	28	28	31
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	28	28	28	28	31

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,747,756	\$ 2,042,440	\$ 2,042,440	\$ 2,042,440	\$ 2,271,327
Supplies & Materials	\$ 206,942	\$ 222,327	\$ 222,327	\$ 222,327	\$ 233,111
Services & Maintenance	\$ 189,025	\$ 242,265	\$ 242,265	\$ 242,265	\$ 242,265
Internal Services	\$ 165,021	\$ 185,357	\$ 185,357	\$ 185,357	\$ 238,036
Capital Equipment	\$ 43,992	\$ 304,335	\$ 304,335	\$ 304,335	\$ 370,442
Subtotal	<u>\$ 2,352,736</u>	<u>\$ 2,996,724</u>	<u>\$ 2,996,724</u>	<u>\$ 2,996,724</u>	<u>\$ 3,355,181</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 2,352,736</u></u>	<u><u>\$ 2,996,724</u></u>	<u><u>\$ 2,996,724</u></u>	<u><u>\$ 2,996,724</u></u>	<u><u>\$ 3,355,181</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PARKS MAINTENANCE

### GOALS:

- To maintain outdoor recreational facilities in an aesthetically pleasing, orderly and safe manner.
- To develop and continue to renew a five-year maintenance plan for the entire park system.
- To assure a recreational climate beneficial to the physical and mental health and safety of all citizens.
- To provide a variety of recreation and leisure facilities throughout the park system.

### OBJECTIVES:

- To provide maintenance on a regular basis to City parks and grounds.
- To offer a wide range of recreational and leisure activities within the park system.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%	90%
On the job injuries	3	3	2	2	0

# DIVISION SUMMARY

## 10770421 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 (12<sup>th</sup> Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	4	4	4	4	4

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 352,636	\$ 350,843	\$ 331,399	\$ 331,399	\$ 320,328
Supplies & Materials	\$ 95,955	\$ 118,936	\$ 118,936	\$ 118,936	\$ 119,118
Services & Maintenance	\$ 316,701	\$ 265,091	\$ 284,535	\$ 284,535	\$ 320,333
Internal Services	\$ 61,652	\$ 65,003	\$ 65,003	\$ 65,003	\$ 74,109
Capital Equipment	\$ 56,261	\$ 69,325	\$ 69,325	\$ 69,325	\$ 61,050
Subtotal	<u>\$ 883,205</u>	<u>\$ 869,198</u>	<u>\$ 869,198</u>	<u>\$ 869,198</u>	<u>\$ 894,938</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 883,205</u>	<u>\$ 869,198</u>	<u>\$ 869,198</u>	<u>\$ 869,198</u>	<u>\$ 894,938</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Attendance at six recreation centers for both fee and non-fee activities	200,000	120,000*	200,000	120,000	200,000
Tennis lessons, open court and tournament participants	31,000	22,000*	35,000	35,000	35,000
Daddy-Daughter Dance participants	4,225	4,195	4,200	0*	4,200
Child Care revenue	205,746	164,102*	215,000	100,000**	215,000
Annual Senior Fee Programs revenue	5,589	4,117*	5,500	1,500	5,500
Annual Participants including Congregate Meals and Special Events	32,455	15,000*	32,500	15,000*	32,500
Total recreation revenue	470,971	388,538*	493,500	150,000	598,400

\*Covid-19 pandemic along with shutdowns affected revenue and attendance

\*\* Recreation Division received a grant through OKDH for child care programs that covered cost of tuition for Child Care Programs

# DIVISION SUMMARY

10770425 12<sup>th</sup> 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:

12<sup>th</sup> 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 252,108	\$ 218,518	\$ 218,518	\$ 218,518	\$ 172,935
Supplies & Materials	\$ 14,284	\$ 19,300	\$ 19,300	\$ 19,300	\$ 19,300
Services & Maintenance	\$ 2,499	\$ 14,300	\$ 14,300	\$ 14,300	\$ 14,300
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 268,891</u>	<u>\$ 252,118</u>	<u>\$ 252,118</u>	<u>\$ 252,118</u>	<u>\$ 206,535</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 268,891</u></u>	<u><u>\$ 252,118</u></u>	<u><u>\$ 252,118</u></u>	<u><u>\$ 252,118</u></u>	<u><u>\$ 206,535</u></u>

# DIVISION SUMMARY

10770126 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	5	5	5	5	5

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 163,303	\$ 189,771	\$ 189,771	\$ 189,771	\$ 197,690
Supplies & Materials	\$ 15,646	\$ 21,500	\$ 20,500	\$ 20,500	\$ 21,500
Services & Maintenance	\$ 4,204	\$ -	\$ 1,000	\$ 1,000	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 183,153</u>	<u>\$ 211,271</u>	<u>\$ 211,271</u>	<u>\$ 211,271</u>	<u>\$ 219,190</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 183,153</u></u>	<u><u>\$ 211,271</u></u>	<u><u>\$ 211,271</u></u>	<u><u>\$ 211,271</u></u>	<u><u>\$ 219,190</u></u>

# DIVISION SUMMARY

## 10770127 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	5	5	5	5	5

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 151,129	\$ 162,917	\$ 162,917	\$ 162,917	\$ 165,778
Supplies & Materials	\$ 32,931	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Services & Maintenance	\$ 16,776	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 200,836	\$ 228,917	\$ 228,917	\$ 228,917	\$ 231,778
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 200,836	\$ 228,917	\$ 228,917	\$ 228,917	\$ 231,778

# DIVISION SUMMARY

10770323 SENIOR CITIZENS CENTER

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**MISSION:**

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

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**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.

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**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions <sup>3</sup>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

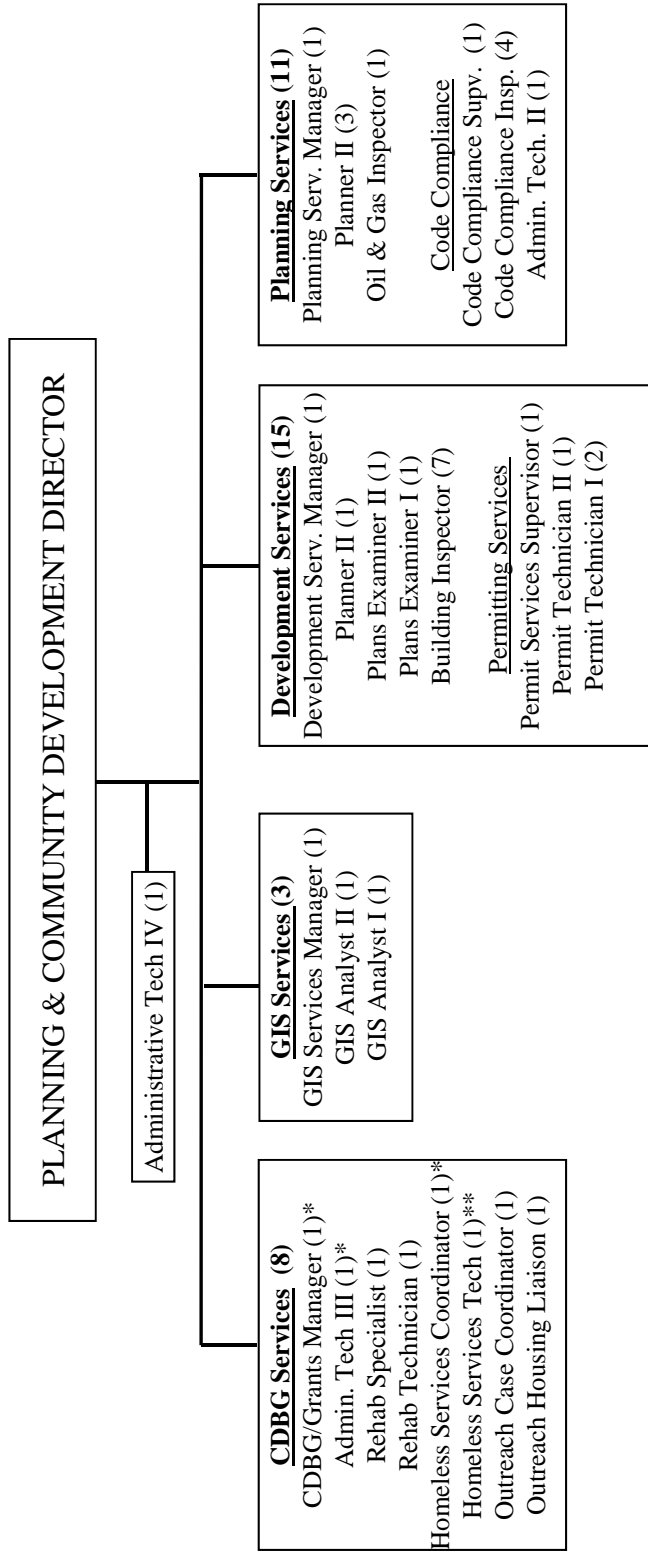
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**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 176,577	\$ 181,146	\$ 181,146	\$ 181,146	\$ 160,505
Supplies & Materials	\$ 3,055	\$ 3,928	\$ 3,928	\$ 3,928	\$ 3,928
Services & Maintenance	\$ 6,623	\$ 7,091	\$ 7,091	\$ 7,091	\$ 20,622
Internal Services	\$ 11,326	\$ 10,875	\$ 10,875	\$ 10,875	\$ 15,453
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 197,581</u>	<u>\$ 203,040</u>	<u>\$ 203,040</u>	<u>\$ 203,040</u>	<u>\$ 200,508</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 197,581</u></u>	<u><u>\$ 203,040</u></u>	<u><u>\$ 203,040</u></u>	<u><u>\$ 203,040</u></u>	<u><u>\$ 200,508</u></u>

# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

39 POSITIONS



\*Two CDBG positions are funded in part from the General Fund and in part from the Community Development Fund. \*\*One position is funded entirely from the General Fund and the remaining 4 positions are funded entirely 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, 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, Planning Commission, Board of Adjustment, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating Chapter 22 – the Zoning Ordinance – and updating the Comprehensive Land Use Plan and other plans for the City. The Department reviews building permit applications, rezoning requests and subdivision of property while ensuring 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. In addition, the Department is responsible for the administration of ordinances that affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	31	31	31	31	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	31	31	31	31	32

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,978,136	\$ 3,266,963	\$ 3,266,963	\$ 3,266,963	\$ 3,369,578
Supplies & Materials	\$ 43,081	\$ 46,529	\$ 47,136	\$ 47,136	\$ 45,171
Services & Maintenance	\$ 199,063	\$ 248,279	\$ 278,880	\$ 278,880	\$ 245,778
Internal Services	\$ 100,127	\$ 124,569	\$ 124,569	\$ 124,569	\$ 151,558
Capital Equipment	\$ 22,227	\$ 50,750	\$ 48,950	\$ 48,950	\$ 2,500
Subtotal	\$ 3,342,634	\$ 3,737,090	\$ 3,766,498	\$ 3,766,498	\$ 3,814,585
Department Total	\$ 3,342,634	\$ 3,737,090	\$ 3,766,498	\$ 3,766,498	\$ 3,814,585

# DIVISION SUMMARY

10440140 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 Planning Services, Development Services, Code, Grants 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.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	4	4	4	4	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	5

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 558,198	\$ 470,889	\$ 570,077	\$ 570,077	\$ 631,020
Supplies & Materials	\$ 2,635	\$ 4,543	\$ 4,634	\$ 4,634	\$ 4,262
Services & Maintenance	\$ 26,767	\$ 49,742	\$ 49,742	\$ 49,742	\$ 47,241
Internal Services	\$ 46,773	\$ 67,063	\$ 67,063	\$ 67,063	\$ 87,025
Capital Equipment	\$ 3,399	\$ 5,300	\$ 5,300	\$ 5,300	\$ -
Subtotal	<u>\$ 637,772</u>	<u>\$ 597,537</u>	<u>\$ 696,816</u>	<u>\$ 696,816</u>	<u>\$ 769,548</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 637,772</u></u>	<u><u>\$ 597,537</u></u>	<u><u>\$ 696,816</u></u>	<u><u>\$ 696,816</u></u>	<u><u>\$ 769,548</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

### GOALS:

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

### 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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

## 10440152 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 Division 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. Code Compliance is responsible for review and processing of all sign permits. The Division also conducts 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 short-term rentals.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	7	7	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	6	6	6

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 584,023	\$ 692,998	\$ 593,810	\$ 593,810	\$ 498,394
Supplies & Materials	\$ 7,812	\$ 12,216	\$ 12,356	\$ 12,356	\$ 11,920
Services & Maintenance	\$ 59,147	\$ 96,771	\$ 127,839	\$ 127,839	\$ 96,771
Internal Services	\$ 16,381	\$ 15,328	\$ 15,328	\$ 15,328	\$ 16,424
Capital Equipment	\$ 1,728	\$ 15,800	\$ 15,800	\$ 15,800	\$ -
Subtotal	\$ 669,091	\$ 833,113	\$ 765,133	\$ 765,133	\$ 623,509
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 669,091	\$ 833,113	\$ 765,133	\$ 765,133	\$ 623,509

# 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 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
Percent of violations voluntarily abated after owner notification	74%	67%	65%	72%	74%
Percent of abatement work orders voluntarily abated after work order issued to contractor	24%	21%	24%	22%	22%
Percentage of code cases that are proactive	60%	59%	60%	59%	59%
Percent of total compliance rate	95%	97%	94%	95%	95%

# DIVISION SUMMARY

10440153 CURRENT PLANNING

## MISSION:

Planning Services provides professional support, guidance, and assistance to the citizens of Norman, as well as all applicants, 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 Planning Services Division provides guidance and support to all residents of Norman and applicants planning to develop in the community. The Division provides staff support to the City Council, with primary staff responsibility to the Planning Commission, Board of Adjustment, Greenbelt Commission, Historic District Commission, and multiple Ad Hoc Committees. 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	3	3	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	3	3	2

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 99,037	\$ 215,278	\$ 215,278	\$ 215,278	\$ 132,862
Supplies & Materials	\$ -	\$ -	\$ 376	\$ 376	\$ -
Services & Maintenance	\$ -	\$ 2,373	\$ 1,906	\$ 1,906	\$ 2,373
Internal Services	\$ 1,921	\$ 1,127	\$ 1,127	\$ 1,127	\$ 1,205
Capital Equipment	\$ 1,728	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Subtotal	\$ 102,686	\$ 222,278	\$ 222,187	\$ 222,187	\$ 136,440
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 102,686	\$ 222,278	\$ 222,187	\$ 222,187	\$ 136,440

# 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, Pre-Development and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in review of all required permits and licensing needed for applicants. Performs site inspections for building permits, rezoning and land use plan amendments.
- Expedite items from the Planning Commission to the City Council when 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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	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	100%	100%	100%	100%	100%

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

# DIVISION SUMMARY

## 10440151 DEVELOPMENT SERVICES

### MISSION:

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

### DESCRIPTION:

The Development Services Division provides services that impact building construction activities in the community, including providing guidelines and regulations to individuals and businesses interested in all aspects of construction, while maintaining the highest standard of professionalism and customer service. The Division is responsible for plan review, fee collection, permitting, and appropriate field inspections to conclude construction activities with a Certificate of Occupancy (CO), or Certificate of Completion (CC) for lawful occupancy. Managing these efforts includes multiple City Departments; including the Planning Department, Public Works Department, Parks and Recreation, Utilities Department and the Fire Department.

Construction permit applications range from industrial, commercial and multi-family projects, include but not limited to: new construction, new shell, new interior finish, addition/alteration, new multi-family, multi-family additions/alterations, temporary construction, construction trailer, swimming pool and paving permits. Construction permit applications for One and Two Family dwelling and related residential include, but are not limited to: single-family, two-family/duplex, townhomes, all addition/alterations, manufactured homes, storage buildings, storm shelters, carports, and swimming pools.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	15	15	15	15	16
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	15	15	15	15	16

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,377,287	\$ 1,527,247	\$ 1,527,247	\$ 1,527,247	\$ 1,739,240
Supplies & Materials	\$ 27,094	\$ 23,590	\$ 23,590	\$ 23,590	\$ 22,809
Services & Maintenance	\$ 16,046	\$ 20,134	\$ 20,134	\$ 20,134	\$ 20,134
Internal Services	\$ 24,291	\$ 30,768	\$ 30,768	\$ 30,768	\$ 36,899
Capital Equipment	\$ 6,940	\$ 21,000	\$ 19,200	\$ 19,200	\$ 2,500
Subtotal	<u>\$ 1,451,658</u>	<u>\$ 1,622,739</u>	<u>\$ 1,620,939</u>	<u>\$ 1,620,939</u>	<u>\$ 1,821,582</u>
Division Total	<u>\$ 1,451,658</u>	<u>\$ 1,622,739</u>	<u>\$ 1,620,939</u>	<u>\$ 1,620,939</u>	<u>\$ 1,821,582</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 to minimize delays when inspection are required.
- Improve employee training, certification and knowledge base to allow for greater skill sets so we have redundant skills for various tasks.
- Ensure work is built in the conformance with the Building Codes.
- Help educate the public and stake holders about the permit process, building science, and the building codes to promote quality plans and buildings.
- Continue improving customer service in permitting and inspection services.

### OBJECTIVES:

- Provide the highest level of professionalism and customer service to those seeking permitting and inspection services.
- Utilize national standards to establish appropriate review time frames for each type of permit and inspection results.
- Continuously refine building permit application processes so that they are easily understood by the public, while still requiring all necessary information to properly process each permit type.
- Continue to improve the effectiveness and consistency of plan reviewers and building inspection staff.
- Continue to maintain the professional standard of the staff with appropriate certifications and licenses.
- Continue to refine the non-residential plan review process for all agencies (Building, Planning, Public Works, Fire) reviewing permit applications.
- Continue to modernize the permit and inspection process to help seasoned and new builders through the permit and inspection processes.
- Continue to coordinate with Building Departments in the Oklahoma City Metro Area to strive for consistency between each department for common inspection and plan review items.
- Continue to ensure safe, accessible, efficient and quality buildings are built to benefit the current and future building occupants.
- Remain current and involved with State Code Adoptions through the Oklahoma Uniform Building Code Commission (OUBCC).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Non-residential permits reviewed within 14 days. FYE 18 average review days: 19	55%	41%	60%	83%	60%
FYE 19 to date average review days: 12					
Non-residential permits reviewed within 28 days.	94%	87%	90%	99%	94%
Residential permit applications reviewed within 1 day	61%	46%	90%	22%	43%
Residential permit applications reviewed within 2 days	61%	46%	90%	22%	43%
Residential permits issued within 4 days	80%	74%	98%	64%	73%
Inspections performed within 48 hours.	98%	99%	99%	99%	99%
FYE 18 average inspection time: 1 day					

# DIVISION SUMMARY

## 10440150 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 359,591	\$ 360,551	\$ 360,551	\$ 360,551	\$ 368,062
Supplies & Materials	\$ 5,082	\$ 5,800	\$ 5,800	\$ 5,800	\$ 5,800
Services & Maintenance	\$ 76,866	\$ 76,158	\$ 76,158	\$ 76,158	\$ 76,158
Internal Services	\$ 10,629	\$ 10,087	\$ 10,087	\$ 10,087	\$ 9,708
Capital Equipment	\$ 8,432	\$ 5,150	\$ 5,150	\$ 5,150	\$ -
Subtotal	<u>\$ 460,600</u>	<u>\$ 457,746</u>	<u>\$ 457,746</u>	<u>\$ 457,746</u>	<u>\$ 459,728</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 460,600</u></u>	<u><u>\$ 457,746</u></u>	<u><u>\$ 457,746</u></u>	<u><u>\$ 457,746</u></u>	<u><u>\$ 459,728</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	85%	100%	100%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	99%	100%	100%	100%

Notes to Results Report:

GIS – Geographic Information System

# DIVISION SUMMARY

10440184 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 trail-way systems in the City of Norman. The Commission comments on Greenbelt Enhancement Statements submittal with development plats and Norman Rural Certificates of Survey (NRCOS).

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 290	\$ 290	\$ 290	\$ 290
Services & Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 490</u></u>	<u><u>\$ 490</u></u>	<u><u>\$ 490</u></u>	<u><u>\$ 490</u></u>

# DIVISION SUMMARY

## 10440380 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 458	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 20,237	\$ 2,644	\$ 2,644	\$ 2,644	\$ 2,644
Internal Services	\$ 132	\$ 196	\$ 196	\$ 196	\$ 297
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 20,827</u>	<u>\$ 2,840</u>	<u>\$ 2,840</u>	<u>\$ 2,840</u>	<u>\$ 2,941</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 20,827</u></u>	<u><u>\$ 2,840</u></u>	<u><u>\$ 2,840</u></u>	<u><u>\$ 2,840</u></u>	<u><u>\$ 2,941</u></u>

# DIVISION SUMMARY

## 10440181 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:

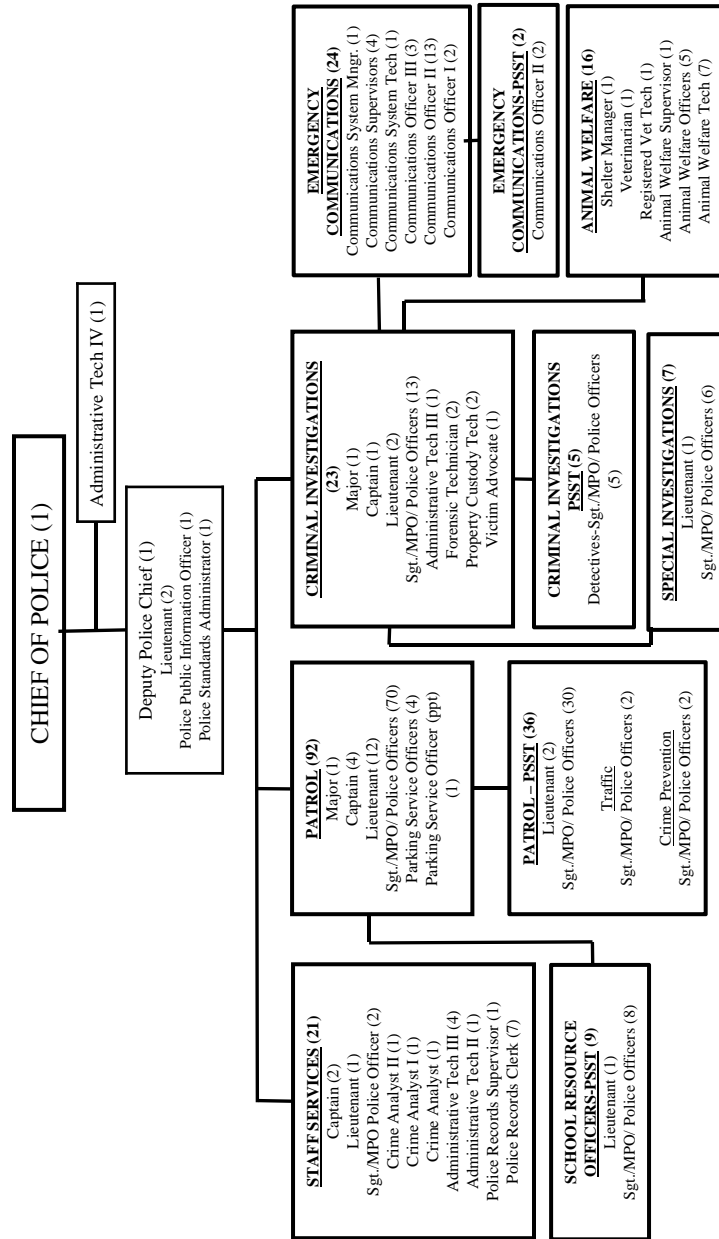
	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 90	\$ 90	\$ 90	\$ 90
Services & Maintenance	\$ -	\$ 257	\$ 257	\$ 257	\$ 257
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 347</u></u>	<u><u>\$ 347</u></u>	<u><u>\$ 347</u></u>	<u><u>\$ 347</u></u>

# POLICE DEPARTMENT

242 EMPLOYEES



# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	198	189	189	189	189
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	199	190	190	190	190

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 19,775,767	\$ 18,837,313	\$ 18,965,292	\$ 18,965,292	\$ 19,476,797
Supplies & Materials	\$ 601,602	\$ 717,894	\$ 712,151	\$ 712,151	\$ 720,789
Services & Maintenance	\$ 1,132,123	\$ 1,376,441	\$ 1,404,611	\$ 1,404,611	\$ 1,423,247
Internal Services	\$ 651,029	\$ 761,305	\$ 761,305	\$ 761,305	\$ 914,643
Capital Equipment	\$ 612,797	\$ 908,792	\$ 918,292	\$ 918,292	\$ 1,024,350
Subtotal	<u>\$ 22,773,318</u>	<u>\$ 22,601,745</u>	<u>\$ 22,761,651</u>	<u>\$ 22,761,651</u>	<u>\$ 23,559,826</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 22,773,318</u>	<u>\$ 22,601,745</u>	<u>\$ 22,761,651</u>	<u>\$ 22,761,651</u>	<u>\$ 23,559,826</u>



# DIVISION SUMMARY

## 10660310 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 effective oversight and support of all department operations and personnel in accordance with national, state, and local laws, standards, and requirements set forth by our community. The Administration Division is comprised of multiple elements including Public Information, Internal Affairs, and Police Standards. The Administration Division is responsible for communications with the city manager's office, department budgets, personnel matters, investigations into misconduct, external communications, department policy, Norman Community Advisory Board (NCAB), Police Data Initiative, and department annual reporting.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	4	4	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	7	7	7

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 461,618	\$ 464,764	\$ 464,764	\$ 464,764	\$ 982,020
Supplies & Materials	\$ 12,052	\$ 12,267	\$ 12,267	\$ 12,267	\$ 10,822
Services & Maintenance	\$ 133,073	\$ 200,849	\$ 200,849	\$ 200,849	\$ 179,526
Internal Services	\$ 89,613	\$ 91,808	\$ 91,808	\$ 91,808	\$ 102,229
Capital Equipment	\$ 4,388	\$ 10,400	\$ 10,400	\$ 10,400	\$ 1,800
Subtotal	\$ 700,744	\$ 780,088	\$ 780,088	\$ 780,088	\$ 1,276,397
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 700,744	\$ 780,088	\$ 780,088	\$ 780,088	\$ 1,276,397

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships and build trust between citizens and officers.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependant, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.

### OBJECTIVES:

- Renew and ensure a department wide approach to Community Policing and relationship building with the community.
- Expand employee mental health evaluation and assistance.
- Reduction of employee OJI's.
- Increase community transparency and engagement through publication of meaningful substantive department data and statistics.
- Continue to expand CIT and/or other advanced mental health training of all staff.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	\$228	\$235	\$227	\$227	\$230

# DIVISION SUMMARY

## 10660270 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	16	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	16	16	16	16	16

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,120,003	\$ 1,165,384	\$ 1,165,384	\$ 1,165,384	\$ 1,181,900
Supplies & Materials	\$ 142,221	\$ 173,888	\$ 167,969	\$ 167,969	\$ 170,785
Services & Maintenance	\$ 79,639	\$ 96,184	\$ 124,030	\$ 124,030	\$ 118,201
Internal Services	\$ 51,726	\$ 62,129	\$ 62,129	\$ 62,129	\$ 99,166
Capital Equipment	\$ 23,880	\$ 41,999	\$ 51,499	\$ 51,499	\$ 16,800
Subtotal	\$ 1,417,469	\$ 1,539,584	\$ 1,571,011	\$ 1,571,011	\$ 1,586,852
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,417,469	\$ 1,539,584	\$ 1,571,011	\$ 1,571,011	\$ 1,586,852

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ANIMAL WELFARE

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each others, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.

### OBJECTIVES:

- Provide ongoing information sharing and public education opportunities.
- Develop and expand department safety training programs
- Maintain 90% or greater live release rate for Animal Welfare Division.
- Ensure foundational animal related education and services are available to members of the homeless community.
- Evaluate current and future staffing and deployment needs.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Intakes-Strays (cats and dogs)	2,465	1,912	2,500	2,000	2,500
Intakes-owner relinquishments	662	535	600	550	600
Total intakes of all animals	3,589	2,647	3,800	2,700	3,800
Outcomes-adoptions	1,956	1,561	2,000	1,600	2,000
Outcomes-Animals returned to Owner	698	585	750	550	750
Live Release Rate * Based on calendar years	95%	96%	94%	95%	95%
Presentations	13	8	12	6	12
Volunteer Hours	3,150	2,495	3,500	2,300	3,500

# DIVISION SUMMARY

## 10660321 CRIMINAL INVESTIGATIONS

### MISSION:

It is the mission of the Norman Police Department Criminal Investigations Division to provide appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts, and when appropriate, submit charges and assist in the successful prosecution of offenders.

### DESCRIPTION:

The Criminal Investigations Division is comprised of two sections. The Investigative Section primarily investigates crimes related to persons and property related offenses, including Part I crimes, crimes against children, domestic abuse, burglaries, stolen vehicles, fraud, and many other criminal offenses. The Forensic Services and Property Section supports the department through property storage, evidence processing, and video analysis operations.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	25	23	23	23	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	23	23	23	23

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,769,011	\$ 2,572,405	\$ 2,572,405	\$ 2,572,405	\$ 2,521,594
Supplies & Materials	\$ 51,400	\$ 51,284	\$ 53,341	\$ 53,341	\$ 49,234
Services & Maintenance	\$ 66,530	\$ 99,039	\$ 95,774	\$ 95,774	\$ 98,028
Internal Services	\$ 81,352	\$ 74,700	\$ 74,700	\$ 74,700	\$ 74,755
Capital Equipment	\$ 163,817	\$ 104,425	\$ 104,425	\$ 104,425	\$ 16,900
Subtotal	\$ 3,132,110	\$ 2,901,853	\$ 2,900,645	\$ 2,900,645	\$ 2,760,511
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 3,132,110	\$ 2,901,853	\$ 2,900,645	\$ 2,900,645	\$ 2,760,511

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CRIMINAL INVESTIGATIONS

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each others, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.

### OBJECTIVES:

Define and implement victim advocacy program, complete staffing evaluation and planning for future growth of investigations division, ensure completion of investigative follow-up and citizen feedback processes on all reasonable cases with related tracking of such activities, and develop monthly relevant public safety tip focused on community safety and education for public distribution through PIO

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19	FYE 20	FYE 21	FYE 22
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
Investigators	17	17	18	16
Cases closed by arrest	127	119	300	140
C.O.P. Follow-up	412	608	450	600
Cases Investigated	1,941	1,876	2,000	1,650

Notes to Results Report:

COP-Community Oriented

Policing

CID-Criminal Investigations

Division

# DIVISION SUMMARY

## 10660139 EMERGENCY COMMUNICATIONS

### MISSION:

The mission of the Emergency Communications Division is 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 responses.

### DESCRIPTION:

The Emergency Communications Division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSTAT EMS and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the City CAD software and radio systems.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	24	24	24	24	24
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	24	24	24	24	24

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,712,820	\$ 1,781,136	\$ 1,781,136	\$ 1,781,136	\$ 1,839,872
Supplies & Materials	\$ 17,800	\$ 29,510	\$ 29,637	\$ 29,637	\$ 29,987
Services & Maintenance	\$ 152,634	\$ 284,169	\$ 328,323	\$ 328,323	\$ 317,824
Internal Services	\$ 28,054	\$ 39,628	\$ 39,628	\$ 39,628	\$ 51,612
Capital Equipment	\$ 35,535	\$ -	\$ -	\$ -	\$ 9,000
Subtotal	<u>\$ 1,946,843</u>	<u>\$ 2,134,443</u>	<u>\$ 2,178,724</u>	<u>\$ 2,178,724</u>	<u>\$ 2,248,295</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u>\$ 1,946,843</u>	<u>\$ 2,134,443</u>	<u>\$ 2,178,724</u>	<u>\$ 2,178,724</u>	<u>\$ 2,248,295</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## EMERGENCY COMMUNICATIONS

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each others, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.

### OBJECTIVES:

- Establish a Community Education Program to increase the understanding of the activities and roles of the Norman Communications Center, accept feedback and correct problems that may contribute to community grievances against the departments we serve.
- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with region.
- Hire and train the Communications Center to full staffing.
- Increase Mobile Command Post Deployments to educational events.
- Provide all CO's with cultural diversity training.
- In conjunction with ACOG, implement regional Next Generation 911 (NG911) system.
- Provide dispatchers a solution to process Text 911 calls directly into CAD.
- Train all Dispatchers in CIT awareness.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Establish Community Education	20%	50%	75%	20%	75%
Interoperability solutions	80%	80%	90%	85%	95%
Text to 911	30%	100%	100%	100%	Done
Recruit and train	75%	70%	100%	88%	100%
Increased Deployment of Mobile CP	50%	75%	100%	5%	100%
Train all Call takers in CIT awareness	77%	95%	90%	86%	100%
Provide all CO's diversity training	5%	79%	100%	95%	100%
Implement NG911 (regional)	0%	10%	75%	100%	100%
911 text & CAD integration	0%	0%	10%	10%	100%

Notes to Results Report: Presenting at Leadership Norman and CPA are current strategies, getting involved back in TEAM presentations and deploying the Mobile Command Post to local events will increase our exposure.

