



# BUDGET



**THE CITY OF NORMAN, OKLAHOMA**

**FISCAL YEAR ENDING JUNE 30, 2017**

**FINANCIAL PLAN—FISCAL YEAR-END 2018-2021**

*Cleveland*





### **On the Cover—Norman's Lake Thunderbird**

Authorized by an act of the U.S. Congress on June 27, 1960 and fully operational in 1966, the Lake Thunderbird reservoir serves as Norman's major source of drinking water. Jointly owned by the cities of Norman, Del City and Midwest City and operated by the Central Oklahoma Master Conservancy District, Lake Thunderbird is also a major recreational facility and wildlife preserve.

In August, 2016, the Norman Utilities Authority will retire its debt on the construction of Lake Thunderbird's dam, spillway, water intake and pumping facilities, after 42 years. The City's adopted 2060 Strategic Water Supply Plan calls for continued use of Lake Thunderbird as a source of potable water and adding to the water supply through a reuse (wastewater reclamation) program, recycling highly treated wastewater to Lake Thunderbird tributaries to supplement the water available to be drawn from the reservoir.

The cover and divider page artwork was prepared by the City of Norman's Office Services Division staff, with photographs provided by the Norman Utilities Department and the Oklahoma Department of Tourism and Recreation.



CITY OF NORMAN



CITY COUNCIL

MAYOR  
Cindy Rosenthal

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

Presented by:  
Steven D. Lewis, City Manager

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State Auditor  
and Inspector



# PROOF OF PUBLICATION

~~In the District Court of Cleveland County, State of Oklahoma~~

2017  
Annual Budget

## Affidavit of Publication

State of Oklahoma, County of Cleveland, ss:  
I, the undersigned publisher, editor or Authorized Agent of  
the Norman Transcript, do solemnly swear that the attached  
advertisement was published in said paper as follows:

1<sup>st</sup> Publication May 17, 2016  
2<sup>nd</sup> Publication \_\_\_\_\_  
3<sup>rd</sup> Publication \_\_\_\_\_  
4<sup>th</sup> Publication \_\_\_\_\_

(see attached)

That said newspaper is Daily, in the city of Norman,  
Cleveland County, Oklahoma, a Daily newspaper qualified to  
publish legal notices, advertisements and publications as  
provided in Section 106 of Title 25, Oklahoma Statutes 1971,  
as amended, and complies with all other requirements of the  
laws of Oklahoma with reference to legal publications.

That said Notice, a true copy of which is attached hereto, was  
published in the regular edition of said newspaper during the  
period and time of publications and not in a supplement, on  
the above noted dates.

Kathrina Bennett  
Signature

Subscribed and sworn before me on this 17<sup>th</sup> day of May,  
2016.

Jessica Trowbridge  
My commission expires 06/26/2016 Notary Public  
Commission #12005942

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**CITY OF NORMAN, OKLAHOMA  
FISCAL YEAR ENDING 2017 ANNUAL BUDGET  
SUMMARY OF FUND BALANCES**

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES				EXPENDITURES				REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURN-OVER SAVINGS	TOTAL EXPENSES		
<b>GOVERNMENTAL FUNDS</b>											
General	\$3,475,710	\$71,460,152	\$6,161,339	\$77,621,491	\$78,071,660	\$588,500	\$78,660,160	(\$80,000)	\$77,860,160	(28,669)	3,237,041
<b>SPECIAL REVENUE FUNDS</b>											
Public Safety Sales Tax	26,195,903	11,000,284		11,000,284	33,410,824		33,410,824		33,410,824	(22,410,540)	3,785,363
Room Tax	444,422	1,984,250		1,984,250	1,814,213	77,922	1,892,135		1,892,135	92,115	536,537
Seizures and Restitutions	625,175	103,751		103,751	298,237		298,237		298,237	(194,486)	430,689
Clect	21,056	32,000		32,000	30,505		30,505		30,505	1,495	22,551
Art in Public Places	0	16,000		16,000	16,000		16,000		16,000	0	0
Park Land and Development	656,830	130,000		130,000	50,000		50,000		50,000	80,000	736,830
Westwood Park	0	1,308,460	148,922	1,457,382	1,457,382		1,457,382		1,457,382	0	0
Net Revenue Stabilization	3,203,734	15,000	88,500	103,500			0		0	103,500	3,307,234
<b>GRANT FUNDS</b>											
Community Development	997,007	1,770,264		1,770,264	1,770,264		1,770,264		1,770,264	0	997,007
Special Grants	2,758,684	762,835		762,835	762,835		762,835		762,835	0	2,758,684
<b>ENTERPRISE FUNDS</b>											
Water	1,928,104	54,799,475		54,799,475	48,957,790	1,016,205	49,973,995	(60,729)	49,913,266	4,886,209	6,814,313
Water Reclamation	4,111,537	13,276,863		13,276,863	12,069,054	617,142	12,686,196	(49,237)	12,636,959	639,904	4,751,441
Sewer Maintenance	1,088,220	2,913,691		2,913,691	3,864,557		3,864,557	(1,120)	3,863,437	(949,740)	138,474
New Development Excise	7,694,149	1,900,000		1,900,000	2,070,538		2,070,538		2,070,538	(170,538)	7,523,611
Sanitation	6,740,650	14,808,144		14,808,144	13,653,442	47,880	13,701,322		13,701,322	1,106,823	7,847,472
<b>INTERNAL SERVICE FUNDS</b>											
Risk Management / Insurance	4,233,491	14,656,030	861,030	15,517,060	15,226,975		15,226,975		15,226,975	290,085	4,523,576
<b>CAPITAL PROJECTS FUND</b>											
Capital Improvements	17,780,325	12,791,911	500,000	13,291,911	15,236,011	4,551,112	19,787,123		19,787,123	(6,495,212)	11,285,113
University North Park TIF	16,835,834	4,721,561		4,721,561	3,137,761	0	3,137,761		3,137,761	1,583,800	18,419,634
Norman Forward	37,006,433	46,633,575		46,633,575	59,313,648	0	59,313,648		59,313,648	(12,680,073)	24,326,360
Arterial Roads Reacquisition	605,248			0			0		0	0	605,248
<b>DEBT SERVICE FUNDS</b>											
General Debt Service	8,261,494	10,502,309		10,502,309	9,676,274	861,030	10,537,304		10,537,304	(34,995)	8,226,499
G. O. Bonds	0			0			0		0	0	0
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$144,664,006</b>	<b>\$265,586,555</b>	<b>\$7,759,791</b>	<b>273,346,346</b>	<b>\$300,887,970</b>	<b>\$7,759,791</b>	<b>\$308,647,761</b>	<b>(\$911,086)</b>	<b>\$307,736,675</b>	<b>(\$34,390,328)</b>	<b>\$110,273,677</b>
Less: Interfund Transfers	0	0	(7,759,791)	(7,759,791)	0	(7,759,791)	(7,759,791)	0	(7,759,791)	0	0
Internal Service Charges	0	(7,035,391)		(7,035,391)	(7,035,391)	0	(7,035,391)	0	(7,035,391)	0	0
Cost Allocation Charges	0	(5,401,247)	0	(5,401,247)	(5,401,247)	0	(5,401,247)	0	(5,401,247)	0	0
Total Deductions	\$0	(\$12,436,638)	(\$7,759,791)	(\$20,196,429)	(\$12,436,638)	(\$7,759,791)	(\$20,196,429)	\$0	(\$20,196,429)	\$0	\$0
<b>NET TOTAL ALL FUNDS</b>	<b>\$144,664,006</b>	<b>\$253,149,917</b>	<b>\$0</b>	<b>253,149,917</b>	<b>\$288,451,332</b>	<b>\$0</b>	<b>\$288,451,332</b>	<b>(\$911,086)</b>	<b>\$287,540,246</b>	<b>(\$34,390,328)</b>	<b>\$110,273,677</b>

A public hearing will be held on Tuesday, May 24th at 6:30 p.m. in the Council Chambers of the Norman Municipal Building for the purpose of discussion of the proposed budget. The proposed budget may be examined on weekdays at 201 West Gray in the City Clerk's office from 8:00 a.m. to 5:00 p.m. A copy of the proposed budget is also in the Norman Public Library and on the City's website (cityofnorman.com). All interested citizens have the opportunity to give written and oral comments.



CITY OF NORMAN

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**July 1, 2015**

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, 2015

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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**CAPITAL PROJECTS FUND**

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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

June 24, 2016

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

Dear Mayor Rosenthal and Council Members:

## INTRODUCTION

It is my privilege and responsibility to present to you the adopted budget for the fiscal year July 1, 2016 – June 30, 2017 (FYE 2017). 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. Council adopted the FYE 2017 by a unanimous vote on June 14, 2016. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

*The FYE 2017 budget has been prepared during exciting times of unprecedented levels of construction of public improvements in Norman but also during very turbulent economic times.* These public improvements do not come without “growing pains” inherent in construction projects, but their completion will improve the long term status of Norman's road and utility infrastructure. The construction projects themselves also improve the vitality of Norman's economy in a time of great uncertainty in our local economy overall. The downturn in the nation's petrochemical industry has had a significant and continuing negative impact on the Oklahoma economy. Historically, Norman has had a delayed reaction to the effects of downturns in the oil and gas industry, but as the petrochemical industry cuts back, reductions at the State of Oklahoma impact more directly on Norman. This year's budget is reflective of concern over the timing and depth of those impacts on the City of Norman's budget, particularly on those areas driven by sales and use tax revenues.

*The total budget for all City of Norman funds for fiscal year ending 2016 was \$197,758,644 and for FYE 2017, the total proposed budget is \$288,371,097. The primary reason for this significant budget increase is the public improvement construction projects mentioned above.* The projects will be discussed in more detail in later sections, but they can be summarized as follows:

- Water Treatment Plant Process Improvements;
- NORMAN FORWARD Projects (Libraries and Westwood Complex);



- Lindsey Street Widening and Drainage Improvements, funded by General Obligation Bonds;
- Emergency Communications and Dispatch Facility.

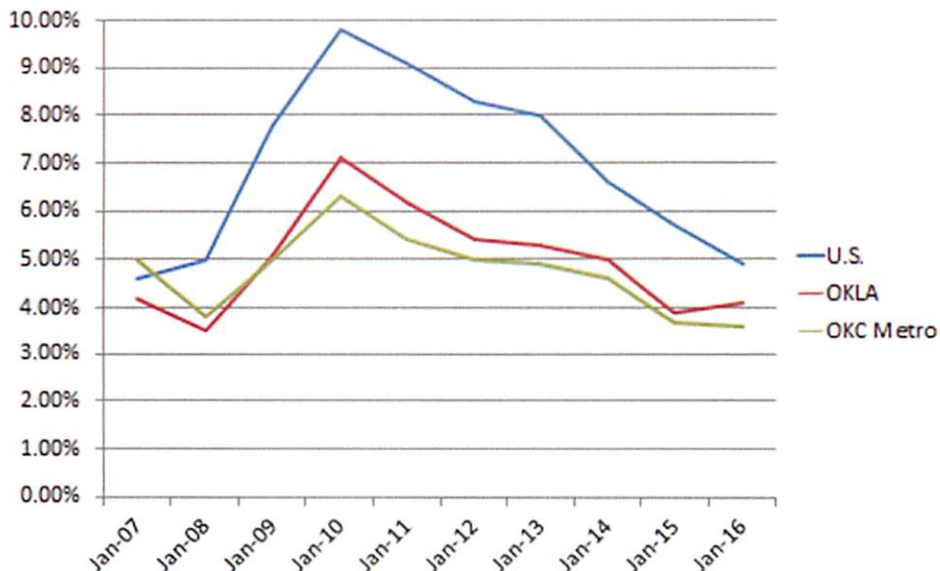
The Oklahoma Department of Transportation also has major road improvement projects underway in Norman. The reconstruction of the Interstate 35 interchanges with Lindsey Street and State Highway 9, along with the widening of State Highway 9 in east Norman, represent over \$100 million dollars in capital improvements being made to the public infrastructure in Norman. Further, the University of Oklahoma has over \$200 million dollars in improvements to housing and athletic facilities under way. The Norman Public Schools and Moore-Norman Technology Center also have major improvements planned or under construction. Public sector investment in Norman’s infrastructure is progressing at a record level.

**NATIONAL AND REGIONAL ECONOMIC TRENDS**

*The ongoing impact of the downturn in the national petrochemical industry on Norman casts a cloud of uncertainty on Norman’s budget.* The City of Norman has decades of history to demonstrate what we can expect to happen as a result of this down cycle in the oil and gas industry. As the oil and gas industry retracts, the State of Oklahoma’s revenues (particularly from State Gross Production Tax revenues) contract. As a result of this, the State of Oklahoma’s budget is reduced. In turn, the many large State employers in Norman (the University of Oklahoma, the Oklahoma Department of Mental Health and Substance Abuse Services, the Oklahoma Department of Veteran’s Affairs, etc.) reduce their workforces and the Norman economy is affected in turn. This delayed, indirect impact on Norman’s workforce, of retraction in the petrochemical industry’s workforce is demonstrated below:

**Unemployment Rates, 2007-2016**

Source: U.S. Dept. of Labor, Bureau of Labor Statistics





These major Norman employers will feel the impacts of reductions in the State of Oklahoma budget, and their employees will feel the impacts of reductions by their employer. The behavior of these employees, our citizens, will in turn impact on our budget.

The considered opinion of most local and regional economists is that the health of the national, regional and local economies will effectively converge over the next year to year and a half. It can be expected that Norman’s economy will have a period of slower growth and recovery over this time period. While there is little expectation of a severe downturn locally, or a recession nationally, the economic background from which this budget is prepared is based on this very slow growth scenario.

*Sales tax growth patterns are a widely accepted indicator of the health of the local retail economy.* The slower growth in Norman’s sales tax experienced during FYE 2016, and the continued slow growth projected in FYE 2017 reflect the concerns about the continuing impacts of the oil and gas industry downturn on Norman’s retail economy. Since the budget was originally presented to the Council in April, the impacts of the downturn in Norman’s economy, as reflected in sales tax receipts have become more severe:



As the FYE 2017 budget year progresses, we will monitor sales tax receipts and our other major General Fund revenue streams and take remedial actions if the need becomes apparent.

**MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2015-2016**

Sales Tax - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Sales tax collections for FYE 2016 were 1.95 percent (+1.95%) above FYE 2015 levels, and slightly below budgeted levels (budgeted increase of 2.5%). In FYE 2017, the growth rate in sales tax revenue is projected to continue to be slow (+2%), reflecting the slowdown in the state and metropolitan area economies.

Use Tax - collections have grown steadily in FYE 2016 due to activity in the multi-family building industry and increased compliance with use tax laws by on-line retailers. Staff will emphasize the monitoring of use tax collections going forward, as out-of-state purchases of goods for use in Norman, such as internet purchases and purchases of construction materials for the local home building industry should be captured in use tax collections. At this writing, two legislative bills before the Oklahoma House of Representatives and State Senate address this issue from differing perspectives. The ongoing concern of proper payment of sales and use taxes by out-of-state vendors is a Federal issue, however. The City of Norman will continue to partner with other cities and agencies to monitor use tax collection efforts and legislative trends for the payment of taxes for on-line purchases.

Franchise fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are directly tied to utility revenues, which are heavily influenced by seasonal weather patterns (similar to the direct impact of weather on Norman Water Utility revenues). Franchise Fee revenues are projected to be below overall budgeted projections for FYE 2016 by approximately \$260,000, due primarily to mild summer and winter weather conditions. Collections are projected to increase by three percent overall in FYE 2017.

Licenses and Permits – These are payments made for obtaining trade licenses to do business in Norman and for obtaining permits to build or alter structures in Norman. Permit volume and revenues are, therefore, an important proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates, and a direct and significant impact on revenues from the Sewer Excise Tax on New Development (Wastewater Utility revenues are separated from the General Fund). Permit volume and values have experienced very healthy growth in recent years, due primarily to large multi-family housing developments that have been constructed recently or that are currently under construction. This activity has continued in fiscal year 2015-2016 with two major apartment complexes under construction. It can be expected that building activity will decline in FYE 2017-2018, however, as multi-family building is expected to decline from the levels of the previous 2-3 years. Staff will continue to monitor these trends, as the homebuilding industry can act as an indicator of the health of the overall local economy and sales tax base.

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

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic/parking fines, etc.). Fine and forfeiture revenue is below budget for FYE 2016, due to a decrease in the number of citations issued. FYE 2017 revenue projections in the fines category were reduced due to changes in state statutes, as discussed in the Council Actions Section below.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the decline in fund balances available for investment and bond market conditions, investment income is not a major source of General

Fund revenue, but investment portfolio practices will continue to be closely monitored due to their impact on other City funds.

### **GENERAL FUND RESERVE LEVELS**

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

- The General Fund Operating Reserve falls below one percent (1%) of budgeted expenditures;
- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the two percent Emergency Reserve appropriation;
- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

Net Revenue Stabilization Fund balances are considered to be "Committed" fund balances under accounting standards. The combination of these Fund balance reserve requirements results in a minimum of eight percent (8%) of General Fund expenditures to be held in reserve, a target of 9.5% and a maximum of 11 percent (11%). The City Council has never made any appropriations to spend money from the Rainy Day Fund.

As of the end of FYE 2016, the City projects to meet its Operating Reserve requirements in the General Fund, and the Rainy Day Fund is expected to be maintained at its Targeted (4.5%) level. Due to growth in General Fund expenditures, *a small "deposit" to the Rainy Day Fund*

***(projected at \$88,500) may be necessary during FYE 2017 in order for the Fund to remain at its Targeted level.***

Because of the inherent volatility in Norman's primary sources of General Fund revenue (sales and use tax) and Norman's susceptibility to extreme weather conditions (necessitating unexpected emergency expenditures), it is very important for Norman to maintain adequate fund balances. Projected and actual reserve levels will continue to be proactively managed, and balanced with the ability to provide adequate levels of service to our citizens from within available revenues. To help to ensure that reserve levels will be maintained at projected levels during FYE 2016, departmental managers were directed to reduce their operational budgets by two percent (2%) across-the-board. These reductions, along with projected savings from expenditures of the Emergency Reserve budget will help to maintain General Fund reserves at healthy levels, which is important in these uncertain times.

## **FISCAL YEAR 2016-2017 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. It is to the credit of the Council, our departmental managers and our employees that the General Fund has been able to operate within its means (revenues in excess of expenditures) for the last three fiscal years (FYE 2013-2015). Our projected expenditures, however, exceed our General Fund revenues in FYE 2016 and FYE 2017. The FYE 2017 General Fund budget was prepared with a long term view towards addressing this inequity and with an eye towards the uncertainty in our local economy and the volatility in our major General Fund revenue sources. Two major factors may impair our ability to manage General Fund expenditures within projected revenues in FYE 2017. First, due to an anomaly in the payroll calendar, ***we are forced to budget for an extra pay period in FYE 2017.*** Basically, every other leap year, the bi-weekly payroll schedule has to "catch up" to the calendar. This extra pay period affects every City fund that has personnel, but the General Fund impact is particularly significant, adding over \$1.7 million to this year's General Fund budget.