With the purchase of a new radio system, new interoperability plans will need to be established. Objective 1 is based on staffing levels and availability; we are in discussion with the State OKWIN managers and OKC radio system manager to put interoperability agreements in place.

Text to 911 is ready to deploy; however, Oklahoma City is not and this needs to be a metro wide initiative. Through Rave911 we are able to initiate texting "back" to 911 hang-up calls. This has been instrumental in keeping the number to officer responses to hang ups down.

Mobile CP will be deployed at all multiple "touch a truck" events in order to increase exposure.

CIT Training officer has been identified and trained in the 40 hour class; all new incoming Communications Officers will attend a 2 day awareness level class. As staffing allows, dispatchers that have not received CIT training in the past will also attend.



# DIVISION SUMMARY

10660322 PATROL

## MISSION:

The mission of the Patrol Division is to provide immediate response and stability to emergency situations, investigate criminal activities, develop community partnerships, and proactively identify and resolve public safety concerns of our community.

## DESCRIPTION:

The Patrol Division is comprised of three Patrol Sections, Traffic and Parking Services, and the Community Outreach Section. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detain and arrest suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address homelessness and mental health concerns in our community.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	95	91	91	91	91
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>96</u>	<u>92</u>	<u>92</u>	<u>92</u>	<u>92</u>

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 10,573,674	\$ 9,883,590	\$ 10,011,569	\$ 10,011,569	\$ 10,135,386
Supplies & Materials	\$ 225,789	\$ 296,862	\$ 296,269	\$ 296,269	\$ 314,818
Services & Maintenance	\$ 204,130	\$ 105,786	\$ 106,879	\$ 106,879	\$ 146,786
Internal Services	\$ 299,219	\$ 386,017	\$ 386,017	\$ 386,017	\$ 444,841
Capital Equipment	\$ 249,001	\$ 696,208	\$ 696,208	\$ 696,208	\$ 925,350
Subtotal	<u>\$ 11,551,813</u>	<u>\$ 11,368,463</u>	<u>\$ 11,496,942</u>	<u>\$ 11,496,942</u>	<u>\$ 11,967,181</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 11,551,813</u></u>	<u><u>\$ 11,368,463</u></u>	<u><u>\$ 11,496,942</u></u>	<u><u>\$ 11,496,942</u></u>	<u><u>\$ 11,967,181</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PATROL

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships and build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge and understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, improve quality of life for our community, its residents and its visitors.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.

### OBJECTIVES:

- Provide ongoing information sharing and public education opportunities.
- Develop and implement an effective operational plan for addressing crime, traffic and social harm concerns.
- Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.
- Participate in development of COCMHC multi-agency team to respond to mental health community members in need of services/evaluation..
- Evaluate current and future staffing and deployment needs.
- Development of functional out of class program that produce competent and capable out of class field level supervisors.
- Review and update department ICS/NIMS program to ensure successful response to large scale critical incident.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
COP hours	11,437	10,884	12,000	6,000	9,000
Calls for service	102,314	92,229	105,000	75,000	107,500
Case reports taken	12,965	12,554	13,000	12,000	13,000
Traffic Contacts (citations/warnings)	52,493	39,090	45,000	25,000	45,000
Collisions investigated	2,172	2,033	2,050	1,400	2,050
Arrests made	6,559	5,382	5,750	3,500	5,750

# DIVISION SUMMARY

## 10660230 SPECIAL INVESTIGATIONS

### MISSION:

The mission of the Norman Police Department Special Investigations Division is to conduct complex and lengthy investigations requiring specialty tactics and resources with the goal of providing appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts and when appropriate, submit charges and assist in the successful prosecution of offenders.

The Special Investigations Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations including narcotics investigations, crimes against persons, and property crimes. In some cases, the division may provide support through advice, equipment, or undercover operatives.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	9	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	7	7	7	7

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,003,085	\$ 879,493	\$ 879,493	\$ 879,493	\$ 872,810
Supplies & Materials	\$ 38,170	\$ 44,192	\$ 43,868	\$ 43,868	\$ 36,936
Services & Maintenance	\$ 18,523	\$ 35,158	\$ 36,690	\$ 36,690	\$ 40,158
Internal Services	\$ 32,145	\$ 35,038	\$ 35,038	\$ 35,038	\$ 36,297
Capital Equipment	\$ 6,334	\$ 4,995	\$ 4,995	\$ 4,995	\$ -
Subtotal	\$ 1,098,257	\$ 998,876	\$ 1,000,084	\$ 1,000,084	\$ 986,201
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,098,257	\$ 998,876	\$ 1,000,084	\$ 1,000,084	\$ 986,201

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SPECIAL INVESTIGATIONS

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loves ones, each other, and our community.
- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.

### OBJECTIVES:

- Develop a department human trafficking program.
- Develop and provide department training regarding dangers of illicit drug exposure and response.
- Develop monthly relevant public safety tip focused on community safety and education for public distribution through PIO.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19	FYE 20	FYE 21	FYE 22
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Number of Intelligence Reports received	58	103	60	60
Number of cases investigated	89	97	90	65
Number of persons arrested	87	52	95	50
Number of surveillance operations	209	153	200	120
				200

# DIVISION SUMMARY

## 10660115 STAFF SERVICES

### MISSION:

The mission of the Staff Services Division is to work with internal and external partners and the community in an effort to increase department efficiency, readiness and accountability through the development of processes intended to achieve our department's mission and vision.

### DESCRIPTION:

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, employee training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	25	24	21	21	21
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	25	24	21	21	21

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,135,556	\$ 2,090,541	\$ 2,090,541	\$ 2,090,541	\$ 1,943,215
Supplies & Materials	\$ 114,170	\$ 109,891	\$ 108,800	\$ 108,800	\$ 108,207
Services & Maintenance	\$ 477,594	\$ 555,256	\$ 512,066	\$ 512,066	\$ 522,724
Internal Services	\$ 68,920	\$ 71,985	\$ 71,985	\$ 71,985	\$ 105,743
Capital Equipment	\$ 129,842	\$ 50,765	\$ 50,765	\$ 50,765	\$ 54,500
Subtotal	<u>\$ 2,926,082</u>	<u>\$ 2,878,438</u>	<u>\$ 2,834,157</u>	<u>\$ 2,834,157</u>	<u>\$ 2,734,389</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 2,926,082</u>	<u>\$ 2,878,438</u>	<u>\$ 2,834,157</u>	<u>\$ 2,834,157</u>	<u>\$ 2,734,389</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STAFF SERVICES

### GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships and build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge and understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, improve quality of life for our community, its residents and its visitors.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.

### OBJECTIVES:

- Provide all staff with ongoing exposure and awareness regarding marginalized members of the community.
- Develop and expand department safety training programs.
- Implement a voluntary employee physical fitness program and evaluation tool.
- Improve the security and safety of the main department building and parking lots.
- Develop and implement employee leadership and mentoring program for personal/professional growth and development.
- Evaluate and produce dept. multiyear training plan and schedule that accounts for attendance and materials.

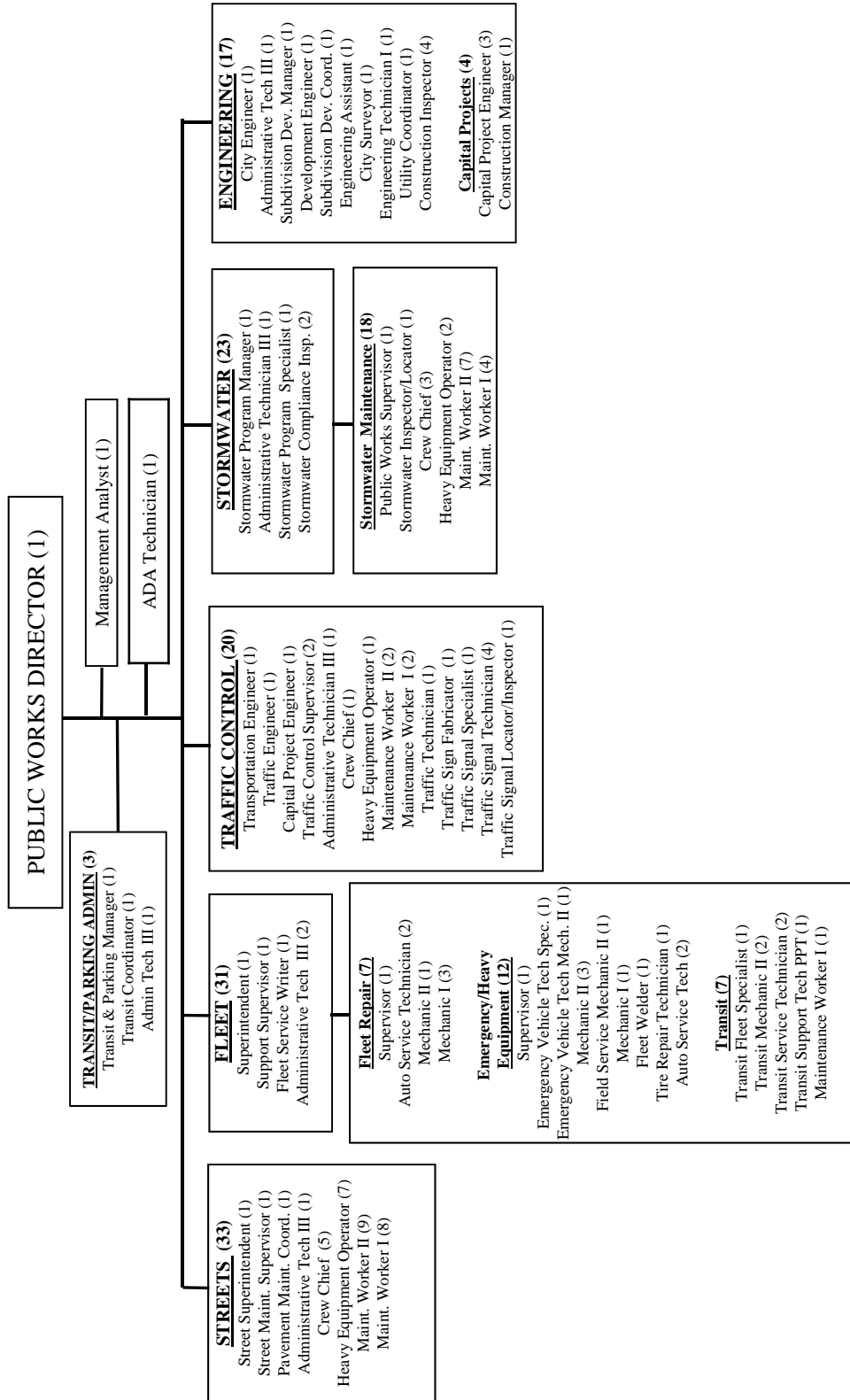
### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30	30	30
Total number of firearms training sessions for commissioned officer	4	2	4	4	4
Number of outside courses hosted by training section	4	0	3	3	4
Percentage of officers qualified on CLEET firearms	100%	100%	100%	100%	100%
Number of officers qualified on NPD firearms courses	100%	100%	100%	100%	100%
Monthly Crime prediction packet	N/A	12	12	12	12
Records Counter Contacts	N/A	8,936	12,500	10,000	13,000
Records Phone Contacts	N/A	7,677	13,000	9,000	13,500
Records Cases Managed	12,746	11,201	13,000	12,000	13,000
Records Released	N/A	5,262	7,000	6,250	7,500
Videos Processed	485	536	500	600	650

Notes to Results Report: NPD – Norman Police Department

# PUBLIC WORKS DEPARTMENT

130 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL PUBLIC WORKS

### MISSION:

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

### DESCRIPTION:

The Public Works Department is organized into seven functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, Traffic Control, and Transit & Parking. 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	111	112	112	112	113
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	111	112	112	112	113

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 8,106,099	\$ 9,059,390	\$ 9,062,390	\$ 9,062,390	\$ 9,127,923
Supplies & Materials	\$ 3,291,089	\$ 4,426,669	\$ 4,493,297	\$ 4,493,297	\$ 4,058,987
Services & Maintenance	\$ 2,559,736	\$ 2,965,774	\$ 4,380,761	\$ 4,380,761	\$ 2,932,396
Internal Services	\$ 509,171	\$ 664,731	\$ 664,731	\$ 664,731	\$ 854,815
Capital Equipment	\$ 2,114,650	\$ 1,692,386	\$ 1,678,482	\$ 1,678,482	\$ 1,711,501
Subtotal	\$ 16,580,745	\$ 18,808,950	\$ 20,279,661	\$ 20,279,661	\$ 18,685,622
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 16,580,745	\$ 18,808,950	\$ 20,279,661	\$ 20,279,661	\$ 18,685,622



# DIVISION SUMMARY

## 10550201 ADMINISTRATION

### MISSION:

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

### DESCRIPTION:

The Administration Division is composed of the Director of Public Works and the Management Analyst.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	2	2	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 297,984	\$ 296,049	\$ 299,049	\$ 299,049	\$ 302,725
Supplies & Materials	\$ 4,872	\$ 5,267	\$ 13,117	\$ 13,117	\$ 5,267
Services & Maintenance	\$ 58,041	\$ 59,880	\$ 49,030	\$ 49,030	\$ 33,464
Internal Services	\$ 25,950	\$ 25,582	\$ 25,582	\$ 25,582	\$ 35,992
Capital Equipment	\$ 21,550	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 408,397</u>	<u>\$ 386,778</u>	<u>\$ 386,778</u>	<u>\$ 386,778</u>	<u>\$ 377,448</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 408,397</u>	<u>\$ 386,778</u>	<u>\$ 386,778</u>	<u>\$ 386,778</u>	<u>\$ 377,448</u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **ADMINISTRATION**

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### **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, West Main Street Bridge Project, 24th Avenue East Bond Project, 36th Avenue NW Bond Project, 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.
  - Implement the Council-adopted (June, 2018) Americans with Disabilities Act (ADA) Transiton Plan Update.
  - Manage the City’s Public Transportation (bus) System, EMBARK Norman.
  - Implement 2019 Transportation Bond Program including nineteen (19) projects.
-

## PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Highway projects completed	90%	95%	95%	95%	95%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	50%	60%	65%	65%	70%
Completion of 2016 Street Bond Program	60%	85%	100%	100%	n/a
Completion of Comprehensive Transportation Plan	30%	35%	40%	40%	45%
Implementation of Wayfinding plan	25%	30%	35%	35%	40%
Implementation of 2012 Bond program	60%	80%	85%	85%	88%
Implementation of 2018 ADA Transition Plan Update	10%	20%	25%	25%	30%
Implementation of 2019 Transportation Bond	n/a	5	10	10%	15%
Completion of 2021 Street Bond Program	n/a	n/a	n/a	n/a	20%

Notes to Results Report: \*NPDES – National Pollutant Discharge Elimination System

# DIVISION SUMMARY

10550006 ADA

## MISSION:

The mission of the ADA Program is to enforce the Americans with Disabilities Act (ADA) with regard to City Facilities and public rights-of-way.

## DESCRIPTION:

The ADA Program is made up of the ADA Coordinator (Director of Public Works), one fulltime ADA Technician and support staff. City Council has also appointed three (3) ADA Committees; (1) ADA Citizen Advisory Committee, (2) ADA Public Transportation Sub-Committee, (3) ADA Staff Liaison Committee. \*Note: ADA-related expenses were included with the Public Works Administration division prior to FYE 21.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	1	1	1	1

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ 79,093	\$ 79,093	\$ 79,093	\$ 68,745
Supplies & Materials	\$ -	\$ 4,250	\$ 4,750	\$ 4,750	\$ 4,250
Services & Maintenance	\$ -	\$ 85,600	\$ 85,100	\$ 85,100	\$ 110,600
Internal Services	\$ -	\$ 150	\$ 150	\$ 150	\$ 175
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 169,093	\$ 169,093	\$ 169,093	\$ 183,770
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ -	\$ 169,093	\$ 169,093	\$ 169,093	\$ 183,770

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADA

### GOALS:

- Make Norman the most accessible city in Oklahoma
- Provide accessibility to all forms of disabilities
- Provide staff support to Council ADA Committees

### OBJECTIVES:

- Implement the Council-adopted (June, 2018) Americans with Disabilities Act (ADA) Transition Plan Update, including the addition of a full-time accessibility management consultant.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Implementation of 2018 ADA Transition Plan Update	n/a	5%	5%	5%	10%
Development of ADA Transition Plan for the City's Public Transportation (Bus) System	n/a	10%	10%	10%	50%

Notes to Results Report:

\*NPDES – National Pollutant Discharge Elimination System

# DIVISION SUMMARY

## 10550210 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,042,122	\$ 1,126,870	\$ 1,126,870	\$ 1,126,870	\$ 1,181,755
Supplies & Materials	\$ 15,424	\$ 26,842	\$ 26,342	\$ 26,342	\$ 28,117
Services & Maintenance	\$ 43,891	\$ 48,465	\$ 48,965	\$ 48,965	\$ 48,122
Internal Services	\$ 28,186	\$ 34,710	\$ 34,710	\$ 34,710	\$ 35,452
Capital Equipment	\$ -	\$ 20,300	\$ 20,300	\$ 20,300	\$ 7,500
Subtotal	\$ 1,129,623	\$ 1,257,187	\$ 1,257,187	\$ 1,257,187	\$ 1,300,946
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,129,623	\$ 1,257,187	\$ 1,257,187	\$ 1,257,187	\$ 1,300,946

# 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 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Complete projects within 15% of the original budget, 80% of the time	95%	100%	80%	100%	95%
Complete projects on time, 75% of the time	85%	90%	80%	90%	85%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	90%	100%	90%	95%	95%
Addresses will be assigned within 5 working days, 70% of the time	85%	95%	70%	100%	80%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	85%	90%	90%
Public requests for information will be provided within 2 hours, 70% of the time	98%	98%	95%	95%	95%
Will inspect all active projects once a day, 90% of the time	100%	95%	95%	100%	95%
Prepare development punch list within 1 day of the final inspection, 90% of the time	98%	100%	90%	95%	95%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	95%	98%	75%	95%	90%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	100%	100%
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

## 10550170 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 enhance citizen mobility, accessibility, and transportation choices that are safe, economical, and reliable. The Public Works Fleet Administration Division also ensures 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 26 employees within the Fleet 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, as well as, the Public Transit services. Fleet staff is responsible for establishing citywide budget figures based on a five year average usage for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet Administrative staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles. The Equipment Support Supervisor and 1 Light Equipment Technician are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventative maintenance of the City of Norman's CNG Fueling Facility.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 376,104	\$ 415,614	\$ 415,614	\$ 415,614	\$ 373,781
Supplies & Materials	\$ 10,898	\$ 10,475	\$ 10,475	\$ 10,475	\$ 12,586
Services & Maintenance	\$ 45,903	\$ 44,445	\$ 44,445	\$ 44,445	\$ 115,038
Internal Services	\$ 3,296	\$ 3,168	\$ 3,168	\$ 3,168	\$ 3,372
Capital Equipment	\$ 3,207	\$ 10,800	\$ 10,800	\$ 10,800	\$ 257,040
Subtotal	\$ 439,408	\$ 484,502	\$ 484,502	\$ 484,502	\$ 761,817
Division Total	\$ 439,408	\$ 484,502	\$ 484,502	\$ 484,502	\$ 761,817



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET ADMINISTRATION

### GOALS:

- Provide support services to all City divisions and the public.
- Provide support services to all Norman citizens.
- 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:

- To increase the awareness of the City's personnel in the need to support the Preventative Maintenance Service Program for vehicles/equipment to ensure 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b>Preventive maintenance program</b>					
(missed or late services)	182	384	>250	442	306
(completed services)	1,259	1,307	1,401	1,547	1,546
<b>Capital Equipment/Vehicle Outlay</b>					
General Fund (excluding Westwood)	\$2,045,471	\$1,991,083	\$3,200,000	\$2,147,635	\$3,300,000
PSST Fund	\$725,000	\$990,710	\$1,370,000	\$0	\$353,179
Water/WRF Utility Funds	\$726,165	\$623,949	\$665,660	\$234,769	\$709,614
Sanitation Fund	\$1,847,748	\$1,760,370	\$1,800,000	\$1,496,843	\$2,889,600
Public Transportation Fund	\$0	\$327,275	\$1,800,000	\$563,635	\$1,000,000
<b>Vehicle Replacement Report:</b>					
<i>No. of requests received for replacement</i>					
General Fund (excluding Westwood)	152	151	151	144	156
PSST Fund	1	1	1	3	5
Water/WRF Utility Funds	8	7	9	0	17
Sanitation Fund	18	28	14	19	11
Public Transportation Fund	-	-	28	14	15
Fixed Routes	-	-	13	9	10
Paratransit	-	-	15	5	5

## PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<i>No. of requests approved for replacement</i>					
General Fund (excluding Westwood)	27	35	51	27	38
PSST Fund	5	1	1	0	0
Water/WRF Utility Funds	14	7	6	3	11
Sanitation Fund	8	18	17	11	11
Public Transportation Fund	-	-	-	1	2
<i>No. of requests deferred for replacement</i>					
General Fund (excluding Westwood)	117	116	116	117	118
PSST Fund	0	0	0	3	5
Water/WRF Utility Funds	0	0	0	16	6
Sanitation Fund	9	10	0	3	0
Public Transportation Fund	0	0	0	13	13
<b>Fuel Report:</b>					
Diesel / gallons dispensed	225,877	225,305	245,984	240,162	253,278
Unleaded gasoline / gallons dispensed	236,811	239,172	241,199	253,381	255,507
Compressed natural gas / gallons dispensed	240,463	273,602	266,049	220,310	300,591
Compressed natural gas sold to public:					
Gallons	77,808	67,857	79,767	55,476	61,667
Sales	\$116,561	\$91,728	\$118,395	\$74,946	\$83,337

Notes to Results Report:

**Preventive Maintenance Program:** This program is designed with the intent to “prevent” major repairs **before** they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 4,000 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. Public Transportation fixed route and paratransit vehicles are scheduled on a routine basis, specifically every 5,000 miles. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis of once a year.

**Capital Equipment/Vehicle outlay:** The Fleet Division 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 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:** The Fleet Division supports and aids in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment.

# DIVISION SUMMARY

## 10550175 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 78,906	\$ 82,336	\$ 82,336	\$ 82,336	\$ 86,519
Supplies & Materials	\$ 153,453	\$ 179,305	\$ 179,305	\$ 179,305	\$ 161,306
Services & Maintenance	\$ 96,518	\$ 109,700	\$ 109,700	\$ 109,700	\$ 109,700
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 328,877</u>	<u>\$ 371,341</u>	<u>\$ 371,341</u>	<u>\$ 371,341</u>	<u>\$ 357,525</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 328,877</u>	<u>\$ 371,341</u>	<u>\$ 371,341</u>	<u>\$ 371,341</u>	<u>\$ 357,525</u>

## **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

### **FLEET CNG STATION**

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**GOALS:**

To provide City of Norman citizens and City departments with compressed natural gas (CNG), and to provide consistent and reliable service 24 hours a day, 7 days a week.

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**OBJECTIVES:**

Deliver the highest level of customer service, conduct all department business in an ethical and timely manner, and always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of CNG Transactions	3,367	3,130	3,248	3,282	3,260
Number of CNG gallons	513,407	496,190	504,798	503,466	504,354

# DIVISION SUMMARY

## 10550173 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 1,868,275	\$ 2,839,266	\$ 2,833,989	\$ 2,833,989	\$ 2,503,959
Services & Maintenance	\$ 346,762	\$ 407,154	\$ 407,154	\$ 407,154	\$ 434,524
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,215,037	\$ 3,246,420	\$ 3,241,143	\$ 3,241,143	\$ 2,938,483
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 2,215,037	\$ 3,246,420	\$ 3,241,143	\$ 3,241,143	\$ 2,938,483

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## 10550173 FLEET FUEL & PARTS INVENTORY

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**GOALS:**

Provide 90% of the non-consumable parts requirements on demand and 95% of the parts requirements within two (2) business days

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**MISSION:**

Deliver the highest level of customer service, Conduct all Department business in an ethical and timely manner, and always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Non-consumable parts: On-Demand	>90%	>90%	>90%	>90%	>90%
Within 2 business hours	>95%	>95%	>95%	>95%	>95%

# DIVISION SUMMARY

## 10550171 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

### MISSION:

The mission of the Fleet Light 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 Light Repair Shop is comprised of 1 shop Supervisor and 7 Technicians: 1 Mechanic II, 3 Mechanic I's, 2 Auto Service Technicians, and 1 Tire Technician. These 8 Fleet employees are responsible for 583 of the 905 pieces of equipment and automotive units in the City's fleet. The Fleet Automotive/Light Equipment Shop 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 relates to personnel, equipment, shop, and environmental safety.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 437,205	\$ 470,260	\$ 470,260	\$ 470,260	\$ 492,898
Supplies & Materials	\$ 33,207	\$ 27,584	\$ 27,584	\$ 27,584	\$ 26,495
Services & Maintenance	\$ 10,857	\$ 15,244	\$ 15,244	\$ 15,244	\$ 22,044
Internal Services	\$ 5,597	\$ 8,144	\$ 8,144	\$ 8,144	\$ 13,982
Capital Equipment	\$ 35,486	\$ 45,940	\$ 45,940	\$ 45,940	\$ -
Subtotal	\$ 522,352	\$ 567,172	\$ 567,172	\$ 567,172	\$ 555,419
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 522,352	\$ 567,172	\$ 567,172	\$ 567,172	\$ 555,419

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

### GOALS:

- Provide safe and reliable repairs to all Divisions that the Fleet Light Equipment Repair Services represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- Provide technician training that covers the latest technological advances for the City's equipment.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of light duty units	578	594	615	635	647
Number of light duty CNG units	91	87	93	85	90
Yearly productive average (national average is 70%)	83%	77.2%	>70%	81%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	0.28%	0.35%	>0.30%	0.40%	>.30%
Preventive Maintenance Program:					
(missed or late services)	168	306	162	346	250
(completed services)	769	957	867	1,077	970
Work orders completed	1,471	2,298	2,670	4,456	5,000
(# of scheduled repairs)	756	1,173	1,484	2,298	3,000
(# of unscheduled repairs)	715	1,125	1,186	2,158	2,000
# of Sublet Vendor Repairs	50	56	50	38	45

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas



# DIVISION SUMMARY

## 10550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

### MISSION:

The mission of the Fleet Heavy Repair Shop 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 Heavy Repair Shop is comprised of 1 Shop Supervisor and 8 Technicians: 1 Field Service Mechanic II, 3 Mechanic II's, 1 Mechanic I, 2 Service Technicians, and 1 Welder/Fabricator. These 9 Fleet employees are responsible for 322 of the 905 pieces of equipment and truck units in the City's fleet. The Fleet Truck/Heavy Equipment Shop 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 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 675,406	\$ 738,787	\$ 738,787	\$ 738,787	\$ 750,358
Supplies & Materials	\$ 35,427	\$ 32,038	\$ 32,038	\$ 32,038	\$ 30,879
Services & Maintenance	\$ 12,356	\$ 16,337	\$ 16,149	\$ 16,149	\$ 17,937
Internal Services	\$ 8,701	\$ 9,376	\$ 9,376	\$ 9,376	\$ 12,447
Capital Equipment	\$ 2,854	\$ 60,000	\$ 60,000	\$ 60,000	\$ 129,900
Subtotal	<u>\$ 734,744</u>	<u>\$ 856,538</u>	<u>\$ 856,350</u>	<u>\$ 856,350</u>	<u>\$ 941,521</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 734,744</u>	<u>\$ 856,538</u>	<u>\$ 856,350</u>	<u>\$ 856,350</u>	<u>\$ 941,521</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 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Heavy duty units	313	318	310	322	325
Heavy duty CNG vehicles	39	42	34	44	44
Yearly productive average (national standard avg is 70%)	85%	79.6%	>70%	78%	>70%
Benchmark vehicle repair standards (avg exceeding industry standard)	0.56%	0.52%	>0.5%	0.56%	>.50%
Preventive Maintenance Program:					
(missed or late services)	35	77	27	86	50
(completed services)	268	239	418	269	420
Work orders completed	561	2,178	2,158	3,874	4,200
(# of scheduled repairs)	218	585	818	1,110	3,200
(# of unscheduled repairs)	343	1,593	1,340	2,764	1,000
# of sublet vendor repairs	14	112	125	132	130

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

## DIVISION SUMMARY

### 10550222 STORMWATER MAINTENANCE DIVISION

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#### MISSION:

The 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.

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#### 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.

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#### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,129,229	\$ 1,392,588	\$ 1,392,588	\$ 1,392,588	\$ 1,366,145
Supplies & Materials	\$ 241,703	\$ 266,384	\$ 266,384	\$ 266,384	\$ 250,834
Services & Maintenance	\$ 177,701	\$ 218,519	\$ 218,519	\$ 218,519	\$ 220,632
Internal Services	\$ 135,860	\$ 147,688	\$ 147,688	\$ 147,688	\$ 186,512
Capital Equipment	\$ 882,120	\$ 126,409	\$ 126,409	\$ 126,409	\$ 419,136
Subtotal	<u>\$ 2,566,613</u>	<u>\$ 2,151,588</u>	<u>\$ 2,151,588</u>	<u>\$ 2,151,588</u>	<u>\$ 2,443,259</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 2,566,613</u>	<u>\$ 2,151,588</u>	<u>\$ 2,151,588</u>	<u>\$ 2,151,588</u>	<u>\$ 2,443,259</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STORMWATER MAINTENANCE DIVISION

### GOALS:

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

### OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- Provide efficient storm sewer system maintenance.
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Permit all earth disturbing operations > 1 acre in size	95%	100%	95%	100%	95%
Permit all floodplain activities as appropriate	100%	100%	95%	100%	95%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines	100%	100%	100%	100%	100%
Perform erosion control inspections of permitted sites within 30 days	122%	119%	100%	100%	100%
Inspect City facilities identified as potential stormwater pollution sources	0%	0%	50%	50%	50%
Respond to stormwater complaints and drainage concerns within 24 hours.	100%	97%	95%	99%	95%
Mechanically sweep 500 curb miles per month	63%	81%	50%	49%	50%
Inspect and clean 100% of the urban drainage inlets 3x per year	27%	130%	50%	50%	50%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, 6x per year	9%	63%	90%	60%	90%
Apply chemical vegetative control to open drainage channels, one time per year*	0%	50%	50%	50%	50%

# DIVISION SUMMARY

## 10550225 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.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	5	5	5	5	5

**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 314,577	\$ 332,905	\$ 332,905	\$ 332,905	\$ 349,063
Supplies & Materials	\$ 31,251	\$ 72,206	\$ 68,006	\$ 68,006	\$ 71,147
Services & Maintenance	\$ 36,049	\$ 62,664	\$ 66,864	\$ 66,864	\$ 62,664
Internal Services	\$ 11,136	\$ 15,216	\$ 15,216	\$ 15,216	\$ 15,693
Capital Equipment	\$ 3,343	\$ 15,400	\$ 15,400	\$ 15,400	\$ -
Subtotal	<u>\$ 396,356</u>	<u>\$ 498,391</u>	<u>\$ 498,391</u>	<u>\$ 498,391</u>	<u>\$ 498,567</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 396,356</u>	<u>\$ 498,391</u>	<u>\$ 498,391</u>	<u>\$ 498,391</u>	<u>\$ 498,567</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STORMWATER QUALITY DIVISION

### GOALS:

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

### OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Permit all earth disturbing operations over >1 acre in size	95%	100%	95%	100%	95%
Permit all floodplain activities as appropriate*	100%	100%	95%	100%	95%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of dealines.*	100%	100%	100%	100%	100%
Perform erosion control inspections of permitted sites within 30 days	122%	119%	100%	100%	100%
Respond to stormwater complaints within 24 hours of the time reported	100%	100%	95%	100%	95%
Inspect City facilities identified as potential stormwater pollution sources	0%	0%	50%	50%	50%



# DIVISION SUMMARY

## 10550221 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.
- Oversees the City's Debris Management Plan
- Manages the City's Street Maintenance Bond Program.
- Provides snow removal and ice control for all Urban Streets and coordinates with Cleveland County and ODOT for snow and ice control for rural roads and state highways respectively.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	33	33	33	33	33

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,141,236	\$ 2,452,857	\$ 2,452,857	\$ 2,452,857	\$ 2,513,623
Supplies & Materials	\$ 663,538	\$ 715,768	\$ 715,130	\$ 715,130	\$ 716,454
Services & Maintenance	\$ 175,801	\$ 275,135	\$ 1,696,960	\$ 1,696,960	\$ 274,462
Internal Services	\$ 228,438	\$ 345,908	\$ 345,908	\$ 345,908	\$ 483,994
Capital Equipment	\$ 521,371	\$ 977,606	\$ 956,081	\$ 956,081	\$ 498,315
Subtotal	\$ 3,730,384	\$ 4,767,274	\$ 6,166,936	\$ 6,166,936	\$ 4,486,848
Division Total	\$ 3,730,384	\$ 4,767,274	\$ 6,166,936	\$ 6,166,936	\$ 4,486,848

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	95%	100%	95%
Overlay / pave 10 miles per year	133%	175%	100%	127%	100%
Replace 2,000 square yards of concrete pavement panels	36%	211%	100%	152%	100%
Grade all unpaved alleys two times per year (approx.. 210 blocks)	10%	27%	100%	26%	100%
Mow 15 ROW miles of Urban rights-of-way, eight (8) times per year	102%	190%	100%	112%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year	221%	294%	100%	139%	100%
Debris Removal - pre-positioned contractor on notice 24 hours prior to storm event	n/a	n/a	100%	100%	100%
Debris removal - issue notice to proceed/task order within 48 hours of storm event	n/a	n/a	100%	100%	100%

# DIVISION SUMMARY

## 10550223 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	19	19	19	19	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	19	19	19	19	20

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,613,330	\$ 1,672,031	\$ 1,672,031	\$ 1,672,031	\$ 1,642,311
Supplies & Materials	\$ 233,041	\$ 247,284	\$ 316,177	\$ 316,177	\$ 247,693
Services & Maintenance	\$ 1,555,857	\$ 1,622,631	\$ 1,622,631	\$ 1,622,631	\$ 1,483,209
Internal Services	\$ 62,007	\$ 74,789	\$ 74,789	\$ 74,789	\$ 67,196
Capital Equipment	\$ 644,719	\$ 435,931	\$ 443,552	\$ 443,552	\$ 399,610
Subtotal	\$ 4,108,954	\$ 4,052,666	\$ 4,129,180	\$ 4,129,180	\$ 3,840,019
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 4,108,954	\$ 4,052,666	\$ 4,129,180	\$ 4,129,180	\$ 3,840,019

# 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-stripped 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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%
Worker-hours per gallon of traffic paint used	0.48	0.8	0.8	0.4	0.8
Thermoplastic legend, arrows, stop bars and crosswalks installed	10.74	4 to 6 installations/day (2-person crew)	5	5	4 to 6 installations/day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%

**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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%	99% high priority - 90% other signs	100	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	0.02%	0.01%	<.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	100%	100%	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

10770281 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 70,325	\$ 72,837	\$ 72,837	\$ 72,837	\$ 70,020
Internal Services	\$ 3,821	\$ 3,934	\$ 3,934	\$ 3,934	\$ 3,236
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 74,146</u>	<u>\$ 76,771</u>	<u>\$ 76,771</u>	<u>\$ 76,771</u>	<u>\$ 73,256</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 74,146</u></u>	<u><u>\$ 76,771</u></u>	<u><u>\$ 76,771</u></u>	<u><u>\$ 76,771</u></u>	<u><u>\$ 73,256</u></u>

# DIVISION SUMMARY

10770182 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 37,762	\$ 42,662	\$ 42,662	\$ 42,662	\$ 41,704
Internal Services	\$ 1,982	\$ 838	\$ 838	\$ 838	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 39,744	\$ 43,500	\$ 43,500	\$ 43,500	\$ 41,704
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 39,744	\$ 43,500	\$ 43,500	\$ 43,500	\$ 41,704



# DIVISION SUMMARY

## 10930194 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Public Safety Sales Tax	\$ 1,522,032	\$ 1,294,239	\$ 1,294,239	\$ 1,294,239	\$ 1,289,984
Rainy Day Fund	\$ -	\$ -	\$ 135,000	\$ 135,000	\$ -
Westwood	\$ 280,736	\$ -	\$ -	\$ -	\$ -
Capital Project Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Public Transit Fund	\$ 5,215,823	\$ 1,174,377	\$ 1,174,377	\$ 1,174,377	\$ 741,072
Room Tax Fund	\$ -	\$ -	\$ 1,075,000	\$ 1,075,000	\$ -
Seizure Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Norman Forward Fund	\$ -	\$ -	\$ 4,800,000	\$ 4,800,000	\$ -
Division Total	<u>\$ 7,018,591</u>	<u>\$ 2,468,616</u>	<u>\$ 8,478,616</u>	<u>\$ 8,478,616</u>	<u>\$ 2,031,056</u>

# DIVISION SUMMARY

## 10120280 NORMAN PUBLIC LIBRARY

### MISSION:

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

### DESCRIPTION:

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

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 353,065	\$ 456,873	\$ 456,873	\$ 456,873	\$ 518,952
Internal Services	\$ 212,355	\$ 227,456	\$ 227,456	\$ 227,456	\$ 133,539
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 565,420	\$ 684,329	\$ 684,329	\$ 684,329	\$ 652,491
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 565,420	\$ 684,329	\$ 684,329	\$ 684,329	\$ 652,491

# DIVISION SUMMARY

10770286 SANTA FE DEPOT

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**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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 5,439	\$ 7,183	\$ 7,183	\$ 7,183	\$ 5,569
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 5,439</u>	<u>\$ 7,183</u>	<u>\$ 7,183</u>	<u>\$ 7,183</u>	<u>\$ 5,569</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 5,439</u></u>	<u><u>\$ 7,183</u></u>	<u><u>\$ 7,183</u></u>	<u><u>\$ 7,183</u></u>	<u><u>\$ 5,569</u></u>

# DIVISION SUMMARY

10770183 SOONER THEATRE

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## 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.

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## 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 78,520	\$ 85,426	\$ 85,426	\$ 85,426	\$ 80,480
Internal Services	\$ 7,402	\$ 7,262	\$ 7,262	\$ 7,262	\$ 6,427
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 85,922</u>	<u>\$ 92,688</u>	<u>\$ 92,688</u>	<u>\$ 92,688</u>	<u>\$ 86,907</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 85,922</u>	<u>\$ 92,688</u>	<u>\$ 92,688</u>	<u>\$ 92,688</u>	<u>\$ 86,907</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 13,804	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 13,804	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 13,804	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000

# FUND SUMMARY

## TOTAL CLEET PROGRAM FUND - (26)

### MISSION:

The collection and disbursement of the portion of CLEET funds retained by the City for court and police training.

### DESCRIPTION:

To accurately collect, account for, and disburse CLEET funds retained by the City.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 23,706	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 23,706	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 23,706	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005



## DIVISION SUMMARY

26121311 COURT CLEET TRAINING

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**MISSION:**

The disbursement of CLEET funds for court and prosecution training until the fund balance is depleted.

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**DESCRIPTION:**

Disbursement of CLEET funds for court and prosecution training.

---

**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 543	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 543</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 543</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 1,500</u></u>

# DIVISION SUMMARY

26660134 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 24,742	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 24,742</u>	<u>\$ 30,505</u>	<u>\$ 30,505</u>	<u>\$ 30,505</u>	<u>\$ 30,505</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 24,742</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 30,505</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	6	6	8	8	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	8	8	7

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Community Development	\$ 601,017	\$ 910,621	\$ 1,815,017	\$ 1,815,017	\$ 927,206
HOME	\$ 60,742	\$ 412,569	\$ 1,336,900	\$ 1,336,900	\$ 431,097
Emergency Shelter	\$ -	\$ -	\$ 204,826	\$ 204,826	\$ -
Kingsgate Property	\$ -	\$ -	\$ -	\$ -	\$ -
Neighborhood Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG-DR	\$ 13,888	\$ -	\$ -	\$ -	\$ -
CDBG-CV	\$ 4,014	\$ -	\$ 533,447	\$ 533,447	\$ -
SHPRP ARRA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
COC Planning Grant	\$ 12,088	\$ -	\$ 12,587	\$ 12,587	\$ -
Public Services	\$ -	\$ -			\$ -
Interfund Transfers	\$ 2,028,435	\$ -	\$ 4,786,045	\$ 4,786,045	\$ -
Audit Adjust/Encumbrances	\$ (2,046,866)	\$ -	\$ 35	\$ 35	\$ -
Fund Total	<u>\$ 673,318</u>	<u>\$ 1,323,190</u>	<u>\$ 8,688,857</u>	<u>\$ 8,688,857</u>	<u>\$ 1,358,303</u>

# **DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **COMMUNITY DEVELOPMENT FUND**

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### **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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of social services units of service provided	5,397	6,000	6,000	2,000	1,000
Number of households assisted through housing programs	35	35	40	40	40
Awarded contract amounts for homeless					
Programs:					
Continuum of Care	\$431,688	\$426,422	\$426,422	\$426,422	\$426,422
ESG CoC CARES Act funding	\$0	\$0	\$767,882	\$767,882	\$1,220,314
Funding application amounts submitted:					
Entitlement CDBG	\$843,653	\$850,944	\$910,483	\$910,483	\$910,483
CDBG CARES funding	\$0	\$0	\$1,273,256	\$1,273,256	\$1,085,000
Entitlement HOME	\$423,525	\$374,974	\$412,485	\$412,485	\$412,485
HOME Recovery funding	\$0	\$0	\$0	\$0	\$1,580,000
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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Community Park Improve	\$ -	\$ -	\$ 68,509	\$ -	\$ -
Neighborhood Park Improve	\$ 21,413	\$ -	\$ 67,448	\$ 280,000	\$ -
Interfund Transfers	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 7,886	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 179,299	\$ -	\$ 135,957	\$ 280,000	\$ -

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	84	84	84	84	84
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>84</u>	<u>84</u>	<u>84</u>	<u>84</u>	<u>84</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 9,560,540	\$ 9,410,781	\$ 9,410,781	\$ 9,410,781	\$ 9,437,740
Supplies & Materials	\$ 294,192	\$ 339,034	\$ 337,288	\$ 337,288	\$ 351,006
Services & Maintenance	\$ 252,833	\$ 278,021	\$ 279,767	\$ 279,767	\$ 289,010
Internal Services	\$ 161,629	\$ 204,098	\$ 204,098	\$ 204,098	\$ 375,436
Capital Equipment	\$ 1,177,861	\$ 870,471	\$ 1,661,860	\$ 1,661,860	\$ 1,118,747
Subtotal	<u>\$ 11,447,055</u>	<u>\$ 11,102,405</u>	<u>\$ 11,893,794</u>	<u>\$ 11,893,794</u>	<u>\$ 11,571,939</u>
Capital Projects	\$ 2,487,353	\$ -	\$ 6,887,782	\$ 6,887,782	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,357,675	\$ 2,361,641	\$ 2,361,641	\$ 2,361,641	\$ 2,369,342
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 4,845,028</u>	<u>\$ 2,361,641</u>	<u>\$ 9,249,423</u>	<u>\$ 9,249,423</u>	<u>\$ 2,369,342</u>
Fund Total	<u>\$ 16,292,083</u>	<u>\$ 13,464,046</u>	<u>\$ 21,143,217</u>	<u>\$ 21,143,217</u>	<u>\$ 13,941,281</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 3,571,773	\$ 3,547,695	\$ 3,547,695	\$ 3,547,695	\$ 3,726,780
Supplies & Materials	\$ 104,640	\$ 136,428	\$ 136,428	\$ 136,428	\$ 145,217
Services & Maintenance	\$ 72,943	\$ 101,406	\$ 101,406	\$ 101,406	\$ 95,785
Internal Services	\$ 70,437	\$ 90,711	\$ 90,711	\$ 90,711	\$ 106,302
Capital Equipment	\$ 874,649	\$ 860,221	\$ 1,651,610	\$ 1,651,610	\$ 911,017
Subtotal	\$ 4,694,442	\$ 4,736,461	\$ 5,527,850	\$ 5,527,850	\$ 4,985,101
Capital Projects	\$ 223,943	\$ -	\$ 416,472	\$ 416,472	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 223,943	\$ -	\$ 416,472	\$ 416,472	\$ -
Division Total	\$ 4,918,385	\$ 4,736,461	\$ 5,944,322	\$ 5,944,322	\$ 4,985,101



# DIVISION SUMMARY

15665143 SUPPRESSION – Public Safety Sales Tax

## MISSION:

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

## DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 3,571,773	\$ 3,547,695	\$ 3,547,695	\$ 3,547,695	\$ 3,726,780
Supplies & Materials	\$ 104,640	\$ 136,428	\$ 136,428	\$ 136,428	\$ 145,217
Services & Maintenance	\$ 72,943	\$ 101,406	\$ 101,406	\$ 101,406	\$ 95,785
Internal Services	\$ 70,437	\$ 90,711	\$ 90,711	\$ 90,711	\$ 106,302
Capital Equipment	\$ 874,649	\$ 860,221	\$ 1,651,610	\$ 1,651,610	\$ 911,017
Subtotal	\$ 4,694,442	\$ 4,736,461	\$ 5,527,850	\$ 5,527,850	\$ 4,985,101
Capital Projects	\$ 223,943	\$ -	\$ 416,472	\$ 416,472	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 223,943	\$ -	\$ 416,472	\$ 416,472	\$ -
Division Total	\$ 4,918,385	\$ 4,736,461	\$ 5,944,322	\$ 5,944,322	\$ 4,985,101

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SUPPRESSION – PUBLIC SAFETY SALES TAX

### GOALS:

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

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	351	269	400	300	300
Emergency medical calls answered	9,965	10,348	10,000	10,000	11,000
Average response time (urban area)	5.59 minutes	6.04 minutes	5 minutes	6 minutes	5.30 minutes
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	180%	90%	90%	90%	90%

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	52	52	52	52	52
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 5,988,767	\$ 5,714,312	\$ 5,714,312	\$ 5,714,312	\$ 5,555,860
Supplies & Materials	\$ 189,528	\$ 197,227	\$ 195,481	\$ 195,481	\$ 195,482
Services & Maintenance	\$ 178,110	\$ 166,995	\$ 168,741	\$ 168,741	\$ 166,995
Internal Services	\$ 91,192	\$ 111,887	\$ 111,887	\$ 111,887	\$ 269,034
Capital Equipment	\$ 245,184	\$ -	\$ -	\$ -	\$ 124,630
Subtotal	<u>\$ 6,692,781</u>	<u>\$ 6,190,421</u>	<u>\$ 6,190,421</u>	<u>\$ 6,190,421</u>	<u>\$ 6,312,001</u>
Capital Projects	\$ 2,263,410	\$ -	\$ 6,471,310	\$ 6,471,310	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,357,675	\$ 2,361,641	\$ 2,361,641	\$ 2,361,641	\$ 2,369,342
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 4,621,085</u>	<u>\$ 2,361,641</u>	<u>\$ 8,832,951</u>	<u>\$ 8,832,951</u>	<u>\$ 2,369,342</u>
Department Total	<u>\$ 11,313,866</u>	<u>\$ 8,552,062</u>	<u>\$ 15,023,372</u>	<u>\$ 15,023,372</u>	<u>\$ 8,681,343</u>

# DIVISION SUMMARY

## 15661321 CRIMINAL INVESTIGATIONS

### MISSION:

It is the mission of the Norman Police Department Criminal Investigation Division to provide appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts, and when appropriate, submit charges and assist in the successful prosecution of offenders.

### DESCRIPTION:

The Criminal Investigations Division is comprised of two sections. The Investigative Section primarily investigates crimes related to persons and property related offenses, including Part I crimes, crimes against children, domestic abuse, burglaries, stolen vehicles, fraud, and many other criminal offenses. The Forensic Services and Property Section supports the department through property storage, evidence processing, and video analysis operations.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 697,688	\$ 596,218	\$ 596,218	\$ 596,218	\$ 695,837
Supplies & Materials	\$ 3,946	\$ 4,417	\$ 4,417	\$ 4,417	\$ 4,064
Services & Maintenance	\$ 2,012	\$ 2,160	\$ 2,160	\$ 2,160	\$ 2,160
Internal Services	\$ 7,602	\$ 7,905	\$ 7,905	\$ 7,905	\$ 9,026
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 711,248	\$ 610,700	\$ 610,700	\$ 610,700	\$ 711,087
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 711,248	\$ 610,700	\$ 610,700	\$ 610,700	\$ 711,087

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

### GOALS:

- Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.
- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect. And to Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.

### OBJECTIVES:

- Define and implement victim advocacy program
- Complete staffing evaluation and planning for future growth of the investigative division
- Ensure completion of investigative follow-up and citizen feedback processes on all reasonable cases with related tracking of such activities
- Develop monthly relevant public safety tip focused on community safety and education for public distribution through PIO

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19	FYE 20	FYE 21	FYE 22
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Investigators	17	17	18	16
Cases closed by arrest	127	119	300	140
C.O.P. Follow-up	412	608	450	600
Cases investigated	1,941	1,876	2,000	1,650
				2,000

Notes to Results Report:

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

# DIVISION SUMMARY

## 15661139 EMERGENCY COMMUNICATIONS

### MISSION:

The mission of the Emergency Communications Division is 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 responses.

### DESCRIPTION:

The Emergency Communications Division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies, and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSTAT EMS and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the City CAD software and radio systems.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 134,793	\$ 131,651	\$ 131,651	\$ 131,651	\$ 128,996
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,310	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 136,103</u>	<u>\$ 132,901</u>	<u>\$ 132,901</u>	<u>\$ 132,901</u>	<u>\$ 130,246</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 136,103</u></u>	<u><u>\$ 132,901</u></u>	<u><u>\$ 132,901</u></u>	<u><u>\$ 132,901</u></u>	<u><u>\$ 130,246</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## EMERGENCY COMMUNICATIONS – PUBLIC SAFETY SALES TAX

### GOALS:

- Establish, facilitate, or participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents, and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.
- Identify needs and implement processes for successful leadership transition, employee development, and resource needs for organizational growth, resilience, and accountability.

### 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.
- Train all dispatchers in CIT awareness.
- Provide all CO's with cultural diversity training.
- In conjunction with ACOG, implement regional Next Generation 911 (NG911) system.
- provide dispatchers a solution to process Text to 911 calls directly to CAD.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Establish Community Education	20%	50%	75%	20%	75%
Interoperability solutions	80%	80%	92%	85%	95%
Text to 911	330%	100%	100%	100%	done
Recruit and train	75%	70%	100%	88%	100%
Increased Deployment of Mobile CP	50%	75%	100%	5%	100%
Train all call takers in CIT awareness	0%	100%	100%	100%	100%
Provide all CO's with diversity training	0%	100%	100%	100%	100%
Implement NG911 (regional)	0%	10%	75%	100%	100%
911 text & CAD integration	0%	0%	10%	10%	100%

#### Notes to Results Report:

Presenting at Leadership Norman and CPA are current strategies, getting involved back in TEAM presentations and deploying the Mobile Command Post to local events will increase our exposure.

With the purchase of a new radio system new interoperability plans will need to be established. Are engaged with OKC and State for ISSI radio interface. Objective 1 is based on staffing levels and availability; we are in discussion with the State OKWIN managers and OKC radio system manager to put interoperability agreements in place.

Text to 911 is fully implemented metro wide, updated objective is to pull this technology directly into CAD. Rave911 continues to be instrumental in keeping the number to officer responses to hang ups down.

Will continue to explore events we can deploy Mobile CP in order to increase exposure.

CIT Trainer has been trained and we have hosted 2 regional training classes. Due to staffing levels the dispatch academy has been put on hold, when staffing levels allow we will resume regional classes.

# DIVISION SUMMARY

15661322 PATROL

## MISSION:

The mission of the Patrol Division is to provide immediate response and stability to emergency situations, investigate criminal activities, develop community partnerships, and proactively identify and resolve public safety concerns of our community.

## DESCRIPTION:

The Patrol Division is comprised of three Patrol Sections, Traffic and Parking Services, and the Community Outreach Section. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detain and arrest suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address homelessness and mental health concerns in our community.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	36	36	36	36	36
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>36</u>	<u>36</u>	<u>36</u>	<u>36</u>	<u>36</u>

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 4,438,692	\$ 3,911,268	\$ 3,911,268	\$ 3,911,268	\$ 3,628,065
Supplies & Materials	\$ 176,840	\$ 192,810	\$ 191,064	\$ 191,064	\$ 191,418
Services & Maintenance	\$ 92,776	\$ 113,558	\$ 110,514	\$ 110,514	\$ 109,143
Internal Services	\$ 83,590	\$ 103,982	\$ 103,982	\$ 103,982	\$ 260,008
Capital Equipment	\$ 100,495	\$ -	\$ -	\$ -	\$ 124,630
Subtotal	<u>\$ 4,892,393</u>	<u>\$ 4,321,618</u>	<u>\$ 4,316,828</u>	<u>\$ 4,316,828</u>	<u>\$ 4,313,264</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 4,892,393</u>	<u>\$ 4,321,618</u>	<u>\$ 4,316,828</u>	<u>\$ 4,316,828</u>	<u>\$ 4,313,264</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PATROL – PUBLIC SAFETY SALES TAX

### GOALS:

- Establish, facilitate, or participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellenss and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependant, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.

### OBJECTIVES:

- Provide ongoing information sharing and public education opportunities.
- Develop and implement an effective operational plan for addressing crime, traffic and social harm concerns.
- Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.
- Participate in development of COCMHC multi-agency team to respond to mental health community members in need of services/evaluation.
- Evaluate current and future staffing and deployment needs.
- Review and update department ICS/NIMS program to ensure successful response to large scale critical incident.
- Development of functional out of class program that produces competent and capable out of class field level supervisors. (L&P).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
COP hours	11,437	10,884	12,000	6,000	9,000
Calls for service	102,314	92,229	105,000	75,000	107,500
Case reports taken	12,965	12,554	13,000	12,000	13,000
Traffic contracts	52,493	39,090	45,000	25,000	45,000
Collisions investigated	2,172	2,033	2,050	1,400	2,050
Arrests made	6,559	5,382	5,750	3,500	5,750

# DIVISION SUMMARY

## 15661313 SCHOOL RESOURCE OFFICERS

### MISSION:

Norman Police Department School Resource Officers (SROs) are dedicated to ensuring a safe learning environment while providing valuable resources to students, faculty, staff and parents. SROs also strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

### DESCRIPTION:

The School Resource Officer Program provides specially trained, full-time uniformed police officers for assignment in various schools within the Norman Public Schools (NPS) and within the jurisdiction of the City of Norman. SRO's ensure a safe learning environment while providing valuable resources to students, faculty, staff and parents. SRO's strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 717,594	\$ 1,075,175	\$ 1,075,175	\$ 1,075,175	\$ 1,102,962
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ 4,415	\$ 4,415	\$ 4,415
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 717,594	\$ 1,075,175	\$ 1,079,590	\$ 1,079,590	\$ 1,107,377
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 717,594	\$ 1,075,175	\$ 1,079,590	\$ 1,079,590	\$ 1,107,377

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

15661115 SCHOOL RESOURCE OFFICERS

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## GOALS:

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
  - Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
  - Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
  - Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.
  - Identify needs and implement processes for successful leadership transitions, employee development, and resource needs for organizational growth, resilience, and accountability.
- 

## OBJECTIVES:

- Evaluate current and future staffing and deployment needs.
  - Continue to ensure all new SRO's are CIT certified.
  - Increase community transparency and engagement through publication of meaningful substantive department data and statistics.
  - Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.
- 

## PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
SRO's assigned	9	9	13	9	13
Incidents*	667	633	650	N/A	650
Arrests*	13	0	5	N/A	5
Protective custody detentions*	80	70	85	N/A	90

\*Significant impacts from COVID/virtual formats

# DIVISION SUMMARY

## 15661115 STAFF SERVICES

### MISSION:

The mission of the Staff Services Division is to work with internal and external partners and the community in an effort to increase department efficiency, readiness and accountability through the development of processes intended to achieve our department's mission and vision.

### DESCRIPTION:

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, employee training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 8,742	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 82,012	\$ 50,027	\$ 50,402	\$ 50,402	\$ 50,027
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 144,689	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 235,443</u>	<u>\$ 50,027</u>	<u>\$ 50,402</u>	<u>\$ 50,402</u>	<u>\$ 50,027</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 235,443</u>	<u>\$ 50,027</u>	<u>\$ 50,402</u>	<u>\$ 50,402</u>	<u>\$ 50,027</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STAFF SERVICES – PUBLIC SAFETY SALES TAX

### GOALS:

- Establish, facilitate, or participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellenss and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependant, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.

### OBJECTIVES:

- Provide all staff with ongoing exposure and awareness regarding marginalized members of the community.
- Develop and expand department safety training programs.
- Implement a voluntary employee physical fitness program and evaluation tool.
- Improve the security and safety of the main department building and parking lots.
- Develop and implement employee leadership and mentoring program for personal/professional growth and development.
- Evaluate and produce dept. multiyear training plan and schedule that accounts for attendance and materials.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total number of in-service training hours scheduled for commissioned personnel	30	30	30	30	30
Total number of firearems training sessions for commisioned officer	4	2	4	4	4
Number of outside courses hosted by training section	4	0	3	3	4
Number of officers qualified on CLEET firearms courses	100%	100%	100%	100%	100%
Number of officers qualified on NPD firearms courses	100%	100%	100%	100%	100%
Monthly crime prediction packet	N/A	12	12	12	12
Records Counter Contacts	N/A	8,936	12,500	10,000	13,000
Records Phone Contacts	N/A	7,677	13,000	9,000	13,500
Records Cases Managed	12,746	11,201	13,000	12,000	13,000
Records Released	N/A	5,262	7,000	6,250	7,500
Videos Processed	485	536	500	600	650

Notes to Results Report:

NPD – Norman Police Department

## DEPARTMENT SUMMARY

### TOTAL PUBLIC WORKS – PUBLIC SAFETY SALES TAX FUND (15)

**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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ 148,774	\$ 148,774	\$ 148,774	\$ 155,100
Supplies & Materials	\$ 24	\$ 5,379	\$ 5,379	\$ 5,379	\$ 10,307
Services & Maintenance	\$ 1,780	\$ 9,620	\$ 9,620	\$ 9,620	\$ 26,230
Internal Services	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 100
Capital Equipment	\$ 58,028	\$ 10,250	\$ 10,250	\$ 10,250	\$ 83,100
Subtotal	<u>\$ 59,832</u>	<u>\$ 175,523</u>	<u>\$ 175,523</u>	<u>\$ 175,523</u>	<u>\$ 274,837</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 59,832</u></u>	<u><u>\$ 175,523</u></u>	<u><u>\$ 175,523</u></u>	<u><u>\$ 175,523</u></u>	<u><u>\$ 274,837</u></u>

# DIVISION SUMMARY

## 15550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

### MISSION:

The mission of the Fleet Emergency Vehicle Technician (EVT) Division is to service and maintain the City's Public Safety fleets for the Police and Fire Departments, and support them during natural disaster events, fire events, and remote training where vehicle support may be required.

### DESCRIPTION:

The Public Safety Fleet Division, known as the Emergency Vehicle Technician (EVT) Division, is tasked with the maintenance, repair, and procurement of the City's Public Safety fleet for the Police and Fire Departments. This Division consists of 1 Supervisor, 1 EVT Specialist, and 1 EVT Mechanic II. These 3 employees are responsible for 70 units for the Fire Department and 3 units for the Police Department. These include all pumper/tanker and ladder units for the Fire Department, as well as the SWAT and Mobile Emergency Command Center for the Police Department. Our Specialist and Mechanic maintain master status in the Heavy Truck Automotive Service Excellence (ASE) as well as master certification in the Emergency Vehicle Technician (EVT) program. The EVT division supplies support for the Police and Fire Departments during natural disaster events as well as training events such as the Police Department's Law Enforcement Driver Training (LEDT) courses.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ 148,774	\$ 148,774	\$ 148,774	\$ 155,100
Supplies & Materials	\$ 24	\$ 5,379	\$ 5,379	\$ 5,379	\$ 10,307
Services & Maintenance	\$ 1,780	\$ 9,620	\$ 9,620	\$ 9,620	\$ 26,230
Internal Services	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 100
Capital Equipment	\$ 58,028	\$ 10,250	\$ 10,250	\$ 10,250	\$ 83,100
Subtotal	\$ 59,832	\$ 175,523	\$ 175,523	\$ 175,523	\$ 274,837
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 59,832	\$ 175,523	\$ 175,523	\$ 175,523	\$ 274,837

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET REPAIR SERVICES – HEAVY DUTY

### GOALS:

- Provide safe and reliable repairs for the Public Safety Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement of our Heavy Fire and Police Fleet units.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

- Deliver the highest level of customer service as well as availability of our Public Safety Fleet units.
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of EVT units	-	-	100	70	70
Number of EVT CNG vehicles	-	-	-	-	0
Yearly productive average (national standard average is 70%)	-	-	>70%	>70%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	-	-	>.50%	>.50%	>.50%
Preventive Maintenance Program:					
(missed or late services)	-	-	-	-	<15
(completed services)	-	-	-	-	65
Work orders completed	-	-	-	-	300
(# of scheduled repairs)	-	-	-	-	200
(# of unscheduled repairs)	-	-	-	-	100
# of sublet vendor repairs	-	-	-	-	<25

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas



# FUND SUMMARY

## TOTAL PUBLIC TRANSPORTATION FUND (27)

### MISSION:

The mission of the Public Transportation Fund is to provide exceptional transportation services to the citizens of Norman.

### DESCRIPTION:

The Public Transportation Fund consists of 6 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary
- Maintain the fleet of 29 transit vehicles, including full compliance with all Federal Transit Administration (FTA) regulations

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	6	6	8	8	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	7	7	9	9	11

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 346,952	\$ 489,710	\$ 489,710	\$ 489,710	\$ 864,844
Supplies & Materials	\$ 612,605	\$ 553,478	\$ 553,478	\$ 553,478	\$ 420,121
Services & Maintenance	\$ 2,542,824	\$ 3,576,561	\$ 3,574,066	\$ 3,574,066	\$ 3,745,801
Internal Services	\$ 6,015	\$ 138,752	\$ 138,752	\$ 138,752	\$ 12,719
Capital Equipment	\$ 478,258	\$ 587,395	\$ 1,039,726	\$ 1,039,726	\$ 731,117
Subtotal	\$ 3,986,654	\$ 5,345,896	\$ 5,795,732	\$ 5,795,732	\$ 5,774,602
Capital Projects	\$ 221,421	\$ -	\$ 399,877	\$ 399,877	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 2,335,035	\$ 5,100,000	\$ 5,100,000	\$ 5,100,000	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,556,456	\$ 5,100,000	\$ 5,499,877	\$ 5,499,877	\$ -
Fund Total	\$ 6,543,110	\$ 10,445,896	\$ 11,295,609	\$ 11,295,609	\$ 5,774,602

# DIVISION SUMMARY

## 27550276 FLEET REPAIR TRANSIT

### MISSION:

The mission of the Public Works Fleet Public Transit Division is to provide safe, cost effective and sanitary public transportation to include para-transit routes for those who cannot access a fixed route bus stop to travel in and around the City of Norman.

### DESCRIPTION:

The Public Works Fleet Public Transit Division is comprised of 1 Shop Supervisor, 1 Transit Specialist, 1 Transit Service Technician, and 2 Transit Mechanic II's. These 5 employees are responsible for the daily availability, preventative maintenance and repair of the City's 28 transit buses and associated equipment as well as 3 transit support vehicles. 14 of these units are powered by clean burning CNG engines. It is the goal of the Public Transit Division to have the daily pre-requested units available for operations by our contractor before 05:15 every weekday morning.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	5	5	6	6	7
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>8</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 247,293	\$ 375,326	\$ 375,326	\$ 375,326	\$ 555,127
Supplies & Materials	\$ 612,077	\$ 547,678	\$ 547,678	\$ 547,678	\$ 414,321
Services & Maintenance	\$ 250,131	\$ 287,411	\$ 287,333	\$ 287,333	\$ 310,316
Internal Services	\$ 6,015	\$ 138,242	\$ 138,242	\$ 138,242	\$ 12,173
Capital Equipment	\$ 475,363	\$ 587,395	\$ 1,039,726	\$ 1,039,726	\$ 720,917
Subtotal	<u>\$ 1,590,879</u>	<u>\$ 1,936,052</u>	<u>\$ 2,388,305</u>	<u>\$ 2,388,305</u>	<u>\$ 2,012,854</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,590,879</u>	<u>\$ 1,936,052</u>	<u>\$ 2,388,305</u>	<u>\$ 2,388,305</u>	<u>\$ 2,012,854</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET REPAIR TRANSIT – PUBLIC TRANSPORTATION

### GOALS:

- Provide safe and reliable repairs for the Public Transit Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement the Transit Fleet.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fixed Route units	-	13	13	13	14
Fixed Route CNG vehicles	-	8	8	8	8
Paratransits	-	13	15	13	14
Paratransit CNG Vehicles	-	8	8	8	9
Yearly productive average (national standard avg. is 70%)	-	89	70	87%	70%
Benchmark vehicle repair standards (average exceeding industry standard)	-	0.52%	>0.50%	0.54%	>0.50%
Preventive Maintenance Program:					
(missed or late services)	-	1	5	10	6
(completed services)	-	111	116	201	156
Work orders completed	-	467	262	3,875	2,171
(# of scheduled repairs)	-	154	160	1,110	632
(# of unscheduled repairs)	-	313	102	2,765	1,539
# of sublet vendor repairs	-	72	42	87	65

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

# DIVISION SUMMARY

## 27550277 TRANSIT AND PARKING ADMINISTRATION

### MISSION:

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman.