Second, ***the General Fund and Capital Funds are forced to absorb the costs of Federally-mandated expansions to our stormwater drainage and stormwater quality improvement programs.*** These National Pollutant Discharge Elimination System (NPDES) regulations were made a part of the Clean Water Act of 1990 and are administered by the U.S. Environmental Protection Agency. The regulations seek to protect drinking water supplies, such as Norman's Lake Thunderbird, by reducing "point-source" contamination into tributaries of the Lake and into Municipal Separate Storm Sewer Systems (MS4s). The citizens of Norman and the Council have been educated on these standards for many years and the City of Norman adopted a plan to comply with the regulations in 2009 with our Stormwater Master Plan. For cities the size of Norman, however, ***the regulations are now in effect.*** To minimally comply with the standards that are now in place, the General Fund budget proposes to ***add a Stormwater Inspector position to the Public Works Department, Stormwater Quality Division and a Maintenance Worker II to the Stormwater Drainage Division.*** Additional street sweeping equipment is also proposed to



be added, at the expense of the Capital Fund. Proposals for the full implementation of the expanded Stormwater Quality and Drainage programs will be discussed in the Utilities Section below, as ultimately the City of Norman will need additional revenues from the proposed Stormwater Utility to be fully compliant with the EPA NPDES stormwater regulations.

In response to citizen input and Council direction, the General Fund budget for FYE 2017 continues to expand Animal Welfare operations. The new *Animal Adoption Center, funded by a voter-approved General Obligation Bond issue, will be staffed part-time with a Veterinarian* to monitor the health of the animals and perform spay and neuter surgeries. The addition of the Veterinarian will enable the City to eliminate the expense of paying third-party veterinary clinics to perform spay/neuter procedures.

In response to recommendations from a management consultant study performed in FYE 2014, the Fleet Management Division continues to make operational changes to improve efficiency and effectiveness. In FYE 2017, *the Division will separate its "heavy duty" and "light duty" operations* to better utilize technical expertise and training. In an effort to better address the long-term underfunding of vehicle replacement discussed in the Fleet Management consultant study, the *Council directed that additional revenue be made available from the Capital Fund for a one-time additional allocation of vehicle replacement funds*. In addition to the funds made available from the capital outlay portion of the dedicated Capital Sales Tax, *\$788,000 will be made available in FYE 2017 to replace vehicles and equipment in General Fund operations*. We will continue to make this an area of emphasis in future years.

The *Parks and Recreation Department is expanding its youth baseball programs*, primarily by operating the programs for teen players in-house. These expanded programs will increase General Fund revenues from little league user fees by approximately \$180,000 to offset increased expenditures for such things as part-time umpires and equipment. The ultimate objective is to increase the participation in Norman's youth baseball programs.

The Planning and Community Development Department embarked on a major update to the City's comprehensive land use plan in FYE 2016. This ongoing effort will receive input from the previous land use plan "Norman 2025"; from the recently-completed Comprehensive Transportation Plan; from the Urban Land Institute's Griffin Hospital Site Redevelopment Plan; and from the Center City Visioning Plan program that is currently underway. The comprehensive planning process will involve substantial public input, outside consultant guidance and coordination and will require the dedication of tremendous staff resources. The outcome of the comprehensive land use planning effort, however, will guide Norman's growth and development patterns for many years to come.

Due to the significant increase in the number of multi-family housing units in Norman, the Utility Customer Service Division of the Finance Department has experienced a significant increase in the volume of customer contacts and requests. Current staffing levels, which are at the same level they were in 1980, have been insufficient to respond to customer service requests. *The FYE 2017 budget proposes to add a Customer Service Representative position, to address these concerns*. The General Fund will be reimbursed for the costs of these positions by the City's Water, Water Reclamation and Sanitation Utilities.

## Personnel Cost Assumptions

***Personnel costs are the major driver of expenditures in the General Fund and impact on expenditures in every City operation.*** A major component of personnel costs is the cost of benefits provided to City of Norman employees. The fiscal year 2016-2017 budget is based on the following assumptions for personnel costs:

- Budgeted positions are assumed to be filled for the full fiscal year;
- Employees are assumed to receive a merit step raise, if they would qualify;
- An Employer Contribution of \$628 per month (single) and \$1269 per month (family) for health insurance;
- An Employer Retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;
- An Employer Pension contribution of 13% of payroll for state-mandated Police Pension System members and 14% for Firefighter Pension System employees;
- Mandated Social Security and Medicare contributions for all non-fire employees;
- An assumption of \$800,000 in “Employee Turnover Savings” is built into the budget (approximately 1.6% of Salary and Benefit Category allocations), under the assumption that the net impact on the General Fund of the savings achieved by employees leaving during the course of the year and hiring replacement employees at a lower salary at a later time will outweigh the cost of one-time payouts (accrued leave payouts, etc.) to employees who leave;
- Other allowances and payments, as mandated by union contracts and City policies are anticipated and included in budgeted benefit costs (approximately 80% of the City of Norman’s workforce is unionized, as illustrated in the Overview/Statistical Section).

## Public Safety Sales Tax Fund Budget Preparation

In May, 2008, the citizens of Norman approved a temporary ½ percent Public Safety Sales Tax Ordinance (Ordinance O-0708-32), which was in effect from October 1, 2008 through September 30, 2015. This original Public Safety Sales Tax (“PSST I”) funded 41 additional Police Department personnel and 30 additional Fire Department personnel over the seven-year life of the tax. The PSST I also financed the construction of two additional fire stations, construction of an Investigations Center and briefing station, fire apparatus purchases, replacement of the City’s Computerized Dispatch and Records Systems, and a contribution to the Rainy Day Fund balance.

On April 1, 2014, the citizens of Norman approved a permanent extension of the Public Safety Sales Tax, effective October 1, 2015. The permanent ½ percent Public Safety Sales Tax (“PSST II”) will be used to maintain the 71 personnel added during the PSST I period and the following additional personnel:

- 13 Police Officers to implement a School Resource Officer (SRO) Program, jointly funded by School Districts;
- 4 Communications Officers (Dispatchers);
- 2 Mechanics to maintain emergency vehicles.

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

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

School Resource Officer Program

The first six of the SRO personnel – a Police Lieutenant and five Police Officer positions - were added to the FYE 2016 budget. These personnel will be deployed to Norman Public Schools (NPS) at the beginning of the 2016-2017 school year. An agreement between the City and NPS has operationalized this partnership.

Communications Officer Staffing

As discussed above, a major part of the PSST II program is the expansion and improvement of the City’s Emergency Communications and Dispatch functions. The replacement of the City’s communications hardware and software systems is currently in systems design and vendor selection processes, and the new Emergency Communications and Operations Center facility will begin architectural design phases in the summer of 2016. As originally planned in the PSST II program, *the first two of a total of four additional Emergency Communications Officers (Dispatchers) will be added to the PSST Fund budget in FYE 2017.* This additional staffing will enable emergency calls to be handled more effectively, and will reduce overtime costs and turnover in Dispatcher staff.

Other Special Revenue Funds

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

Among these special revenue operations, Norman’s Community Development Block Grant (CDBG) Program received increased funding in the last fiscal year for a special program to repair infrastructure in rural areas of Norman that was damaged in tornadoes, severe storms, flooding and wildfires over the last three years. *The City of Norman, Cleveland County and surrounding municipalities were awarded CDBG Disaster Recovery Grants of over \$31,000,000 in FYE 2016.* This rare opportunity will result in the improvement of over 12 miles of rural roads and bridges in east Norman. The repair projects will be ongoing throughout fiscal year 2016-2017.

## **Operational Budget Summary**

*The fiscal year 2016-2017 operational budget continues to provide financial resources for basic service levels, and adds resources in some areas targeted by the City Council.* General Fund Operational Reserves are projected to exceed their targeted levels as of the end of FYE 2017. The City's Net Revenue Stabilization ("Rainy Day") Fund is being maintained at its Targeted level, and efforts will be made to maintain this level in the future. Due to the downturn in the national and regional petrochemical industry and its customary delayed impact on Norman's local economy and revenue bases, it is particularly important and prudent for the City to maintain these reserves at this time. The City has had some success in managing to bring General Fund costs in line with annual revenues, but the long-term sustainability of this trend is questionable.

## **Capital Expenditure Budget Preparation**

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

### **ERP System Replacement Program**

The City of Norman has operated its major computer enterprise information systems (such as, accounting; budget; building permit and license issuance and monitoring; treasury/accounts receivable; court administration; payroll; purchasing/accounts payable; etc.) on the same basic hardware and software platforms for over twenty years. The current midrange hardware and enterprise software have served the City well through various upgrades, and extensive maintenance and repairs. The need for a comprehensive replacement of the City's Enterprise Resource Planning Systems (ERP) has been identified as an immediate priority. The full replacement of these systems will take years of time and millions of dollars, but the first steps have been taken. The City will soon engage outside consultants to identify system requirements, user needs and state of the art systems to meet the City's ERP needs for many years into the future. Once this assessment is complete, staff will recommend options to the Council for proceeding with identifying funds for the ERP project through budgetary measures and/or short-term financing methods.

### **Fleet Replacement Program**

As discussed above, the Council has directed that a high priority be given in the City's capital programs to replacing its fleet of vehicles and rolling stock. The FYE 2017 budget carries out the direction of the Council Finance Committee to re-direct funds that would have been allocated to a seven percent contingency (Capital Fund Balance) by the previous formula for allocating capital sales tax funds, to supplement vehicle replacement funding:



PREVIOUS CAPITAL SALES TAX  
ALLOCATION FORMULA

Capital Projects	36%
Capital Outlay	27%
Street Maintenance	25%
Contingency	7%
Facility Maintenance	5%

FYE 2017 CAPITAL SALES TAX  
ALLOCATION FORMULA

Capital Projects	36%
Capital Outlay	27%
Street Maintenance	25%
Fleet Replacement	7%
Facility Maintenance	5%

This proposed change would make an additional \$788,660 available to address critical fleet replacement needs in the General Fund and special revenue fund operations. The Fleet Maintenance Division has identified over \$10,000,000 of critical replacement needs (vehicles and equipment that are more expensive to maintain than they would be to replace). It will take a long-term concerted effort such as this year's for the City to "catch up" with its fleet replacement needs, but this is a major step in that direction. With the additional \$1,800,000 of funding made available through the "regular" Capital Outlay portion of the CST allocation formula, the FYE 2017 budget allocates over \$2,500,000 for fleet replacement in General Fund-related operations.

Capital Project Support

The Council discussed delays in the time between the appropriation of funds for capital projects and the start and/or completion of those projects. By their nature, capital improvement projects can take months or years to complete, but Council was disappointed with many projects having funds allocated for years with little progress being made on the projects. The cause for these delays in many cases was found to be the lack of adequate staffing to support the projects. Even in those cases where capital projects are actually designed or built by outside contractors or consultants, considerable City staff time is required in project scoping, consultant review and selection, plan review, bid specification, and construction oversight. In response to Council's concerns, the FYE 2017 Capital Fund budget proposes to add additional capital project support staff. The proposed FYE 2017 General Fund budget includes funding for an additional Capital Projects Engineer and a Construction Manager in the Public Works Department, at the expense of the Capital Improvement Projects Fund. This will bring the capital project support staff funded by the Capital Fund to a total of 6 employees (from the current 4).

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 "NORMAN FORWARD" initiative was brought to the City Council by a group of citizens in the spring of 2015, and was studied by the Council with significant public input throughout the summer of 2015, leading up to the referendum being voted on in the fall. 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
• Canadian Trails Wilderness Park Development	\$ 2,000,000
• Westwood Tennis Center Improvements	\$ 1,000,000

Many of the NORMAN FORWARD projects were identified and prioritized in the City of Norman's *Parks Master Plan*, adopted in November, 2009. Preliminary work was done on many of the projects in FYE 2016 and major portions of the NORMAN FORWARD capital program are included in the FYE 2017 budget:

New Central and East Branch Libraries – approximately \$39,300,000 is budgeted in FYE 2017 for the construction of the new Norman Public Library, Central Branch, to be located on Acres Street at James Garner Avenue, and for the construction of the new Norman Public Library, East Branch, to be located in the vicinity of Alameda Street and N.E. 30<sup>th</sup>. Separate bids for the construction of both library buildings are expected to be received in late 2016 or early 2017. The East Branch is expected to take approximately 18 months to build, and the Central Branch is expected to take approximately 30 months to complete.

Westwood Aquatic Facility – \$12,000,000 is included in the FYE 2017 budget for design and construction of the complete rebuilding of the Westwood Park Swimming Complex. The aggressive schedule calls for the demolition of the existing facility immediately after the close of the summer swimming season in August, 2016 and the opening of the newly rebuilt facility in time for the beginning of the summer swimming season in June, 2017. Significant community input has already been obtained into the final design of the new swimming facilities.

Design and construction of the Westwood Tennis Facility improvements (\$1,000,000) is also included in the FYE 2017 budget.

Sports Facilities Design – approximately \$4,300,000 in funding is included in the FYE 2017 budget for the design of the new and repurposed sports facilities at Reaves Park, Griffin Park and on the University of Oklahoma's North Campus (the Indoor Aquatic Facility and Indoor Multi-Sport Facility are proposed to be constructed on land leased from OU), and the road improvements to support them.

The NORMAN FORWARD Ordinance also authorizes funds from the NORMAN FORWARD Sales Tax (NFST) to be used for other projects and services such as public art at NFST facilities; a senior citizen's center; and staff and consultant support in the design, construction and maintenance of the NFST facilities. Because of the intended completion schedule of the major

NFST projects, debt financing was anticipated and authorized to move the projects forward ahead of the tax revenues being received. The first of three anticipated Sales Tax Revenue Note issuances was completed by the Norman Municipal Authority in December, 2015 to accomplish this goal.

The City of Norman is extremely proud of the confidence placed in us by the *citizens of Norman, in approving the NFST Ordinance with a 72% approval rate*. The City Council has made it a very high priority to make sure that the projects are completed on budget and in a timely fashion, and staff and several appointed citizen committees are working very diligently to adhere to this direction.

#### Street Resurfacing/Reconstruction Program

The voters of Norman approved five-year duration General Obligation Bond (property tax based) programs to pave, repave and reconstruct roads throughout Norman in 2005 and 2010. The urban asphalt and concrete street resurfacing, rural road surfacing and major street reconstruction programs have been highly successful. *On April 5, 2016 the voters of Norman re-authorized this five-year G.O. Bond program, with a 73 percent (73%) approval rate*. The first portion of the authorized bonds (approximately \$15 million of the total \$25 million authorized) is proposed to be sold in June of 2016, and the continued resurfacing programs are scheduled to begin in the fall of 2016. Approximately \$5.2 million is included in the FYE 2017 budget for projects to be constructed under this newly re-authorized program.

#### University North Park Development

Significant growth is happening in the University North Park development (“UNP”, the Planned Unit Development area bordered by I-35, Robinson Street, OU-Westheimer Airport and Tecumseh Road). This growth is facilitated by public improvements funded by the City of Norman’s UNP Tax Increment Finance District (TIF). The completion of the City’s newest community park, Legacy Park in UNP has already spurred the development of an adjoining restaurant property, and has generated additional interest in the development as a whole. A multi-family housing development is under construction in the northern part of UNP, and several other buildings and businesses are under construction or nearing completion. The first commercial tenant in the Norman Economic Development Coalition’s UNP Corporate Centre (UNPCC), Immuno-Mycologics Incorporated (“IMMY”) has a major facility under construction. IMMY is a manufacturer of biomedical equipment, primarily testing equipment for the early screening of diseases. IMMY’s major markets are in developing countries outside of the United States, and their markets are rapidly growing. It is hoped that with the first commercial tenant facility under construction, the UNPCC will attract further employers to Norman, which was a major goal of the TIF incentive and apportionment of City sales and property taxes.

The City, along with the developers of UNP are considering to undertake a coordinated master plan study of the development’s possibilities, given current market conditions and developments that have occurred to date. The traffic impacts of these potential developments will also be considered, with input from an ongoing study of the Interstate 35 corridor being done by the Oklahoma Department of Transportation.

## UTILITY ENTERPRISE FUNDS

### Norman Water Enterprise Utility

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

The Norman Water Utility is undertaking a *major project to improve drinking water quality for its customers* through improvements to the treatment processes at the Vernon Campbell Water Treatment Plant. These improvements were directed by the NUA Trustees/Council to produce higher quality water than mandated by federal and state standards, and to *address taste and odor issues* that have been experienced periodically. *The FYE 2017 budget includes \$26,157,000 towards this project.* The major components of the project are as follows:

- Primary Disinfection facilities, using ultraviolet light treatments
- Ozone Treatment to control taste and odor, pharmaceuticals and algal toxins
- Bio-filtration of treatment process residuals
- Replacement of high service pumps
- Installation of on-site chlorine generation facilities
- Replacement of chemical feed facilities
- Construction of a new Chemical Storage Building

*It is expected that construction will begin on the major portions of these improvements in the fall of 2016.* The Water Utility is also proceeding with major capital projects to add water supply through the addition of ground water treatment facilities to enable wells that do not meet current drinking water standards to be brought back on line, and to add new water wells. The Norman Utility Authority’s 2060 Strategic Water Supply Plan also calls for future water supply to be provided through advanced treatment of reclaimed wastewater to “augment” Lake Thunderbird water supplies (see inside of the Budget document cover).

### Norman Water Reclamation (Wastewater) Utility

*Major improvements are underway at the Norman Water Reclamation Facility (WRF).* The improvements will include an expansion of the treatment capacity from 12 million gallons per day (MG/D) to 17 MG/D, to serve the Utility customer’s treatment needs for an estimated 15 years. When the programmed improvements to the WRF are completed (scheduled completion is early 2017), the WRF will be positioned to produce treated sewage of a sufficient quality to serve irrigation and industrial purposes (i.e., cooling towers, etc.) for major commercial customers in the vicinity of the WRF. Providing reclaimed water for these irrigation and industrial purposes will save substantial and valuable drinking water for the customers of Norman’s Water Utility. The use of reclaimed wastewater is among the long-term water supply



options being considered by the Norman Water Utility (see inside of the Budget document cover). The current phase of the WRF improvements is expected to be completed in early 2017.

### Norman Sanitation Utility

The Norman Sanitation Utility provides automated municipal solid waste collection, transfer and disposal customers for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, bulky item pickup and participates in a household hazardous waste disposal program. Curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor. The Sanitation Utility, like the general City operation, has historically underfunded its fleet replacement needs. Sanitation trucks are a major capital expense for the utility, costing hundreds of thousands of dollars each. Delaying the replacement of the sanitation fleet, however, results in more equipment down time, higher maintenance and operational (fuel) costs and reduced productivity. In response to the Council/NUA's direction, the FYE 2017 Sanitation Utility's proposed budget increases its capital equipment (primarily fleet replacement) budget from the customary \$1,600,000 to \$2,327,655. Future budget consideration will be given to increasing capital equipment allocations in the Sanitation Utility.