### DESCRIPTION:

The Transit and Parking Division consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary
- Maintain the fleet of 29 transit vehicles, including full compliance with all Federal Transit Administration (FTA) regulations

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	1	1	2	2	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	2	2	3

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 99,659	\$ 114,384	\$ 114,384	\$ 114,384	\$ 309,717
Supplies & Materials	\$ 528	\$ 5,800	\$ 5,800	\$ 5,800	\$ 5,800
Services & Maintenance	\$ 2,292,693	\$ 3,289,150	\$ 3,286,733	\$ 3,286,733	\$ 3,435,485
Internal Services	\$ -	\$ 510	\$ 510	\$ 510	\$ 546
Capital Equipment	\$ 2,895	\$ -	\$ -	\$ -	\$ 10,200
Subtotal	<u>\$ 2,395,775</u>	<u>\$ 3,409,844</u>	<u>\$ 3,407,427</u>	<u>\$ 3,407,427</u>	<u>\$ 3,761,748</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 2,395,775</u></u>	<u><u>\$ 3,409,844</u></u>	<u><u>\$ 3,407,427</u></u>	<u><u>\$ 3,407,427</u></u>	<u><u>\$ 3,761,748</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## TRANSIT AND PARKING ADMINISTRATION - PUBLIC TRANSPORTATION

### GOALS:

- Provide a safe, reliable, and efficient public transit service to citizens and visitors in order to increase access to and from destinations in Norman.
- Provide exceptional customer service to citizens and visitors of Norman in order to provide a more positive experience when using public transit.

### OBJECTIVES:

- To begin planning for and making improvements outlined in the updated transit long range plan, to improve overall satisfaction in public transit service, to improve reliability of transit by increasing on-time performance, and to continue to provide safe public transit service and attract both old and new passengers as COVID-19 capacity restrictions are discontinued as appropriate.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of public transportation customers surveyed as satisfactory	n/a	n/a	n/a	84%	n/a
Number of fixed-route passenger trips provided	n/a	n/a	326,858	190,000	326,858
Number of paratransit trips provided	n/a	n/a	16,421	15,000	16,421
Percentage of on-time fixed-route arrivals	n/a	n/a	75%	75%	75%
Percentage of on-time paratransit pick-ups	n/a	n/a	95%	98%	95%
Number of bus passengers per service hour, cumulative	n/a	n/a	12.7	11	13.14
Number of bus passengers per day, average	n/a	n/a	1,400	650	924
Percentage of required paratransit pickups denied due to capacity	n/a	n/a	0%	0%	0%
Completion of long range transit plan update	n/a	n/a	100%	100%	n/a

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,247,624	\$ 1,275,000	\$ 2,111,010	\$ 2,111,010	\$ 946,800
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,247,624	\$ 1,275,000	\$ 2,111,010	\$ 2,111,010	\$ 946,800
Capital Projects	\$ 241,333	\$ 155,000	\$ 410,107	\$ 410,107	\$ 87,000
Cost Allocation	\$ 55,121	\$ 52,575	\$ 52,575	\$ 52,575	\$ 52,500
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 204,641	\$ 205,469	\$ 205,469	\$ 205,469	\$ 209,444
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 501,095	\$ 413,044	\$ 668,151	\$ 668,151	\$ 348,944
Fund Total	\$ 1,748,719	\$ 1,688,044	\$ 2,779,161	\$ 2,779,161	\$ 1,295,744

# DIVISON SUMMARY

## 23330340 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 55,121	\$ 52,575	\$ 52,575	\$ 52,575	\$ 52,500
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 55,121	\$ 52,575	\$ 52,575	\$ 52,575	\$ 52,500
Division Total	\$ 55,121	\$ 52,575	\$ 52,575	\$ 52,575	\$ 52,500

# DIVISION SUMMARY

## 23730241 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 434,999	\$ 425,000	\$ 837,073	\$ 837,073	\$ 315,600
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 434,999</u>	<u>\$ 425,000</u>	<u>\$ 837,073</u>	<u>\$ 837,073</u>	<u>\$ 315,600</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 434,999</u></u>	<u><u>\$ 425,000</u></u>	<u><u>\$ 837,073</u></u>	<u><u>\$ 837,073</u></u>	<u><u>\$ 315,600</u></u>



# DIVISION SUMMARY

## 23330243 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 812,625	\$ 850,000	\$ 1,273,937	\$ 1,273,937	\$ 631,200
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 812,625	\$ 850,000	\$ 1,273,937	\$ 1,273,937	\$ 631,200
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 812,625	\$ 850,000	\$ 1,273,937	\$ 1,273,937	\$ 631,200

# DIVISION SUMMARY

## 2379\* - ROOM TAX - CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded with Room Tax Funds.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 22 - FYE 26 for a detailed analysis of Room Tax Capital Projects.

**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 241,333	\$ 155,000	\$ 410,107	\$ 410,107	\$ 87,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 241,333	\$ 155,000	\$ 410,107	\$ 410,107	\$ 87,000
Division Total	\$ 241,333	\$ 155,000	\$ 410,107	\$ 410,107	\$ 87,000

# FUND SUMMARY

## TOTAL SEIZURES AND RESTITUTION FUND (25)

### MISSION:

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

### DESCRIPTION:

To provide assistance with police investigations.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,341	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 7,900	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 70,403	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 70,934	\$ -	\$ 27,300	\$ 27,300	\$ -
Subtotal	\$ 151,578	\$ -	\$ 27,300	\$ 27,300	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 151,578	\$ -	\$ 27,300	\$ 27,300	\$ -

## DIVISION SUMMARY

25660138 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 573	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 27,300	\$ -	\$ 27,300	\$ 27,300	\$ -
Subtotal	\$ 27,873	\$ -	\$ 27,300	\$ 27,300	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 27,873	\$ -	\$ 27,300	\$ 27,300	\$ -

# DIVISION SUMMARY

25660235 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 2,341	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 7,900	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 69,830	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 43,634	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 123,705</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 123,705</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 118,721	\$ 43,334	\$ 444,955	\$ 444,955	\$ 89,901
Supplies & Materials	\$ 16,195	\$ 1,000	\$ 114,773	\$ 114,773	\$ 1,000
Services & Maintenance	\$ 38,461	\$ 18,500	\$ 161,644	\$ 161,644	\$ 18,500
Internal Services	\$ -	\$ -	\$ 9,700	\$ 9,700	\$ 9,700
Capital Equipment	\$ 28,861	\$ -	\$ 73,692	\$ 73,692	\$ -
Subtotal	\$ 202,238	\$ 62,834	\$ 804,764	\$ 804,764	\$ 119,101
Capital Projects	\$ 6,651	\$ 300,000	\$ 414,600	\$ 414,600	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 6,651	\$ 300,000	\$ 414,600	\$ 414,600	\$ -
Fund Total	\$ 208,889	\$ 362,834	\$ 1,219,364	\$ 1,219,364	\$ 119,101

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	9	9	9	9	9

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,312,991	\$ 1,369,345	\$ 1,369,345	\$ 1,369,345	\$ 1,316,466
Supplies & Materials	\$ 338,694	\$ 328,885	\$ 336,482	\$ 336,482	\$ 330,126
Services & Maintenance	\$ 214,203	\$ 418,817	\$ 418,817	\$ 418,817	\$ 293,407
Internal Services	\$ 27,873	\$ 37,049	\$ 37,049	\$ 37,049	\$ 43,181
Capital Equipment	\$ 82,184	\$ 139,800	\$ 139,800	\$ 139,800	\$ 131,830
Subtotal	\$ 1,975,945	\$ 2,293,896	\$ 2,301,493	\$ 2,301,493	\$ 2,115,010
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 204,641	\$ 205,469	\$ 205,469	\$ 205,469	\$ 209,444
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 204,641	\$ 205,469	\$ 205,469	\$ 205,469	\$ 209,444
Division Total	\$ 2,180,586	\$ 2,499,365	\$ 2,506,962	\$ 2,506,962	\$ 2,324,454

# DIVISION SUMMARY

29970332 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 164,112	\$ 167,072	\$ 167,072	\$ 167,072	\$ 161,306
Supplies & Materials	\$ 8,680	\$ 6,135	\$ 6,135	\$ 6,135	\$ 6,135
Services & Maintenance	\$ 132,076	\$ 149,391	\$ 149,391	\$ 149,391	\$ 142,273
Internal Services	\$ 1,972	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,627
Capital Equipment	\$ -	\$ 1,800	\$ 4,950	\$ 4,950	\$ 1,800
Subtotal	<u>\$ 306,840</u>	<u>\$ 326,368</u>	<u>\$ 329,518</u>	<u>\$ 329,518</u>	<u>\$ 313,141</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 306,840</u></u>	<u><u>\$ 326,368</u></u>	<u><u>\$ 329,518</u></u>	<u><u>\$ 329,518</u></u>	<u><u>\$ 313,141</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WESTWOOD GOLF COURSE

### GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament play.
- To create junior, women's and couples play.

### OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- Support junior clinics and the Junior Golf Academy.
- Continue the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Annual rounds of golf*	30,547	30,996	32,924	33,540	34,384
Men's & Women's Associations	32	27	34	31	32
Outside tournaments	40	17	47	30	35
Junior Academy Participants	85	60	90	60	80
Regular annual membership	4	6	5	6	6
Regular annual memb w/range	1	1	1	1	1
Regular annual memb w/cart	16	27	17	28	30
Regular annual memb w/cart & w/range	26	26	28	27	29
Senior annual membership	1	7	1	3	3
Senior annual memb w/range	0	0	0	0	0
Senior annual memb w/cart	5	5	6	5	6
Senior annual memb w/cart & w/range	1	2	2	2	2
Junior annual membership	4	5	5	5	5
Junior summer membership	3	2	3	1	3
Range only membership	0	1	1	2	2
Additional family member	11	11	12	13	14
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

# DIVISION SUMMARY

## 29970231 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 577,968	\$ 563,505	\$ 563,505	\$ 563,505	\$ 556,453
Supplies & Materials	\$ 92,914	\$ 93,175	\$ 93,175	\$ 93,175	\$ 94,416
Services & Maintenance	\$ 16,495	\$ 21,456	\$ 21,456	\$ 21,456	\$ 31,726
Internal Services	\$ 17,144	\$ 17,785	\$ 17,785	\$ 17,785	\$ 17,120
Capital Equipment	\$ 65,000	\$ 138,000	\$ 134,850	\$ 134,850	\$ 111,030
Subtotal	<u>\$ 769,521</u>	<u>\$ 833,921</u>	<u>\$ 830,771</u>	<u>\$ 830,771</u>	<u>\$ 810,745</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 769,521</u></u>	<u><u>\$ 833,921</u></u>	<u><u>\$ 830,771</u></u>	<u><u>\$ 830,771</u></u>	<u><u>\$ 810,745</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 19	FYE 20	FYE 21	FYE 22
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Weeklyl mowing, Playground inspection/maintenance, athletic field maintenance frequency	90%	90%	90%	90%
On the job injuries	3	3	2	0

# DIVISION SUMMARY

29970133 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 479,570	\$ 529,725	\$ 529,725	\$ 529,725	\$ 484,425
Supplies & Materials	\$ 92,221	\$ 93,900	\$ 93,900	\$ 93,900	\$ 93,900
Services & Maintenance	\$ 55,862	\$ 214,120	\$ 214,120	\$ 214,120	\$ 85,558
Internal Services	\$ 8,507	\$ 16,904	\$ 16,904	\$ 16,904	\$ 23,988
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 636,160</u>	<u>\$ 854,649</u>	<u>\$ 854,649</u>	<u>\$ 854,649</u>	<u>\$ 687,871</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 636,160</u></u>	<u><u>\$ 854,649</u></u>	<u><u>\$ 854,649</u></u>	<u><u>\$ 854,649</u></u>	<u><u>\$ 687,871</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 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue in excess of operating cost	92,994	45,607	90,000	-	90,000
Number of season passes sold	6,640	2,081	7,000	3,500	7,000
Number of swim lessons sold	1,048	424	1,200	1,000	1,200
Total season attendance	124,044	50,000	130,000	75,000	130,000

Notes to Results Report

EMS – Emergency Medical Services

# DIVISION SUMMARY

29770035 WESTWOOD CONCESSIONS

## MISSION:

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

## DESCRIPTION:

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

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 91,341	\$ 109,043	\$ 109,043	\$ 109,043	\$ 114,282
Supplies & Materials	\$ 144,879	\$ 135,675	\$ 143,272	\$ 143,272	\$ 135,675
Services & Maintenance	\$ 9,770	\$ 33,850	\$ 33,850	\$ 33,850	\$ 33,850
Internal Services	\$ 250	\$ 390	\$ 390	\$ 390	\$ 446
Capital Equipment	\$ 17,184	\$ -	\$ -	\$ -	\$ 19,000
Subtotal	\$ 263,424	\$ 278,958	\$ 286,555	\$ 286,555	\$ 303,253
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 263,424	\$ 278,958	\$ 286,555	\$ 286,555	\$ 303,253

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WESTWOOD CONCESSIONS

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**GOALS:**

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

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**OBJECTIVES:**

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

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Projected Profit	\$95,551	\$41,379	\$0	\$90,000	\$0
Pool Concession Revenue	\$115,353	\$127,066	\$140,000	\$140,000	\$140,000
Golf Restaurant Revenue	\$81,231	\$90,493	\$110,000	\$110,000	\$110,000
Alcohol Sales	\$18,043	\$40,870	\$40,000	\$40,000	\$40,000

# DIVISION SUMMARY

29930149 - 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 204,641	\$ 205,469	\$ 205,469	\$ 205,469	\$ 209,444
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 204,641	\$ 205,469	\$ 205,469	\$ 205,469	\$ 209,444
Division Total	\$ 204,641	\$ 205,469	\$ 205,469	\$ 205,469	\$ 209,444





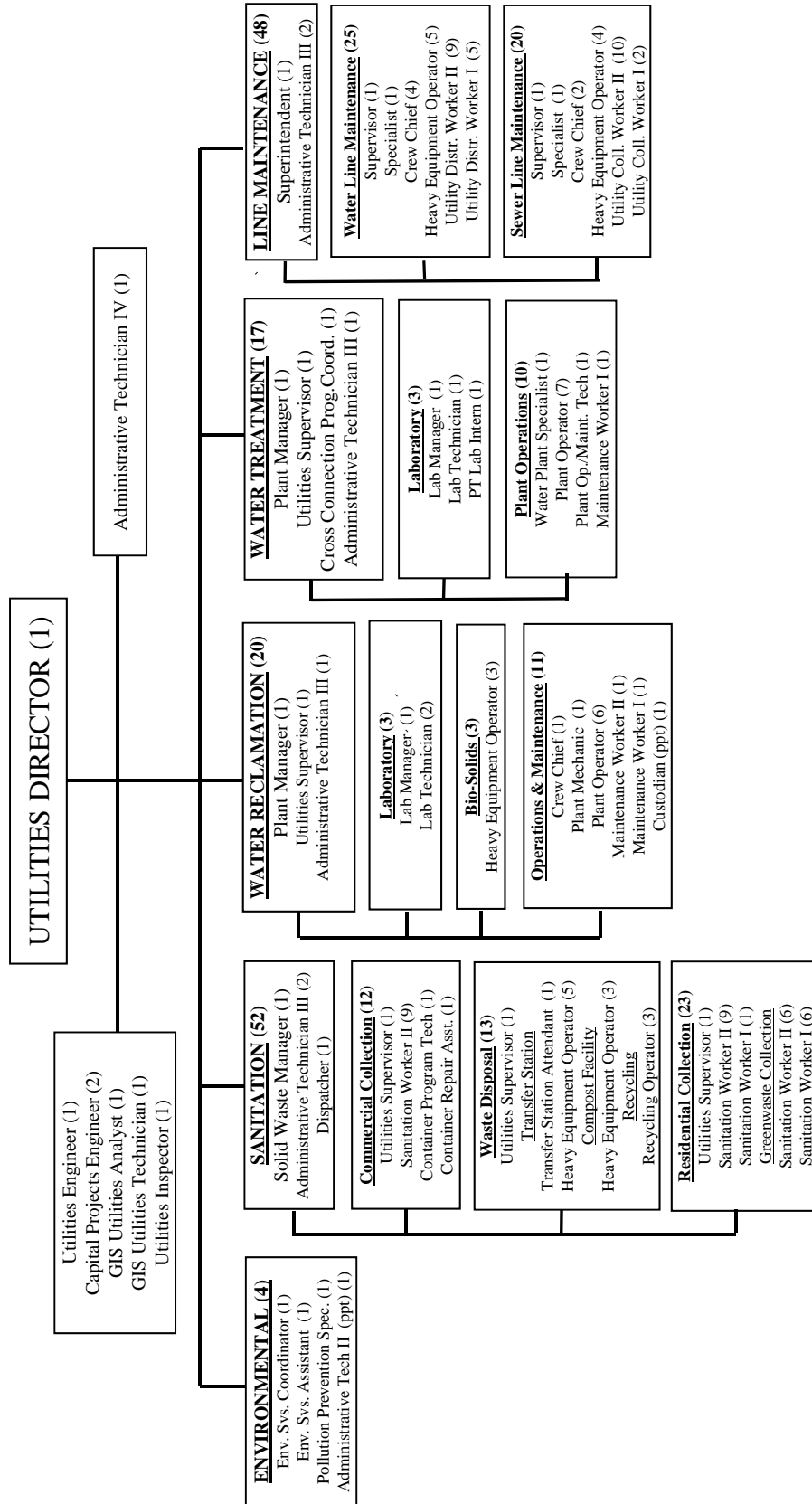
Enterprise  
Funds

### **ENTERPRISE FUNDS**

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

# UTILITIES DEPARTMENT

149 EMPLOYEES



# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	146	146	146	146	146
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	149	149	149	149	149

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 12,480,584	\$ 12,570,446	\$ 12,570,446	\$ 12,570,446	\$ 12,785,597
Supplies & Materials	\$ 3,965,379	\$ 4,745,276	\$ 4,822,374	\$ 4,822,374	\$ 4,681,912
Services & Maintenance	\$ 7,713,591	\$ 8,489,217	\$ 8,683,528	\$ 8,683,528	\$ 8,166,071
Internal Services	\$ 901,774	\$ 1,100,170	\$ 1,100,170	\$ 1,100,170	\$ 1,250,437
Capital Equipment	\$ 2,998,423	\$ 2,910,234	\$ 2,930,123	\$ 2,930,123	\$ 5,221,079
Subtotal	\$ 28,059,751	\$ 29,815,343	\$ 30,106,641	\$ 30,106,641	\$ 32,105,096
Capital Projects	\$ 33,417,979	\$ 23,659,137	\$ 61,861,985	\$ 61,861,985	\$ 19,015,701
Cost Allocation	\$ 5,578,968	\$ 5,458,320	\$ 5,458,320	\$ 5,458,320	\$ 5,637,654
Debt Service	\$ 2,555,348	\$ 10,528,695	\$ 10,528,695	\$ 10,528,695	\$ 9,732,282
Interfund Transfers	\$ 1,651,872	\$ 1,700,984	\$ 2,201,484	\$ 2,201,484	\$ 1,854,254
Audit Adjust/Encumbrances	\$ (7,634,168)	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 35,569,999	\$ 41,347,136	\$ 80,050,484	\$ 80,050,484	\$ 36,239,891
Department Total	\$ 63,629,750	\$ 71,162,479	\$ 110,157,125	\$ 110,157,125	\$ 68,344,987

# DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

## UTILITIES DEPARTMENT

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### GOALS:

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

### OBJECTIVES:

- Protect the Environment:
    1. Provide safe reliable potable water that meets and exceeds all State and Federal regulations at a reasonable cost for our customers.
    2. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
    3. Eliminate sewer overflows during rainfall and construction.
    4. Eliminate discharges of chlorinated water to drainage systems.
    5. Implement construction related Best Management Practices to protect stormwaters.
  - Improve Utility Services and Minimize Costs:
    1. Consider adopted land use plan during planning phase for future projects.
    2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
    3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
    4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
    5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
    6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
    7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
    8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
  - Increase Knowledge of the General Public:
    1. Inform the public regarding the need for utility improvements prior to and during implementation.
    2. Educate our customers regarding available technologies and the advantages of implementation.
    3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
    4. Inform the public regarding changes to regulations and the impact on the cost of our services.
    5. Increase knowledge of employees so they can advance into higher positions.
  - Provide a safe workplace:
    1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries.
    2. Maximize OSHA compliance by CIP contractors and City staff.
    3. Ensure submission of and compliance with Traffic Control Plans.
    4. Reduce citizen complaints during construction.
-

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
For Construction Projects:					
Project completed within contract time, 90% of the time.	100%	100%	90%	90%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	90%	100%	90%	90%	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.	100%	100%	90%	100%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time.	100%	100%	90%	100%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	96%	98%	90%	98%	95%
Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	2	3	2	2
Install temporary flow metering to document reduction of wastewater flow after rehabilitation in sections of the collection system, beginning with the FYE 17 Sewer Maintenance Plan.	n/a	n/a	5% (dry)	5% (dry)	5% (dry)
	n/a	n/a	25% (wet)	25% (wet)	25% (wet)

## Notes to Results Report:

OSHA – Occupational Safety &amp; 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 4,530,079	\$ 4,367,209	\$ 4,367,209	\$ 4,367,209	\$ 4,601,713
Supplies & Materials	\$ 953,176	\$ 1,203,412	\$ 1,203,412	\$ 1,203,412	\$ 1,094,725
Services & Maintenance	\$ 3,469,833	\$ 3,917,946	\$ 4,135,781	\$ 4,135,781	\$ 4,111,357
Internal Services	\$ 620,920	\$ 776,923	\$ 776,923	\$ 776,923	\$ 807,362
Capital Equipment	\$ 2,144,424	\$ 2,521,956	\$ 2,537,257	\$ 2,537,257	\$ 4,060,629
Subtotal	\$ 11,718,432	\$ 12,787,446	\$ 13,020,582	\$ 13,020,582	\$ 14,675,786
Capital Projects	\$ 312,934	\$ 2,985,000	\$ 7,085,437	\$ 7,085,437	\$ 1,170,000
Cost Allocations	\$ 1,546,344	\$ 1,542,813	\$ 1,542,813	\$ 1,542,813	\$ 1,578,214
Debt Service	\$ 53,329	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ -
Audit Adjust/Encumbrances	\$ 146,306	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,058,913	\$ 4,527,813	\$ 8,768,250	\$ 8,768,250	\$ 2,748,214
Fund Total	\$ 13,777,345	\$ 17,315,259	\$ 21,788,832	\$ 21,788,832	\$ 17,424,000

# DIVISION SUMMARY

## 33955160 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. Our long term goal is to invest in infrastructure that will provide low cost Solid Waste Management for the next 35 years.

### 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. Invest in long term infrastructure.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 360,888	\$ 359,569	\$ 359,569	\$ 359,569	\$ 367,915
Supplies & Materials	\$ 13,494	\$ 13,032	\$ 32,768	\$ 32,768	\$ 22,738
Services & Maintenance	\$ 61,531	\$ 77,887	\$ 80,722	\$ 80,722	\$ 79,174
Internal Services	\$ 19,789	\$ 17,583	\$ 17,583	\$ 17,583	\$ 14,650
Capital Equipment	\$ 1,605	\$ 7,200	\$ 7,200	\$ 7,200	\$ 5,400
Subtotal	\$ 457,307	\$ 475,271	\$ 497,842	\$ 497,842	\$ 489,877
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 73,338	\$ 66,183	\$ 66,183	\$ 66,183	\$ 67,774
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ -
Subtotal	\$ 73,338	\$ 66,183	\$ 206,183	\$ 206,183	\$ 67,774
Division Total	\$ 530,645	\$ 541,454	\$ 704,025	\$ 704,025	\$ 557,651



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / ADMINISTRATION

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### 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.

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### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total Sanitation accounts	41,306	43,980	45,316	46,000	48,000
Total tons MSW collected	100,694	82,881	116,788	117,000	95,000
Total annual disposal	\$1,970,620	\$2,052,267	\$1,978,000	\$2,000,000	\$2,090,000
Total vehicle accidents	18	13	0	8	16

Notes to Results Report:

MSW – Municipal Solid Waste

# DIVISION SUMMARY

## 33955162 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,041,333	\$ 919,876	\$ 919,876	\$ 919,876	\$ 1,068,463
Supplies & Materials	\$ 231,380	\$ 288,438	\$ 268,702	\$ 268,702	\$ 268,508
Services & Maintenance	\$ 11,146	\$ 18,702	\$ 18,702	\$ 18,702	\$ 18,052
Internal Services	\$ 165,356	\$ 184,064	\$ 184,064	\$ 184,064	\$ 186,789
Capital Equipment	\$ 128,658	\$ 658,805	\$ 658,805	\$ 658,805	\$ 1,084,455
Subtotal	\$ 1,577,873	\$ 2,069,885	\$ 2,050,149	\$ 2,050,149	\$ 2,626,267
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 261,912	\$ 264,441	\$ 264,441	\$ 264,441	\$ 270,794
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 261,912	\$ 264,441	\$ 264,441	\$ 264,441	\$ 270,794
Division Total	\$ 1,839,785	\$ 2,334,326	\$ 2,314,590	\$ 2,314,590	\$ 2,897,061

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of commercial accounts	2,312	2,565	2,578	2,591	2,604
Annual tons collected	45,983	45,205	36,988	46,253	47,000
Annual disposal cost	\$893,135	\$862,671	\$756,035	\$945,412	\$960,680
Chargeable vehicle accidents	5	3	1	2	2
Percent of hours lost to OJI's	1.20%	1.30%	1%	1.50%	2%

Notes to Results Report:

OJI-on the job injuries

# DIVISION SUMMARY

## 33955165 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. Build infrastructure for long term cost stability.

### 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	3	3	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	2	2	2

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 357,097	\$ 285,607	\$ 285,607	\$ 285,607	\$ 253,409
Supplies & Materials	\$ 50,515	\$ 77,257	\$ 77,257	\$ 77,257	\$ 63,051
Services & Maintenance	\$ 8,554	\$ 12,788	\$ 227,788	\$ 227,788	\$ 10,752
Internal Services	\$ 26,787	\$ 34,669	\$ 34,669	\$ 34,669	\$ 42,547
Capital Equipment	\$ 571,833	\$ 43,200	\$ 56,200	\$ 56,200	\$ 817,599
Subtotal	\$ 1,014,786	\$ 453,521	\$ 681,521	\$ 681,521	\$ 1,187,358
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 169,289	\$ 154,396	\$ 154,396	\$ 154,396	\$ 156,445
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 169,289	\$ 154,396	\$ 154,396	\$ 154,396	\$ 156,445
Division Total	\$ 1,184,075	\$ 607,917	\$ 835,917	\$ 835,917	\$ 1,343,803

# 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.
- Score 100% on all ODEQ inspections.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Volume of Yard waste received (tons)	29,216	28,007	36,000	40,000	28,000
vs.					
Compost/mulch generated (tons)	13,252	12,069	15,000	19,800	13,500
Savings from landfill (cost avoidance)	\$577,019	\$602,150	\$751,680	\$812,400	\$568,680
Revenue from sale of Mulch	\$30,325	\$23,920	\$34,200	\$45,144	\$30,780
Length of time to mature compost (in months)	3.5	3.5	3.5	3.5	3.5

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

# DIVISION SUMMARY

33950171 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 94,588	\$ 92,557	\$ 92,557	\$ 92,557	\$ 94,095
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 94,588	\$ 92,557	\$ 92,557	\$ 92,557	\$ 94,095
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 94,588	\$ 92,557	\$ 92,557	\$ 92,557	\$ 94,095

# DIVISION SUMMARY

33955168 SANITATION / YARD 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 632,757	\$ 803,160	\$ 803,160	\$ 803,160	\$ 762,217
Supplies & Materials	\$ 108,334	\$ 135,150	\$ 135,150	\$ 135,150	\$ 120,489
Services & Maintenance	\$ 185,135	\$ 173,150	\$ 173,150	\$ 173,150	\$ 188,150
Internal Services	\$ 62,258	\$ 68,553	\$ 68,553	\$ 68,553	\$ 80,760
Capital Equipment	\$ -	\$ 311,860	\$ 311,860	\$ 311,860	\$ 911,700
Subtotal	\$ 988,484	\$ 1,491,873	\$ 1,491,873	\$ 1,491,873	\$ 2,063,316
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 550,054	\$ 555,387	\$ 555,387	\$ 555,387	\$ 568,728
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 550,054	\$ 555,387	\$ 555,387	\$ 555,387	\$ 568,728
Division Total	\$ 1,538,538	\$ 2,047,260	\$ 2,047,260	\$ 2,047,260	\$ 2,632,044

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / YARD 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	39,000	41,373	41,993	42,600	43,230
Annual tons collected	5,200	4,860	4,229	5,286	5,300
Saving from landfill (cost avoidance)	\$102,703	\$98,706	\$88,301	\$108,046	\$108,332
Percent hours lost to OJI (hours lost/total hours worked)	1%	5%	1%	2%	2%
Chargeable vehicle accidents per year	6	1	0	1	0
Reduce average number of complaints per route per year	30	30	20	30	30
Average number of households per route per day	867	919	933	946	960

Notes to Results Report:

OJI – On-the-Job Injury



# DIVISION SUMMARY

## 33955166 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 289,854	\$ 250,195	\$ 250,195	\$ 250,195	\$ 254,239
Supplies & Materials	\$ 37,000	\$ 51,305	\$ 51,305	\$ 51,305	\$ 45,832
Services & Maintenance	\$ 1,079,962	\$ 1,531,150	\$ 1,531,150	\$ 1,531,150	\$ 1,564,150
Internal Services	\$ 27,413	\$ 32,414	\$ 32,414	\$ 32,414	\$ 38,038
Capital Equipment	\$ 414,836	\$ 56,087	\$ 56,087	\$ 56,087	\$ 57,125
Subtotal	<u>\$ 1,849,065</u>	<u>\$ 1,921,151</u>	<u>\$ 1,921,151</u>	<u>\$ 1,921,151</u>	<u>\$ 1,959,384</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 43,508	\$ 43,928	\$ 43,928	\$ 43,928	\$ 44,983
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 43,508</u>	<u>\$ 43,928</u>	<u>\$ 43,928</u>	<u>\$ 43,928</u>	<u>\$ 44,983</u>
Division Total	<u>\$ 1,892,573</u>	<u>\$ 1,965,079</u>	<u>\$ 1,965,079</u>	<u>\$ 1,965,079</u>	<u>\$ 2,004,367</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / RECYCLING OPERATION

### GOALS:

- To target recyclable materials and divert from landfill to an appropriate facility
- To 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total tons of waste recycled(curbside)	2,166	3,909	3,985	3,531	3,755
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	824	803	814	725	800
Aluminum	70	68	69	62	65
Steel Cans	92	89	91	81	90
Plastic	278	221	249	199	200
OCC	631	615	623	556	600
Mixed Paper	2,166	3,909	3,985	3,531	2,000
Savings of landfill cost avoidance	\$42,779	\$79,387	\$83,203	\$73,727	\$80,620
Revenue earned from Recyclables(drop centers)	\$94,724	\$42,941	\$20,000	\$58,000	\$52,000
Total tons of waste recycled	2,174	2,134	2,150	2,100	2,150
Collection of the following quantities (tons) of recyclable material					
Aluminum	9	9	9	9	9
Plastics	108	108	108	15	107
Steel Cans	24	20	24	20	22
Clear Glass	96	155	140	100	120
Green Glass	0	0	0	0	0
Brown Glass	0	0	0	0	0
Mixed Office Paper	421	375	425	360	400
Cardboard	1,510	1,404	1,500	1,390	1,405
Newspaper	n/a	n/a	n/a	n/a	n/a
Recycling Center Totals	2,168	2,134	2,206	1,994	2,055
Savings of landfill cost avoidance	\$42,936	\$43,335	\$43,568	\$40,494	\$41,737
Residual Rate-27%					

# DIVISION SUMMARY

## 33955161 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,021,651	\$ 928,038	\$ 928,038	\$ 928,038	\$ 1,026,267
Supplies & Materials	\$ 252,608	\$ 303,175	\$ 303,175	\$ 303,175	\$ 266,642
Services & Maintenance	\$ 14,116	\$ 14,539	\$ 14,539	\$ 14,539	\$ 25,694
Internal Services	\$ 187,169	\$ 275,193	\$ 275,193	\$ 275,193	\$ 286,182
Capital Equipment	\$ 951,053	\$ 1,260,880	\$ 1,247,880	\$ 1,247,880	\$ 535,750
Subtotal	\$ 2,426,597	\$ 2,781,825	\$ 2,768,825	\$ 2,768,825	\$ 2,140,535
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 317,297	\$ 326,259	\$ 326,259	\$ 326,259	\$ 334,096
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 317,297	\$ 326,259	\$ 326,259	\$ 326,259	\$ 334,096
Division Total	\$ 2,743,894	\$ 3,108,084	\$ 3,095,084	\$ 3,095,084	\$ 2,474,631

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	39,000	41,373	41,993	42,600	43,230
Annual tons collected	32,285	32,815	33,340	33,873	34,414
Annual disposal cost	\$637,628	\$648,096	\$674,162	\$684,900	\$695,850
Percent hours lost to OJI (hours lost/total hours worked)	3%	4%	2%	3%	4%
Chargeable vehicle accidents per year	2	3	2	3	2
Reduce average number of complaints per route per year	30	30	30	40	30
Average number of households per route per day	867	919	933	946	960
Notes to Results Report:					
OJI – on-the-job injury					

# DIVISION SUMMARY

33930122 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 55,318	\$ 64,159	\$ 64,159	\$ 64,159	\$ 67,528
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 1,201	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 56,519</u>	<u>\$ 64,159</u>	<u>\$ 64,159</u>	<u>\$ 64,159</u>	<u>\$ 67,528</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 56,519</u></u>	<u><u>\$ 64,159</u></u>	<u><u>\$ 64,159</u></u>	<u><u>\$ 64,159</u></u>	<u><u>\$ 67,528</u></u>

# DIVISION SUMMARY

33955163 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	7	7	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	8	8	8

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 676,593	\$ 664,048	\$ 664,048	\$ 664,048	\$ 707,580
Supplies & Materials	\$ 259,845	\$ 335,055	\$ 335,055	\$ 335,055	\$ 307,465
Services & Maintenance	\$ 2,109,389	\$ 2,089,730	\$ 2,089,730	\$ 2,089,730	\$ 2,225,385
Internal Services	\$ 132,148	\$ 164,447	\$ 164,447	\$ 164,447	\$ 158,396
Capital Equipment	\$ 75,238	\$ 183,924	\$ 199,225	\$ 199,225	\$ 648,600
Subtotal	\$ 3,253,213	\$ 3,437,204	\$ 3,452,505	\$ 3,452,505	\$ 4,047,426
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 130,946	\$ 132,219	\$ 132,219	\$ 132,219	\$ 135,394
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 130,946	\$ 132,219	\$ 132,219	\$ 132,219	\$ 135,394
Division Total	\$ 3,384,159	\$ 3,569,423	\$ 3,584,724	\$ 3,584,724	\$ 4,182,820

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / WASTE DISPOSAL

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### 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 19	FYE 20	FYE 21	FYE 22	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Tons of municipal solid waste	100,693	104,224	103,000	106,606	107,000
Disposal Cost	\$2,173,170	\$2,165,167	\$2,070,000	\$2,165,167	\$2,173,170
Quantity of municipal solid waste	23,045	26,204	26,000	27,500	28,000
Miles driven per year (transport	203,000	207,500	210,000	210,000	211,000
Tons of household waste	2,436	1,214	2,300	2,400	2,495
Seasonally adjusted forecast					

# DIVISION SUMMARY

## 033 – SANITATION / CAPITAL PROJECTS

### MISSION:

Our goal is to invest in ifrastrucutre that will provide low cost solid waste management for the next 35 years.

### DESCRIPTION:

The Sanitation Division is keeping long term mentality that insures low cost solid waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built with the City. Structures built in 2021/22 will be viable in 2057.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 312,934	\$ 2,985,000	\$ 7,085,437	\$ 7,085,437	\$ 1,170,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 312,934	\$ 2,985,000	\$ 7,085,437	\$ 7,085,437	\$ 1,170,000
Division Total	\$ 312,934	\$ 2,985,000	\$ 7,085,437	\$ 7,085,437	\$ 1,170,000



# DIVISION SUMMARY

33930149 – 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 53,329	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 53,329</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 53,329</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	42	42	42	42	42
Part-time Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total Budgeted Positions	44	44	44	44	44

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 3,510,677	\$ 3,573,018	\$ 3,573,018	\$ 3,573,018	\$ 3,526,205
Supplies & Materials	\$ 497,846	\$ 600,471	\$ 689,691	\$ 689,691	\$ 582,178
Services & Maintenance	\$ 1,432,980	\$ 1,471,626	\$ 1,444,241	\$ 1,444,241	\$ 1,379,026
Internal Services	\$ 127,719	\$ 163,928	\$ 163,928	\$ 163,928	\$ 201,264
Capital Equipment	\$ 386,903	\$ 239,342	\$ 240,342	\$ 240,342	\$ 615,850
Subtotal	<u>\$ 5,956,125</u>	<u>\$ 6,048,385</u>	<u>\$ 6,111,220</u>	<u>\$ 6,111,220</u>	<u>\$ 6,304,523</u>
Capital Projects	\$ 786,102	\$ 5,695,100	\$ 9,908,589	\$ 9,908,589	\$ 3,670,000
Cost Allocations	\$ 2,064,094	\$ 1,931,297	\$ 1,931,297	\$ 1,931,297	\$ 1,978,169
Debt Service	\$ 418,227	\$ 2,249,189	\$ 2,249,189	\$ 2,249,189	\$ 2,257,294
Interfund Transfers	\$ 568,295	\$ 613,484	\$ 685,484	\$ 685,484	\$ 625,754
Audit Adjust/Encumbrances	<u>\$ 7,652,913</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 11,489,631</u>	<u>\$ 10,489,070</u>	<u>\$ 14,774,559</u>	<u>\$ 14,774,559</u>	<u>\$ 8,531,217</u>
Fund Total	<u>\$ 17,445,756</u>	<u>\$ 16,537,455</u>	<u>\$ 20,885,779</u>	<u>\$ 20,885,779</u>	<u>\$ 14,835,740</u>

## DIVISION SUMMARY

### 32955341 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 394,062	\$ 410,120	\$ 410,120	\$ 410,120	\$ 425,635
Supplies & Materials	\$ 9,639	\$ 11,721	\$ 11,721	\$ 11,721	\$ 11,294
Services & Maintenance	\$ 38,243	\$ 62,682	\$ 115,517	\$ 115,517	\$ 70,182
Internal Services	\$ 3,899	\$ 6,539	\$ 6,539	\$ 6,539	\$ 7,647
Capital Equipment	\$ 30,333	\$ 72,800	\$ 72,800	\$ 72,800	\$ 33,600
Subtotal	<u>\$ 476,176</u>	<u>\$ 563,862</u>	<u>\$ 616,697</u>	<u>\$ 616,697</u>	<u>\$ 548,358</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 665,300	\$ 548,662	\$ 548,662	\$ 548,662	\$ 553,007
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 665,300</u>	<u>\$ 548,662</u>	<u>\$ 548,662</u>	<u>\$ 548,662</u>	<u>\$ 553,007</u>
Division Total	<u>\$ 1,141,476</u>	<u>\$ 1,112,524</u>	<u>\$ 1,165,359</u>	<u>\$ 1,165,359</u>	<u>\$ 1,101,365</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	8	8	12	12	12
Employees cross-trained	2	2	3	3	2

# DIVISION SUMMARY

32955145 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 268,849	\$ 269,500	\$ 269,500	\$ 269,500	\$ 264,731
Supplies & Materials	\$ 222,106	\$ 215,417	\$ 266,917	\$ 266,917	\$ 217,020
Services & Maintenance	\$ 230,610	\$ 204,959	\$ 69,959	\$ 69,959	\$ 204,959
Internal Services	\$ 12,306	\$ 14,238	\$ 14,238	\$ 14,238	\$ 14,572
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 159,565
Subtotal	\$ 733,871	\$ 704,114	\$ 620,614	\$ 620,614	\$ 860,847
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 81,858	\$ 81,424	\$ 81,424	\$ 81,424	\$ 83,727
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 81,858	\$ 81,424	\$ 81,424	\$ 81,424	\$ 83,727
Division Total	\$ 815,729	\$ 785,538	\$ 702,038	\$ 702,038	\$ 944,574

# 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.

### OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain consistent TWAS of 5% or less and centrate of less than 100 mg/l.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Reportable number of vehicular accidents	0	0	0	0	0
Centrifuge centrate concentration in mg/l	112	87	100	142	100
Thickened waste activated sludge percent total solids	7%	5%	5%	4%	5%
Number of training hours per employee	16	18	18	16	16

#### Notes to Results Report:

\*Mainly due to centrifuge training

\*\*New Thickening Equipment Online

## DIVISION SUMMARY

### 32950510 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 38,506	\$ 38,437	\$ 38,437	\$ 38,437	\$ 39,062
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 38,506</u>	<u>\$ 38,437</u>	<u>\$ 38,437</u>	<u>\$ 38,437</u>	<u>\$ 39,062</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 38,506</u></u>	<u><u>\$ 38,437</u></u>	<u><u>\$ 38,437</u></u>	<u><u>\$ 38,437</u></u>	<u><u>\$ 39,062</u></u>

## DIVISION SUMMARY

### 32955343 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. This is accomplished through programs such as the Industrial Pretreatment Program, the Fats, Oil and Grease Program and the household hazardous waste collection event. This division is the liaison with the Environmental Control Advisory Board which is a board responsible for education. In addition, this division is responsible for planing the Earth Day Festival and Earth Month.

#### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	4	4	4	4	4

#### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 330,870	\$ 333,554	\$ 333,554	\$ 333,554	\$ 345,837
Supplies & Materials	\$ 6,812	\$ 13,673	\$ 13,173	\$ 13,173	\$ 13,724
Services & Maintenance	\$ 190,793	\$ 185,073	\$ 194,573	\$ 194,573	\$ 170,035
Internal Services	\$ 5,686	\$ 7,067	\$ 7,067	\$ 7,067	\$ 9,112
Capital Equipment	\$ 3,935	\$ 5,300	\$ 6,300	\$ 6,300	\$ -
Subtotal	<u>\$ 538,096</u>	<u>\$ 544,667</u>	<u>\$ 554,667</u>	<u>\$ 554,667</u>	<u>\$ 538,708</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 175,297	\$ 170,870	\$ 170,870	\$ 170,870	\$ 174,402
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 175,297</u>	<u>\$ 170,870</u>	<u>\$ 170,870</u>	<u>\$ 170,870</u>	<u>\$ 174,402</u>
Division Total	<u><u>\$ 713,393</u></u>	<u><u>\$ 715,537</u></u>	<u><u>\$ 725,537</u></u>	<u><u>\$ 725,537</u></u>	<u><u>\$ 713,110</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER RECLAMATION / ENVIRONMENTAL SERVICES

### GOALS:

- To be in full compliance with Federal and State Pretreatment Regulations
- to provide the tools and training to have an educated staff with accurate, reliable information
- To provide a safe work environment
- To help protect the infrastructure of the Utilities Department.
- To aid in protecting residents and the environment from pollution
- To educate businesses and the community on environmental issues, pollution prevention and waste reduction
- To provide technical support to the Utilities Department and all departments
- To recover costs for excessive strength waste and laboratory analysis and strive to reduce costs for other programs

### OBJECTIVES:

- To be the city liaison and provide assistance to the Environmental Control Advisory Board with public education and providing guidance to Council.
- Maintain Green Norman website.
- Continue coordination of the Earth Day Festival and Earth Month.
- Continue coordination and implementation of household hazardous waste disposal options for the community.
- Clearly communicate requirements for the Fats, Oil, and Grease (FOG) program, the Dental Amalgam Program and the Industrial Pretreatment Program to new and existing businesses.
- Provide technical advice, as related to Industrial Pretreatment, to other division/departments.
- Develop new programs and measures to meet emerging and future needs of division.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	100%	100%	100%	72%	100%
Full compliance with state and federal regulations	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Revenue collected	\$143,013	\$139,971	\$100,000	\$140,000	\$100,000

Notes to Results Report:

CFR – Code of Federal Regulations

OPDES – Oklahoma Pollutant Discharge Elimination System

POTW – Publicly Owned Treatment Works

## DIVISION SUMMARY

### 32955244 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 266,312	\$ 271,115	\$ 271,115	\$ 271,115	\$ 248,555
Supplies & Materials	\$ 24,825	\$ 23,870	\$ 30,570	\$ 30,570	\$ 30,800
Services & Maintenance	\$ 16,887	\$ 33,220	\$ 26,520	\$ 26,520	\$ 26,290
Internal Services	\$ 24	\$ 27	\$ 27	\$ 27	\$ 31
Capital Equipment	\$ 2,349	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 310,397</u>	<u>\$ 328,232</u>	<u>\$ 328,232</u>	<u>\$ 328,232</u>	<u>\$ 305,676</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 98,450	\$ 100,690	\$ 100,690	\$ 100,690	\$ 105,166
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 98,450</u>	<u>\$ 100,690</u>	<u>\$ 100,690</u>	<u>\$ 100,690</u>	<u>\$ 105,166</u>
Division Total	<u><u>\$ 408,847</u></u>	<u><u>\$ 428,922</u></u>	<u><u>\$ 428,922</u></u>	<u><u>\$ 428,922</u></u>	<u><u>\$ 410,842</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 19	FYE 20	FYE 21	FYE 22
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Number of deficiencies on ODEQ annual inspections	1	0	0	0
Percent compliance with QC standards	100%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

CFR – Code of Federal Regulations

QC – Quality Control

# DIVISION SUMMARY

## 32955246 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	11	11	11	11	11

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 771,883	\$ 790,047	\$ 790,047	\$ 790,047	\$ 803,906
Supplies & Materials	\$ 115,083	\$ 172,434	\$ 203,954	\$ 203,954	\$ 168,509
Services & Maintenance	\$ 596,205	\$ 631,301	\$ 683,281	\$ 683,281	\$ 545,126
Internal Services	\$ 25,211	\$ 19,949	\$ 19,949	\$ 19,949	\$ 24,380
Capital Equipment	\$ 72,880	\$ 131,800	\$ 131,800	\$ 131,800	\$ 232,500
Subtotal	<u>\$ 1,581,262</u>	<u>\$ 1,745,531</u>	<u>\$ 1,829,031</u>	<u>\$ 1,829,031</u>	<u>\$ 1,774,421</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 232,292	\$ 240,728	\$ 240,728	\$ 240,728	\$ 251,816
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 232,292</u>	<u>\$ 240,728</u>	<u>\$ 240,728</u>	<u>\$ 240,728</u>	<u>\$ 251,816</u>
Division Total	<u>\$ 1,813,554</u>	<u>\$ 1,986,259</u>	<u>\$ 2,069,759</u>	<u>\$ 2,069,759</u>	<u>\$ 2,026,237</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 effectively 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 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Meet all DMR required effluent parameters	100%	100%	100%	99%	100%
Number of training hours per employee	24	24	24	24	24
Standard Operating Procedures on file	20	24	24	24	30

Notes to Results Report:

DMR – Discharge Monitoring Report

## DIVISION SUMMARY

### 32955252 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 498.7 miles of sanitary sewer mains, sixteen sewage pumping stations, and 12,147 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

#### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,386,219	\$ 1,396,085	\$ 1,396,085	\$ 1,396,085	\$ 1,330,951
Supplies & Materials	\$ 119,381	\$ 163,356	\$ 163,356	\$ 163,356	\$ 140,831
Services & Maintenance	\$ 344,712	\$ 354,391	\$ 354,391	\$ 354,391	\$ 362,434
Internal Services	\$ 80,593	\$ 116,108	\$ 116,108	\$ 116,108	\$ 145,522
Capital Equipment	\$ 276,208	\$ 29,442	\$ 29,442	\$ 29,442	\$ 190,185
Subtotal	\$ 2,207,113	\$ 2,059,382	\$ 2,059,382	\$ 2,059,382	\$ 2,169,923
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 810,897	\$ 788,923	\$ 788,923	\$ 788,923	\$ 810,051
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 810,897	\$ 788,923	\$ 788,923	\$ 788,923	\$ 810,051
Division Total	\$ 3,018,010	\$ 2,848,305	\$ 2,848,305	\$ 2,848,305	\$ 2,979,974

# 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
- Acoustically survey 150,000 feet of sewer main.
- Respond to 95% of utility locate requests within 48 hours

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	0.46	0.44	0.45	0.35	0.45
% hours lost due to OJI per 1,000 hours worked	0	0	0	0	0
Feet of sewer line cleaned	1,305,779	1,049,805	1,800,000	983,918	1,800,000
Feet of sewer line roots mechanically removed	41,910	44,143	60,000	51,046	60,000
Feet of sewer pipe treated for roots	83,224	81,182	84,000	81,695	82,000
Feet of sewer pipe CCTV inspected	278,762	262,833	350,000	232,046	350,000
Number of SSOs*:	18	20	15	7	15
City side	13	7	5	2	5
Private	5	13	10	5	10
Lift station preventive maintenance hours	1,474	1,855	1,800	1,954	2,250
Safety training per employee per year	12	12	12	12	12
Number of locates completed	3,369	2,900	4,500	3,184	3,500
Number of service requests responded to	262	271	300	288	300

Notes to Results Report:

SSO – Sanitary Sewer Overflows\*

OJI – On-the-Job Injuries

CCTV – Closed Circuit Television

# DIVISION SUMMARY

## 32930122 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 53,976	\$ 64,160	\$ 64,160	\$ 64,160	\$ 67,528
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 1,198	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 55,174	\$ 64,160	\$ 64,160	\$ 64,160	\$ 67,528
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 55,174	\$ 64,160	\$ 64,160	\$ 64,160	\$ 67,528



# 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 22 - FYE 26 for a detailed analysis of Water Reclamation Fund Capital Operations.

**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 786,102	\$ 5,695,100	\$ 9,908,589	\$ 9,908,589	\$ 3,670,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 786,102	\$ 5,695,100	\$ 9,908,589	\$ 9,908,589	\$ 3,670,000
Division Total	\$ 786,102	\$ 5,695,100	\$ 9,908,589	\$ 9,908,589	\$ 3,670,000

# DIVISION SUMMARY

## 32930149 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 418,227	\$ 2,249,189	\$ 2,249,189	\$ 2,249,189	\$ 2,257,294
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 418,227</u>	<u>\$ 2,249,189</u>	<u>\$ 2,249,189</u>	<u>\$ 2,249,189</u>	<u>\$ 2,257,294</u>
Division Total	<u><u>\$ 418,227</u></u>	<u><u>\$ 2,249,189</u></u>	<u><u>\$ 2,249,189</u></u>	<u><u>\$ 2,249,189</u></u>	<u><u>\$ 2,257,294</u></u>

# FUND SUMMARY

## TOTAL SEWER MAINTENANCE FUND (321)

### MISSION:

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

### DESCRIPTION:

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 70,135	\$ 70,417	\$ 70,417	\$ 70,417	\$ 73,971
Supplies & Materials	\$ 2,252	\$ 2,829	\$ 2,829	\$ 2,829	\$ 2,625
Services & Maintenance	\$ 829	\$ 4,825	\$ 4,825	\$ 4,825	\$ 4,825
Internal Services	\$ -	\$ 250	\$ 250	\$ 250	\$ 800
Capital Equipment	\$ 1,605	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 74,821	\$ 78,321	\$ 78,321	\$ 78,321	\$ 82,221
Capital Projects	\$ 999,972	\$ 2,800,000	\$ 10,029,457	\$ 10,029,457	\$ 2,800,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ - #	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 514,244	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,514,216	\$ 2,800,000	\$ 10,029,457	\$ 10,029,457	\$ 2,800,000
Fund Total	\$ 1,589,037	\$ 2,878,321	\$ 10,107,778	\$ 10,107,778	\$ 2,882,221

# DIVISION SUMMARY

## 32155253 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 70,135	\$ 70,417	\$ 70,417	\$ 70,417	\$ 73,971
Supplies & Materials	\$ 2,252	\$ 2,829	\$ 2,829	\$ 2,829	\$ 2,625
Services & Maintenance	\$ 829	\$ 4,825	\$ 4,825	\$ 4,825	\$ 4,825
Internal Services	\$ -	\$ 250	\$ 250	\$ 250	\$ 800
Capital Equipment	\$ 1,605	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 74,821	\$ 78,321	\$ 78,321	\$ 78,321	\$ 82,221
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 74,821	\$ 78,321	\$ 78,321	\$ 78,321	\$ 82,221

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SEWER MAINTENANCE FUND / UTILITIES INSPECTION

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### 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.
  - Update and modify City of Norman standards details as necessary.
- 

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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	100%	100%	90%	95%	90%

# DIVISION SUMMARY

## 321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

### MISSION:

To account for capital projects funded by the Sewer Line Maintenance Fund.

### DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 22 – FYE 26 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 999,972	\$ 2,800,000	\$ 10,029,457	\$ 10,029,457	\$ 2,800,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 999,972	\$ 2,800,000	\$ 10,029,457	\$ 10,029,457	\$ 2,800,000
Division Total	\$ 999,972	\$ 2,800,000	\$ 10,029,457	\$ 10,029,457	\$ 2,800,000

# FUND SUMMARY

## TOTAL NEW DEVELOPMENT EXCISE FUND (322)

### MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

### DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 183,333	\$ 671,400	\$ 1,727,325	\$ 1,727,325	\$ 105,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 432,579	\$ 1,897,580	\$ 1,897,580	\$ 1,897,580	\$ 1,903,141
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	<u>\$ (143,410)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 472,502</u>	<u>\$ 2,568,980</u>	<u>\$ 3,624,905</u>	<u>\$ 3,624,905</u>	<u>\$ 2,008,141</u>
Fund Total	<u><u>\$ 472,502</u></u>	<u><u>\$ 2,568,980</u></u>	<u><u>\$ 3,624,905</u></u>	<u><u>\$ 3,624,905</u></u>	<u><u>\$ 2,008,141</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	51	51	51	51	51
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 4,369,693	\$ 4,559,802	\$ 4,559,802	\$ 4,559,802	\$ 4,583,708
Supplies & Materials	\$ 2,512,105	\$ 2,938,564	\$ 2,926,442	\$ 2,926,442	\$ 3,002,384
Services & Maintenance	\$ 2,809,949	\$ 3,094,820	\$ 3,098,681	\$ 3,098,681	\$ 2,670,863
Internal Services	\$ 153,135	\$ 159,069	\$ 159,069	\$ 159,069	\$ 241,011
Capital Equipment	\$ 465,491	\$ 148,936	\$ 152,524	\$ 152,524	\$ 544,600
Subtotal	<u>\$ 10,310,373</u>	<u>\$ 10,901,191</u>	<u>\$ 10,896,518</u>	<u>\$ 10,896,518</u>	<u>\$ 11,042,566</u>
Capital Projects	\$ 31,135,638	\$ 11,507,637	\$ 33,111,177	\$ 33,111,177	\$ 11,270,701
Cost Allocations	\$ 1,968,530	\$ 1,984,210	\$ 1,984,210	\$ 1,984,210	\$ 2,081,271
Debt Service	\$ 1,651,213	\$ 6,381,926	\$ 6,381,926	\$ 6,381,926	\$ 5,571,847
Interfund Transfers	\$ 1,083,577	\$ 1,087,500	\$ 1,376,000	\$ 1,376,000	\$ 1,228,500
Audit Adjust/Encumbrances	<u>\$ (15,804,221)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 20,034,737</u>	<u>\$ 20,961,273</u>	<u>\$ 42,853,313</u>	<u>\$ 42,853,313</u>	<u>\$ 20,152,319</u>
Fund Total	<u>\$ 30,345,110</u>	<u>\$ 31,862,464</u>	<u>\$ 53,749,831</u>	<u>\$ 53,749,831</u>	<u>\$ 31,194,885</u>



# DIVISION SUMMARY

## 31955330 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 785,427	\$ 759,033	\$ 759,033	\$ 759,033	\$ 670,461
Supplies & Materials	\$ 1,810	\$ 4,605	\$ 2,605	\$ 2,605	\$ 2,564
Services & Maintenance	\$ 50,301	\$ 61,594	\$ 63,594	\$ 63,594	\$ 65,598
Internal Services	\$ 11,727	\$ 12,083	\$ 12,083	\$ 12,083	\$ 15,738
Capital Equipment	<u>\$ 7,197</u>	<u>\$ 5,400</u>	<u>\$ 5,400</u>	<u>\$ 5,400</u>	<u>\$ 1,000</u>
Subtotal	<u>\$ 856,462</u>	<u>\$ 842,715</u>	<u>\$ 842,715</u>	<u>\$ 842,715</u>	<u>\$ 755,361</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 193,793	\$ 196,943	\$ 196,943	\$ 196,943	\$ 206,797
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ 1,083,577</u>	<u>\$ 1,087,500</u>	<u>\$ 1,376,000</u>	<u>\$ 1,376,000</u>	<u>\$ 1,228,500</u>
Subtotal	<u>\$ 1,277,370</u>	<u>\$ 1,284,443</u>	<u>\$ 1,572,943</u>	<u>\$ 1,572,943</u>	<u>\$ 1,435,297</u>
Division Total	<u><u>\$ 2,133,832</u></u>	<u><u>\$ 2,127,158</u></u>	<u><u>\$ 2,415,658</u></u>	<u><u>\$ 2,415,658</u></u>	<u><u>\$ 2,190,658</u></u>

Note: See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

# DIVISION SUMMARY

31950510 WATER / ENGINEERING

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**MISSION:**

To provide quality utility service to our customers in the most efficient and professional manner possible.

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**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.

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**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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>

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**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 38,508	\$ 38,437	\$ 38,437	\$ 38,437	\$ 39,062
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 38,508</u>	<u>\$ 38,437</u>	<u>\$ 38,437</u>	<u>\$ 38,437</u>	<u>\$ 39,062</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 38,508</u></u>	<u><u>\$ 38,437</u></u>	<u><u>\$ 38,437</u></u>	<u><u>\$ 38,437</u></u>	<u><u>\$ 39,062</u></u>

# DIVISION SUMMARY

31955233 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 70,494	\$ 82,548	\$ 82,548	\$ 82,548	\$ 86,045
Supplies & Materials	\$ 1,209	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375
Services & Maintenance	\$ 6,487	\$ 5,475	\$ 5,475	\$ 5,475	\$ 6,175
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Capital Equipment	\$ 6,335	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 84,525</u>	<u>\$ 89,398</u>	<u>\$ 89,398</u>	<u>\$ 89,398</u>	<u>\$ 97,095</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 84,525</u></u>	<u><u>\$ 89,398</u></u>	<u><u>\$ 89,398</u></u>	<u><u>\$ 89,398</u></u>	<u><u>\$ 97,095</u></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 GIS configuration and asset maintenance support to GIS and Utilities applications, particularly Azteca Cityworks, Tyler EAM, and Advanced CIS Infinityl.
- 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	5%	n/a	n/a	n/a	n/a
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Update five water or sewer utility as-builts into the GIS database per month	n/a	100%	90%	100%	90%
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:

GIS – Geographic Information Systems

# DIVISION SUMMARY

## 31955350 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 288,821	\$ 289,539	\$ 289,539	\$ 289,539	\$ 294,213
Supplies & Materials	\$ 814	\$ 2,025	\$ 2,025	\$ 2,025	\$ 7,350
Services & Maintenance	\$ 78,142	\$ 99,173	\$ 99,173	\$ 99,173	\$ 89,021
Internal Services	\$ 4,306	\$ 3,715	\$ 3,715	\$ 3,715	\$ 4,940
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 372,083</u>	<u>\$ 394,452</u>	<u>\$ 394,452</u>	<u>\$ 394,452</u>	<u>\$ 395,524</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 116,267	\$ 118,164	\$ 118,164	\$ 118,164	\$ 124,075
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 116,267</u>	<u>\$ 118,164</u>	<u>\$ 118,164</u>	<u>\$ 118,164</u>	<u>\$ 124,075</u>
Division Total	<u><u>\$ 488,350</u></u>	<u><u>\$ 512,616</u></u>	<u><u>\$ 512,616</u></u>	<u><u>\$ 512,616</u></u>	<u><u>\$ 519,599</u></u>

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average number of water and sewer service requests completed in 1 day	20	25	25	20	25
% of state and federal regulatory compliance reports mailed within rule specific guidelines	100%	100%	100%	100%	100%
% of invoices processed for payment authorization within 1 day of receipt	95%	100%	100%	95%	95%
% of employees certified by ODEQ	100%	100%	100%	98%	100%
Total division training hours	1,100	1,100	1,500	752	800
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	80%	85%	70%	90%	90%

Notes to Results Report:

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

# DIVISION SUMMARY

31955251 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 619 miles of water lines and associated 6,351 fire hydrants and 11,951 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 40,854 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 24/7 to ensure public health and safety.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	25	25	25	25	25
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	25	25	25	25	25

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,857,563	\$ 1,945,366	\$ 1,945,366	\$ 1,945,366	\$ 1,989,031
Supplies & Materials	\$ 349,191	\$ 404,631	\$ 404,631	\$ 404,631	\$ 401,777
Services & Maintenance	\$ 73,025	\$ 77,306	\$ 77,306	\$ 77,306	\$ 77,306
Internal Services	\$ 101,866	\$ 104,307	\$ 104,307	\$ 104,307	\$ 175,165
Capital Equipment	\$ 226,982	\$ 3,500	\$ 3,500	\$ 3,500	\$ 367,700
Subtotal	<u>\$ 2,608,627</u>	<u>\$ 2,535,110</u>	<u>\$ 2,535,110</u>	<u>\$ 2,535,110</u>	<u>\$ 3,010,979</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 969,336	\$ 985,092	\$ 985,092	\$ 985,092	\$ 1,034,379
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 969,336</u>	<u>\$ 985,092</u>	<u>\$ 985,092</u>	<u>\$ 985,092</u>	<u>\$ 1,034,379</u>
Division Total	<u>\$ 3,577,963</u>	<u>\$ 3,520,202</u>	<u>\$ 3,520,202</u>	<u>\$ 3,520,202</u>	<u>\$ 4,045,358</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 100 AMR meters per year. \*Discontinuing meter technology, FYE21 ending objective.
- Reduce on-the-job injuries through safety and education.
- Replace 4,500 linear feet of ductile iron and cast iron pipe annually.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average repair time: water off to water on (in hours)	2.64	2.4	2.4	2.35	2.2
Number of AMR meters installed	10	0	10	10	0
Service calls completed	1,995	4,802	4,731	5,000	5,500
Number of locates completed	5,700	5,639	6,000	6,228	6,000
Number of valves exercised	1,123	1,535	1,300	2,244	1,500
Percent hours lost to OJI per 1,000 hours worked	13%	27%	13%	11%	14%
Fire hydrants maintained	1,133	1,138	1,200	1,140	1,500
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	1,800	5,100	2,879	3,590	3,900
Feet of "hot soils" (corrosive soils) pipe replaced	6,705	400	2,200	-	-

Notes to Results Report:

AMR – Automated Meter Reading

OJI – On-the-job Injury



# DIVISION SUMMARY

## 31955331 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 289,671	\$ 372,902	\$ 372,902	\$ 372,902	\$ 382,008
Supplies & Materials	\$ 9,158	\$ 10,756	\$ 10,906	\$ 10,906	\$ 10,729
Services & Maintenance	\$ 58,211	\$ 93,250	\$ 95,935	\$ 95,935	\$ 93,031
Internal Services	\$ 29,924	\$ 29,504	\$ 29,504	\$ 29,504	\$ 35,641
Capital Equipment	<u>\$ 115,036</u>	<u>\$ 2,500</u>	<u>\$ 2,488</u>	<u>\$ 2,488</u>	<u>\$ 1,000</u>
Subtotal	<u>\$ 502,000</u>	<u>\$ 508,912</u>	<u>\$ 511,735</u>	<u>\$ 511,735</u>	<u>\$ 522,409</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 689,134	\$ 684,011	\$ 684,011	\$ 684,011	\$ 716,020
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 689,134</u>	<u>\$ 684,011</u>	<u>\$ 684,011</u>	<u>\$ 684,011</u>	<u>\$ 716,020</u>
Division Total	<u><u>\$ 1,191,134</u></u>	<u><u>\$ 1,192,923</u></u>	<u><u>\$ 1,195,746</u></u>	<u><u>\$ 1,195,746</u></u>	<u><u>\$ 1,238,429</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.

### 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.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 19 ACTUAL	FYE 20 ACTUAL	PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Safety training	64	70	64	6	64
OJI	-	1	-	-	-
Tours	19	8	10	-	10
Number of people on tours	207	177	120	-	120
Job related training (personnel hours)	1,022	644	84	308	84
Cross training (personnel hours)	80	-	60	28	60
Million gallon of Well Water Produced	739	1,248	1,430	1,200	1,430

Notes to Results Report:

OJI – On-the-job Injury

# DIVISION SUMMARY

31955136 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	3	3	3	3	3

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 141,068	\$ 158,050	\$ 158,050	\$ 158,050	\$ 172,338
Supplies & Materials	\$ 59,243	\$ 58,264	\$ 78,020	\$ 78,020	\$ 58,713
Services & Maintenance	\$ 116,896	\$ 90,395	\$ 125,049	\$ 125,049	\$ 90,395
Internal Services	\$ -	\$ 4,071	\$ 4,071	\$ 4,071	\$ 100
Capital Equipment	\$ -	\$ 3,600	\$ 7,200	\$ 7,200	\$ -
Subtotal	\$ 317,207	\$ 314,380	\$ 372,390	\$ 372,390	\$ 321,546
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 317,207	\$ 314,380	\$ 372,390	\$ 372,390	\$ 321,546

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Micro sample collection	112%	114%	115%	115%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	97%	97%	10%	100%	100%
Performance tests passed	92%	92%	100%	100%	100%
Laboratory inspection deficiencies	0	no inspection	0	0	No inspection
Laboratory inspection corrective actions	4	no inspection	0	0	No inspection
Compliance Chemistry Well Sample Collection	100%	100%	100%	100%	100%
Number of samples invalidated	14	7	0	8	0

#### Notes to Results Report:

WTP – Water Treatment Plant

DEQ – Department of Environmental Quality

EPA – Environmental Protection Agency

# DIVISION SUMMARY

31955234 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

## EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 694,674	\$ 695,474	\$ 695,474	\$ 695,474	\$ 726,219
Supplies & Materials	\$ 2,053,983	\$ 2,362,139	\$ 2,332,139	\$ 2,332,139	\$ 2,425,614
Services & Maintenance	\$ 1,827,259	\$ 2,046,915	\$ 2,011,437	\$ 2,011,437	\$ 1,700,971
Internal Services	\$ 2,765	\$ 2,111	\$ 2,111	\$ 2,111	\$ 3,524
Capital Equipment	\$ 86,361	\$ 97,136	\$ 97,136	\$ 97,136	\$ 124,300
Subtotal	\$ 4,665,042	\$ 5,203,775	\$ 5,138,297	\$ 5,138,297	\$ 4,980,628
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 4,665,042	\$ 5,203,775	\$ 5,138,297	\$ 5,138,297	\$ 4,980,628

# 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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 22 ESTIMATE	FYE 22 PROJECTED
Percentage of time tap turbidity was less than 0.1 NTU (quality)	99.90%	90.60%	95%	92%	95%
Percent of bacteriologically “Safe” compliance water samples	99.70%	99.91%	99.50%	99.92%	99.50%
Number of complaints on water quality or pressure	57	36	50	35	50
Water production, million gallons per day					
Average day	12.2	13.4	13.2	13.7	13.7
Maximum day	21.2	22.2	22	19.4	22
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	90%	84%	98%	98%	98%
Number of months more that 30.4 million gallons of water was purchased from Oklahoma City	0	2	0	1	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

# DIVISION SUMMARY

31930122 WATER / UTILITY SERVICES

## MISSION:

To provide accurate and efficient billing services for the City of Norman utility customers; to be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customers 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:

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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 56,303	\$ 66,104	\$ 66,104	\$ 66,104	\$ 69,575
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 1,234	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 57,537	\$ 66,104	\$ 66,104	\$ 66,104	\$ 69,575
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 57,537	\$ 66,104	\$ 66,104	\$ 66,104	\$ 69,575

# DIVISION SUMMARY

31955335 WATER / WATER WELLS

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**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.