### Norman Storm Water Utility

Since the National Pollutant Discharge Elimination System (NPDES) regulations were pronounced by the U.S. Environmental Protection Agency in the 1990's, the City of Norman has known that its programs in stormwater drainage management, point-source water quality mitigation and other factors would, by law, have to be improved. Since the adoption of the City of Norman's *Stormwater Master Plan* in 2009, the City has had a plan for how to meet these regulations and professional estimates of the costs to do so. The City of Norman has not, however, implemented a stormwater utility fee to pay for the improvements, as have most cities confronted by the same mandated costs. Other cities in Oklahoma and across the country have implemented similar storm water program enhancements over the past 20 years through the adoption of Storm Water Utility (SWU) rates. Norman is the only large city in Oklahoma without a SWU. City Council began consideration of a SWU in 2006 including adoption of the City's Storm Water Master Plan in November 2009. Extensive community dialogue has taken place on this topic over the past 10 years.

The City's current Storm Water Program budget in FYE 2016 is \$3,072,053, all of which is funded through the General Fund. The Capital Fund is also burdened by the cost of replacing stormwater-related fleet replacements and storm drainage-related capital projects. Unfunded federal and state mandates to address storm water quality in the City of Norman began in 2005. Those mandates increased in FYE 2016, as the outcome of the Lake Thunderbird Total Mass Daily Load study became known, and the Oklahoma OKR04 Storm Water Phase II Permit deadline became effective.

Staff estimates the additional cost of these new mandates and other storm water programs requested by the City Council and citizens will require an annual Storm Water Program budget of \$7,325,000, or an additional \$4,252,950. The additional storm water services will include

expanded street sweeping through Norman; proactive stream/channel maintenance; water quality enhancements for Lake Thunderbird; and enhanced maintenance of and capital improvements to storm drainage facilities in Norman's neighborhoods (storm sewer cleaning, flume and gutter repair, public detention facility maintenance, etc.). The City has improved its Storm Water Program services in FYE 2016 and more enhancements are needed in FYE 2017 and subsequent years. 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 fall out of compliance with the requirements for its Phase II Storm Water Permit. In response to these and other needs, the Council has placed a referendum on the ballot for August 23, 2016 for the voters of Norman to consider the implementation of a stormwater utility fee.

## **CAPITAL BUDGET**

Detailed information on individual capital improvement projects is given in the FYE 2017 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, accounted for in the Capital Fund. By Council budget policy, these dedicated capital sales tax funds are set aside according to the following formula in FYE 2017, as discussed above:

- 36% for pay-as-you-go capital projects
- 27% for capital outlay
- 25% for street maintenance
  - 7% for Fleet Replacement
  - 5% for maintenance of existing facilities

The FYE 2017 City budget is increased significantly from the FYE 2016 budget, primarily because of new capital project allocations. The construction of these capital improvements will add to Norman's economic vitality in both the immediate and long-term future.

## **CITY COUNCIL BUDGET ACTIONS – ADOPTION OF THE FYE 2017 BUDGET**

The City Manager's Proposed Budget was presented to the City Council in a series of public study sessions on April 19<sup>th</sup>, 26<sup>th</sup> and May 2<sup>nd</sup>. The Council continued its consideration and discussion of budget-related issues leading up to the Public Budget Hearing held at the May 24<sup>th</sup> Council meeting. Final consideration of the budget was held on June 14, 2016 and the budget was unanimously adopted with the following amendments:

Norman Forward sales tax revenue projections were reduced by \$-149,025, to match the projections for the Public Safety Sales Tax;

Capital Fund allocations were increased by \$117,667 for a continued contribution to a regional commuter rail feasibility study;

Public Safety Sales Tax revenue projections were decreased by \$53,897 to match the negotiated contribution from the Norman Public School District for the SRO program;

General Fund Franchise fee revenue projections were increased by \$100,000 to reflect an increase in the Oklahoma Natural Gas franchise fee rate;

General Fund Fine and Forfeiture revenue projections were decreased by \$60,000 due to changes in Oklahoma statutes for the adjudication of Driving Under the Influence cases;

General Fund Other Revenue category revenue projections were increased by \$200,500 to reflect anticipated reimbursement revenue from the Federal Emergency Management Agency.

Taken together, these amendments enabled current-year budgeted General Fund revenues to exceed current-year budgeted General Fund expenditures for the first time in many years. Actual budget performance will continue to be monitored.

### **SUMMARY**

The significant increase in Norman's proposed fiscal year 2016-2017 budget demonstrates the investment that our citizens are making in their city. Through transformative capital improvement projects such as the I-35 widening and interchange improvements; State Highway 9 widening; Lindsey Street widening and stormwater drainage improvements; Emergency Operations/Dispatch Center construction; NORMAN FORWARD Library, Westwood and recreational improvements; and Water Treatment Plant improvements, our City is truly investing in itself and readying itself for a positive future. In the meantime, however, we must continue to work to be able to provide the day-to-day basic services that our citizens demand and deserve, and that remain thinly stretched. 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.

### **CONCLUSION**

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

Sincerely,



Steven Lewis  
City Manager



## 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 121,041 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 25,829.

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

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



## Norman — The City of Festivals

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



Holiday Celebration in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night’s Fair held in July

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



## Community Profile

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



Max Westheimer Airport



Owen Field and Oklahoma Memorial Football Stadium



Easter Egg Hunt at Andrew's Park



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau



**Community Profile**

**Municipal Parks and Recreation**



Community & Special Use centers	10
Number of developed parks	63
Developed park acreage	990.85
Number of undeveloped parks	6
Undeveloped park acreage	180.55
18-hole golf courses	1
Disc golf courses	4
Swimming pools	5
Sprayground / Water Playground	2
Waterslides	2
Tennis courts	24
Skate park	1
Competition baseball / softball fields	31
Competition Soccer fields	25
Neighborhood practice baseball fields	30
Neighborhood soccer practice goals	25
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	5
Recreational / Fishing Ponds	9
Dog Parks	1
Miles of Walking Trails	31.3

**Demographic Statistics Last Ten Years**

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2007	110,349	24,532	29.6	13,152	4.2
2008	111,543	28,159	28.2	13,546	3.1
2009	112,551	25,244	28.4	14,025	4.5
2010	110,925	24,586	30.4	14,366	4.9
2011	113,169	28,603	30.2	14,644	4.3
2012	114,451	28,193	29.4	15,022	3.9
2013	119,151	25,316	29.1	15,129	4.0
2014	117,528	28,273	29.9	15,601	3.5
2015	119,188	n/a	n/a	15,819	3.1
2016	121,041	n/a	n/a	16,046	3.1

Sources:

- (1) 2007-2009 and 2011-2015 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2016 Estimated – City of Norman Finance Department
  - (2) 2007-2014 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate
  - (3) 2007-2014 U.S. Census; 1-yr. American Community Survey Estimate
  - (4) Norman Public Schools Accreditation Report
  - (5) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate, 2016 – Four months of calendar year 2016
- N/A – Information not currently available

## Community Profile

### Facilities and services not included in the reporting entity:

**Hospitals:**

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

**Education (2015-2016 School Year):**

Total school enrollment – Norman Public Schools	16,046
Number of elementary schools	17
Number of elementary students	7,979
Number of elementary school instructors	596
Number of secondary schools	6
Number of secondary school students	8,067
Number of secondary school instructors	495
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

### Major Employers in Norman

<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	12,734
Norman Regional Hospital	Medical Services	2,933
Norman Public Schools	Education Services	1,875
York International / Johnson Controls	Heating / Air Conditioning	950
City of Norman	Government Services	859
Wal-Mart Supercenters	General Merchandise Retailer	795
NOAA National Severe Storm Laboratory	National Weather Services	550
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	515
Hitachi	Computer Products	505
Oklahoma Veterans' Center – Norman Division	Medical Services	413
USPS National Center for Employee Development	Government Service	396
Sysco	Food Service Distributor	337
Sitel	Business Process Outsourcing	300

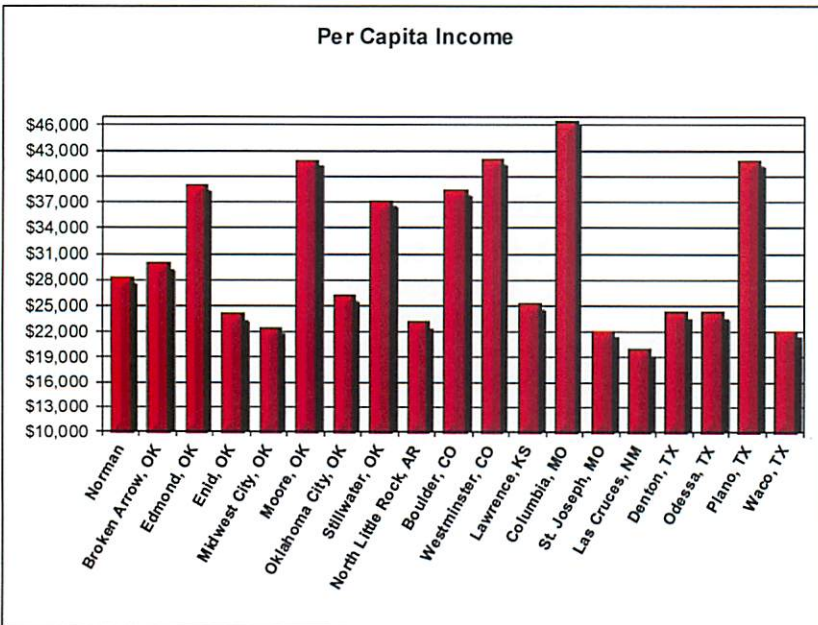
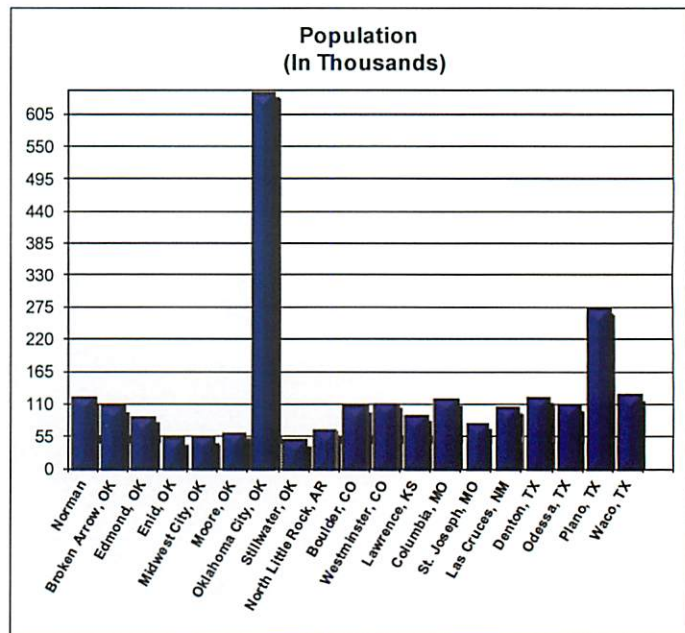


**INTER-CITY BENCHMARK COMPARISONS**

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

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

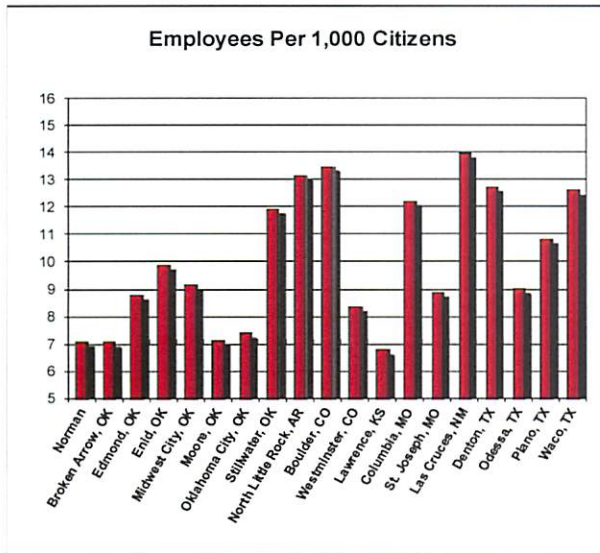
City	Population	Median Age	Square Miles
<b>Norman</b>	<b>121,041</b>	<b>29.9</b>	<b>189.5</b>
Broken Arrow, OK	104,726	35.3	60.0
Edmond, OK	87,877	34.9	87.0
Enid, OK	51,386	36.5	73.9
Midwest City, OK	54,371	35.2	28.0
Moore, OK	60,000	31.5	22.0
Oklahoma City, OK	641,010	34.6	620.3
Stillwater, OK	48,406	23.7	28.0
North Little Rock, AR	66,075	35.9	54.6
Boulder, CO	105,101	29.9	25.8
Westminster, CO	112,090	36.3	35.0
Lawrence, KS	90,811	26.7	34.8
Columbia, MO	118,519	27.2	65.2
St. Joseph, MO	76,780	35.6	44.0
Las Cruces, NM	103,163	31.1	77.0
Denton, TX	122,759	27.9	97.4
Odessa, TX	107,158	31.2	45.9
Plano, TX	273,900	38.1	72.2
Waco, TX	126,217	28.4	105.0



City	Per Capita Income
<b>Norman</b>	<b>\$28,273</b>
Broken Arrow, OK	\$29,802
Edmond, OK	\$38,967
Enid, OK	\$24,076
Midwest City, OK	\$22,451
Moore, OK	\$42,000
Oklahoma City, OK	\$26,275
Stillwater, OK	\$37,146
North Little Rock, AR	\$23,282
Boulder, CO	\$38,401
Westminster, CO	\$42,070
Lawrence, KS	\$25,322
Columbia, MO	\$46,624
St. Joseph, MO	\$22,144
Las Cruces, NM	\$19,923
Denton, TX	\$24,348
Odessa, TX	\$24,358
Plano, TX	\$41,902
Waco, TX	\$22,078

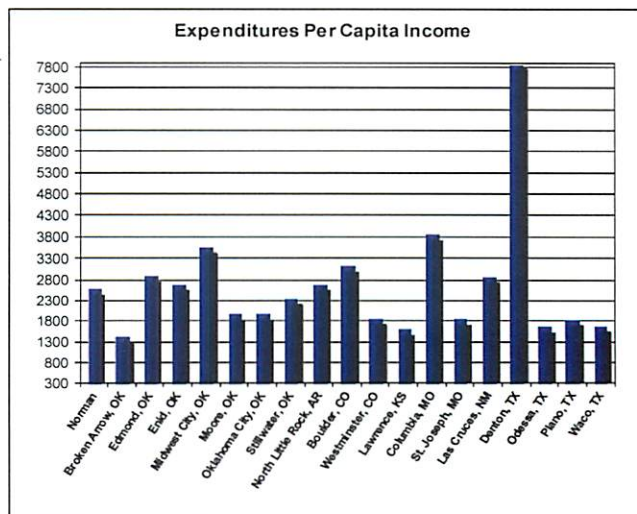
CITY OF NORMAN

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
<b>Norman</b>	<b>16,046</b>	<b>3.00%</b>	<b>Oklahoma Gas &amp; Electric (OG&amp;E), Wal-Mart/Sam's Club, Links at Norman</b>
Broken Arrow, OK	28,417	5.90%	Public Service Company, Wal-Mart Stores Inc., Valor Communications
Edmond, OK	23,965	3.50%	not available
Enid, OK	8,100	3.50%	Advance Foods, ADM Milling, Oklahoma Gas & Electric (OG&E)
Midwest City, OK	13,542	4.30%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), GS Legacy Corner, LLC
Moore, OK	23,000	3.60%	Oklahoma Gas & Electric (OG&E), KRG Shops at Moore, LLC, Wal-Mart Real Estate Business
Oklahoma City, OK	45,577	3.70%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Oklahoma Natural Gas (ONG)
Stillwater, OK	6,285	4.20%	ASCO Aerospace USA, LLC, Breckenridge Group Stillwater OK, LLC, The Links at Stillwater
Fort Smith, AR	14,048	7.70%	Mortgage Clearing Corp., Lereta LLC, Corelogic Tax Services LLC
North Little Rock, AR	9,169	5.70%	McCain Mall, LR Enclave Apartments, Foothills Acquisition, LLC
Boulder, CO	30,939	3.20%	IBM Corp., Public Service Co. of Colorado, Macerich Twenty Ninth Street, LLC
Westminster, CO	not available	3.40%	not available
Lawrence, KS	11,941	5.10%	Westar, Wal-Mart, Black Hills
Columbia, MO	18,015	2.80%	Union Electric, Shelter Insurance, TKG Biscayne LLC
St. Joseph, MO	11,333	4.30%	Boehringer Ingelheim Animal Health, Belt Highway Investment, AG Processing Inc.
Las Cruces, NM	31,001	6.90%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	26,312	3.20%	Paccar Inc. (Peterbilt Motors), Columbia Medical Center (Denton Regional Medical), Inland Western Denton Crossing Shopping Center
Odessa, TX	30,450	3.40%	Odessa Regional Medical Center, Midland Investors LLC, BJ Services Company USA
Plano, TX	54,818	3.60%	Oncor Electric Delivery, TM Willow Bend Shops, JC Penney
Waco, TX	15,254	6.70%	Mars Chocolate - North America, Coca Cola Company, L-3 Platform Integration



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
<b>Norman</b>	<b>859</b>	<b>7.1</b>
Broken Arrow, OK	740	7.1
Edmond, OK	773	8.8
Enid, OK	509	9.9
Midwest City, OK	500	9.2
Moore, OK	429	7.2
Oklahoma City, OK	4,743	7.4
Stillwater, OK	578	11.9
North Little Rock, AR	870	13.2
Boulder, CO	1,419	13.5
Westminster, CO	940	8.4
Lawrence, KS	804	6.8
Columbia, MO	1,450	12.2
St. Joseph, MO	684	8.9
Las Cruces, NM	1,445	14.0
Denton, TX	1,565	12.7
Odessa, TX	967	9.0
Plano, TX	2,974	10.9
Waco, TX	1,593	12.6

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
<b>Norman</b>	<b>\$273.38</b>	<b>\$308.57</b>	<b>\$2,549</b>
Broken Arrow, OK	\$132.81	\$145.28	\$1,387
Edmond, OK	\$227.13	\$252.38	\$2,872
Enid, OK	\$134.72	\$136.91	\$2,664
Midwest City, OK	\$150.08	\$192.62	\$3,543
Moore, OK	\$116.38	\$116.38	\$1,940
Oklahoma City, OK	\$1,248.14	\$1,248.14	\$1,947
Stillwater, OK	\$115.10	\$112.90	\$2,332
North Little Rock, AR	\$175.24	\$176.27	\$2,668
Boulder, CO	\$319.54	\$326.98	\$3,111
Westminster, CO	\$248.01	\$206.39	\$1,841
Lawrence, KS	\$196.67	\$188.00	\$1,586
Columbia, MO	\$424.14	\$455.29	\$3,841
St. Joseph, MO	\$140.29	\$140.29	\$1,827
Las Cruces, NM	\$248.74	\$293.67	\$2,847
Denton, TX	\$968.58	\$968.17	\$7,887
Odessa, TX	\$174.40	\$176.23	\$1,645
Plano, TX	\$470.55	\$496.47	\$1,813
Waco, TX	\$209.19	\$209.19	\$1,657





## Government Facilities and Service Statistics

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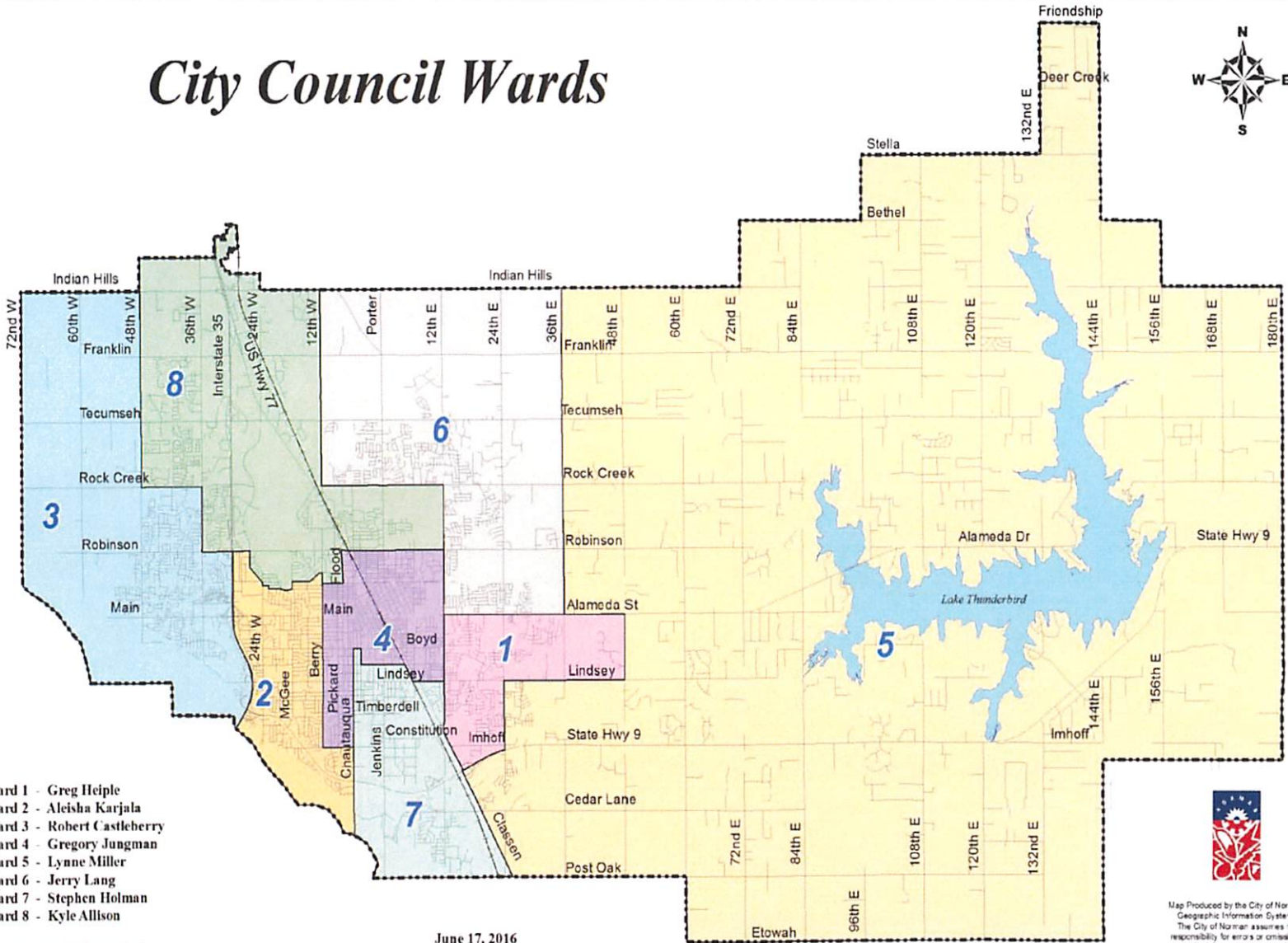
**Year of Incorporation: 1891**

Form of Government: Council / Manager



<b>Area in square miles</b>	189.5
<b>General Obligation Debt Rating (Moody's rating)</b>	AA2
<b>Number of Employees (excluding police and fire):</b>	
Union	298
Non-Union	153
<b>Fire Protection:</b>	
Number of Stations	9
Number of fire personnel	163
Number of calls answered (for 2015)	13,304
Number of inspections conducted (for 2015)	3,566
<b>Police Protection:</b>	
Number of stations (includes Norman Investigations Center)	2
Number of police personnel (includes emergency communications staff)	245
Number of patrol units	113
Physical arrests (for 2015)	5,086
Traffic violations (for 2015) (citations issued)	21,781
Parking violations (for 2015)	15,616
Number of reported crimes (part one crime index for 2015)	5,139
Calls for service (for 2015)	67,050
<b>Sewerage System:</b>	
Miles of sanitary sewers maintained by the City	495
Miles of storm sewers maintained by the City	140.4
Number of treatment plants	1
Daily average treatment in gallons	10,400,000
Design capacity of treatment plant in gallons	12,000,000
<b>Water System:</b>	
Miles of water mains maintained by the City	593
Number of service connections (includes 861 sprinkler connections)	37,061
Number of fire hydrants	5,865
Daily average production in gallons (for 2015-excluding water purchased from OKC)	12,307,068
Maximum daily capacity of plant in gallons	17,000,000
Number of water wells in operation	31
<b>Street Maintenance:</b>	
Miles of urban streets maintained by the City	531.4
Miles of rural streets maintained by the City	228.7
Number of street lights	6,354
Number of signalized locations	250

# City Council Wards



- Ward 1 - Greg Heiple
- Ward 2 - Aleisha Karjala
- Ward 3 - Robert Castleberry
- Ward 4 - Gregory Jungman
- Ward 5 - Lynne Miller
- Ward 6 - Jerry Lang
- Ward 7 - Stephen Holman
- Ward 8 - Kyle Allison

Mayor - Cindy Rosenthal

June 17, 2016

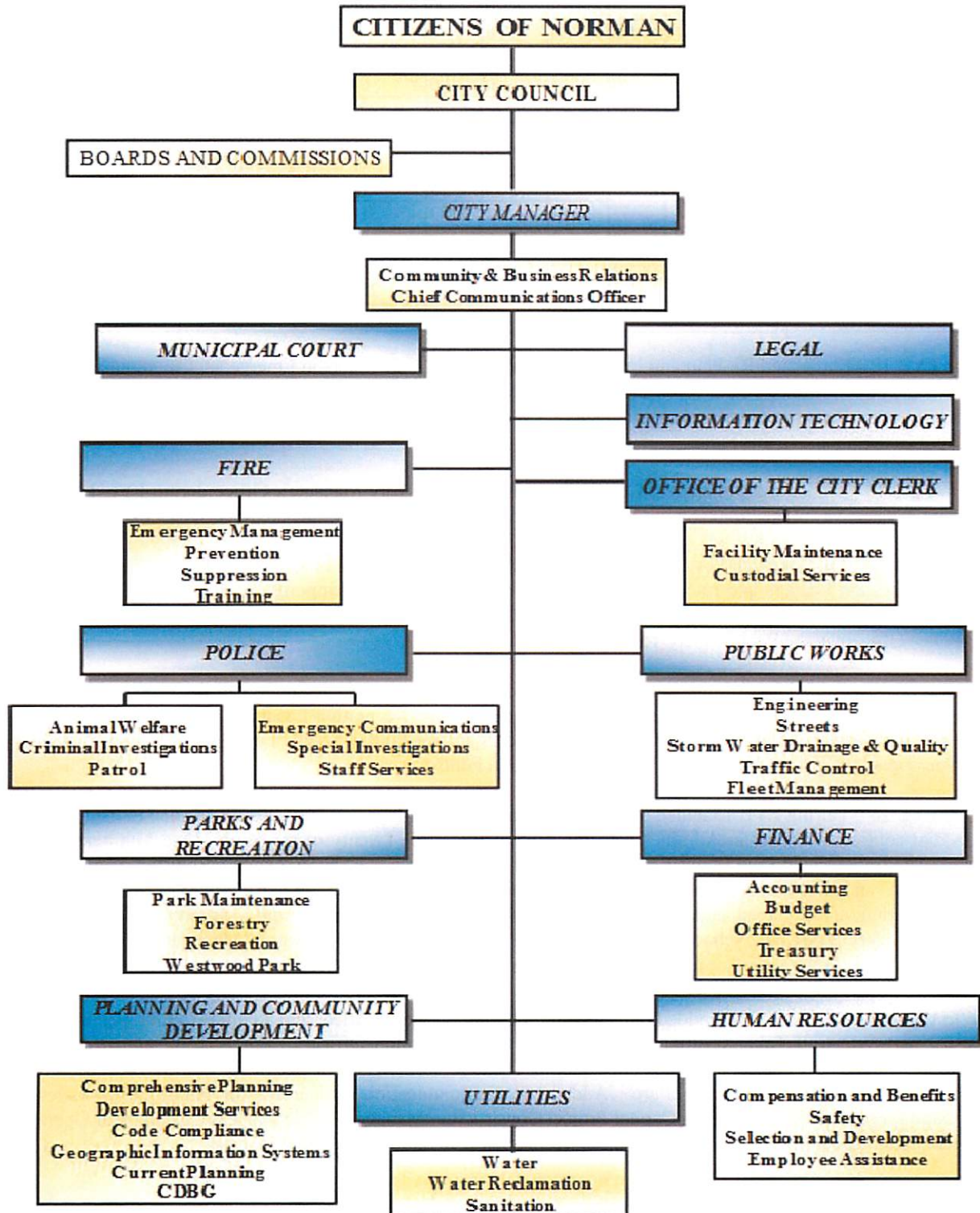


Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

**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.







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

FUND	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17
GENERAL	530	559	568	599	558	601	602	596	599	610	615
PUBLIC SAFETY SALES TAX	0	0	0	0	45	65	67	69	71	77	79
RECREATION	18	19	20	20	20	0	0	0	0	0	0
CDBG	6	6	6	6	6	6	6	6	6	5	5
SPECIAL GRANTS	0	0	0	0	1	1	1	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	0	0	1	1	0	0
EMERGENCY COMMUNICATIONS	22	22	22	22	22	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8	8
WATER	50	50	52	52	52	52	52	51	51	50	50
WATER RECLAMATION	23	23	23	23	21	21	22	22	22	42	43
SANITATION	52	53	53	53	51	51	51	51	51	51	52
RISK MANAGEMENT	0	0	0	0	0	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	3	5
SEWER MAINTENANCE	25	25	25	25	21	21	21	21	21	1	1
<b>TOTAL</b>	<b>737</b>	<b>768</b>	<b>780</b>	<b>811</b>	<b>808</b>	<b>830</b>	<b>834</b>	<b>829</b>	<b>834</b>	<b>848</b>	<b>859</b>

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

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

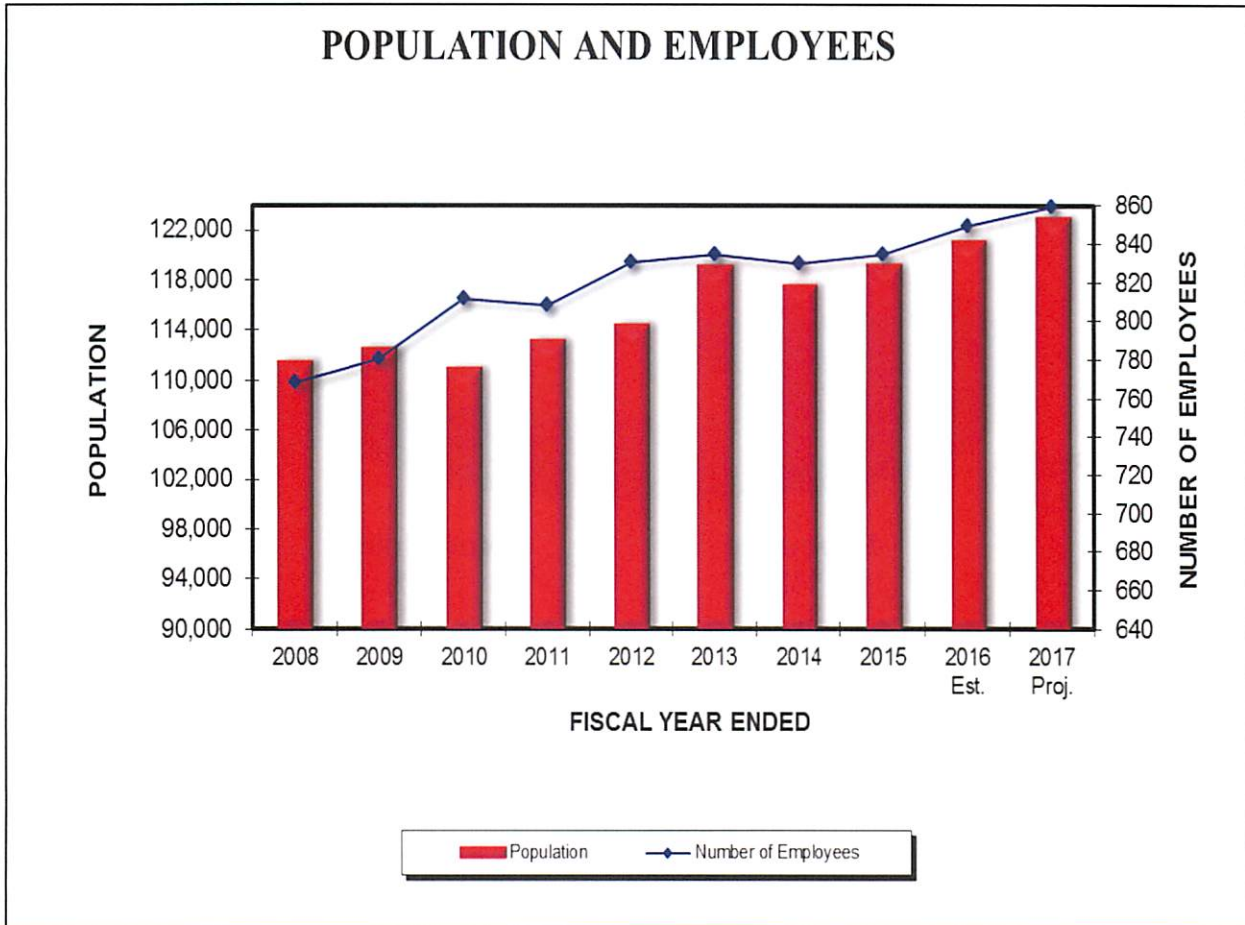
FYE 13 to FYE 14 – Cut 12 Frozen Positions (11 in General Fund and 1 in Water Fund). Added a Retail Recruiter position, 3 part-time Recreation Leaders and re-classed a Juvenile Services Coordinator temporary position in Municipal Court to part-time, and reclassified a Crime Intelligence Analyst that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

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

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

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





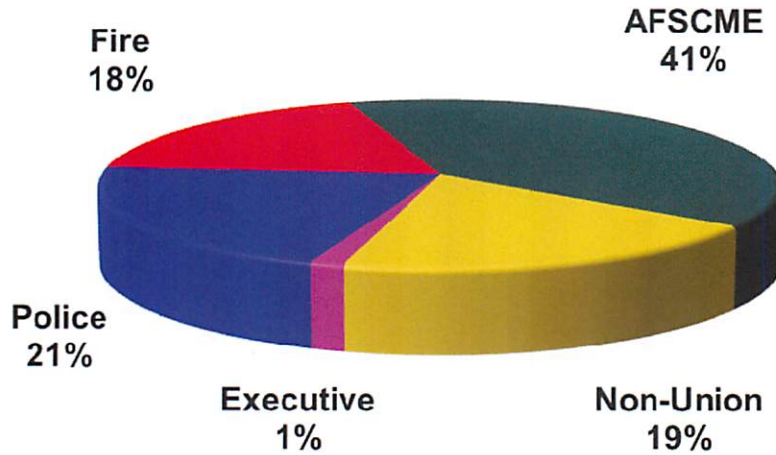
#### Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2017, the City will employ 859 permanent employees, which is 11 more positions budgeted in FYE 2016. Seventy-nine positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 859 personnel, the City is budgeting 91 more positions than in FY 2008, or an increase of 11.8%. In 2017, the City of Norman's population is projected to be 122,922, an increase of approximately 10.2% from 2008.

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

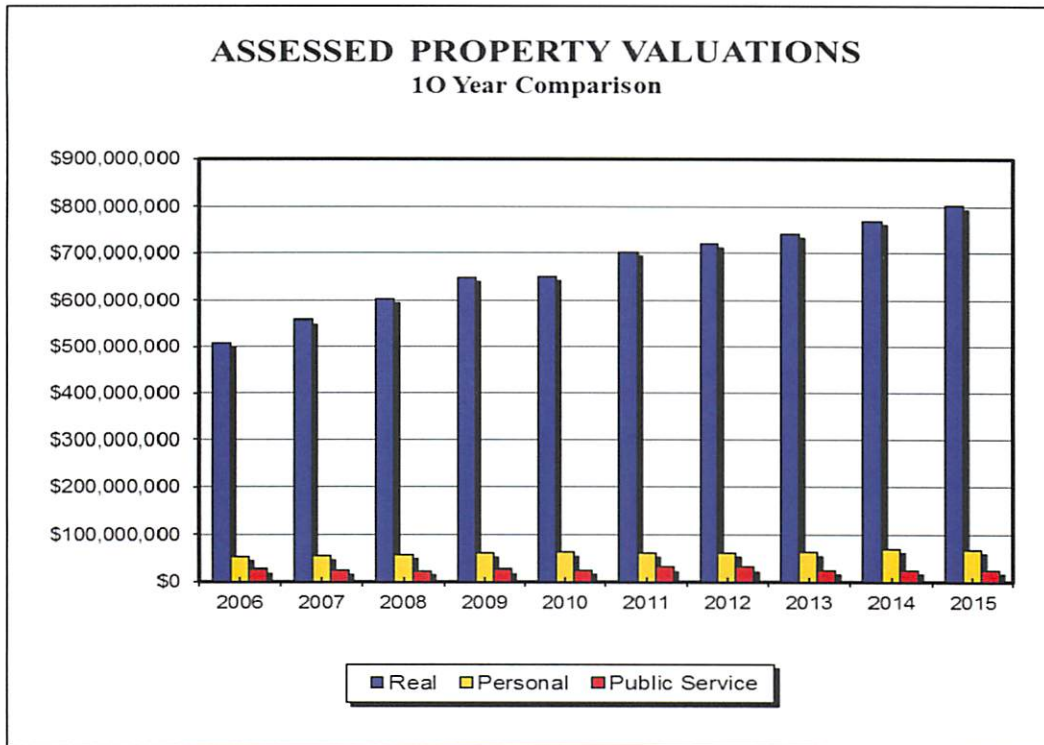
**BUDGETED POSITIONS BY UNION**

FYE 2017  
859 Total Positions



**Discussion of the Graph**

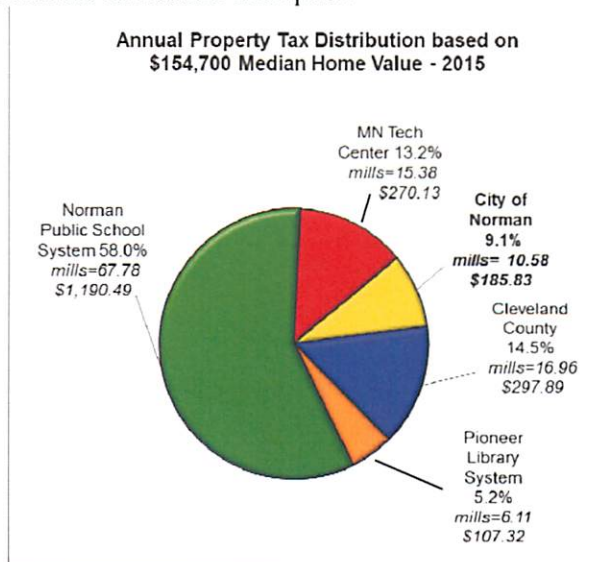
This graph illustrates the distribution of positions by bargaining unit. In FY 2016-2017, 859 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (347) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 245 Police Department personnel, of which 177 are members of the Fraternal Order of Police (FOP) union and 48 are AFSCME members. There are a total of 163 Fire Department personnel, of which 157 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 13 department directors and the City Manager of the City of Norman. There are 178 employees that are non-union members including the executive employees.