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**DESCRIPTION:**

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

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**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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>

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**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 147,164	\$ 152,349	\$ 152,349	\$ 152,349	\$ 154,756
Supplies & Materials	\$ 36,072	\$ 87,769	\$ 87,741	\$ 87,741	\$ 87,262
Services & Maintenance	\$ 599,589	\$ 620,053	\$ 620,053	\$ 620,053	\$ 547,707
Internal Services	\$ 2,547	\$ 3,278	\$ 3,278	\$ 3,278	\$ 2,403
Capital Equipment	\$ 22,346	\$ 35,000	\$ 35,000	\$ 35,000	\$ 50,600
Subtotal	<u>\$ 807,718</u>	<u>\$ 898,449</u>	<u>\$ 898,421</u>	<u>\$ 898,421</u>	<u>\$ 842,728</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 807,718</u></u>	<u><u>\$ 898,449</u></u>	<u><u>\$ 898,421</u></u>	<u><u>\$ 898,421</u></u>	<u><u>\$ 842,728</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 19 ACTUAL	FYE 20 ACTUAL	FYE 21 PLAN	FYE 21 ESTIMATE	FYE 22 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percent of wells operational during the peak period (May - Sept)	100%	99%	95%	100%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	100%	100%
Number of Total Coliform positive samples collected from wells	27	31	0	5	0
Number of Emergency work orders on water wells	10	2	0	0	0
Percent of routine work orders on water wells completed within 1 week	100%	100%	100%	100%	100%

# DIVISION SUMMARY

## 031 - WATER / CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded by the Water Fund.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 22 - FYE 26 for a detailed analysis of Water Fund Capital Operations.

**PERSONNEL:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 31,135,638	\$ 11,507,637	\$ 33,111,177	\$ 33,111,177	\$ 11,270,701
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 31,135,638	\$ 11,507,637	\$ 33,111,177	\$ 33,111,177	\$ 11,270,701
Division Total	\$ 31,135,638	\$ 11,507,637	\$ 33,111,177	\$ 33,111,177	\$ 11,270,701

# DIVISION SUMMARY

31930149 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,651,213	\$ 6,381,926	\$ 6,381,926	\$ 6,381,926	\$ 5,571,847
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,651,213</u>	<u>\$ 6,381,926</u>	<u>\$ 6,381,926</u>	<u>\$ 6,381,926</u>	<u>\$ 5,571,847</u>
Division Total	<u><u>\$ 1,651,213</u></u>	<u><u>\$ 6,381,926</u></u>	<u><u>\$ 6,381,926</u></u>	<u><u>\$ 6,381,926</u></u>	<u><u>\$ 5,571,847</u></u>

# DIVISION SUMMARY

## 31955282 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 625	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Services & Maintenance	\$ 39	\$ 659	\$ 659	\$ 659	\$ 659
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ 1,800</u>	<u>\$ 1,800</u>	<u>\$ 1,800</u>	<u>\$ -</u>
Subtotal	<u>\$ 664</u>	<u>\$ 9,459</u>	<u>\$ 9,459</u>	<u>\$ 9,459</u>	<u>\$ 7,659</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 664</u></u>	<u><u>\$ 9,459</u></u>	<u><u>\$ 9,459</u></u>	<u><u>\$ 9,459</u></u>	<u><u>\$ 7,659</u></u>



**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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 642,783	\$ 970,501	\$ 970,501	\$ 970,501	\$ 327,653
Supplies & Materials	\$ -	\$ -	\$ 410	\$ 410	\$ -
Services & Maintenance	\$ 14,546,612	\$ 16,111,518	\$ 16,184,874	\$ 16,184,874	\$ 15,239,463
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 15,189,395	\$ 17,082,019	\$ 17,155,785	\$ 17,155,785	\$ 15,567,116
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 64,080	\$ -	\$ 68,893	\$ 68,893	\$ -
Audit Adjust/Encum	\$ 3,530	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 67,610	\$ -	\$ 68,893	\$ 68,893	\$ -
Department Total	\$ 15,257,005	\$ 17,082,019	\$ 17,224,678	\$ 17,224,678	\$ 15,567,116

# DIVISION SUMMARY

43330105 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 54,092	\$ 69,700	\$ 69,700	\$ 69,700	\$ 73,336
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 12,997,788	\$ 14,683,708	\$ 14,683,708	\$ 14,683,708	\$ 13,251,790
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 13,051,880	\$ 14,753,408	\$ 14,753,408	\$ 14,753,408	\$ 13,325,126
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 13,051,880	\$ 14,753,408	\$ 14,753,408	\$ 14,753,408	\$ 13,325,126



# DIVISION SUMMARY

## 43122351 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 240,719	\$ 320,000	\$ 320,000	\$ 320,000	\$ 170,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 240,719</u>	<u>\$ 320,000</u>	<u>\$ 320,000</u>	<u>\$ 320,000</u>	<u>\$ 170,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 240,719</u></u>	<u><u>\$ 320,000</u></u>	<u><u>\$ 320,000</u></u>	<u><u>\$ 320,000</u></u>	<u><u>\$ 170,000</u></u>

# DIVISION SUMMARY

## 43330104 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 245,599	\$ 248,101	\$ 248,101	\$ 248,101	\$ 254,317
Supplies & Materials	\$ -	\$ -	\$ 410	\$ 410	\$ -
Services & Maintenance	\$ 284,343	\$ 323,331	\$ 396,687	\$ 396,687	\$ 304,673
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 529,942</u>	<u>\$ 571,432</u>	<u>\$ 645,198</u>	<u>\$ 645,198</u>	<u>\$ 558,990</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 529,942</u></u>	<u><u>\$ 571,432</u></u>	<u><u>\$ 645,198</u></u>	<u><u>\$ 645,198</u></u>	<u><u>\$ 558,990</u></u>

# DIVISION SUMMARY

## 43330103 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 30,436	\$ 21,700	\$ 21,700	\$ 21,700	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 30,436</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 30,436</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 22,200</u>	<u>\$ 500</u>

# DIVISION SUMMARY

## 43330102 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 312,656	\$ 631,000	\$ 631,000	\$ 631,000	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,023,762	\$ 783,979	\$ 783,979	\$ 783,979	\$ 1,512,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,336,418	\$ 1,414,979	\$ 1,414,979	\$ 1,414,979	\$ 1,512,500
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,336,418	\$ 1,414,979	\$ 1,414,979	\$ 1,414,979	\$ 1,512,500



**CAPITAL PROJECTS FUNDS**

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

# FUND SUMMARY

## TOTAL CAPITAL PROJECTS FUND (50)

### MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

### DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent (\$.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 22 - FYE 26 for a detailed analysis of Capital Project Fund.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,246,150	\$ 1,318,396	\$ 1,318,396	\$ 1,318,396	\$ 1,413,850
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 16,499	\$ 16,499	\$ 16,499	\$ 16,499
Internal Services	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Capital Equipment	\$ 2,222	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 1,248,572	\$ 1,335,095	\$ 1,335,095	\$ 1,335,095	\$ 1,430,549
Capital Projects	\$ 17,364,160	\$ 31,674,119	\$ 73,702,553	\$ 73,702,553	\$ 11,232,876
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,315,134	\$ 1,319,762	\$ 1,319,762	\$ 1,319,762	\$ 1,582,492
Interfund Transfers	\$ 4,220,689	\$ 4,078,362	\$ 4,087,862	\$ 4,087,862	\$ 4,408,409
Audit Adjust/Encumb	\$ 1,872	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 22,901,855	\$ 37,072,243	\$ 79,110,177	\$ 79,110,177	\$ 17,223,777
Fund Total	\$ 24,150,427	\$ 38,407,338	\$ 80,445,272	\$ 80,445,272	\$ 18,654,326

# DIVISION SUMMARY

50550411 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.

## DESCRIPTION:

To efficiently account for Capital Projects Engineers.

## PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 1,009,028	\$ 1,078,445	\$ 1,078,445	\$ 1,078,445	\$ 1,171,718
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 499	\$ 499	\$ 499	\$ 499
Internal Services	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Capital Equipment	\$ 2,222	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,011,450</u>	<u>\$ 1,079,144</u>	<u>\$ 1,079,144</u>	<u>\$ 1,079,144</u>	<u>\$ 1,172,417</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,011,450</u></u>	<u><u>\$ 1,079,144</u></u>	<u><u>\$ 1,079,144</u></u>	<u><u>\$ 1,079,144</u></u>	<u><u>\$ 1,172,417</u></u>



## DIVISION SUMMARY

### 50120430 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 109,339	\$ 109,659	\$ 109,659	\$ 109,659	\$ 111,446
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 109,339</u>	<u>\$ 109,659</u>	<u>\$ 109,659</u>	<u>\$ 109,659</u>	<u>\$ 111,446</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 109,339</u>	<u>\$ 109,659</u>	<u>\$ 109,659</u>	<u>\$ 109,659</u>	<u>\$ 111,446</u>

# DIVISION SUMMARY

## 50770370 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ 127,783	\$ 130,292	\$ 130,292	\$ 130,292	\$ 130,686
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 127,783</u>	<u>\$ 130,292</u>	<u>\$ 130,292</u>	<u>\$ 130,292</u>	<u>\$ 130,686</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 127,783</u></u>	<u><u>\$ 130,292</u></u>	<u><u>\$ 130,292</u></u>	<u><u>\$ 130,292</u></u>	<u><u>\$ 130,686</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 22 - FYE 26 for a detailed analysis of Capital Fund capital projects.

### PERSONNEL:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 17,364,160	\$ 31,674,119	\$ 73,702,553	\$ 73,702,553	\$ 11,232,876
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 17,364,160</u>	<u>\$ 31,674,119</u>	<u>\$ 73,702,553</u>	<u>\$ 73,702,553</u>	<u>\$ 11,232,876</u>
Division Total	<u>\$ 17,364,160</u>	<u>\$ 31,674,119</u>	<u>\$ 73,702,553</u>	<u>\$ 73,702,553</u>	<u>\$ 11,232,876</u>

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 645,556	\$ -	\$ -	\$ -	\$ 1,000,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 645,556	\$ -	\$ -	\$ -	\$ 1,000,000
Capital Projects	\$ 13,234,149	\$ 1,756,243	\$ 61,631,288	\$ 61,631,288	\$ 14,030,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 4,123,775	\$ 7,648,848	\$ 7,648,848	\$ 7,648,848	\$ 7,586,783
Interfund Transfers	\$ 174,328	\$ 222,695	\$ 222,695	\$ 222,695	\$ 384,828
Audit Adjust/Encum.	\$ 369,252	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 17,901,504	\$ 9,627,786	\$ 69,502,831	\$ 69,502,831	\$ 22,001,611
Division Total	\$ 18,547,060	\$ 9,627,786	\$ 69,502,831	\$ 69,502,831	\$ 23,001,611

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 235,799	\$ 148,755	\$ 250,237	\$ 250,237	\$ 150,181
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 235,799</u>	<u>\$ 148,755</u>	<u>\$ 250,237</u>	<u>\$ 250,237</u>	<u>\$ 150,181</u>
Capital Projects	\$ 309,969	\$ -	\$ 5,399,304	\$ 5,399,304	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 1,400,821	\$ -	\$ 2,700,000	\$ 2,700,000	\$ -
Audit Adjust/Encum	\$ (564,550)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,146,240</u>	<u>\$ -</u>	<u>\$ 8,099,304</u>	<u>\$ 8,099,304</u>	<u>\$ -</u>
Fund Total	<u>\$ 1,382,039</u>	<u>\$ 148,755</u>	<u>\$ 8,349,541</u>	<u>\$ 8,349,541</u>	<u>\$ 150,181</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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -

# 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ -	\$ -	\$ -	\$ -	\$ -

## CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND**  
**FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b><u>I. Bond Funded</u></b>										
	15695523	BP0029	Emergency Communications Center	5,858,847	-	-	-	-	-	-
	15693319	BP0030	Emergency Communications System	2,751,806	-	-	-	-	-	-
<b>SUBTOTAL BOND FUNDED</b>				<b>\$ 8,610,653</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>II. Paygo Funded</u></b>										
	15693377	BG0064	Fire Storage Building	646,057	-	-	-	-	-	-
9	15665143	FT0004	Fire Apparatus Replacement	1,578,345	760,000	785,000	1,800,000	825,000	1,200,000	1,700,000
	015-		Capital Outlay	70,471	358,747	310,493	310,493	310,493	-	310,493
	015-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	3,500,000
<b>SUBTOTAL PAYGO FUNDED</b>				<b>\$ 2,294,873</b>	<b>\$ 1,118,747</b>	<b>\$ 1,095,493</b>	<b>\$ 2,110,493</b>	<b>\$ 1,135,493</b>	<b>\$ 1,200,000</b>	<b>\$ 5,510,493</b>
<b>TOTAL PSST FUND 15 PROJECTS</b>				<b>\$ 10,905,526</b>	<b>\$ 1,118,747</b>	<b>\$ 1,095,493</b>	<b>\$ 2,110,493</b>	<b>\$ 1,135,493</b>	<b>\$ 1,200,000</b>	<b>\$ 5,510,493</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.



CITY OF NORMAN

**CDBG FUND**  
**FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	21240200	GC0051	Cate Park Improvements	63,184	-	-	-	-	-	-
	21240297	GC0072	CDBG Land Acquisition RFPs	25,000						
	21240167	GC0073	Acres: Findlay - Stewart	60,000	-	-	-	-	-	-
	21240167	GC0074	CDBG Alley Improvements	7,250	-	-	-	-	-	-
	21240203	GC0077	CDBG Target Area Tree Planting Project	-	-	-	-	-	-	-
	21240203	GC0078	CDBG Land Acquisition	25,000	-	-	-	-	-	-
	21240203	GC0079	CDBG Cart Bus Stop ADA Improvements	22,340	-	-	-	-	-	-
	21240007	GC0080	Original Townsite Street Improvements B19	185,000	-	-	-	-	-	-
	21240007	GC0081	CDBG Target Area Tree Planting Proj B19	6,370	-	-	-	-	-	-
	21240011	GC0083	CDBG Target Area Tree Planting Proj B20	50,000	-	-	-	-	-	-
13	21240011	GC-	CDBG Target Area Tree Planting Proj B21	-	50,000	-	-	-	-	-
14	21240011	GC0084	Senior Center Kitchen Rehabilitation	110,000	20,000	-	-	-	-	-
	21240011	GC0085	Non-Profit Rehabilitation B-20	75,000	-	-	-	-	-	-
	21240011	GC0086	CDBG Land Acquisition	100,000	-	-	-	-	-	-
15	21240016	GC-	Habitat for Humanity Land Acquisition	-	30,000	-	-	-	-	-
16	21240016	GC-	Land Acquisition for NAHC	-	100,000	-	-	-	-	-
	21240007	GC0082	CDBG Land Acquisition B19	100,000	-	-	-	-	-	-
<b>TOTAL CDBG FUND 21 PROJECTS</b>				<b>\$ 829,144</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

CITY OF NORMAN

SPECIAL GRANTS FUND  
FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
EXPENDITURES										
	22796638	PR0026	Firehouse Art Center Addition (match)	325,000	-	300,000	-	-	-	-
TOTAL SPECIAL REVENUE FUND 22 PROJECTS				\$ 325,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -

\* closed  
# - means unused funds to be returned to fund balance at end of fiscal year.

## CITY OF NORMAN

# ROOM TAX FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	23794442	RT0089	Bicycle Skills Park	-	-	-	-	-	-	-
	23793375	RT0084	Disc Golf Improvements Citywide	10,960	-	-	-	-	-	-
	23796638	RT0027	Firehouse Art Center addition (match)	125,000	-	100,000	-	-	-	-
	23796627	RT0090	Historic Museum Parking	127,481	-	-	-	-	-	-
	23798814	RT0087	Sooner Theatre Seat Replace & Interiors (matc	73,956	-	-	-	-	-	-
23	23-	RT-	Westwood Tennis Center Improvements	-	25,000	145,000	-	-	-	-
24	23794442	PR0172	Ruby Grant Park SE Parking Lot	-	62,000	-	-	-	-	-
	23798815	RT0008	12th Avenue Tennis Court Renovation	871	-	-	-	-	-	-
<b>TOTAL ROOM TAX FUND 23 PROJECTS</b>				<b>\$ 338,268</b>	<b>\$ 87,000</b>	<b>\$ 245,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

CITY OF NORMAN

**PUBLIC TRANSPORTATION FUND  
FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	27590078	BG0079	Eight Dual Slowfill Pumps	405,389	-	-	-	-	-	-
	27590078	BG0080	CNG Gas Drive Repl & Storage	74,813	-	-	-	-	-	-
<b>TOTAL TRANSIT FUND 27 PROJECTS</b>				<b>\$ 480,202</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

## CITY OF NORMAN

# WATER FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b>WATER DISTRIBUTION SYSTEM</b>										
	31999942	WA0337	Asset Management Plan	230,000	-	-	-	-	-	-
32	31993360	WA0348	Corporate Addition Utilities	151,200	150,000	-	-	-	-	-
	31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson	324,900	-	-	2,300,000	-	-	-
	031-	WA	Waterline Maintenance Plan: 40 Year Duration	-	-	-	-	-	3,332,000	129,918,000
	031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	-	-	-	1,260,000	3,150,000	-	-
33	31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to In	953,699	990,000	-	-	790,000	1,660,000	5,790,000
	31993360	WA0328	Water Line Replacement: Flood-Robinson to Venture	3,233,331	1,600,000	-	-	-	-	-
34	31995521	WA	Water Line Replacement: Hall Park Phase 2	-	-	-	698,000	-	-	-
	031-	WA	Water Line Replacement: Main Street: Berry to Interstate	-	-	-	-	-	1,070,000	2,990,000
	31993360	WA0173	Master Meters Installation	367,529	-	-	-	-	-	-
	31993360	WA0195	Water Line Replacement: Robinson Under I-35	211,441	-	-	-	-	-	-
36	31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	350,000	2,250,000	1,600,000	1,600,000	1,600,000	1,600,000	8,000,000
	31993345	WA0196	I-35 Waterline Relocation	2,353	-	-	-	-	-	-
37	31993360	WA0350	Water Distribution System Sampling Stations	80,000	160,000	-	-	-	-	-
	31993395	WA0201	Backflow Prevention Program	66,215	-	-	-	-	-	-
	31995521	WA0202	Water Line Replacement: Gray/Main Street	364,122	-	-	-	-	-	-
	31996683	WA0352	WL Replacement Southlake Addition	1,169,000	-	-	-	-	-	-
	31996683	WA0353	Water Line Replacement: Jenkins Replacement	708,000	-	-	-	-	-	-
	31993360	WA0224	Water Line Replacement: Gray & Tonhawa	1,619,376	-	-	-	-	-	-
37	31996683	WA0354	Water Line Replacement: Porter Replacement	299,999	1,044,701	-	-	-	-	-
	31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,362,678	-	-	-	-	-	-
	31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
	031-	WA	Water Line Replacement: 24th NE: Beaumont to Lindsey	-	-	-	-	547,000	-	-
	31995521	WA0241	Water Meter: Large Water Meter Testing	226,266	-	-	-	-	-	-
	31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	3,790,301	-	4,500,000	4,000,000	-	-	-
	31993360	WA0245	Water Line Replacement: Interstate Drive	1,538,438	-	-	-	-	-	-
38	31993360	WA0246	Water Line Replacement: Parsons Addition	38,644	980,000	-	-	-	-	-
39	31993346	10355-0358	Water Line Replacement: Urban Service Area Water Line	183,000	241,000	262,000	203,000	183,000	242,000	-
40	31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replace	100,000	100,000	100,000	100,000	100,000	100,000	-
	031-	WA	Water Line Replacement: Flood Avenue	-	-	-	-	560,000	170,000	-
<b>Subtotal Water Distribution System Projects</b>				<b>\$ 18,448,186.53</b>	<b>\$ 7,515,701</b>	<b>\$ 6,462,000</b>	<b>\$ 10,161,000</b>	<b>\$ 6,930,000</b>	<b>\$ 8,174,000</b>	<b>\$ 146,698,000</b>
<b>WATER TOWERS</b>										
		WA	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
	31993354	WA0364	Water Tower - Boyd Tower	-	-	230,000	-	-	856,000	-
	31993345	WA0182	Water Tower - Lindsey Tower	350,000	-	-	-	350,000	-	-
	31993345	WA0189	Water Tower - Cascade Tower	597,000	-	-	-	-	-	-
	31993345	WA	Water Tower - Robinson Tower	-	-	773,000	-	-	-	-
	31993345	WA0294	Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
<b>Subtotal Water Tower Projects</b>				<b>\$ 1,047,000</b>	<b>\$ -</b>	<b>\$ 1,003,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 856,000</b>	<b>\$ 3,500,000</b>
<b>WATER WELL IMPROVEMENTS</b>										
	31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	182,393	-	-	-	-	-	-
	31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	404,988	-	-	-	-	-	-
	31995521	WA0243	Water Well: Horizontal Well	121,721	-	450,000	3,000,000	-	-	-
<b>Subtotal Water Well and Distribution System Projects</b>				<b>\$ 709,102</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WATER TREATMENT PLANT</b>										
	031-	WA	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
41	31995521	WA0329	New Building for Line Maintenance (match)	167,144	3,200,000	-	-	-	-	-
	031-	WA	Update Water Supply Plan	-	-	-	500,000	-	-	-
42	31993395	WA0359	Corrosion Control Study	75,000	100,000	-	-	-	-	-
	31999939	WA0330	WTP Laboratory Remodel	96,554	-	-	-	-	-	-
	31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 betw	175,000	-	-	25,000	-	-	-
	3199939	WA0361	WTP: Concrete Improvements	100,000	-	-	-	-	-	-
	31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
	31993398	WA0214	WTP Well Field Blending	3,199,500	-	16,000,000	-	-	-	-
	31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
	31999939	WA0291	WTP Improvement Phase 1	534,964	-	-	-	-	-	-
	31999939	WA0249	WTP SCADA Improvements	897	-	-	-	-	-	-
43			WTP: CO2 Tank	-	385,000	-	-	-	-	-
			WTP: Solar Array	1,500,000	-	-	-	-	-	-
44			WTP: Clarifier 1 and 2 rehab	-	40,000	400,000	-	-	-	-
45			WTP: Filter 1-4 Influent Pipe rehab	-	30,000	50,000	500,000	-	-	-
<b>Subtotal WTP Other Projects*</b>				<b>\$ 6,004,059</b>	<b>\$ 3,755,000</b>	<b>\$ 16,450,000</b>	<b>\$ 1,025,000</b>	<b>\$ -</b>	<b>\$ 12,536,200</b>	<b>\$ 89,188,800</b>
<b>URBAN SERVICE AREA WATER LINES</b>										
<b>FYE 2018 Lines</b>										
<b>FYE 2019 Lines</b>										
	31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
<b>FYE 2020 Lines</b>										
	31993346	WA0340	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	9,871	-	-	-	-	-	-
	31993346	WA0341	Kiowa Way: Hunting Horse Tr to dead end cul de sac	29,000	-	-	-	-	-	-
	31993346	WA0342	W. Brooks St: Berry Rd to Wylie Rd	103,000	-	-	-	-	-	-
	31993346	WA0343	E Eufaula: Porter to Ponca	2,201	-	-	-	-	-	-
	31993346	WA0344	Comanche: Porter to Ponca	36,000	-	-	-	-	-	-
<b>Subtotal Urban Service Area Water Line Projects</b>				<b>\$ 258,072</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HOT SOILS WATER LINE REPAIR PROGRAM</b>										
<b>FYE 2018 Lines</b>										
<b>FYE 2019 Lines</b>										
	31993344	WA0334	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock	32,000	-	-	-	-	-	-
<b>FYE 2020 Lines</b>										
	31993344	WA0346	Crail Dr: 36th Ave NW to Astor Dr	50,000	-	-	-	-	-	-
	31993344	WA0347	Buckingham Dr: Brownwood Ln to Bridgeport Rd	50,000	-	-	-	-	-	-
<b>Subtotal Hot Soils Water Line Repair Program</b>				<b>\$ 132,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUBTOTAL PAYGO WATER PROJECTS</b>				<b>\$ 26,598,420</b>	<b>\$ 11,270,701</b>	<b>\$ 24,365,000</b>	<b>\$ 14,186,000</b>	<b>\$ 7,280,000</b>	<b>\$ 21,566,200</b>	<b>\$ 239,386,800</b>
<b>WATER BOND PROJECTS Series 2006</b>										
	31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	7,681,396	-	-	-	-	-	-
	31999939	WB0292	WTP: Phase 2 Improvements	543,915	-	-	-	-	-	-
<b>Subtotal Bond Expenses for 2006 Water Bond Projects</b>				<b>\$ 8,225,311</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ALL WATER FUND 31 PROJECTS</b>				<b>\$ 34,823,731</b>	<b>\$ 11,270,701</b>	<b>\$ 24,365,000</b>	<b>\$ 14,186,000</b>	<b>\$ 7,280,000</b>	<b>\$ 21,566,200</b>	<b>\$ 239,386,800</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

CITY OF NORMAN

**WATER RECLAMATION FUNDS**  
**FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	32999911	WW0052	WRF SCADA Improvements	247,666	-	-	-	-	-	-
	32999911	WW0058	WWTP Effluent Re-Use at Compost Facility	207,991	-	-	-	-	-	-
	32999911	WW0170	WRF Land Purchase 20 acres	134,603	-	849,847	-	-	-	-
	32993394	WW0205	WRF Non-Potable Reuse System	881,795	-	-	92,000	3,429,000	-	-
	32990048	WW0278	Summit Valley Interceptor	71,939	-	-	-	-	-	-
	032-	WW	Brookhaven Creek Interceptors	-	-	-	-	-	-	-
49	32995521	WW0329	Line Maintenance Building (match)	167,144	2,750,000	450,000	-	-	-	-
	032-	WW	South WRF Phase 3 Improvements (match)	-	-	-	-	1,830,000	1,830,000	91,540,000
	032-	WW	Westside Lift Station Roof Replacement	-	-	-	41,000	-	-	-
	32999911	WW0323	WRF Blower Building Roof Replacement	117,000	-	-	-	-	-	-
	32993363	WW0312	Sludge Co-Composting	171,875	-	-	1,035,000	-	-	-
	032-	WW	WRF Digester Gas Storage/Co-Generation	-	-	-	-	-	-	15,943,000
	32999911	WW0173	WRF Environmental Services Roof Replacement	106,000	-	-	-	-	-	-
	032-	WW0010	WRF Main Control Building Lower Roof Replacement	-	-	-	-	-	-	360,000
50	32990048	WW0317	WRF Re-Use Pilot Study	2,958,444	100,000	-	-	-	-	-
	32999911	WW0318	WRF Storage Building	144,000	-	960,000	-	-	-	-
	32999911	WW0324	WRF Structure Painting	170,000	-	-	-	-	-	-
	32999911	WW0325	WRF Main Control Building Renovation	354,000	-	3,196,000	-	-	-	-
	32999942	WW0360	Cyber & Physical Security Assessment	-	-	175,000	-	25,000	-	-
51	32999911	WW0326	Centrifuge Replacement	2,500,000	500,000	-	-	-	-	-
	WW	WRF Solar Array		3,500,000	-	-	-	-	-	-
52	WW	Aeration Basin Turbo Blower Replacement		-	320,000	-	-	-	-	-
	32999911	WW0319	WRF Septage Receiving Station	-	-	-	543,800	-	-	-
<b>TOTAL WATER RECLAMATION FUND 32 PROJECTS</b>				<b>\$ 11,732,457</b>	<b>\$ 3,670,000</b>	<b>\$ 5,630,847</b>	<b>\$ 1,711,800</b>	<b>\$ 5,284,000</b>	<b>\$ 1,830,000</b>	<b>\$ 107,843,000</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS  
FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	32190048	WW0091	Replace Lift Station D Force Main-Phase 2	689,700	-	-	-	-	-	-
	32190048	WW0174	Bishop Interceptors (match)	2,650,000	-	-	-	-	-	3,804,300
	32193338	WW0202	Sewer Maint Projects FY14	169,113	-	-	-	-	-	-
56	32199974	WW0248	SS Emergency Repairs	294,122	100,000	100,000	100,000	100,000	-	-
	32193338	WW0307	Sewer Maint Projects FY17	2,893,231	-	-	-	-	-	-
	32193338	WW0316	Sewer Maint Projects FY18	2,863,446	-	-	-	-	-	-
	32193338	WW0321	Sewer Maint Projects FY19	2,649,603	-	-	-	-	-	-
	32192236	WW0327	Sewer Lift Station Rehab 2021: Post Oak	80,000	-	-	-	-	-	-
57	32192236	WW	Sewer Lift Station Rehab 2022: Sutton Place	-	80,000	-	-	-	-	-
	32192236	WW	Sewer Lift Station Rehab 2023: Park Hill	-	-	80,000	-	-	-	-
	32192236	WW	Sewer Lift Station Rehab 2024: Eagle Cliff	-	-	-	80,000	-	-	-
	32192236	WW	Sewer Lift Station Rehab 2025: Ashton Grove	-	-	-	-	80,000	-	-
	32190048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	724,200
58	32193338	WW	Sewer Maint Projects FYE 2022	-	2,620,000	-	-	-	-	-
	32193338	WW	Sewer Maint Projects FYE 2023	-	-	2,620,000	-	-	-	-
	32193338	WW	Sewer Maint Projects FYE 2024	-	-	-	2,620,000	-	-	-
	32193338	WW	Sewer Maint Projects FYE 2025	-	-	-	-	2,620,000	-	-
<b>TOTAL SEWER MAINTENANCE FUND 321 PROJECTS</b>				<b>\$ 12,789,215</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ -</b>	<b>\$ 4,528,500</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS  
FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	32290048	WW0278	Summit Valley Interceptor Payback	24,225	-	-	-	-	-	-
	32290048	WW0308	SE Lift Station Payback	92,000	-	840,000	-	3,760,000	-	-
	32290048	WW0174	Bishop Creek Interceptors	939,700	-	-	-	-	-	1,791,700
	32290048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	2,181,500
62	32290722	WW0348	Corporation Addition Utilities	171,400	105,000	-	-	-	-	-
	322-	WW	South WRF Phase 3 BNR Improvements (match)	-	-	-	-	410,000	410,000	17,280,000
	322-	WW	4.5 MGD North WRF	-	-	-	-	-	-	85,000,000
<b>TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS</b>				<b>\$ 1,727,325</b>	<b>\$ 105,000</b>	<b>\$ 840,000</b>	<b>\$ -</b>	<b>\$ 4,170,000</b>	<b>\$ 410,000</b>	<b>\$ 106,253,200</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.