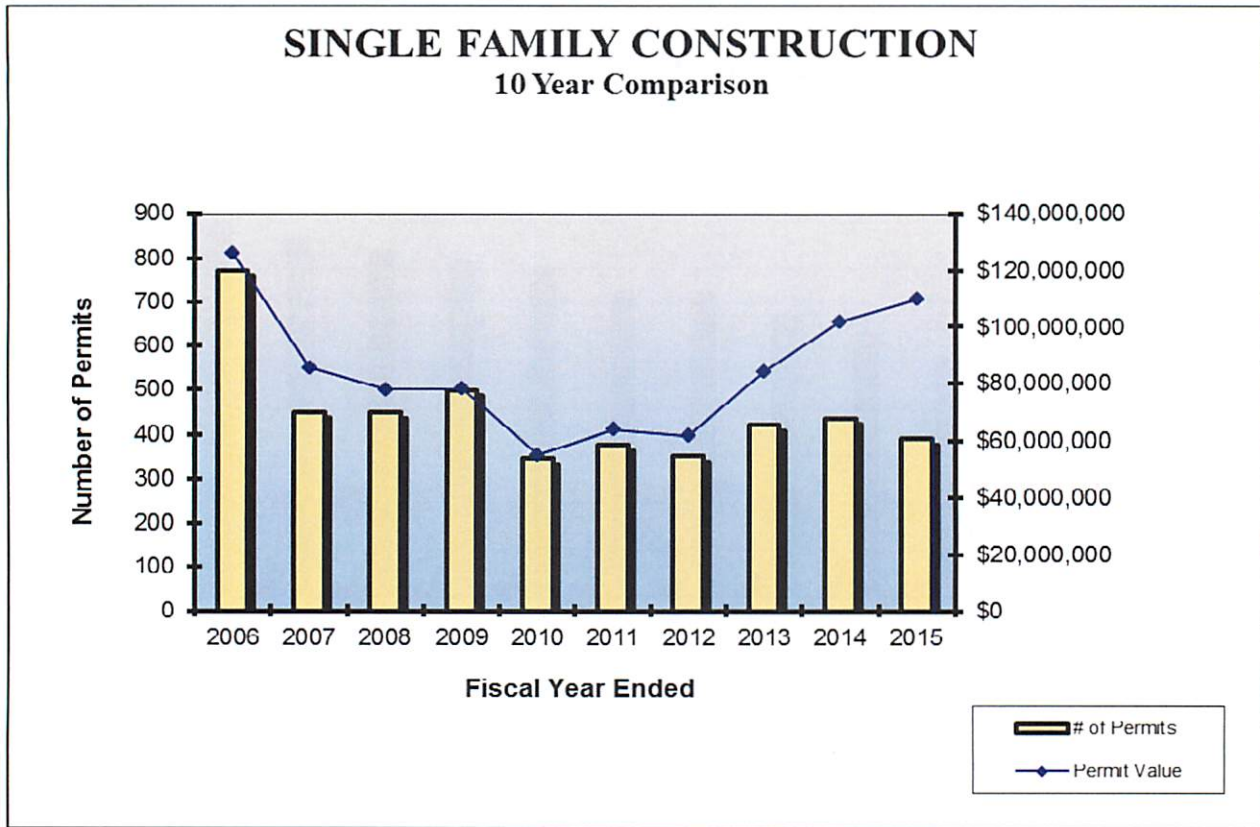
### Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued. The City portion of actual property taxes levied in Norman in 2015 were 10.58 mills or \$9,242,190 which is 1.1% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated \$154,700.

\* Real Valuations do not include the homestead exemption

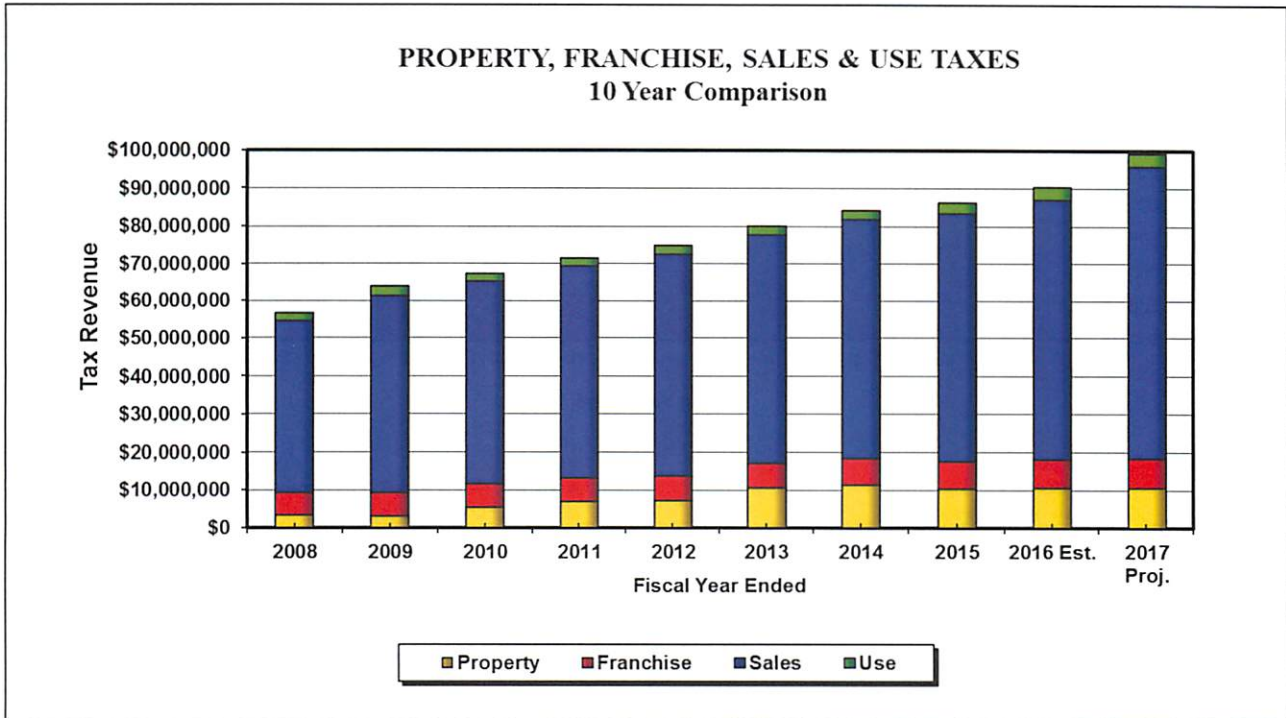






#### Discussion of the Graph

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

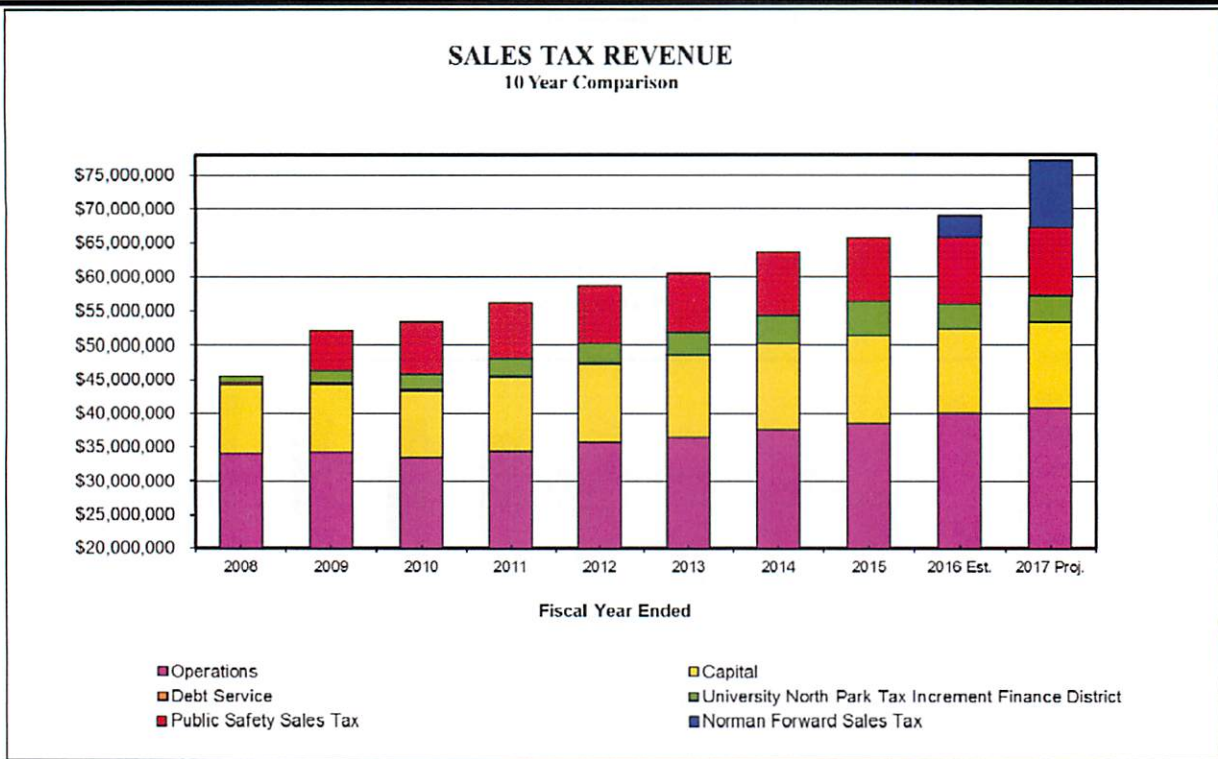


**Discussion of the Graph**

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



CITY OF NORMAN



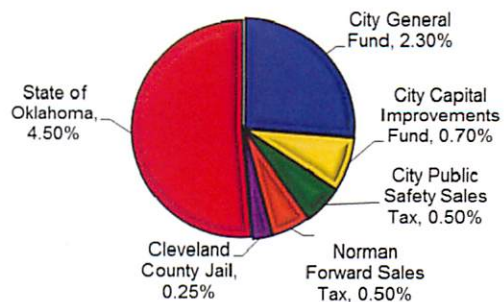
### Discussion of the Graph

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

FYE 2017 Projected Figures:

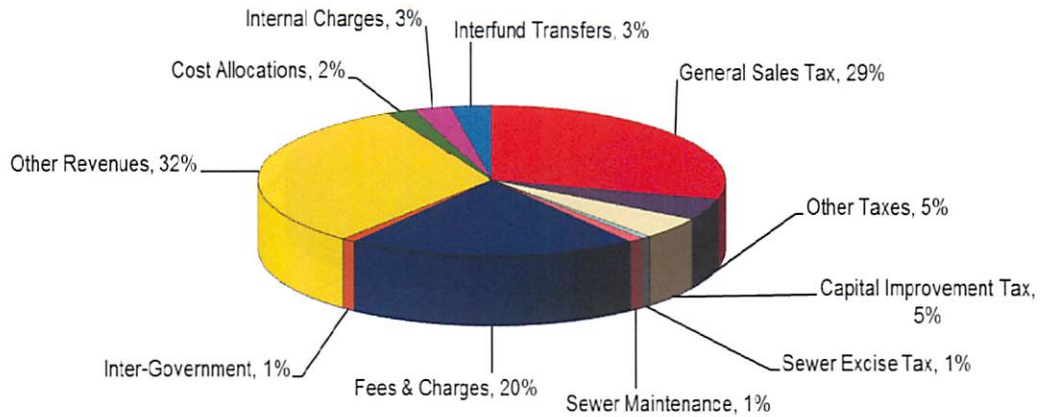
Operations	\$40,851,000
Capital	\$12,633,210
Tax Increment Finance	\$ 3,794,061
Public Safety	\$10,021,500
Norman Forward	\$10,021,500
<b>Total</b>	<b>\$77,321,271</b>

#### Distribution of the 8.75% Sales Tax Rate



**FYE 2017 ALL FUNDS PROJECTED TOTAL REVENUES**

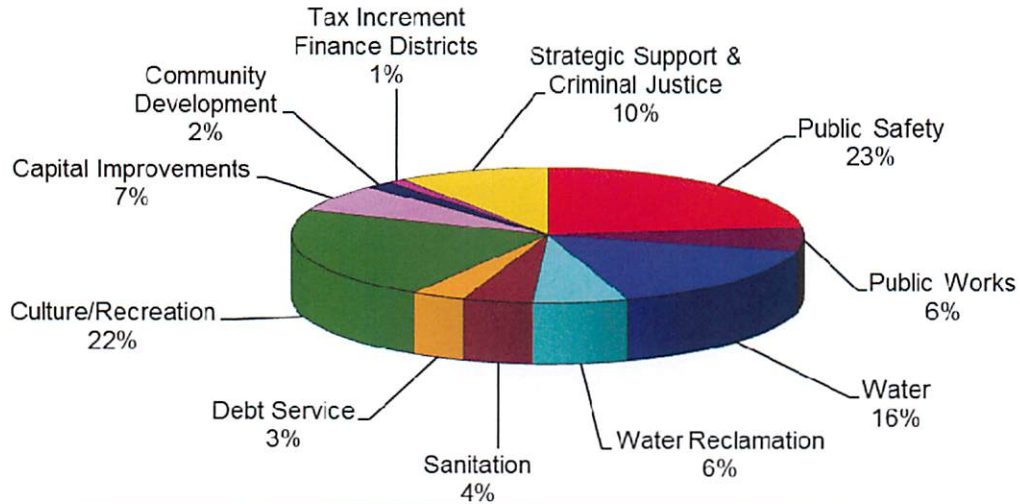
\$273,385,338



**Discussion of the Graph**

Budgeted revenues for FYE 2017 of \$273,385,338 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.

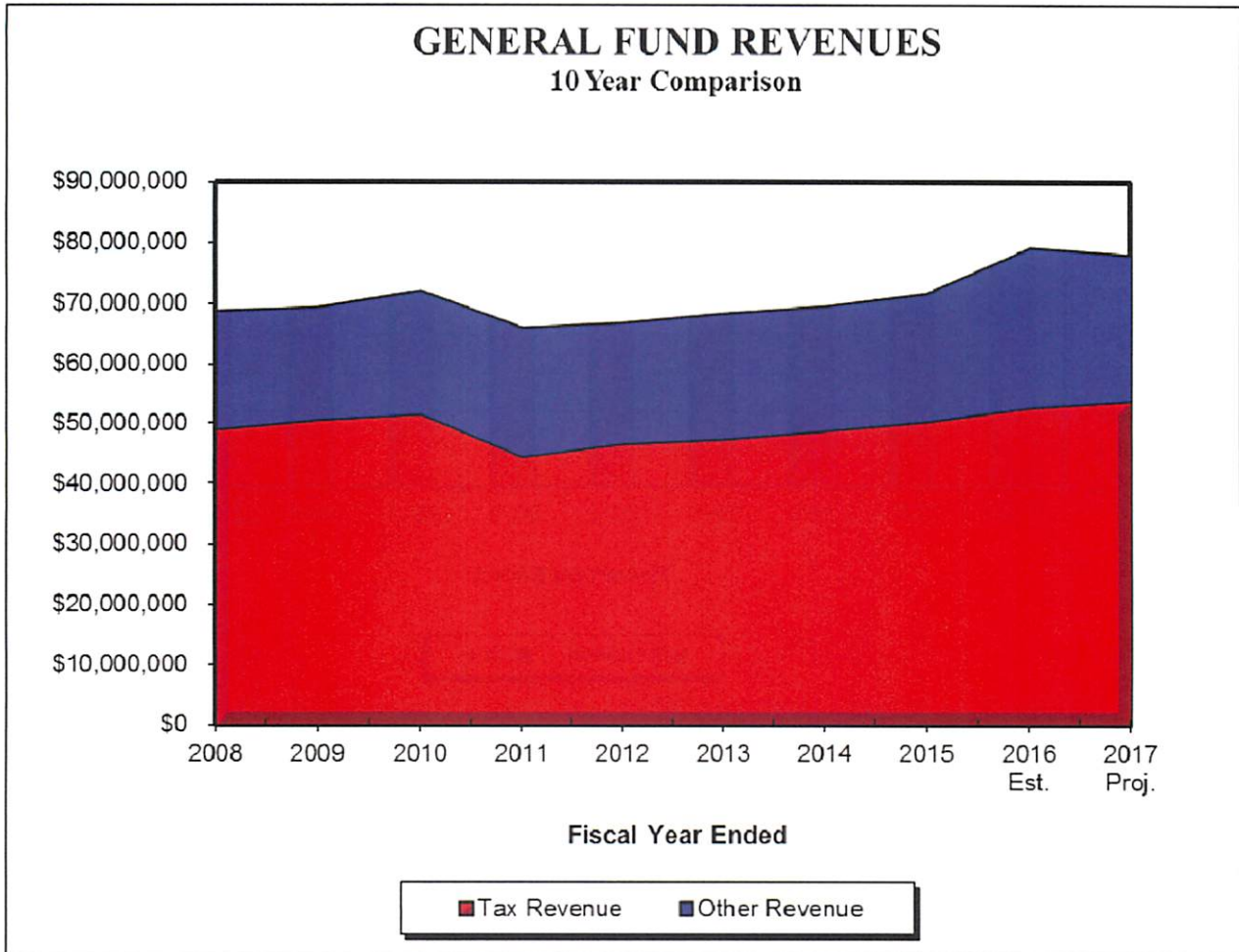
**FYE 2017 ALL FUNDS PROJECTED TOTAL EXPENDITURES**  
**\$308,567,526**



**Discussion of the Graph**

Budgeted expenditures for FYE 2017 of \$308,567,526 are derived from several uses. The largest portion is Public Safety at 23% or \$71,815,951. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Tax Increment Finance is the smallest portion of expenditures at 1% or \$3,137,761.

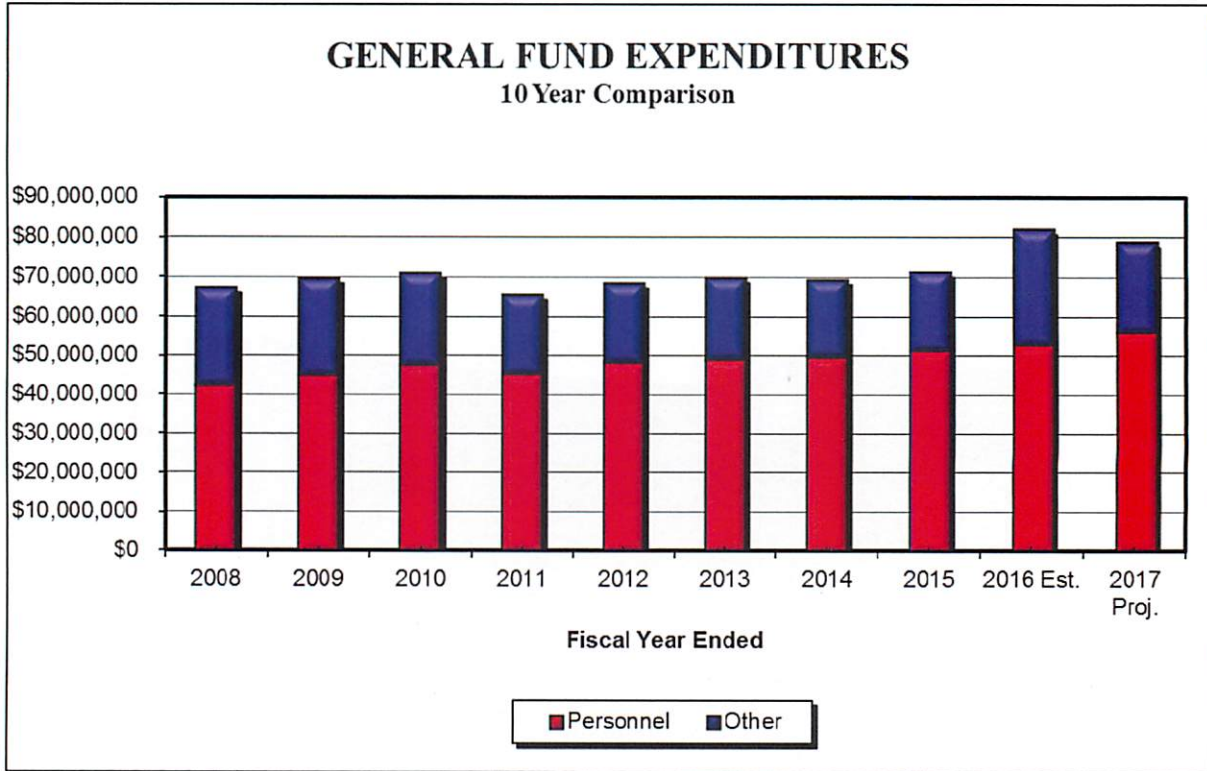




#### Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 71% of total revenues in FYE 2008 to an estimated 66% of total revenues in FYE 2016 and a projected 69% in FYE 2017. The increase in the percent of other revenues in FYE 08 is due to a FEMA reimbursement of over \$5,000,000 for the December 2007 - January 2008 ice storm damage. The increase in the percent of tax revenue in FYE 09 is due to the 1/2% (0.5%), 7-year, Public Safety Sales Tax increase that citizens approved on May 13<sup>th</sup>, 2008. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. The decline of sales tax revenues and other revenues in FYE 10 to FYE 11 is due to the economic recession and the move of the Public Safety Sales Tax to its own fund.

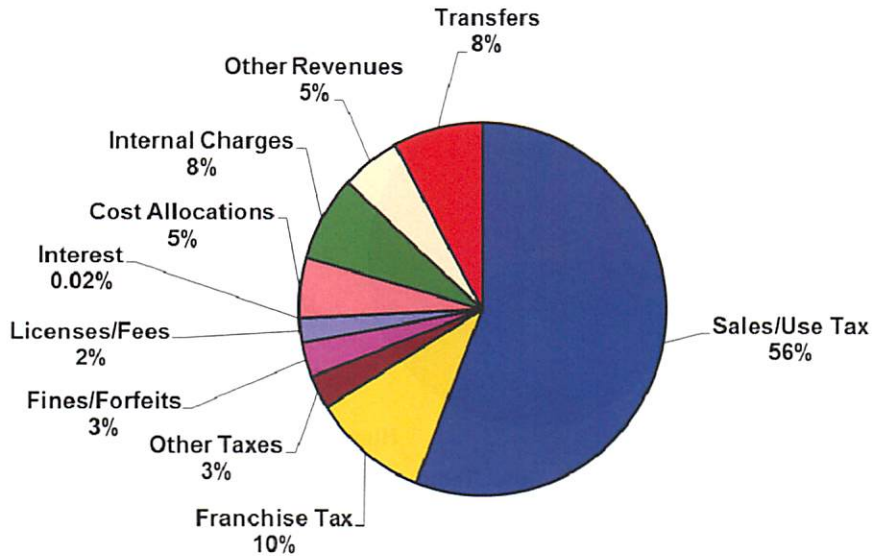




#### Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 63% of total General Fund expenditures in FYE 2008 and are projected to comprise about 72% of General Fund expenditures in FYE 2017. The FYE 2011 decrease in overall expenditures is due to budget cutbacks that included furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.

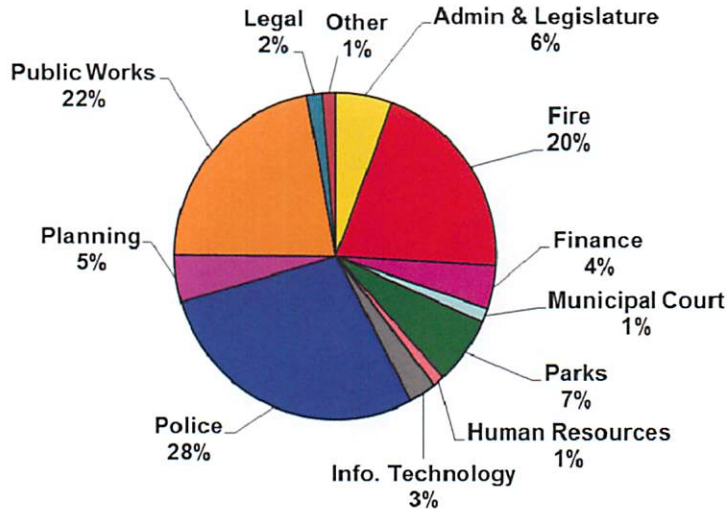
**GENERAL FUND REVENUES BY SOURCE**  
 FYE 2017



**Discussion of the Graph**

Taxes comprise 69% of the General Fund's revenue; sales and use tax represents 56% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other Funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.

**GENERAL FUND EXPENDITURES BY DEPARTMENT  
FYE 2017**



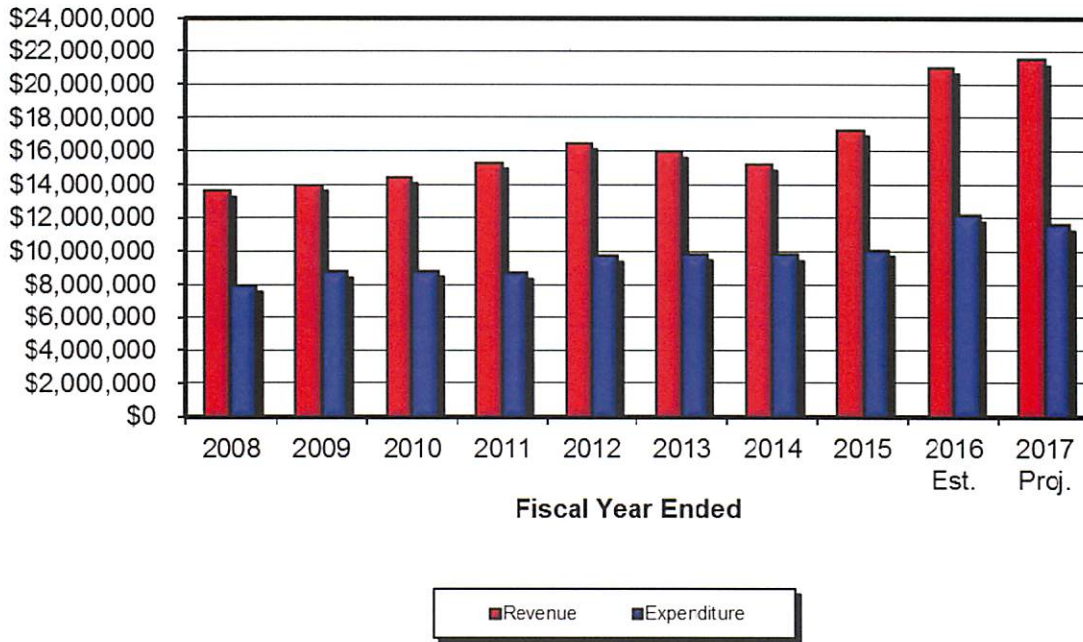
**Discussion of the Graph**

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$22,110,404 or 28% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling \$17,250,568 or 22% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 70% of General Fund expenditures.

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

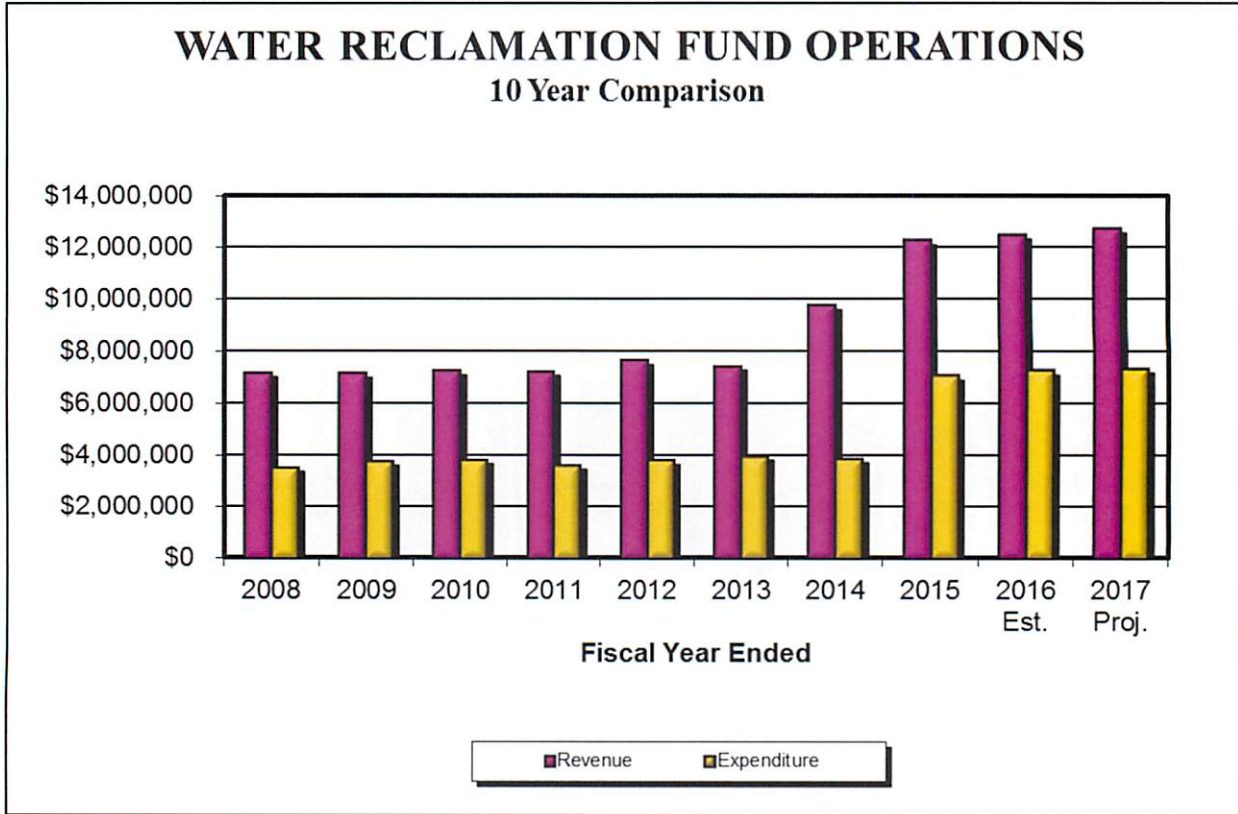


### WATER FUND OPERATIONS 10 YEAR COMPARISON



#### Discussion of the Graph

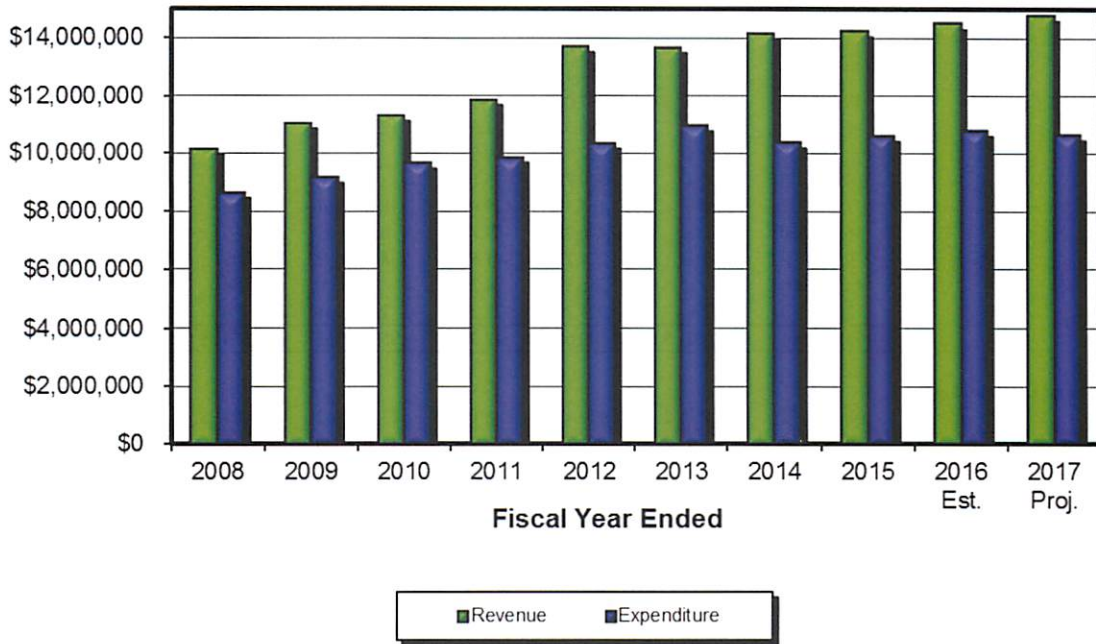
The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay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



#### Discussion of the Graph

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

### SANITATION FUND OPERATIONS 10 Year Comparison



#### Discussion of the Graph

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



CITY OF NORMAN

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

	<u>FYE 14 Actual</u>		<u>FYE 15 Actual</u>		<u>FYE 16 Budget</u>		<u>FYE 16 Est.</u>		<u>FYE 17 Proj.</u>	
<b>Total Combined Fund Revenues</b>										
Sales Tax	\$ 66,084,459	9.3%	\$ 68,642,601	17.9%	\$ 68,033,633	6.1%	\$ 72,211,833	12.0%	\$ 80,905,671	
Property Tax	12,481,940	-9.2%	11,620,098	-2.6%	11,333,288	0.0%	11,333,288	-0.2%	11,312,309	
Other Taxes	12,341,997	8.9%	13,274,452	4.6%	13,741,361	-2.2%	13,438,616	3.4%	13,890,775	
Fees, User Charges & Fines	48,282,807	17.1%	52,667,026	10.1%	52,849,786	7.0%	56,539,895	2.5%	57,967,390	
Federal Funds	2,264,602	893.3%	1,789,626	41.6%	12,097,104	86.0%	22,495,184	-88.7%	2,534,513	
State Funds	139,530	-100.0%	427,824	-100.0%	0	0.0%	0	0.0%	0	
Interest Income	688,443	2.0%	530,728	35.1%	707,000	-0.7%	702,000	2.1%	717,000	
Cost Allocations	7,307,232	-28.2%	8,155,578	129.8%	18,016,061	-70.9%	5,248,662	257.1%	18,743,179	
Internal Services	16,770,350	-50.1%	17,476,085	-59.7%	8,370,682	0.0%	8,370,682	-16.0%	7,035,391	
Interfund Transfers	9,755,708	488.0%	13,274,227	-41.5%	8,341,492	587.7%	57,363,976	-86.5%	7,759,791	
Bond/Loan Proceeds	14,235,000	598.2%	51,366,576	34.7%	0	0.0%	99,395,516	0.0%	69,200,000	
Other	3,745,493	366.2%	4,321,796	-23.2%	2,172,758	703.7%	17,462,243	-81.0%	3,319,316	
	<b>\$ 194,097,561</b>	<b>87.8%</b>	<b>\$ 243,546,617</b>	<b>12.3%</b>	<b>\$ 195,663,165</b>	<b>86.3%</b>	<b>\$ 364,561,895</b>	<b>-25.0%</b>	<b>\$ 273,385,335</b>	
<b>Total Combined Fund Expenditures</b>										
Salary / Benefits	\$ 68,793,252	6.1%	\$ 71,170,432	8.1%	\$ 73,033,462	0.0%	\$ 73,005,692	5.4%	\$ 76,914,039	
Supplies / Materials	9,397,188	25.4%	8,821,231	28.9%	12,703,033	-7.2%	11,788,213	-3.5%	11,372,193	
Services / Maintenance	29,665,227	17.6%	29,198,696	13.1%	33,368,805	4.6%	34,894,289	-5.4%	33,016,582	
Internal Services	4,225,714	22.7%	5,493,501	-19.4%	5,185,760	0.0%	5,185,820	-14.6%	4,430,203	
Capital Equipment	11,085,793	12.6%	7,973,427	3.3%	7,008,695	78.1%	12,482,107	-34.0%	8,238,297	
Capital Projects	33,122,891	365.0%	48,815,758	169.2%	24,909,761	518.3%	154,009,512	-14.7%	131,434,651	
Interfund Transfers	9,755,708	488.0%	13,274,227	-41.5%	8,341,492	587.7%	57,363,976	-86.5%	7,759,791	
Cost Allocation Charges	4,975,793	5.3%	5,304,565	1.8%	5,248,662	-0.2%	5,240,309	3.1%	5,401,247	
Federal Grants	2,767,323	711.9%	2,154,301	17.6%	12,097,104	85.7%	22,468,521	-88.7%	2,534,513	
Debt Service	30,839,056	-24.7%	18,515,687	39.7%	23,105,322	0.5%	23,218,761	11.4%	25,868,410	
Other	2,642,251	-23.3%	1,286,000	24.2%	16,000	12566.7%	2,026,675	-21.2%	1,597,600	
	<b>\$ 207,270,196</b>	<b>93.8%</b>	<b>\$ 212,007,825</b>	<b>45.5%</b>	<b>\$ 205,018,096</b>	<b>95.9%</b>	<b>\$ 401,683,875</b>	<b>-23.2%</b>	<b>\$ 308,567,526</b>	
<b>Net Difference</b>	<b>\$ (13,172,635)</b>		<b>\$ 31,538,792</b>		<b>\$ (9,354,931)</b>		<b>\$ (37,121,980)</b>		<b>\$ (35,182,191)</b>	