## CITY OF NORMAN

# **SANITATION FUND** **FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
66	33999975	SA0014	Compost Area Pad Improvements	103,050	160,000	-	160,000	-	175,000	-
67	33999975	SA0019	Compost Facility Scale House	160,000	260,000	-	-	-	-	-
	33999975	SA0015	Effluent Truck Washing Facility	543,805	-	-	-	-	-	-
	33999975	SA0005	Transfer Station Renovation	216,262	-	100,000	-	100,000	-	-
	33999975	SA0009	Sanit Cont Maint Facility	1,063,349	-	-	-	-	-	-
	33999975	WW0312	WRF Class A Sludge Improvement	1,206,875	-	-	-	-	-	-
68	33999975	SA0021	New Sanitation Facility	1,785,000	750,000	-	-	-	-	-
	33999975	SA0022	West Norman Recycle Center	200,000	-	-	-	-	-	-
	33999975	SA0012	Material Recovery Facility	1,648,329	-	-	-	-	-	-
<b>TOTAL SANITATION FUND 33 PROJECTS \$</b>				<b>6,926,670</b>	<b>\$ 1,170,000</b>	<b>\$ 100,000</b>	<b>\$ 160,000</b>	<b>\$ 100,000</b>	<b>\$ 175,000</b>	<b>\$ -</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

## CITY OF NORMAN

# CAPITAL FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS	
EXPENDITURES											
I. CAPITAL OUTLAY (Approximately 27% by Formula)											
	50930194	n.a.	Capital Outlay (Capital Sales Tax) (6/7/19)	3,769,409	-	-	-	-	-	-	
	**SUBTOTAL CAPITAL OUTLAY			\$ 3,769,409.00	-	-	-	-	-	-	
II. STREET MAINTENANCE (Approximately 25% by Formula)											
78	50593369	SC0622	Alley Repair Program FYE18	91,128	-	-	-	-	-	-	
	50593369	SC0639	Alley Repair Program FYE19	200,000	-	-	-	-	-	-	
	50593369	SC0700	Alley Repair Program FYE21	200,000	-	-	-	-	-	-	
	50-	SC-	Alley Repair Program		200,000	200,000	200,000	200,000	200,000		
			Asphalt Pavt Maint FYE 2015								
	50595511	SC0104	Haddock: Peters-Crawford	2,903	-	-	-	-	-	-	
			Asphalt Pavt Maint FYE 2016								
	50595511	SC0581	36th Ave NE: Alameda Street to Robinson	86,456	-	-	-	-	-	-	
	50595511	SC0585	Park Drive: Symmes St to Elm Ave	3,351	-	-	-	-	-	-	
			Asphalt Pavt Maint FYE 2017								
	50595511	SC0603	Whispering Hills North Addition Streets	939	-	-	-	-	-	-	
			Asphalt Pavt Maint FYE2018								
	50595511	SC0602	Rock Creek-48thNW to 72nd NW	90,814	-	-	-	-	-	-	
			Asphalt Pavt Maint FYE2019								
	50595511	SC0640	Oaktree Apt Addition	9,173	-	-	-	-	-	-	
	50595511	SC0641	Fountain Gate Addition	4,948	-	-	-	-	-	-	
	50595511	SC0642	Hampton Court	609	-	-	-	-	-	-	
	50595511	SC0643	Hawthome Place Addition	5,821	-	-	-	-	-	-	
	50595511	SC0644	Brookhaven Addition	4,815	-	-	-	-	-	-	
	50595511	SC0645	Robinson Street 3294-3650	1,647	-	-	-	-	-	-	
50595511	SC0646	Berkeley Addition	254	-	-	-	-	-	-		
		Asphalt Pavt Maint FYE2020									
	50595511	SC0662	Franklin: 24th NE to 36th NE	129,571	-	-	-	-	-	-	
	50595511	SC0663	Rock Creek: Bruckner Dr to 24th NE	103,090	-	-	-	-	-	-	
	50595511	SC0664	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	
		Asphalt Pavt Maint FYE 2021									
	50595511	SC0679	132nd Ave SE	190,000	-	-	-	-	-	-	
	50595511	SC0680	72nd Ave SE	246,960	-	-	-	-	-	-	
	50595511	SC0681	Post Oak Rd	230,000	-	-	-	-	-	-	
	50595511	SC0682	Rock Creek Road	156,917	-	-	-	-	-	-	
	50595511	SC0683	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	
79			Asphalt Pavt Maint FYE 2022			833,877	833,877	833,877	833,877		
	50595511	SC-	Infrastrucure Data Collection Testing	-	12,000	-	-	-	-	-	
	50595511	SC-	Rock Creek Road (72nd NE to 84th NE)	-	205,572	-	-	-	-	-	
	50595511	SC-	144th Ave SE (Lindsey to Imhoffe)	-	201,085	-	-	-	-	-	
	50595511	SC-	72nd Ave NE (Alameda to Lindsey)	-	206,870	-	-	-	-	-	
	50595511	SC-	72nd Ave NE (Robinson to Alameda)	-	208,350	-	-	-	-	-	
			Asphalt Paver Patch FYE 2017								
	50596692	SC0605	Whispering Hills South Addition Streets	2,142	-	-	-	-	-	-	
			Asphalt Paver Patch FYE 2019								
	50596692	SC0648	East Interstate Dr: Main to Robinson	148,240	-	-	-	-	-	-	
			Asphalt Paver Patch FYE 2020								
	50596692	SC0666	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	
	50596692		Asphalt Paver Patch FYE 2021								
	50596692	SC0684	60th Ave SE	110,000	-	-	-	-	-	-	
	50596692	SC0685	36th Ave SE	40,000	-	-	-	-	-	-	
	50596692	SC0686	Rock Creek Road	111,000	-	-	-	-	-	-	
	50596692	SC0687	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	
			Asphalt Paver Patch FYE 2022			271,000	271,000	271,000	271,000		
	81	50596692	SC-	Nutmeg (72nd to Allspice Run)	-	76,925	-	-	-	-	-
		50596692	SC-	Ginger Dr. (Nutmeg to Allspice)	-	48,960	-	-	-	-	-
50596692		SC-	Allspice (Ginger Dr. to Allspice Run)	-	26,840	-	-	-	-	-	
50596692		SC-	Allspice Run (Allspice to Cedar Lane)	-	97,700	-	-	-	-	-	
50596692		SC-	Cinnamon Circle (Allspice Run to end)	-	8,575	-	-	-	-	-	
50596692		SC-	Infrastructure Data Collection/Testing	-	12,000	-	-	-	-	-	
			Concrete Pavement Maintenance FYE 2014								
50597718		SC0565	Morningside Dr: Alameda St - Schulze Dr	17,194	-	-	-	-	-	-	
			Concrete Pavement Maintenance FYE 2016								
50597718		SC0591	Reed Avenue/Schulze Drive	17,517	-	-	-	-	-	-	
			Concrete Pavement Maintenance FYE 2017								
50597718		SC0608	Morningside Dr: Schulze Dr to Alameda St	760	-	-	-	-	-	-	
50597718		SC0609	Reed Ave: Schulze to Sherwood Dr	5,275	-	-	-	-	-	-	
50597718		SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	9,709	-	-	-	-	-	-	
			Concrete Pavement Maintenance FYE 2018								
50597718		SC0627	Stubbeman at Norman Horth High School	222	-	-	-	-	-	-	
50597718		SC0628	University/Hughbert Intersection	3,734	-	-	-	-	-	-	
			Concrete Pavement Maintenance FYE 2019								
50597718		SC0650	Brooks: Pickard to Flood	7,251	-	-	-	-	-	-	
50597718		SC0651	Woodslawn Industrial Tract	55,024	-	-	-	-	-	-	
50597718	SC0652	Pickard: Timberdell to Whispering Pines Dr	2,938	-	-	-	-	-	-		
		Concrete Pavement Maintenance FYE 2020									
50597718	SC0670	917 24th Ave SW: curb alignment	5,246	-	-	-	-	-	-		
50597718	SC0671	Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-		
50597718	SC0672	Rock Creek: Flood to Stubbeman	105,000	-	-	-	-	-	-		
50597718	SC0673	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-		
		Concrete Pavement Maintenance FYE 2021									
	50597718	SC0688	Windermere Dr.	20,000	-	-	-	-	-	-	
	50597718	SC0689	McGee Dr.	150,500	-	-	-	-	-	-	
	50597718	SC0690	Summit Lakes Add.	30,000	-	-	-	-	-	-	
	50597718	SC0691	Ridge Lake Blvd	30,000	-	-	-	-	-	-	
	50597718	SC0692	Oakhurst Add.	30,000	-	-	-	-	-	-	
	50597718	SC0693	High Meadows Dr	30,000	-	-	-	-	-	-	
	50597718	SC0694	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	
83			Concrete Pavement Maintenance FYE 2022			300,500	300,500	300,500	300,500		
	50597718	SC-	Brookhaven #33	-	30,000	-	-	-	-	-	
	50597718	SC-	Summit Valley Addition	-	40,000	-	-	-	-	-	
	50597718	SC-	Larsh's Addition	-	40,000	-	-	-	-	-	
	50597718	SC-	Town & Country Estates	-	75,000	-	-	-	-	-	
	50597718	SC-	Bessent Add & Land T. Add.	-	20,000	-	-	-	-	-	
	50597718	SC-	Heatherington Heights Addition	-	25,000	-	-	-	-	-	
	50597718	SC-	Universal Heights	-	40,000	-	-	-	-	-	
	50597718	SC-	Sherwood Forest	-	20,500	-	-	-	-	-	
	50597718	SC-	Infrastructure Data Collection/Testing	-	10,000	-	-	-	-	-	
			Concrete Pavement Maintenance FYE 2023								
	50597718	SC-	Brookhaven #33	-	30,000	-	-	-	-	-	
	50597718	SC-	Summit Valley Addition	-	40,000	-	-	-	-	-	
	50597718	SC-	Larsh's Addition	-	40,000	-	-	-	-	-	
	50597718	SC-	Town & Country Estates	-	75,000	-	-	-	-	-	
	50597718	SC-	Bessent Add & Land T. Add.	-	20,000	-	-	-	-	-	
	50597718	SC-	Heatherington Heights Addition	-	25,000	-	-	-	-	-	
	50597718	SC-	Universal Heights	-	40,000	-	-	-	-	-	
	50597718	SC-	Sherwood Forest	-	20,500	-	-	-	-	-	
	50597718	SC-	Infrastructure Data Collection/Testing	-	10,000	-	-	-	-	-	

## CITY OF NORMAN

# CAPITAL FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
	50590051	SC0630	Concrete Valley Gutter Project FYE 2018	62,622							
	50590051	SC0654	Concrete Valley Gutter Project FYE 2019	75,000							
	50590051	SC0698	Concrete Valley Gutter Project FYE 2020	75,000							
85	50590051	SC-	Concrete Valley Gutter		75,000	75,000		75,000	75,000	75,000	
	50596686	SC0638	Crack Seal FY18	184,813							
	50596686	SC0655	Crack Seal FY19	399,802							
	50596686	SC0699	Crack Seal FY21	225,000							
86	50596686	SC-	Crack Seal		225,000	225,000		225,000	225,000	225,000	
			<b>Rural Roads Improvements FYE 2012</b>								
	50596696	SC0537	120 NE: 1/2 Mi N of Lindsey to End	5,399	-	-	-	-	-	-	-
			<b>Rural Roads Improvts FYE 2015</b>								
	50596696	SC0578	Rural Chip Seal FYE15	44,406	-	-	-	-	-	-	-
			<b>Rural Road Imprvts FYE 2017</b>								
	50596696	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE	18,612	-	-	-	-	-	-	-
			<b>Rural Road Imprvts FYE 2018</b>								
	50596696	SC0633	96th SE: Post Oak-Etowah	7,670	-	-	-	-	-	-	-
	50596696	SC0635	Post Oak Rd: 72nd SE-84th SE	1,569	-	-	-	-	-	-	-
			<b>Rural Road Imprvts FYE 2019</b>								
	50596696	SC0656	Franklin Rd: 24th NW to 1800 Franklin Rd	29,808	-	-	-	-	-	-	-
	50596696	SC0657	Franklin Rd: 1400 W Franklin to 12th Ave NE	26,651	-	-	-	-	-	-	-
	50596696	SC0658	Infrastructure Data Collection/Testing	1,482	-	-	-	-	-	-	-
			<b>Rural Road Imprvts FYE 2020</b>								
	50596696	SC0677	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	-
			<b>Rural Roads Imprvts FYE 2021</b>								
	50596696	SC0695	Tecumseh Rd	255,000	-	-	-	-	-	-	-
	50596696	SC0696	36th Ave NE	135,000	-	-	-	-	-	-	-
	50596696	SC0697	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-	-
87			<b>Rural Roads Imprvts FYE 2022</b>			400,000	400,000	400,000	400,000	400,000	
	50596696	SC-	Imhoff Rd: 132nd SE to 144th SE	-	139,392	-	-	-	-	-	-
	50596696	SC-	Lindsey St: 12th SE to Creekside	-	153,132	-	-	-	-	-	-
	50596696	SC-	Indian Hills Rd: 72nd Ave NE to 84th Ave NE	-	95,476	-	-	-	-	-	-
	50596696	SC-	Infrastructure Data Collection/Testing	-	12,000	-	-	-	-	-	-
<b>Subtotal Street Maintenance Projects</b>				<b>\$ 4,413,982</b>	<b>\$ 2,305,377</b>	<b>\$ 2,305,377</b>	<b>\$ 2,305,377</b>	<b>\$ 2,305,377</b>	<b>\$ 2,305,377</b>	<b>\$ 2,305,377</b>	<b>\$ -</b>
<b>III. MAINTENANCE OF EXISTING FACILITIES 5%</b>											
89-90	50196677	EF0213	Fire - Repair Trench Prop	1,267	-	-	-	-	-	-	-
	50196677	EF0180	Fire Administration Remodel	17,285	17,286	-	-	-	-	-	-
	50196677	EF0229	Fire Station 1,2,4 Overhead Doors	44,068	36,000	-	-	-	-	-	-
	50196677	EF0006	Fire Station 4	700	-	-	-	-	-	-	-
	50196677	EF0226	Fire Station 4 - Rehabilitation	18,559	22,800	-	-	-	-	-	-
	50196677	EF0169	Painting Municipal Complex	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-
	50196677	EF0187	Park Electrical Services Maintenance	8,710	5,000	5,000	5,000	5,000	5,000	5,000	-
	50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	44,502	40,000	40,000	40,000	40,000	40,000	40,000	-
	50196677	EF0062	Playground component replacement	22,127	15,000	15,000	15,000	15,000	15,000	15,000	-
	50196677	EF0197	Park Shelter, Restroom & Structure Maintenance	20,225	20,000	20,000	20,000	20,000	20,000	20,000	-
	50196677	EF0134	Fire Station 1 repair	27,381	-	-	-	-	-	-	-
	50196677	EF0124	Park Sign & Fence Maintenance	27,381	50,000	25,000	25,000	25,000	25,000	25,000	-
	50196677	EF0220	Police - Animal Welfare Kennel Trailer Carport	120	-	-	-	-	-	-	-
	50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-	-
	50196677	EF0193	Sooner Theater Sign and Marquee Repairs	1,167	-	-	-	-	-	-	-
	50196677	EF0017	Sports Field Relighting	19,740	10,000	10,000	10,000	10,000	10,000	10,000	-
	50196677	EF0222	Whittier & Irving Exterior Paint & Door Replacement	9,014	-	-	-	-	-	-	-
	50196677	EF0227	Room in Police Building B	-	22,500	-	-	-	-	-	-
	50196677	EF0225	ADA Compliance	-	50,000	-	-	-	-	-	-
<b>**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES</b>				<b>\$ 337,246</b>	<b>\$ 338,586</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ -</b>
<b>IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO</b>											
<b>TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING</b>											
	50-	TR-	12th NW: Rock Creek to Tecumseh	-	-	-	-	630,000	-	-	1,266,400
	50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-	-
	50590076	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal	13,682	-	-	-	-	-	-	-
	50590079	TR0051	12th Ave. NE & Highmeadows Dr.	525,853	-	-	-	-	-	-	-
	50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	-	240,000	-	-	-
	50590076	TR0108	36th Ave NW & Tecumseh Road	33,712	-	-	100,000	-	-	-	-
	50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	21,885	-	-	-	-	-	-	-
	50590076	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	5,519	-	-	-	-	-	-	-
	50597712	TR0093	Boyd Street Sidewalk Improvements	3,132	-	-	-	-	-	-	-
	50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	227,500	-	-	-	-	-	-	-
	50590076	TR0057	Classen Blvd Signals	300,000	-	-	-	-	-	-	-
	50593381	TR0105	CNG Compressor Storage Upgrade	14,069	-	-	-	-	-	-	-
	50596688	TR0111	Constitution Street Multi-Modal Path Extension	168,413	-	-	-	-	-	-	-
91	50590076	TR0064	Flood Ave & Venture Drive Signal	75,810	80,000	-	-	-	-	-	-
	50596688	TR0112	Flood Avenue Multi-Modal Path	112,327	-	-	-	-	-	-	-
	50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-	-
	50590079	TR0122	I-35 Corridor Study Phase 2	300,000	-	-	-	-	-	-	-
	50596688	TR0082	Legacy Trail Multi Modal Path Extension (match)	575,979	-	-	-	-	-	-	-
	50593300	TR0047	Main Street Downtown Improvements W Ed-Enh	369	-	-	-	-	-	-	-
	50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	3,203	64,000	-	-	-	-	-	-
93	50595535	TR0068	ODOT Audit Adjustments	134,891	100,000	100,000	100,000	100,000	100,000	-	ongoing
	50595511	TR0055	Pavement Overlays Citywide	2,990	-	-	-	-	-	-	-
	50590079	TR0097	Porter & Acres Inters & Signal (PayGo)	23,345	-	-	-	-	-	-	-
	50591169	TR0019	Railroad Corridor Safety	84,538	-	-	-	-	-	-	-
	50591169	TR0066	Railroad Quiet Zone	660,343	-	-	-	-	-	-	-
	50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	685,831	-	-	-	-	-	-	-
	50590079	TR0238	Robinson/12th NE Signal & Intersection	13,901	-	-	-	-	-	-	-
	50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	700,000	-	-	-	-
94	50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	338,775	200,000	-	670,000	-	-	-	-
	50590082	TR0081	Safe Routes to School - Kennedy (match)	13,322	-	-	-	-	-	-	-
	50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-	-
	50593387	SR0104	Site #28 72ndNE/Tecumseh	86,997	-	-	-	-	-	-	-
	50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-	-
	50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-	-
	50593387	SR0109	Bridge Maintenance - Franklin Bridge Erosion	40,000	-	-	-	-	-	-	-
	50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-	-
	50596688	TR0116	State Highway 9 Multi Modal Path Ph 3 (match)	9,670	-	-	-	-	-	-	-
	50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-	-
	50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-	-
<b>Subtotal Transp w/ Fed'l Funds</b>				<b>\$ 5,563,299</b>	<b>\$ 444,000</b>	<b>\$ 100,000</b>	<b>\$ 1,570,000</b>	<b>\$ 970,000</b>	<b>\$ -</b>	<b>\$ 1,266,400</b>	

## CITY OF NORMAN

# CAPITAL FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
<b>TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING</b>											
95	50592206	TC0038	ADA Compliance Audit and Repair	529,786	300,000	100,000	100,000	100,000	100,000	100,000	-
96	50593391	TC0047	Regional Transportation Authority	-	151,384	-	-	-	-	-	-
97	50596687	TC0254	Bridge Maintenance Program	1,089,547	500,000	500,000	500,000	500,000	500,000	500,000	ongoing
	50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,996	-	-	-	-	-	-	-
	50590052	TC0268	Citywide Sidewalk Reconstruction FYE 2017	4,898	-	-	-	-	-	-	-
98	50590052	TC0273	Citywide Sidewalk Reconstruction FYE 2019-2024	85,539	50,000	50,000	50,000	50,000	50,000	50,000	ongoing
99	50593373	CD0001	Community/Neighborhood Improvements	200,000	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
	50597716	TC0269	Downtown Area Sidewalks & Curbs FYE17	4,411	-	-	-	-	-	-	-
	50597716	TC0272	Downtown Area Sidewalks & Curbs FYE18	251	-	-	-	-	-	-	ongoing
100	50597716	TC0274	Downtown Area Sidewalks & Curbs FYE19-2024	57,670	50,000	50,000	50,000	50,000	50,000	50,000	ongoing
101	50593378	SC0659	Driveway Repair Program FYE 2019-2023	14,326	10,000	10,000	10,000	10,000	10,000	10,000	ongoing
	50594908	BG0076	EDC Manual Update, Phases 2 & 3	260,888	-	-	-	-	-	-	-
	50597712	TR0113	Flood Sidewalk: Gray-Acres	279,988	-	-	-	-	-	-	-
102	50596611	TR0114	Lindsey Street/Municipal Complex Wayfinding	80,000	120,000	-	-	-	-	-	-
103	50593316	TC0238	Sidewalk Accessibility	39,612	30,000	30,000	30,000	30,000	30,000	30,000	ongoing
	50591179	TC0275	Sidewalk Access: Flood to Porter, north side (const.)	163,394	-	-	-	-	-	-	-
104	50594407	TC0155	Sidewalk Horizontal Saw Cut Program	41,250	40,000	40,000	40,000	40,000	40,000	40,000	ongoing
105	50593317	TC0249	Sidewalk Prog Schools & Arterials	289,600	80,000	80,000	80,000	80,000	80,000	80,000	ongoing
	50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	45,640	-	-	-	-	-	-	-
106	50591179	TC0262	Sidewalks & Trails - New	308,627	120,000	120,000	120,000	120,000	120,000	120,000	ongoing
107	50594406	TC0270	Street Striping	500,301	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
108	50590073	TC0230	Traffic Calming	99,756	50,000	50,000	50,000	50,000	50,000	50,000	ongoing
	50592206	TC0278	ADA Building & Park Evaluation	2,400	-	-	-	-	-	-	-
<b>Subtotal Transp City Funds Only</b>				<b>\$ 4,288,880</b>	<b>\$ 1,701,384</b>	<b>\$ 1,230,000</b>	<b>\$ 1,230,000</b>	<b>\$ 1,230,000</b>	<b>\$ 1,230,000</b>	<b>\$ 1,230,000</b>	<b>\$ -</b>
<b>BUILDINGS AND GROUNDS</b>											
	50196644	BG0067	201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-	-
	50196677	BG0078	201 W Gray Bldg A Generator	121,000	-	-	-	-	-	-	-
	50193365	BG0072	710 Asp Avenue Parking Project	1,004,289	-	-	-	-	-	-	-
	50195556	BG0047	Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-	-
	50595540	EF1004	Building Maintenance - Lighting	17,916	-	-	-	-	-	-	-
109	50595540	EF1003	Building Maintenance - Mechanical/HVAC	50,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
110	50595540	EF1002	Building Maintenance - Roofs	350,318	348,418	-	-	-	-	-	-
	50195529	BG0073	City Data Back Up Expansion	25,260	-	-	-	-	-	-	-
	50193365	BG0068	City Data Center Air Conditioning Replacement	17,743	-	-	-	-	-	-	-
	50193365	BG0056	City Datacenter Storage	21,215	-	-	-	-	-	-	-
	50195556	BG0060	City Fiber Infrastructure Repair & Expansion	94,722	-	-	-	-	-	-	-
	50195556	BG0077	City File System Hardware Replacement	11,562	-	-	-	-	-	-	-
	50195556	BG0063	City Website Design and Mobile App	43,800	-	-	-	-	-	-	-
	50193365	BG0071	Core Network Switches Replace	61,631	-	-	-	-	-	-	-
	50595534	WS0002	Debris Management Plan	40,000	-	-	-	-	-	-	-
	50195529	BG0070	ERP Replacement Project (2017 Loan)	1,879,370	-	-	-	-	-	-	-
	50693377	FT0003	Fire Station 9 Eastside (PSST)	2,066	-	-	-	-	-	-	-
	50495533	BG0074	GIS Mapping Update	149,196	-	145,000	-	145,000	-	-	-
111	50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)	50,000	185,000	-	-	-	-	-	-
	50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)	9,238,142	-	-	-	-	-	-	-
	50593388	BG0165	North Base Feasibility Study	80,000	-	-	-	-	-	-	-
112	50196644	BG0046	Signage Replacement Municipal Complex	100,000	100,000	-	-	-	-	-	-
	50593388	BG0253	Strategic Housing Plan	250,000	-	-	-	-	-	-	-
	50593388	BG0252	Transit/Fire Maintenance Facility	8,159,756	-	-	-	-	-	-	-
113	50593379	BG0254	Transit Transfer Station	850,000	392,700	-	-	-	-	-	-
		BG0255	Debt Repayment for Asp Ave Parking Lot Purchase	934,000	-	-	-	-	-	-	-
114	BG-	718 N Porter	-	-	200,000	-	-	-	-	-	-
115	50593388	BG0164	Comprehensive Land Use Plan	150,000	-	-	-	-	-	-	-
<b>Subtotal Buildings and Grounds</b>				<b>\$ 23,718,931</b>	<b>\$ 1,451,118</b>	<b>\$ 220,000</b>	<b>\$ 75,000</b>	<b>\$ 220,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>PARKS AND RECREATION</b>											
	50790050	PR0140	Andrews Park Reforestation	4,437	-	-	-	-	-	-	-
	50796639	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	34,473	-	-	-	-	-	-	-
	50792218	PR0151	Park Mstr Pln: Eastwood Park	32,961	-	-	-	-	-	-	-
	50792218	PR0153	Park Mstr Pln: NE Lions Park	26,952	-	-	-	-	-	-	-
116	50799973	PR0013	Park Site Amenities and Furnishings	46,193	35,000	35,000	35,000	35,000	35,000	35,000	ongoing
	50796674	PC0003	Saxon Community Park Design & Improvements	41,239	-	-	-	-	-	-	-
	50797737	PR0055	Southlake Park Improvements	139,938	-	-	-	-	-	-	-
117	50799966	PR0212	Tree Program - Matching Funds	19,150	15,000	15,000	15,000	15,000	15,000	15,000	ongoing
	50793364	PR0170	Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-	-
<b>Subtotal Parks &amp; Recreation</b>				<b>\$ 347,167</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>STORMWATER DRAINAGE AND STORM SEWER SYSTEMS</b>											
	50599968	DR0014	Bishop Creek Erosion Corr	120,000	-	-	-	-	-	-	-
	50599968	DR0063	Creston Way and Schulze Drive Storm Sewer	236,906	-	-	-	-	-	-	-
118	50599967	DR0019	<u>Drainage Miscellaneous Annual Projects</u>	125,000	175,000	175,000	225,000	225,000	225,000	275,000	275,000
	50599968	DR0057	Drainage Projects FYE10-19	459,849	-	-	-	-	-	-	-
120	50599968	DR0067	<u>Drainage Projects</u>	1,080,000	700,000	700,000	800,000	900,000	900,000	900,000	900,000
			<u>Force Account Drainage Materials FYE 2011</u>								
	50599906	SC0509	Sandpiper Lane	5,276	-	-	-	-	-	-	-
			<u>Force Account Drainage Materials FYE 2015</u>								
	50599906	SC0575	Summit Lakes Park Storm Sewer	39,895	-	-	-	-	-	-	-
			<u>Force Account Drainage Materials FYE 2016</u>								
	50599906	SC0594	Acres St and Lahoma Ave Drainage Improvements	4,537	-	-	-	-	-	-	-
			<u>Force Account Drainage Materials FYE 2017</u>								
	50599906	SC0613	Merkel Creek: Reestablish natural vegetative liner	47,913	-	-	-	-	-	-	-
	50599906	SC0614	Lochwood & Devonshire: Drainage Improvements	25,000	-	-	-	-	-	-	-
			<u>Force Account Drainage Materials FYE 2018</u>								
	50599906	SC0631	Leaning Elm Storm Sewer Study	70,000	-	-	-	-	-	-	-
	50599906	SC0632	Merkle Creek at Crestmont	65,000	-	-	-	-	-	-	-
122	50599906	<b>SC0678</b>	<u>Force Account Drainage Materials FYE 2022</u>	78,246	150,000	150,000	150,000	150,000	150,000	150,000	150,000
123	50595531	DR0062	Imhoff Creek Stabilization Study	661,999	550,000	550,000	550,000	550,000	550,000	550,000	-
	50596686	DR0065	Misty Lake Dam Repair	36,009	-	-	-	-	-	-	-
124	50595528	DR0020	Vineyard Detention Drainage	-	753,600	-	-	-	-	-	-
125	50599968	DR0061	Lake Thunderbird Watershed TMDL Compliance	775,296	300,000	300,000	300,000	300,000	300,000	300,000	300,000
	50599968	DR0015	Tecumseh/36th NW - channel	22,788	-	-	-	-	-	-	-
<b>Subtotal Drainage</b>				<b>\$ 3,853,714</b>	<b>\$ 2,628,600</b>	<b>\$ 1,875,000</b>	<b>\$ 2,025,000</b>	<b>\$ 2,125,000</b>	<b>\$ 2,175,000</b>	<b>\$ 2,175,000</b>	<b>\$ 1,625,000</b>
<b>**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)</b>				<b>\$ 42,523,219</b>	<b>\$ 8,919,065</b>	<b>\$ 5,945,377</b>	<b>\$ 7,420,377</b>	<b>\$ 7,065,377</b>	<b>\$ 6,000,377</b>	<b>\$ 6,000,377</b>	<b>\$ 2,966,400</b>

## CITY OF NORMAN

# CAPITAL FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
<b>V. Transfers</b>											
	50930194		Transfer to GF St Maint Drainage Labor # (4/4/19)	73,500	-	-	-	-	-	-	-
	50930194		Services and Maintenance Cap # (4/4/19)	16,699	-	-	-	-	-	-	-
	50930194		I/F Transf - PSST Fund (6/10/19)	273,195	-	-	-	-	-	-	-
	50930194		Transfer To Westwood Golf # (4/4/19)	139,800	-	-	-	-	-	-	-
			<b>Subtotal Transfers for Projects</b>	<b>\$ 503,194</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>VI. SALARIES AND BENEFITS</b>											
	50120430/50550411/5077037		Salary and Benefits # (4/4/19)	1,318,396	-	-	-	-	-	-	-
			<b>**SUBTOTAL SALARIES AND BENEFITS</b>	<b>\$ 1,318,396</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IX. BOND PROJECTS (October 2012 Referendum)</b>											
	50595552	TR0191	12th Ave SE/Hwy9-Cedar Ln (PAYGO)	177,462	-	-	-	-	-	-	-
	50595552	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	43,212	-	-	-	-	-	-	-
	50595552	BP0192	24th East Widening from Lindsey to Robinson	134,358	-	-	-	-	-	-	-
	50595552	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	4,691,715	-	911,405	-	-	-	-	-
	50595552	BP0190	Alameda Street Safety Project	400,103	-	745,608	-	-	-	-	-
	50593352	BP0195	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	608,510	-	-	-	-	-	-	-
	50593352	BP0194	Bridge Replacement Main St Local Bridge No 016	361,135	-	-	-	-	-	-	-
	50590079	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-	-
	50595552	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1 (PAYGO)	15,270	-	-	-	-	-	-	-
	50595552	BP0189	Lindsey: 24th SW to Berry Rd Widening	469,641	-	-	-	-	-	-	-
			<b>Subtotal 2012 GOB Bond Issuance Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>Subtotal 2012 GOB Fund 50</b>	<b>\$ 6,916,844</b>	<b>\$ -</b>	<b>\$ 1,657,013</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>Subtotal PAYGO</b>	<b>\$ 177,462</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>X. BOND PROJECTS (April 5, 2016 Referendum)</b>											
<b>Proposition 1 Issuance Cost (GOB)</b>											
	50594401		<b>Urban Asphalt Pavement</b>								
	FYE 19	BP0364	Parsons Addition	82,739	-	-	-	-	-	-	-
	FYE 20	BP0403	Larsh's University Addition	459,974	-	-	-	-	-	-	-
		BP0436	Norman, Old Town	313,238	-	-	-	-	-	-	-
		BP0437	Eastridge Addition	92,363	-	-	-	-	-	-	-
		BP0439	Hawthorne Place	15,435	-	-	-	-	-	-	-
		BP0440	Highland Village Addition	161,059	-	-	-	-	-	-	-
		BP0441	Crystal Springs Addition	177,281	-	-	-	-	-	-	-
		BP0442	Berkley Addition	132,906	-	-	-	-	-	-	-
	FYE 21	BP0458	Woodcrest Addition	80,106	-	-	-	-	-	-	-
		BP0459	Willoway Estates	426,400	-	-	-	-	-	-	-
		BP0460	Crystal Heights addition	254,026	-	-	-	-	-	-	-
		BP0461	Norman, Old Town Addition	81,820	-	-	-	-	-	-	-
		BP0462	Wagoner's Addition	229,914	-	-	-	-	-	-	-
		BP0464	Lincoln Addition	159,786	-	-	-	-	-	-	-
		BP0466	Highland Addition	159,401	-	-	-	-	-	-	-
		BP0467	Tull's Addition	66,935	-	-	-	-	-	-	-
	50593393		<b>Urban Concrete Pavement</b>								
	FYE18	BP0380	Brookhaven Addition	15,921	-	-	-	-	-	-	-
		BP0381	Cambridge Addition	23,753	-	-	-	-	-	-	-
		BP0382	Arbor Lakes Addition	24,836	-	-	-	-	-	-	-
		BP0384	Carlisle Cr: Woods-Woods	28,407	-	-	-	-	-	-	-
		BP0385	Castro St: Ponca-Classes	26,400	-	-	-	-	-	-	-
		BP0387	Woodslawn Addition	147,678	-	-	-	-	-	-	-
	FYE 19	BP0389	Oakwood Dr: McGee-Wylie	61,600	-	-	-	-	-	-	-
		BP0405	Beaumont Dr: Brandywine Ln to Biloxi Dr	22,373	-	-	-	-	-	-	-
		BP0406	Boyd St: 12th Ave SE to Shiloh Dr	42,621	-	-	-	-	-	-	-
		BP0407	Westerfield Manor Addition	218,196	-	-	-	-	-	-	-
		BP0408	Brookhaven Addition	30,547	-	-	-	-	-	-	-
		BP0410	Woodslawn Addition	308,182	-	-	-	-	-	-	-
		BP0411	Pleasant Grove: Buckingham Dr - Bridgeport Rd	42,000	-	-	-	-	-	-	-
	FYE 20	BP0415	East Interstate Drive: Main to Robinson	1,104,154	-	-	-	-	-	-	-
		BP0443	Colonial Estates	575,484	-	-	-	-	-	-	-
		BP0444	Westfield Manor	101,556	-	-	-	-	-	-	-
		BP0445	Brookhaven Addition	25,839	-	-	-	-	-	-	-
		BP0446	Lakecrest Addition	127,704	-	-	-	-	-	-	-
		BP0447	Highland Meadows Addition	158,379	-	-	-	-	-	-	-
		BP0448	Woodcrest Estate	207,948	-	-	-	-	-	-	-
		BP0449	Queenston Heights	30,225	-	-	-	-	-	-	-
		BP0450	Hardie Rucker Addition	209,157	-	-	-	-	-	-	-
		BP0451	Woodslawn Addition	90,675	-	-	-	-	-	-	-
	FYE 21	BP0452	Norman Industrial Tract	206,739	-	-	-	-	-	-	-
		BP0468	Shiloh Heights Addition	329,400	-	-	-	-	-	-	-
		BP0469	Highmeadows Addition	418,600	-	-	-	-	-	-	-
		BP0470	Woodcrest Addition	189,000	-	-	-	-	-	-	-
		BP0471	Lakecrest Estates	155,400	-	-	-	-	-	-	-
		BP0472	Wildwood Green Addition	39,200	-	-	-	-	-	-	-
		BP0473	Queenston Heights	93,800	-	-	-	-	-	-	-
		BP0474	Kingston Heights	177,800	-	-	-	-	-	-	-
		BP0475	University Place	123,200	-	-	-	-	-	-	-
		BP0476	Castlerock Addition	102,200	-	-	-	-	-	-	-
		BP0477	Woodslawn Addition	143,894	-	-	-	-	-	-	-
	50593376		<b>Rural Asphalt</b>								
		BP0379	108th Ave NE: Franklin Rd to Stella Rd	8,000	-	-	-	-	-	-	-
		BP0397	108th NE: Franklin-Stella	11,058	-	-	-	-	-	-	-
	FYE 19	BP0412	Rock Creek Rd: 24th Ave NE to 60th Ave NE	99,657	-	-	-	-	-	-	-
	FYE 20	BP0453	Porter Ave: Franklin/Indian Hills Rd	250,000	-	-	-	-	-	-	-
		BP0457	Haddock: Peters-Crawford	79,712	-	-	-	-	-	-	-
	FYE21	BP0478	156th Ave SE	450,000	-	-	-	-	-	-	-
		BP0479	Indian Hills Rd	250,000	-	-	-	-	-	-	-
	50593385		<b>Urban Reconstruction</b>								
		BP0247	Road Reconstruction 2015 (Lahoma:Gray-Nebraska))	505,351	-	-	-	-	-	-	-
	FYE 20	BP0414	McCall Dr: Chautauqua Ave/Pickard Ave	449,041	-	-	-	-	-	-	-
	FYE 19	BP0413	Walnut Rd: 2700 Walnut Rd to Imhoff Rd	152,096	-	-	-	-	-	-	-
		BP0378	Lahoma Ave: Nebraska St to Hughbert Dr	4,037	-	-	-	-	-	-	-
	FYE 21	BP0480	Pickard Ave: Kansas St/Acres St	1,103,052	-	-	-	-	-	-	-
			<b>Subtotal 2016 GOB Bond Issuance Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>Subtotal 2016 GOB Project Expenses</b>	<b>\$ 11,858,256</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
			<b>TOTAL 2016 BOND</b>	<b>\$ 11,858,256</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CITY OF NORMAN