CITY OF NORMAN

**NET CITY BUDGET  
FISCAL YEAR ENDING 2017**

FUND	% TOTAL	FYE 17 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 17 BUDGET	NET FYE 16 BUDGET	% CHANGE
General	25.2%	\$77,861,930	\$0	\$4,042,304	\$588,500	\$73,231,126	\$71,196,465	2.9%
Public Safety Sales Tax	10.8%	33,410,824	0	263,485	0	33,147,339	10,692,141	210.0%
Community Development	0.6%	1,771,678	0	2,192	0	1,769,486	12,027,853	-85.3%
Special Grants	0.2%	762,835	0	0	0	762,835	63,982	1092.3%
Room Tax	0.6%	1,892,135	99,213	0	77,922	1,715,000	1,531,631	12.0%
Seizures and Restitutions	0.1%	298,237	0	730	0	297,507	199,688	49.0%
Cleet	0.0%	30,505	0	0	0	30,505	30,705	-0.7%
Art In Public Places	0.0%	16,000	0	0	0	16,000	16,000	0.0%
Westwood Park	0.5%	1,457,382	0	43,848	0	1,413,534	1,479,676	-4.5%
Water	16.2%	49,913,266	1,856,055	321,039	1,016,205	46,719,967	15,421,655	203.0%
Water Reclamation	4.1%	12,636,959	1,787,343	363,836	617,142	9,868,638	12,299,111	-19.8%
Sewer Maintenance	1.3%	3,863,437	0	1,934	0	3,861,503	2,861,062	35.0%
New Development Excise	0.7%	2,070,538	0	0	0	2,070,538	2,678,419	-22.7%
Sanitation	4.4%	13,701,322	1,422,558	1,995,806	47,880	10,235,078	10,407,696	-1.7%
Risk Management	4.9%	15,226,975	0	17	0	15,226,958	15,332,517	-0.7%
Capital Improvement	6.5%	19,904,790	0	200	4,551,112	15,353,478	14,701,384	4.4%
Norman Forward	19.5%	60,023,648	0	0	0	60,023,648	14,701,384	308.3%
Park Land and Development	0.0%	50,000	0	0	0	50,000	37,500	33.3%
University North Park TIF	1.0%	3,137,761	236,078	0	0	2,901,683	1,879,200	54.4%
General Debt Service	3.4%	10,537,304	0	0	861,030	9,676,274	10,200,575	-5.1%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	0	0.0%
	100.0%	\$308,567,526	\$5,401,247	\$7,035,391	\$7,759,791	\$288,371,097	\$197,758,644	45.8%

**Explanation of Significant Changes**

Public Safety Sales Tax	210% increase due to two capital projects, an Emergency Communication Center and the replacement of the City's Emergency Communications System (see p. 402).
Community Development	-85.3% decrease due to completion of major road improvement projects (see p.403).
Special Grants	1092.3% increase due to a new capital improvement project (see p. 404).
Seizures and Restitutions	49% increase due to purchase of fleet replacements.
Water	203% increase due to significant Water Treatment Plant improvement projects (see pp. 406-407).
Sewer Maintenance	35% increase due to addition of capital improvement projects (see p. 409).
New Development Excise	-22.7% decrease due to completion of capital improvement projects (see p. 410).
Norman Forward	308.3% increase due to addition of significant capital improvement projects (see p. 420).
Park Land and Development	33.3% increase due to addition of a capital improvement project (see p. 421).
University North Park TIF	54.4% increase due to new funding for the continuation of two projects (see p. 422).

CITY OF NORMAN

CITY OF NORMAN, OKLAHOMA  
FISCAL YEAR ENDING 2017 ANNUAL BUDGET  
SUMMARY OF FUND BALANCES

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES				REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE	
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS			TOTAL EXPENSES
<b>GOVERNMENTAL FUNDS</b>											
General	\$3,475,710	\$71,700,652	\$6,161,339	\$77,861,991	\$78,073,430	\$588,500	\$78,661,930	(\$800,000)	\$77,861,930	61	3,475,771
<b>SPECIAL REVENUE FUNDS</b>											
Public Safety Sales Tax	26,195,903	10,946,387	0	10,946,387	33,410,824	0	33,410,824	0	33,410,824	(22,464,437)	3,731,466
Room Tax	444,422	1,984,250	0	1,984,250	1,814,213	77,922	1,892,135	0	1,892,135	92,115	536,537
Seizures and Restitutions	625,175	103,751	0	103,751	298,237	0	298,237	0	298,237	(194,486)	430,689
Clerk	21,056	32,000	0	32,000	30,505	0	30,505	0	30,505	1,495	22,551
Art in Public Places	0	16,000	0	16,000	16,000	0	16,000	0	16,000	0	0
Park Land and Development	656,830	130,000	0	130,000	50,000	0	50,000	0	50,000	80,000	736,830
Westwood Park	0	1,308,460	148,922	1,457,382	1,457,382	0	1,457,382	0	1,457,382	0	0
Net Revenue Stabilization	3,203,734	15,000	88,500	103,500	0	0	0	0	0	103,500	3,307,234
<b>GRANT FUNDS</b>											
Community Development	997,007	1,771,678	0	1,771,678	1,771,678	0	1,771,678	0	1,771,678	0	997,007
Special Grants	2,758,684	762,835	0	762,835	762,835	0	762,835	0	762,835	0	2,758,684
<b>ENTERPRISE FUNDS</b>											
Water	1,928,104	54,799,475	0	54,799,475	48,957,790	1,016,205	49,973,995	(60,729)	49,913,266	4,886,209	6,814,313
Water Reclamation	4,111,537	13,276,863	0	13,276,863	12,069,054	617,142	12,686,196	(49,237)	12,636,959	639,904	4,751,441
Sewer Maintenance	1,088,220	2,913,691	0	2,913,691	3,864,557	0	3,864,557	(1,120)	3,863,437	(949,746)	138,474
New Development Expense	7,694,149	1,900,000	0	1,900,000	2,070,538	0	2,070,538	0	2,070,538	(170,538)	7,523,611
Sanitation	6,740,650	14,808,144	0	14,808,144	13,653,442	47,880	13,701,322	0	13,701,322	1,106,823	7,847,472
<b>INTERNAL SERVICE FUNDS</b>											
Risk Management / Insurance	4,233,491	14,656,030	861,030	15,517,060	15,226,975	0	15,226,975	0	15,226,975	290,085	4,523,576
<b>CAPITAL PROJECTS FUND</b>											
Capital Improvements	17,780,325	12,791,911	500,000	13,291,911	15,353,678	4,551,112	19,904,790		19,904,790	(6,612,879)	11,167,446
University North Park TIF	16,835,834	4,721,561	0	4,721,561	3,137,761	0	3,137,761		3,137,761	1,583,800	18,419,634
Norman Forward	36,166,433	46,484,550	0	46,484,550	60,023,648	0	60,023,648		60,023,648	(13,539,098)	22,627,335
Arterial Roads Recoupment	605,248	0	0	0	0	0	0		0	0	605,248
<b>DEBT SERVICE FUNDS</b>											
General Debt Service	8,261,494	10,502,309	0	10,502,309	9,676,274	861,030	10,537,304		10,537,304	(34,995)	8,226,499
G. O. Bonds	0	0	0	0	0	0	0		0	0	0
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$143,824,006</b>	<b>\$265,625,547</b>	<b>\$7,759,791</b>	<b>273,385,338</b>	<b>\$301,718,821</b>	<b>\$7,759,791</b>	<b>\$309,478,612</b>	<b>(\$911,086)</b>	<b>\$308,567,526</b>	<b>(\$35,182,187)</b>	<b>\$108,641,818</b>
Less: Interfund Transfers	0	0	(7,759,791)	(7,759,791)	0	(7,759,791)	(7,759,791)	0	(7,759,791)	0	0
Internal Service Charges	0	(7,035,391)	0	(7,035,391)	(7,035,391)	0	(7,035,391)	0	(7,035,391)	0	0
Cost Allocation Charges	0	(5,401,247)	0	(5,401,247)	(5,401,247)	0	(5,401,247)	0	(5,401,247)	0	0
Total Deductions	\$0	(\$12,436,638)	(\$7,759,791)	(20,196,429)	(\$12,436,638)	(\$7,759,791)	(\$20,196,429)	\$0	(\$20,196,429)	\$0	\$0
<b>NET TOTAL ALL FUNDS</b>	<b>\$143,824,006</b>	<b>\$253,188,909</b>	<b>\$0</b>	<b>253,188,909</b>	<b>\$289,282,183</b>	<b>\$0</b>	<b>\$289,282,183</b>	<b>(\$911,086)</b>	<b>\$288,371,097</b>	<b>(\$35,182,187)</b>	<b>\$108,641,818</b>



CITY OF NORMAN

**TOTAL CITY REVENUES AND OTHER RESOURCES  
FISCAL YEAR ENDING 2017**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	\$53,747,325	\$5,610,209	\$0	\$25,000	\$2,474,179	\$4,122,645	\$5,721,294	\$6,161,339	\$77,861,991	\$0	\$77,861,991
Net Revenue Stabilization	0	0	0	15,000	0	0	0	88,500	103,500	0	103,500
Public Safety Sales Tax	10,469,550	0	0	50,000	426,837	0	0	0	10,946,387	22,464,437	33,410,824
Community Development	0	0	1,771,678	0	0	0	0	0	1,771,678	0	1,771,678
Special Grants	0	0	762,835	0	0	0	0	0	762,835	0	762,835
Room Tax	1,982,750	0	0	1,500	0	0	0	0	1,984,250	0	1,984,250
Seizures and Restitutions	0	88,251	15,000	500	0	0	0	0	103,751	194,486	298,237
CLEET	0	0	32,000	0	0	0	0	0	32,000	0	32,000
Art in Public Places	0	0	0	0	16,000	0	0	0	16,000	0	16,000
Westwood Park	0	1,300,961	0	7,500	0	0	0	148,922	1,457,383	0	1,457,383
Water	0	20,692,630	0	120,000	33,200,000	786,845	0	0	54,799,475	0	54,799,475
Water Reclamation	0	12,735,105	0	50,000	0	491,757	0	0	13,276,862	0	13,276,862
Sewer Maintenance	0	2,913,691	0	0	0	0	0	0	2,913,691	0	2,913,691
New Development	1,700,000	0	0	200,000	0	0	0	0	1,900,000	170,538	2,070,538
Sanitation	0	14,562,795	0	30,000	215,349	0	0	0	14,808,144	0	14,808,144
Capital Improvement	12,633,210	0	0	150,000	8,701	0	0	500,000	13,291,911	6,612,880	19,904,791
Norman Forward	10,469,550	0	0	15,000	36,000,000	0	0	0	46,484,550	13,539,098	60,023,648
Park Land and Development	0	120,000	0	10,000	0	0	0	0	130,000	0	130,000
Unvesty North Park TIF	4,629,061	0	0	17,500	75,000	0	0	0	4,721,561	0	4,721,561
General Debt Service	10,477,309	0	0	25,000	0	0	0	0	10,502,309	34,995	10,537,304
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	13,341,933	0	1,314,097	861,030	15,517,060	0	15,517,060
	<u>\$106,108,755</u>	<u>\$58,023,642</u>	<u>\$2,581,513</u>	<u>\$717,000</u>	<u>\$85,757,999</u>	<u>\$5,401,247</u>	<u>\$7,035,391</u>	<u>\$7,759,791</u>	<u>\$273,385,338</u>	<u>\$43,016,434</u>	<u>\$316,401,772</u>
PERCENT TO TOTAL	33.5%	18.3%	0.8%	0.2%	27.1%	1.7%	2.2%	2.5%	86.4%	13.6%	100.0%

CITY OF NORMAN

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY  
FISCAL YEAR ENDING 2017**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$55,928,280	\$4,146,564	\$9,739,935	\$4,216,347	\$0	\$4,042,304	\$0	\$588,500	(\$800,000)	\$77,861,930
Public Safety Sales Tax	7,933,800	154,343	255,555	790,550	21,679,253	263,485	0	0	2,333,838	33,410,824
Community Development	351,746	3,575	715,165	0	699,000	2,192	0	0	0	1,771,678
Special Grants	43,335	1,000	18,500	0	700,000	0	0	0	0	762,835
Room Tax	0	0	1,410,000	0	305,000	0	99,213	77,922	0	1,892,135
Seizures & Restitutions	75,921	12,070	124,890	84,626	0	730	0	0	0	298,237
CLEET	0	0	30,505	0	0	0	0	0	0	30,505
Art In Public Places	0	0	16,000	0	0	0	0	0	0	16,000
Westwood Park	836,652	115,745	181,713	71,000	0	43,848	0	0	208,424	1,457,382
Water	4,048,616	2,339,256	3,085,700	365,126	31,145,000	321,039	1,856,055	1,016,205	5,736,269	49,913,266
Water Reclamation	3,282,489	521,284	1,458,665	467,619	922,400	363,836	1,787,343	617,142	3,216,181	12,636,959
Sewer Maintenance	57,123	475	2,025	0	3,803,000	1,934	0	0	(1,120)	3,863,437
New Development Excise	0	0	0	0	92,000	0	0	0	1,978,538	2,070,538
Sanitation	4,149,615	82,279	3,001,139	2,327,655	23,000	1,995,806	1,422,558	47,880	651,390	13,701,322
Capital Improvement	1,179,827	499	16,499	0	14,156,653	200	0	4,551,112	0	19,904,790
Norman Forward	0	0	0	0	57,803,362	0	0	0	2,220,286	60,023,648
Park Land & Development	0	0	0	0	50,000	0	0	0	0	50,000
Unversaty North Park TIF	0	0	127,856	0	1,454,983	0	236,078	0	1,318,844	3,137,761
General Debt Service			0	0	0	0	0	861,030	9,676,274	10,537,304
Risk Management / Insurance	972,972		14,253,986	0	0	17	0	0	0	15,226,975
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>\$78,860,376</b>	<b>\$7,377,090</b>	<b>\$34,438,133</b>	<b>\$8,322,923</b>	<b>\$132,833,651</b>	<b>\$7,035,391</b>	<b>\$5,401,247</b>	<b>\$7,759,791</b>	<b>\$26,538,924</b>	<b>\$308,567,526</b>

## FINANCIAL POLICIES

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

### **Balanced Budget**

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

### **Five Year Forecast**

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

### **Reasonable Cost of Service**

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

### **Reserve Policies**

#### **Operating Reserve**

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

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



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

**Capital Reserve**

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

**Debt Reserve**

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

**Investment Policy**

**Policy:**

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

**Diversification:**

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

**Maximum Maturities:**

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

**Internal Control:**

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

**Performance Standards:**

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

**Reporting:**

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

**Debt Policy**

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

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

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

The City of Norman's 2015 legal debt limit is approximately \$87,355,000, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

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

**Levelized Rates**

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

**Utility Transfer to General Fund**

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

**Municipal Budget Act**

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



## BUDGET CALENDAR

### Fiscal Year Ending 2017

- |                 |  |
|-----------------|--|
| <b>October</b>  | 8 Finance Committee meeting to discuss budget process for FYE 2017   |
| <b>November</b> | 17 Council Work Session on Capital Budget to identify Council priorities   |
| <b>December</b> | 10 I.T. critical computer replacement list due<br>11 "Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives  |
| <b>January</b>  | 4 First Draft Capital Project forms due to Planning<br>Send out Outside Agency Letters/RFI's<br>4-8 Budget Staff meets with individual departments<br>14 Mid-Year Amendments/Adjustments meeting with Council Finance Committee<br>15 All Computer/I.T. related request forms due to Budget for disbursement to I.T.<br>18 Finance/City Manager begin review of reserve/budget policies<br>Health Insurance recommendation<br>25 Base Budget Adjustment Requests due<br>29 Last day to make changes to Base Budgets  |
| <b>February</b> | 1 Personnel Adjustment & Fleet Request forms due to Budget<br>New/Expanded Program Request forms due to Budget<br>Revenue projections due to Accounting<br>2nd Draft Capital Project forms due to Planning<br>11 Council Finance Committee meeting for outside agency funding requests<br>15 Preliminary Fund Summaries due<br>22 Fleet Capital Equipment/Vehicle recommendations due to Finance<br>Personnel Adj. recommendations due to Budget from Human Resources<br>Computer Equipment recommendations and inventory list due to Budget from I.T.<br>23 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals) |
| <b>March</b>    | 1 Updated Dept./Div. Summary forms & Performance Measurement forms due<br>Final Capital Project forms due to Planning (last day to make changes)<br>Send out inter-city surveys and notices to NCVB and NAC<br>4 Management Team Budget Retreat to prioritize and rank department requests<br>7-10 City Manager review of all Funds<br>City Manager meets with department heads to review budget<br>14 Finance begins compilation of budget data<br>25 City Manager wrap up and proposal of budget<br>Last day to make changes / additions to operating budget<br>Capital Project Schedules due to Finance from Planning               |
| <b>April</b>    | 6 Preliminary Budget to Print Shop<br>11 Meet w/ NPS for SRO Program costing for FY17<br>14 Council & Staff receive preliminary budget document<br>19 Council Study Session - Overview, General Fund and Special Revenue Funds<br>26 Council Study Session for Enterprise Funds  |
| <b>May</b>      | 2 Council Study Session for Capital Funds<br>17 Publish budget summary in newspaper announcing Public Hearing<br>24 Public Hearing at Council meeting  |
| <b>June</b>     | 7 Council Study Session (if necessary)<br>14 Council considers budget for adoption<br>20 Final Budget to Print Shop for printing/binding<br>27 File budget with Excise Board & State Auditor   |
| <b>July</b>     | 1 Beginning of Fiscal Year Ending 2017   |

**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.

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

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

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

CITY OF NORMAN

**FUNDING SOURCES FOR EACH DEPARTMENT**

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



BASIS OF ACCOUNTING

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 17-204. DEFINITIONS**

As used in this act:

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

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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).