# CAPITAL FUND

## FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
<b>XI. BOND PROJECTS (April 2, 2019 Referendum)</b>											
<b>Bond Issuance Cost (GOB)</b>											
126	50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstruction	772,512	-	575,000	300,000	1,268,980	-	-	-
	50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconstr.	720,000	350,000	3,933,017	-	-	-	-	-
	50594019	BP0416	Porter Avenue and Acres Street Widening and Signal	3,778,962	-	-	-	-	-	-	-
	50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconstr.	-	-	-	962,774	637,500	500,000	1,725,290	-
	50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Widening & Rec	9,177,535	-	-	-	-	-	-	-
	50594019	BP0418	Porter Ave Streetscape	2,384,523	-	-	-	-	-	-	-
	50594019	BP0419	James Gamer Ave - Acres to Duffy St Roadway Improv	794,699	-	-	3,979,477	-	-	-	-
127	50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconstr.	1,541,570	971,885	-	-	-	-	-	-
	50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening	458,835	-	979,700	300,000	740,009	-	-	-
128	50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening	-	991,926	-	420,000	500,000	1,629,404	-	-
	50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening	-	-	735,033	1,729,400	400,000	-	1,229,367	-
	50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening	-	-	-	-	-	-	2,566,039	-
	50594019	BP0424	Gray Street 2-way conversion	533,966	-	4,172,138	-	-	-	-	-
	50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening	-	-	-	935,688	-	-	1,592,915	-
	50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening	-	-	-	-	-	-	2,049,260	-
	50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Widening	-	-	-	-	1,373,561	2,711,200	4,396,865	-
	50594019	BP0430	Indian Hills Road and I-35 Matching Funds	-	-	-	-	-	-	-	-
	50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE	-	-	-	2,000,000	-	-	-	-
	50594019	BP0422	Traffic Management Center Study	246,310	-	-	589,934	477,500	1,057,160	2,124,594	-
	50594019	BP0455	GOB 2019 Project Oversight	-	-	-	1,022,755	-	-	-	-
<b>Subtotal 2019 GOB Bond Issuance Costs</b>				-	-	-	-	-	-	-	-
<b>Subtotal 2019 GOB Project Expenses</b>				<b>\$ 20,408,912</b>	<b>\$ 2,313,811</b>	<b>\$ 10,394,888</b>	<b>\$ 12,240,028</b>	<b>\$ 5,397,550</b>	<b>\$ 5,897,764</b>	<b>\$ 15,684,330</b>	
<b>TOTAL 2019 BOND</b>				<b>\$ 20,408,912</b>	<b>\$ 2,313,811</b>	<b>\$ 10,394,888</b>	<b>\$ 12,240,028</b>	<b>\$ 5,397,550</b>	<b>\$ 5,897,764</b>	<b>\$ 15,684,330</b>	
<b>TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES</b>				<b>\$ 87,475,692</b>	<b>\$ 11,232,876</b>	<b>\$ 17,997,278</b>	<b>\$ 19,660,405</b>	<b>\$ 12,462,927</b>	<b>\$ 11,898,141</b>	<b>\$ 18,650,730</b>	
RESERVE FOR SENIOR CENTER				\$ 261,770	\$ 261,770						
RESERVE FOR ROBINSON/I-35 West/CROSSROADS				\$ 786,690	\$ 786,690	\$ 786,690	\$ 786,690	\$ 786,690		\$ 786,690	
RESERVE - 7% OF NEW REVENUE FOR CONTINGENCY				\$ 987,535	\$ 995,803	\$ 1,035,636	\$ 1,077,061	\$ 1,120,144		\$ 1,164,949	

**REVENUES**

<b>I. NEW SALES CAPITAL SALES TAX REVENUE</b>											
				\$ 14,107,639.00	\$ 14,225,764.00	\$ 14,794,795.00	\$ 15,386,587.00	\$ 16,002,050.48		\$ 16,642,132.50	
<b>II. GOB PROCEEDS</b>											
		GOB - 2019 Vote		\$ -	\$ 52,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>Subtotal</b>		\$ -	\$ 52,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>III. OTHER INCOME</b>											
	BNSF	TR0019	Railroad Safety (claims submitted to BNSF in 2001)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,380.00	
		<b>Subtotal Donations/Other</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,380.00	

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

## CITY OF NORMAN

# NORMAN FORWARD SALES TAX CAPITAL FUND FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b>I. Bond Funded</b>										
		51790050	NFB019 Andrews Park Improvements	1,074,718	-	-	-	-	-	-
		51195507	NFB016 Library-New Central Branch	796,341	-	-	-	-	-	-
		51195507	NFB017 Library-New East Branch	299,695	-	-	-	-	-	-
132		51796639	NFB001 Griffin Park Remodel	8,974,123	1,750,000	-	-	-	-	-
		51795546	NFB002 Indoor Aquatic Facility	13,794,534	-	-	-	-	-	-
		51796601	NFB003 Indoor Sports Facility	11,031,783	-	-	-	-	-	-
		51594405	NFB004 James Garner : Acres Intersection	2,559,001	-	-	-	-	-	-
		51594403	NFB008 James Garner/Acres Intersection	779,904	-	-	-	-	-	-
		51794442	NFB005 Community Sports Park Development	2,464,425	-	-	-	-	-	-
		51594405	NFB020 Traffic and Road Improvements	500,000	-	-	-	-	-	2,730,000
		51792205	NFB006 Reaves Park Remodel	9,058,187	-	-	-	-	-	-
		51794404	NFB018 Westwood Swim Complex Replacement	236,198	-	-	-	-	-	-
		51793364	NFB007 Westwood Tennis Center Addition	-	-	-	-	-	-	-
<b>SUBTOTAL BOND FUNDED</b>				<b>\$ 51,568,909</b>	<b>\$ 1,750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,730,000</b>
<b>II. Paygo Funded</b>										
133	51798830	NFP101	Neighborhood Park Improvements	352,614	500,000	-	650,000	650,000	650,000	3,000,000
134	51798830	NFP104	New Neighborhood Park Development	486,486	700,000	-	-	-	-	1,100,000
135	51793365	NFP108	New Senior Citizens Center	4,800,000	5,640,000	-	-	-	-	-
	51790097	NFP107	New Trail Development Throughout Town	2,586,000	-	-	-	-	-	3,414,000
136	51794442	NFP103	Lease Payments for Griffin Park	93,334	80,000	80,000	80,000	80,000	80,000	1,426,666
137	51795500	NFP100	Public Arts Projects	83,225	110,000	234,000	290,000	-	-	150,000
138	51793325	NFP105	Ruby Grant Park Development	2,516,746	2,000,000	-	-	-	-	-
	51796674	NFP106	Saxon Park Development	1,400,000	-	-	-	-	-	600,000
	51594403	NFP109	James Garner Blvd: Flood to Acres	449,450	-	3,290,326	-	-	-	-
	051-	NFP	Canadian River Park Development	-	-	-	-	-	-	2,000,000
<b>SUBTOTAL PAYGO FUNDED</b>				<b>\$ 12,767,855</b>	<b>\$ 9,030,000</b>	<b>\$ 3,604,326</b>	<b>\$ 1,020,000</b>	<b>\$ 730,000</b>	<b>\$ -</b>	<b>\$ 11,690,666</b>
<b>TOTAL NORMAN FORWARD FUND 51 PROJECTS</b>				<b>\$ 64,336,764</b>	<b>\$ 10,780,000</b>	<b>\$ 3,604,326</b>	<b>\$ 1,020,000</b>	<b>\$ 730,000</b>	<b>\$ -</b>	<b>\$ 14,420,666</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

## CITY OF NORMAN

# PARK LAND AND DEVELOPMENT FUND FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<u><b>COMMUNITY PARKS</b></u>										
	52794442	PC0020	Legacy Park Audio Equipment	50,000	-	-	-	-	-	-
	52794442	PC0018	Sports Complex Bleachers	6,474	-	-	-	-	-	-
	52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
Subtotal Community Parks				<b>\$ 68,509</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u><b>NEIGHBORHOOD PARKS</b></u>										
	52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
	52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
142	52794442	PR0172	Ruby Grant Park SE Parking Lot	-	280,000	-	-	-	-	-
	52793067	PR0171	Summit Lakes Park Improvements	8,325	-	-	-	-	-	-
Subtotal Neighborhood Parks				<b>\$ 39,268</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PARK DEVELOPMENT FUND 52 PROJECTS</b>				<b>\$ 107,777</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.



CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND  
FYE 22 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
	57594403	UT0012 24th & Radius Intersection	3,075	-	-	-	-	-	-
	57595552	UT0015 24th & Flood at Tecumseh Intersection	2,530,382	-	-	-	-	-	-
	57595512	UT Cultural Facilities & Other Infrastructure	-	-	-	-	-	-	8,750,000
	57595512	UT0008 Economic Development	615,422	-	-	-	-	-	4,066,814
	57595512	UT Lifestyle Center	-	-	-	-	-	-	8,250,000
	57595512	UT0098 UNP Legacy Park and Trail	2,849	-	-	-	-	-	-
	57595552	UT0011 Robinson Street West of I-35 (MATCH Fund 50)	1,330,821	-	-	-	-	-	-
	057-	UT Legacy Park Enhanced Landscaping	-	-	-	-	-	-	750,000
	57595512	UT0016 Legacy Park Parking Lot	5,026	-	-	-	-	-	-
	057-	UT Legacy Park Enhanced Landscaping	-	-	-	-	-	-	1,308,444
<b>TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS</b>			<b>\$ 4,487,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,125,258</b>

\* closed

# - means unused funds to be returned to fund balance at end of fiscal year.

CITY OF NORMAN

ARTERIAL ROADS RECOUPMENT FUND  
FYE 22 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2021 Budget	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	BEYOND 5 YEARS
EXPENDITURES										
	78599964	AR	TBD	-	-	-	-	-	-	-
	78595517	AR	TBD	-	-	-	-	-	-	-
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* closed  
# - means unused funds to be returned to fund balance at end of fiscal year.



**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 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

### EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -		\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 5,006,445	\$ 10,969,398	\$ 10,969,398	\$ 10,969,398	\$ 11,091,629
Interfund Transfers	\$ 410,683	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Audit Adjust/Encum	<u>\$ 31,261</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 5,448,389</u>	<u>\$ 11,469,398</u>	<u>\$ 11,469,398</u>	<u>\$ 11,469,398</u>	<u>\$ 11,591,629</u>
Fund Total	<u><u>\$ 5,448,389</u></u>	<u><u>\$ 11,469,398</u></u>	<u><u>\$ 11,469,398</u></u>	<u><u>\$ 11,469,398</u></u>	<u><u>\$ 11,591,629</u></u>

**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
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

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
2027-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,330	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
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

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
2027-2028	9,490,000	1,185,000	293,020	1,478,020	8,305,000
2028-2029	8,305,000	1,185,000	257,470	1,442,470	7,120,000
2029-2030	7,120,000	1,185,000	221,920	1,406,920	5,935,000
2030-2031	5,935,000	1,185,000	186,370	1,371,370	4,750,000
2031-2032	4,750,000	1,185,000	150,820	1,335,820	3,565,000
2032-2033	3,565,000	1,185,000	114,085	1,299,085	2,380,000
2033-2034	2,380,000	1,185,000	76,758	1,261,758	1,195,000
2034-2035	1,195,000	1,195,000	38,838	1,233,838	0
		22,525,000	7,561,171	30,086,171	

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
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

To be Paid

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

2019A GENERAL OBLIGATION REFUNDING BONDS  
60-3050

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$10,000,000  
 Interest: 2.5%  
 Dated: June 1, 2019  
 Retired: June 1, 2022  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	250,000	250,000	10,000,000
2020-2021	10,000,000	5,000,000	250,000	5,250,000	5,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	5,000,000	5,000,000	125,000	5,125,000	0
		10,000,000	625,000	10,625,000	

**CITY OF NORMAN**

**2019B GENERAL OBLIGATION REFUNDING BONDS  
60-3050**

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$20,000,000  
 Interest: 2.0 to 3.0%  
 Dated: June 1, 2019  
 Retired: June 1, 2039  
 Source of Funds Property Tax (mill levy)

**Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	544,875	544,875	20,000,000
2020-2021	20,000,000	1,050,000	544,875	1,594,875	18,950,000

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	18,950,000	1,050,000	523,875	1,573,875	17,900,000
2022-2023	17,900,000	1,050,000	502,875	1,552,875	16,850,000
2023-2024	16,850,000	1,050,000	481,875	1,531,875	15,800,000
2024-2025	15,800,000	1,050,000	460,875	1,510,875	14,750,000
2025-2026	14,750,000	1,050,000	429,375	1,479,375	13,700,000
2026-2027	13,700,000	1,050,000	397,875	1,447,875	12,650,000
2047-2028	12,650,000	1,050,000	366,375	1,416,375	11,600,000
2028-2029	11,600,000	1,050,000	334,875	1,384,875	10,550,000
2029-2030	10,550,000	1,050,000	303,375	1,353,375	9,500,000
2030-2031	9,500,000	1,050,000	279,750	1,329,750	8,450,000
2031-2032	8,450,000	1,050,000	253,500	1,303,500	7,400,000
2032-2033	7,400,000	1,050,000	222,000	1,272,000	6,350,000
2033-2034	6,350,000	1,050,000	190,500	1,240,500	5,300,000
2034-2035	5,300,000	1,050,000	159,000	1,209,000	4,250,000
2035-2036	4,250,000	1,050,000	127,500	1,177,500	3,200,000
2036-2037	3,200,000	1,050,000	96,000	1,146,000	2,150,000
2037-2038	2,150,000	1,050,000	64,500	1,114,500	1,100,000
2038-2039	1,100,000	1,100,000	33,000	1,133,000	0
		20,000,000	6,316,875	26,316,875	

**CITY OF NORMAN**

**2020A GENERAL OBLIGATION BONDS  
60-3050**

Name: Combined Purpose: For municipal complex improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$11,250,000  
 Interest: 2.0 to 2.13%  
 Dated: August 1, 2020  
 Retired: August 1, 2040  
 Source of Funds Property Tax (mill levy)

Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	0	0	0	0	11,250,000

To be Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	11,250,000	0	347,532	347,532	11,250,000
2022-2023	11,250,000	590,000	225,788	815,788	10,660,000
2023-2024	10,660,000	590,000	213,988	803,988	10,070,000
2024-2025	10,070,000	590,000	202,188	792,188	9,480,000
2025-2026	9,480,000	590,000	190,388	780,388	8,890,000
2026-2027	8,890,000	590,000	175,638	765,638	8,300,000
2027-2028	8,300,000	590,000	160,888	750,888	7,710,000
2028-2029	7,710,000	590,000	149,088	739,088	7,120,000
2029-2030	7,120,000	590,000	137,288	727,288	6,530,000
2030-2031	6,530,000	590,000	125,488	715,488	5,940,000
2031-2032	5,940,000	590,000	113,687	703,687	5,350,000
2032-2033	5,350,000	590,000	101,887	691,887	4,760,000
2033-2034	4,760,000	590,000	90,087	680,087	4,170,000
2034-2035	4,170,000	590,000	78,287	668,287	3,580,000
2035-2036	3,580,000	590,000	66,487	656,487	2,990,000
2036-2037	2,990,000	590,000	54,687	644,687	2,400,000
2037-2038	2,400,000	590,000	42,887	632,887	1,810,000
2038-2039	1,810,000	590,000	31,087	621,087	1,220,000
2039-2040	1,220,000	590,000	19,287	609,287	630,000
2040-2041	630,000	630,000	6,693	636,693	0
		11,250,000	2,533,350	13,783,350	

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
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

To be Paid

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

To be Paid

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

To be Paid

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

2020 NORMAN MUNICIPAL AUTHORITY BONDS  
051-3050

Name: Combined Purpose  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$22,250,000  
 Interest: 2.290%  
 Dated: January 1, 2021  
 Retired: July 1, 1931  
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid					
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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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To be Paid					
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2021-2022	22,250,000	1,800,000	519,035	2,319,035	20,450,000
2022-2023	20,450,000	1,750,000	458,000	2,208,000	18,700,000
2023-2024	18,700,000	1,350,000	418,498	1,768,498	17,350,000
2024-2025	17,350,000	800,000	391,590	1,191,590	16,550,000
2025-2026	16,550,000	600,000	375,560	975,560	15,950,000
2026-2027	15,950,000	650,000	361,820	1,011,820	15,300,000
2027-2028	15,300,000	900,000	344,645	1,244,645	14,400,000
2028-2029	14,400,000	1,000,000	325,180	1,325,180	13,400,000
2029-2030	13,400,000	4,500,000	275,945	4,775,945	8,900,000
2030-2031	8,900,000	6,800,000	183,200	6,983,200	2,100,000
2031-2032	2,100,000	2,100,000	24,045	2,124,045	0
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		22,250,000	3,677,518	25,927,518	

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:  
 Dated: December 29, 2017  
 Retired: December 1, 2022  
 Source of Funds Capital Fund Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	0	490,000	55,678	545,678	5,615,000
2018-2019	5,615,000	1,195,000	114,858	1,309,858	4,420,000
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

To be Paid

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

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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  
Retired: November 1, 2026  
Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	0	0	52,822	52,822	17,505,000
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
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

To be Paid

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

**2009 NORMAN UTILITIES AUTHORITY  
322-5549**

Name: Norman Utilities Authority Clean Water SRF Note  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$4,964,024  
 Interest: 2.910%  
 Dated: September 15, 2011  
 Retired: March 15, 2031  
 Source of Funds Sewer Fees

**Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,964,024	212,595	102,676	315,271	4,751,429
2014-2015	4,751,429	218,913	138,607	357,520	4,532,516
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453
2027-2028	1,339,453	320,228	37,292	357,520	1,019,225
2028-2029	1,019,225	329,841	27,679	357,520	689,384
2029-2030	689,384	339,645	17,875	357,520	349,739
2030-2031	349,739	349,739	7,781	357,520	0
		4,964,024	1,429,087	6,393,111	

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
2018-2019	40,085,000	10,860,168	901,913	11,762,081	29,224,832
2019-2020	29,224,832	3,151,634	455,274	3,606,908	26,073,198
2020-2021	26,073,198	3,225,670	576,680	3,802,350	22,847,528

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	22,847,528	3,299,675	502,675	3,802,350	19,547,853
2022-2023	19,547,853	3,375,378	426,972	3,802,350	16,172,475
2023-2024	16,172,475	3,451,914	350,435	3,802,349	12,720,561
2024-2025	12,720,561	3,532,014	270,336	3,802,350	9,188,547
2025-2026	9,188,547	3,613,048	189,303	3,802,351	5,575,499
2026-2027	5,575,499	3,695,940	106,409	3,802,349	1,879,559
2027-2028	1,879,559	1,879,559	21,615	1,901,174	0
		50,300,000	5,374,050	55,674,050	

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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
2018-2019	21,623,038	0	680,913	680,913	21,623,038
2019-2020	28,004,393	1,550,000	866,234	2,416,234	26,454,393
2020-2021	29,450,000	1,550,000	833,945	2,383,945	27,900,000

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	27,900,000	1,550,000	800,739	2,350,739	26,350,000
2022-2023	26,350,000	1,550,000	766,617	2,316,617	24,800,000
2023-2024	24,800,000	1,550,000	731,438	2,281,438	23,250,000
2024-2025	23,250,000	1,550,000	695,342	2,245,342	21,700,000
2025-2026	21,700,000	1,550,000	658,259	2,208,259	20,150,000
2026-2027	20,150,000	1,550,000	620,118	2,170,118	18,600,000
2027-2028	18,600,000	1,550,000	580,920	2,130,920	17,050,000
2028-2029	17,050,000	1,550,000	540,594	2,090,594	15,500,000
2029-2030	15,500,000	1,550,000	499,140	2,049,140	13,950,000
2030-2031	13,950,000	1,550,000	456,417	2,006,417	12,400,000
2031-2032	12,400,000	1,550,000	412,636	1,962,636	10,850,000
2032-2033	10,850,000	1,550,000	367,516	1,917,516	9,300,000
2033-2034	9,300,000	1,550,000	321,197	1,871,197	7,750,000
2034-2035	7,750,000	1,550,000	273,398	1,823,398	6,200,000
2035-2036	6,200,000	1,550,000	224,401	1,774,401	4,650,000
2036-2037	4,650,000	1,550,000	173,994	1,723,994	3,100,000
2037-2038	3,100,000	1,550,000	122,036	1,672,036	1,550,000
2038-2039	1,550,000	1,550,000	68,738	1,618,738	0
		31,000,000	10,844,992	41,844,992	

Note: Interest amounts estimated

**CITY OF NORMAN**

**2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION**

**31-5539**

Name: Norman Utilities Authority Series 2018 Promissory Note  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$12,000,000  
 Interest: Ranging between 3.2% and 5.2%  
 Dated: July 18, 2018  
 Retired: October 1, 2038  
 Source of Funds Revenue Generated from NUA

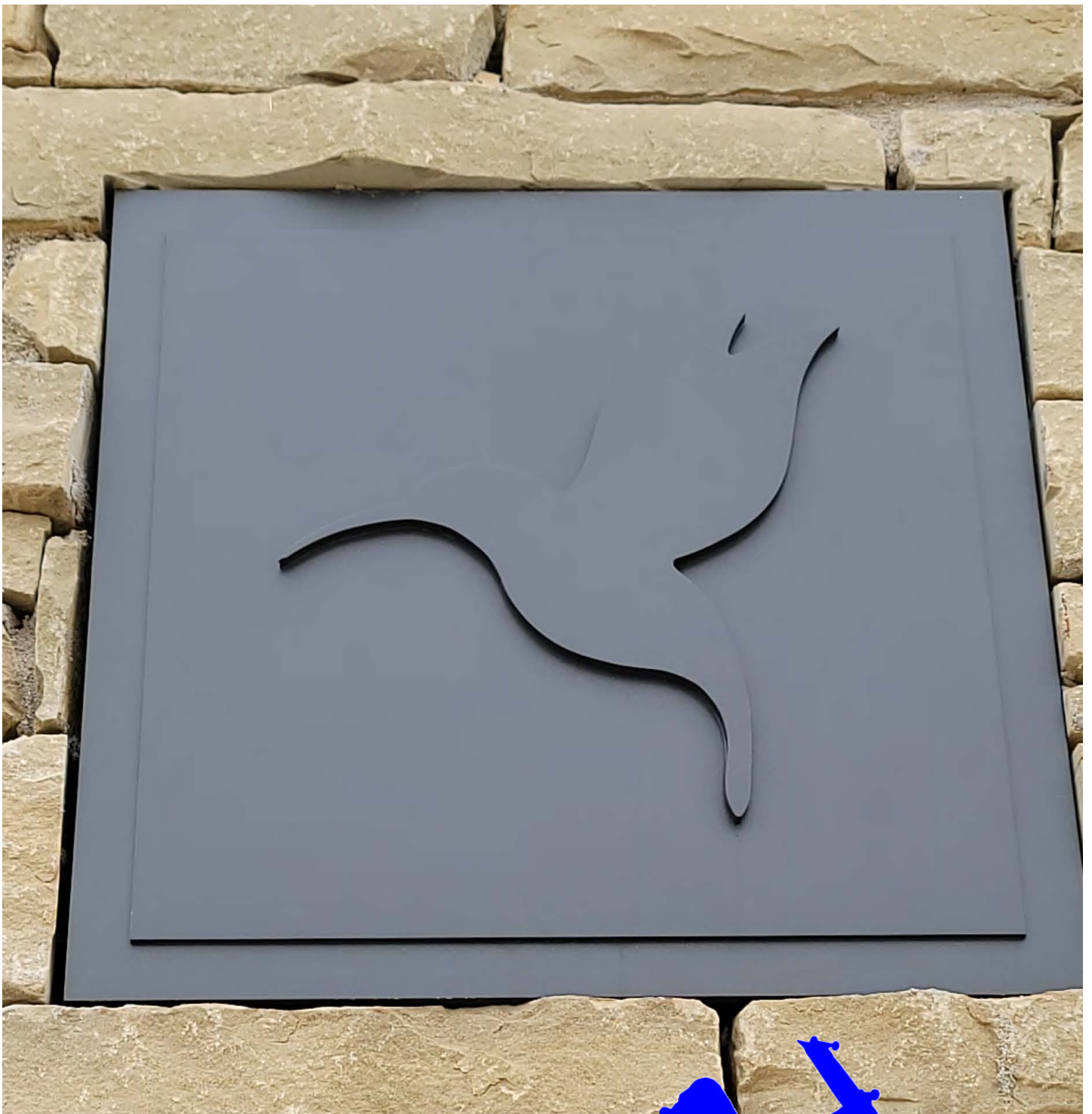
**Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000
2022-2023	10,865,000	435,000	453,795	888,795	10,430,000
2023-2024	10,430,000	460,000	430,525	890,525	9,970,000
2024-2025	9,970,000	485,000	405,955	890,955	9,485,000
2025-2026	9,485,000	510,000	380,085	890,085	8,975,000
2026-2027	8,975,000	535,000	352,915	887,915	8,440,000
2027-2028	8,440,000	560,000	327,245	887,245	7,880,000
2028-2029	7,880,000	585,000	303,200	888,200	7,295,000
2029-2030	7,295,000	610,000	281,155	891,155	6,685,000
2030-2031	6,685,000	630,000	258,165	888,165	6,055,000
2031-2032	6,055,000	655,000	231,180	886,180	5,400,000
2032-2033	5,400,000	685,000	203,040	888,040	4,715,000
2033-2034	4,715,000	710,000	173,745	883,745	4,005,000
2034-2035	4,005,000	740,000	144,092	884,092	3,265,000
2035-2036	3,265,000	770,000	114,054	884,054	2,495,000
2036-2037	2,495,000	800,000	82,896	882,896	1,695,000
2037-2038	1,695,000	830,000	50,604	880,604	865,000
2038-2039	865,000	865,000	17,087	882,087	0
		12,000,000	6,015,923	18,015,923	

Note: Interest amounts estimated



**Pension Funds**

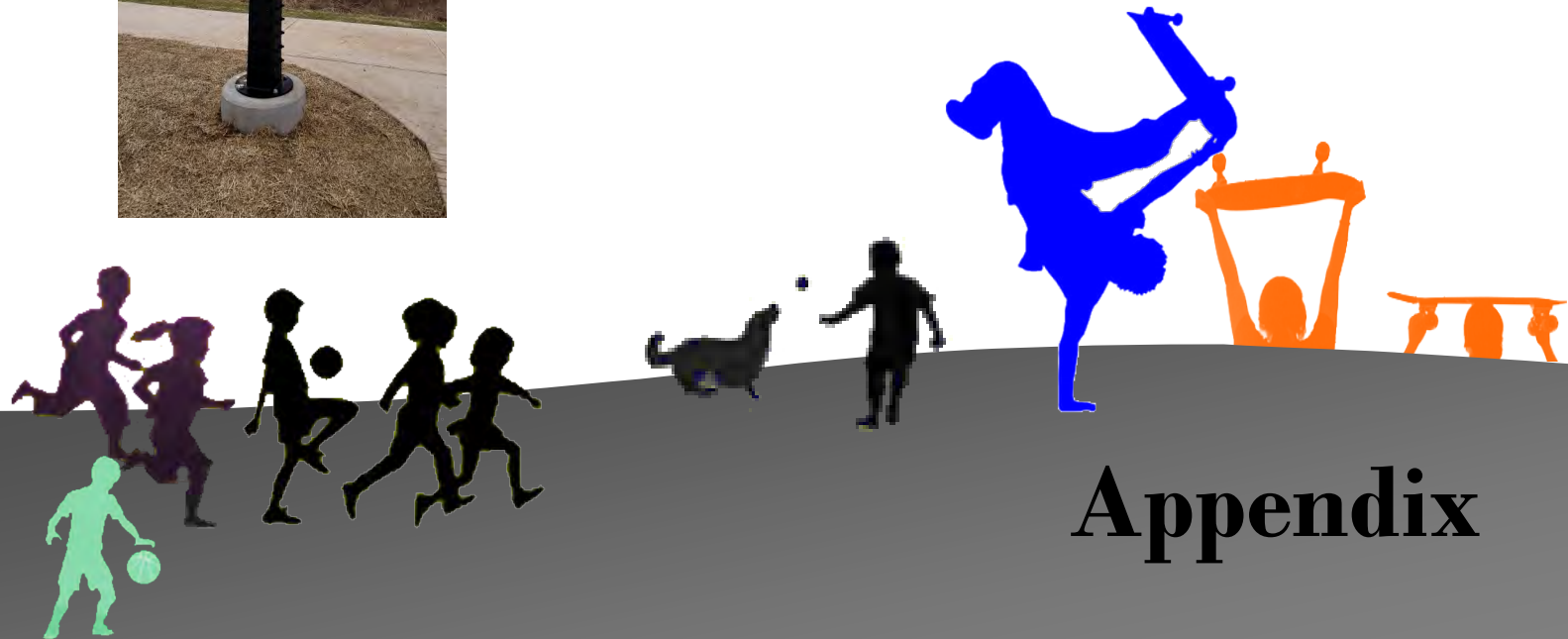


**PENSION FUNDS**

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, 12<sup>th</sup> 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

**NEW DEVELOPMENT EXCISE TAX** – Sewer 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. The New Development Excise Tax and Fund was established Oct. 1, 2001 as a result of Ordinance 0001-58, adopted by Council in June, 2001, and approved by voters in August, 2001. These funds 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.

**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 was an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF was a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF expired December 2004, when sufficient funds were 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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