**GENERAL FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

A T & T Cable	5%
A T & T Telephone	2%
Oklahoma Gas & Electric	3%
Oklahoma Natural Gas	4.25%
Cox Communications Cable	5%
Cox Communications Telephone	2%
Oklahoma Electric Cooperative	5%

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

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

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



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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 17 Budget

The Fiscal Year Ending June 30, 2017 (FYE 17) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 3,475,710
Current Revenues & Interfund Transfers	<u>77,861,991</u>
Total Available Resources	81,337,701
Current Expenditures & Interfund Transfers	<u>(77,861,930)</u>
Estimated Ending Fund Balance	\$3,475,771

In the City's Comprehensive Annual Financial Report, (page 81) for Fiscal Year ending June 30, 2015, 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, 2015	\$ 2,476,505
Encumbrances outstanding	<u>3,018,174</u>
Fund summary cash balance (see page 56)	5,494,679
Current year accruals	5,713,286
Rainy Day Fund Balance	<u>3,191,393</u>
Total fund balances – fund balance sheet, June 30, 2015	\$ 14,399,358

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 17 sales tax is being projected at a 2% increase over estimated FYE 16 collections, and an increase of 3% from the FYE 16 Budget. Other revenues such as use tax, and other taxes are projected at a 3% increase from FYE 16 estimated figures. Franchise fees are projected at a 4% increase from FYE 16 estimated figures. Licenses and permit fees are projected at a 0.4% increase from FYE 16 estimated figures. Fines and forfeitures are estimated at a 3% increase and service fees and charges are estimated at a 14% increase from FYE 16 estimated figures (within this category, significant increases to recreational fee revenues are included).

FYE 17 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. In FYE 17, there will be twenty-seven pay periods instead of the usual twenty-six, due to a cumulating of leap years over a several year period.

A 5.8% increase in salaries and benefits, due to the extra pay period, a -17.9 % decrease in supplies and materials and a -17% decrease in services and maintenance cost from FYE 16 estimated figures are proposed for FYE 17 Internal service costs were decreased by -14.7% from the FYE 16 estimated figures. The decreases in the services and maintenance and internal service categories are related mostly to decreased costs for city fleet fuel, and due to the effect of carry-over expenses included in FYE 16 figures.

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For the FYE 17 General Fund Budget, several positions were changed as follows:

<u>Department / Division</u>	<u>Added Positions</u>
Finance / Utility Services	Customer Service Representative
Police / Animal Welfare	Part-time Veterinarian
Public Works/Storm Water Drainage	Maintenance Worker II
Public Works/Storm Water Quality	Storm Water Inspector

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 16 Estimate to FYE 17. Projections for FYE 17 through FYE 21 are projected on an average annual growth rate of 4.2%.
- State use tax, franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 17 through FYE 21, 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 17 net expenditures represent an approximate 2.7% increase from FYE 16 Budget. Total expenditures are projected to increase an average of 4.1% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 17, except Internal Services, which is projected at a 2% increase after FYE 17. Salaries and Benefits are projected at a 5.8% increase from FYE 16 to FYE 17 and a 5% annual increase after FYE 17.

Summary

The FYE 17 General Fund Budget is a balanced budget that has maintained major service levels with current revenues estimated to exceed current expenditures by \$61. Estimated year-end reserves of \$3,475,771 exceed the 3% required operating reserve level.

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GENERAL FUND (10)  
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	\$ 5,060,793	\$ 3,983,935	\$ 5,494,679	\$ 3,475,710	\$ 3,475,771	\$ 5,667,953	\$ 7,345,401	\$ 8,457,683
2								
3 Revenues:								
4 Sales Tax	38,448,236	39,667,500	40,050,000	40,851,000	42,566,742	44,354,545	46,217,436	48,158,568
5 State Use Tax	2,454,899	2,472,000	2,610,000	2,688,300	2,768,949	2,852,017	2,937,578	3,025,705
6 Franchise Fees	7,155,689	7,878,562	7,610,750	7,939,073	8,177,245	8,422,562	8,675,239	8,935,496
7 Other Tax	2,183,896	2,334,549	2,202,866	2,268,952	2,337,021	2,407,132	2,479,346	2,553,726
8 Fines/Forfeitures	2,648,751	2,678,000	2,350,000	2,360,500	2,431,315	2,504,254	2,579,382	2,656,763
9 Interest/Investment Income	25,860	25,000	25,000	25,000	25,000	25,000	25,000	25,000
10 Other Revenues	1,524,483	1,818,000	4,303,994	2,474,180	2,498,922	2,523,911	2,549,150	2,574,642
11 License/Permit Fees	1,392,889	1,483,185	1,631,500	1,647,815	1,664,293	1,680,936	1,697,745	1,714,722
12 Service Fees and Charges	1,831,234	1,401,375	1,401,875	1,601,894	1,617,913	1,634,092	1,650,433	1,666,937
13 Cost Allocation Chrgs.	4,022,463	3,910,810	3,910,810	4,122,645	4,163,871	4,205,510	4,247,565	4,290,041
14 Internal Chrgs.	5,480,393	6,014,157	6,014,157	5,721,294	5,835,720	5,952,434	6,071,483	6,192,913
15								
16 Subtotal	67,168,793	69,683,138	72,110,952	71,700,653	74,086,991	76,562,394	79,130,357	81,794,513
17								
18 I/F Transf - Water	741,133	861,500	945,000	1,016,205	1,042,504	1,069,518	1,097,266	1,125,771
19 I/F Transf - Wastewater	573,483	524,948	558,100	617,142	630,921	645,048	659,532	674,385
20 I/F Transf - Sanitation	0	0	0	47,880	50,274	52,788	55,427	58,198
21 I/F Transf - CIP (St Maint)	126,568	251,205	251,205	263,765	276,953	290,801	305,341	320,608
22 I/F Transf - Capital Outlay	2,636,755	3,422,735	5,211,911	4,216,347	3,547,405	3,689,302	3,836,874	3,990,349
23 I/F Transf - PSST Fd	357,180	0	0	0	0	0	0	0
24 I/F Transf - Insurance	36,741	0	16,070	0	0	0	0	0
25 I/F Transf - Room Tax	0	0	0	0	0	0	0	0
26								
27 Subtotal	4,471,860	5,060,388	6,982,286	6,161,339	5,548,057	5,747,456	5,954,439	6,169,310
28								
29 Total Revenue	71,640,653	74,743,525	79,093,238	77,861,991	79,635,048	82,309,850	85,084,797	87,963,823
30								
31 Expenditures:								
32 Salary / Benefits	51,374,456	52,860,771	52,833,001	55,928,280	56,911,199	59,756,759	62,744,597	65,881,827
33 Supplies/Materials	5,305,915	6,195,149	6,367,239	5,224,590	5,276,836	5,329,604	5,382,900	5,436,729
34 Services/Maintenance	7,685,146	9,241,080	10,619,506	8,795,904	8,883,863	8,972,702	9,062,429	9,153,053
35 Internal Services	3,538,686	3,474,872	3,474,932	2,964,278	3,023,564	3,084,035	3,145,716	3,208,630
36 Capital Equipment	2,636,755	3,422,735	5,211,911	3,427,687	3,547,405	3,689,302	3,836,874	3,990,349
37 Fleet Replacement Supplement	0	0	0	788,660	0	0	0	0
38								
39 Subtotal	70,540,958	75,194,607	78,506,589	77,129,399	77,642,867	80,832,401	84,172,515	87,670,588
40								
41 Audit Adjustments/Encumbrances	212,569	0	0	0	0	0	0	0
42 I/F Transf - Westwood	18,499	0	37,303	0	0	0	0	0
43 I/F Transf - Capital Fund	0	0	2,561,791	500,000	0	0	0	0
44 I/F Transf - Rainy Day Fund	326,505	0	0	88,500	0	0	0	0
45 I/F Transf - Special Grts Fd	91,154	0	0	0	0	0	0	0
46 Debt Service	17,082	20,000	133,439	0	0	0	0	0
47 Two Percent Reserve		1,419,837	673,085	944,031	0	0	0	0
48								
49 Subtotal	665,809	1,439,837	3,405,618	1,532,531	0	0	0	0
50								
51 Total Expenditures	71,206,767	76,634,444	81,912,207	78,661,930	77,642,867	80,832,401	84,172,515	87,670,588
52 Employee Turnover Savings		(800,000)	(800,000)	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
53								
54 Net Expenditures	71,206,767	75,834,444	81,112,207	77,861,930	77,442,867	80,632,401	83,972,515	87,470,588
55								
56 Net Difference	433,886	(1,090,919)	(2,018,969)	61	2,192,182	1,677,449	1,112,281	493,236
57								
58 Ending Fund Balance	5,494,679	2,893,016	3,475,710	3,475,771	5,667,953	7,345,401	8,457,683	8,950,918
59								
60 Reserved for encumbrances	2,890,768							
61 Reserved for Operations (3%)	2,057,100	2,129,756	2,256,816	2,204,706	2,216,864	2,308,293	2,404,069	2,504,407
62 Reserve (Deficit)	546,811	763,260	1,218,893	1,271,065	3,451,089	5,037,108	6,053,613	6,446,511
63								
64 Total Reserves	\$ 5,494,679	\$ 2,893,016	\$ 3,475,710	\$ 3,475,771	\$ 5,667,953	\$ 7,345,401	\$ 8,457,683	\$ 8,950,918

**NET REVENUE STABILIZATION FUND  
BUDGET  
HIGHLIGHTS**

Background

In fiscal year 2011, Council directed staff to prepare a formal policy in Ordinance form codifying the City's reserve policies and complying with Governmental Accounting Standards Board Statement # 54. Direction was given to establish a separate "Rainy Day Fund" which could not be used except in unusual circumstances. The Ordinance (O-1011-58 effective July 28, 2011) established a Net Revenue Stabilization, or "Rainy Day Fund", which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and would require that the two percent (2%) Emergency Reserve allocation be included in future year budgets. Under the Ordinance, Net Revenue Stabilization Fund balance could only be appropriated for expenditure by the City Council if at least one of three circumstances is met:

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

FYE 17 Budget

The FYE 17 Budget proposes to transfer \$88,500 into the Net Revenue Reserve Stabilization Fund from the General Fund to maintain the Rainy Day Fund balance at its targeted (4.5%) level.



CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	2,554,595	3,188,735	3,188,734	3,203,734	3,307,234	3,322,234	3,337,234	3,352,234
2								
3 Revenues:								
4 Interest Income	14,750	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5								
6 Subtotal	14,750	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7								
8 I/F Transf - General Fund	326,505	0	0	88,500	0	0	0	0
9 I/F Transf - PSST Fund	292,884	0	0	0	0	0	0	0
10								
11 Subtotal	619,389	0	0	88,500	0	0	0	0
12								
13 Total Revenue	634,139	15,000	15,000	103,500	15,000	15,000	15,000	15,000
14								
15 Expenditures:								
16 Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
17 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
18								
19 Total Expenditures	0	0	0	0	0	0	0	0
20								
21 Net Expenditures	0	0	0	0	0	0	0	0
22								
23 Net Difference	634,139	15,000	15,000	103,500	15,000	15,000	15,000	15,000
24								
25 Ending Fund Balance	3,188,734	3,203,735	3,203,734	3,307,234	3,322,234	3,337,234	3,352,234	3,367,234
NOTE: Rainy Day Reserve of 4.5% (deficit)	103,083	9,101	(181,490)	174	(3,062)	(125,205)	(253,870)	(389,377)
NOTE: Rainy Day Reserve of 3% (deficit)	1,131,634	1,073,979	946,918	1,102,528	1,105,370	1,028,941	948,165	862,827

**PUBLIC SAFETY SALES TAX FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

\*Estimated

FYE 17 Budget

Estimated FYE 17 PSST revenues of \$10,519,550 are being projected at a 2% increase over estimated FYE 16 collections.

Two positions will be added during FYE 17 in the Emergency Communications Division in the Police Department, making a total of 79 positions in the PSST Fund that have been added for improved public safety. Thirty of these budgeted positions are in the Fire Department.

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.

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	\$ 8,478,229	\$ 28,027,261	\$ 30,203,891	\$ 26,195,903	\$ 3,731,466	\$ 2,394,639	\$ 1,362,305	\$ (1,136,133)
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	9,396,927	9,481,250	9,825,000	10,021,500	10,442,403	10,880,984	11,337,985	11,814,181
5 State Use Tax - Dedicated Public Safety	409,149	386,250	435,000	448,050	461,492	475,337	489,597	504,285
6 Interest Income	36,488	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	9,842,564	9,917,500	10,310,000	10,519,550	10,953,895	11,406,321	11,877,582	12,368,466
9								
10 Bond Proceeds	22,825,000	0	0	0	0	0	0	0
11 I/F Transfer - General Fund	0	0	0	0	0	0	0	0
12 I/F Transfer - Capital Fund	0	0	0	0	0	0	0	0
13 SRO Reimbursement - NPS	0	0	0	426,837	448,179	470,588	494,117	518,823
14								
15 Subtotal	22,825,000	0	0	426,837	448,179	470,588	494,117	518,823
16								
17 Total Revenue	32,667,564	9,917,500	10,310,000	10,946,387	11,402,074	11,876,909	12,371,700	12,887,289
18								
19 Expenditures:								
20 Salary / Benefits	6,652,061	7,247,573	7,247,573	7,933,800	8,066,982	8,613,717	9,044,402	9,496,622
21 Supplies/Materials	188,985	381,144	396,077	268,262	281,675	295,759	310,547	326,074
22 Services/Maintenance	309,319	273,993	354,508	255,555	268,333	281,750	295,838	310,630
23 Internal Service	165,915	145,780	145,780	149,566	157,044	164,896	173,141	181,798
24 Capital Equipment	1,968,034	257,112	3,408,758	790,550	1,110,493	770,493	1,499,493	1,499,493
25 Capital Projects	0	0	0	1,340,000	508,000	430,000	1,189,000	385,000
26 Bond Project '16 Issue	0	2,259,675	2,267,447	20,339,253	0	0	0	0
27 Bond Issue Costs	0	0	0	0	0	0	0	0
28 Debt Service	226,406	497,845	497,845	2,333,838	2,346,374	2,352,628	2,357,717	2,361,641
29								
30 Subtotal	9,510,720	11,063,122	14,317,988	33,410,824	12,738,901	12,909,243	14,870,138	14,561,258
31								
32 Audit Adjustments/Encumbrances	(18,882)	0	0	0	0	0	0	0
33 I/F Transf - Capital Fund	800,000	0	0	0	0	0	0	0
34 I/F Transf - General Fund	357,180	0	0	0	0	0	0	0
35 I/F Transf - Rainy Day Fund	292,884	0	0	0	0	0	0	0
36								
37 Subtotal	1,431,182	0	0	0	0	0	0	0
38								
39 Total Expenditures	10,941,902	11,063,122	14,317,988	33,410,824	12,738,901	12,909,243	14,870,138	14,561,258
40								
41 Net Expenditures	10,941,902	11,063,122	14,317,988	33,410,824	12,738,901	12,909,243	14,870,138	14,561,258
42								
43 Net Difference	21,725,662	(1,145,622)	(4,007,988)	(22,464,437)	(1,336,827)	(1,032,334)	(2,498,438)	(1,673,969)
44								
45 Ending Fund Balance	\$ 30,203,891	\$ 26,881,639	\$ 26,195,903	\$ 3,731,466	\$ 2,394,639	\$ 1,362,305	\$ (1,136,133)	\$ (2,810,102)
46								
47 Reserves:								
48 Reserved for encumbrances	\$ 2,140,396	0	0	0	0	0	0	0
48 Reserve for Bond Proceeds '16 Issue	22,598,594	0	20,331,147	(8,106)	0	0	0	0
90 Reserved for PSST activities	5,464,901	0	5,864,756	3,739,572	2,394,639	1,362,305	(1,136,133)	(2,810,102)
51								
52 Total Reserves	\$ 30,203,891	0	\$ 26,195,903	\$ 3,731,466	\$ 2,394,639	\$ 1,362,305	\$ (1,136,133)	\$ (2,810,102)

**COMMUNITY DEVELOPMENT FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

A total of \$44,278,516 in CDBG-HOME Program Funds (CDBG - \$34,176,610 and HOME - \$10,101,906) has been allocated to the City of Norman since FYE 76 through FYE 16. The FYE 17 Budget includes a grant of \$756,303 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling \$316,375.

FYE 17 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 15 and FYE 16 funds are expected to be expended in FYE 17. Total revenues are projected at \$1,771,678 and total expenditures are projected at \$1,771,678. The CDBG-DR Grant accepted in FYE 16 totals over \$21,000,000 and will be used by the City of Norman, Cleveland County, and surrounding municipalities to repair and replace roads and bridges damaged in wildfires and tornadoes in recent years.



CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGETED	FYE 16 ESTIMATED	FYE 17 ADOPTED
1 Beginning Fund Balance	\$ 347,796	\$ 897,796	\$ 1,002,344	\$ 997,007
2				
3 Revenues				
4 Other Revenues	0	0	0	0
5 Grant Revenue	731,709	744,311	1,593,869	756,303
6 Home Grant Revenue	155,225	296,211	703,422	316,375
7 Emergency Shelter	0	0	0	0
8 CDBG-DR	555,300	10,992,600	15,933,050	699,000
9 COC Planning Grant	10,000	0	0	0
10 I/F Transf - Capital	731,712	0	15,933,050	0
11				
12 Total Revenue	2,183,946	12,033,122	34,163,391	1,771,678
13				
14 Expenditures				
15 Community Development 07	17,131	0	0	0
16 Community Development 08	1,275	0	46,907	0
17 Community Development 09	9,670	0	56,672	0
18 Community Development 10	12,018	0	6,829	0
19 Community Development 11	17,607	0	44,991	0
20 Community Development 12	0	0	13,318	0
21 CDBG Housing 12	5,878	0	0	0
22 Community Development 13	12,156	0	46,516	0
23 CDBG Housing 13	155,010	0	0	0
24 Community Development 14	7,298	0	41,585	0
25 CDBG Housing 14	134,975	0	221,436	0
26 Community Development 15	151,717	0	168,613	0
27 CDBG Housing 15	175,463	0	202,691	0
28 Community Development 16	0	259,093	259,093	0
29 CDBG Housing 16	0	485,218	485,218	0
30 Community Development 17	0	0	0	254,107
31 CDBG Housing 17	0	0	0	502,196
35 FY12 Home Grant	107,799	0	30,981	0
36 FY13 Home Grant	22,491	0	83,099	0
37 FY14 Home Grant	24,936	0	293,131	0
38 FY15 Home Grant	0	296,211	297,211	0
39 FY16 Home Grant	0	0	0	316,375
41 Accruals/Adjustments	108,674	0	0	0
42 COC Planning Grant	10,000	0	4,337	0
43 CDBG-DR	555,300	10,992,600	15,933,050	699,000
44				
45 Subtotal	1,529,398	12,033,122	18,235,678	1,771,678
46 I/F Transf - Capital		0	15,933,050	0
47				
48 Total Expenditures	1,529,398	12,033,122	34,168,728	1,771,678
49				
50 Net Difference	654,548	0	(5,337)	0
51				
52 Ending Fund Balance	1,002,344	897,796	997,007	997,007
53				
54 Reserves:				
55 Reserve for Contingency	1,002,344	897,796	997,007	997,007
56 Reserve for Affordable Housing	0	0	0	0
57				
58 Total Reserves	\$1,002,344	\$897,796	\$997,007	\$997,007

**SPECIAL GRANTS FUND  
BUDGET  
HIGHLIGHTS**

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There are two approved grants (at the time of budgeting) in FYE 17 for which the City qualifies.

DUI Enforcement	\$62,835
State Highway 9 multi-modal Path	\$700,000

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 17 expenditures are anticipated to be \$62,835.

State Highway 9 Multi-Modal Path

This project provides the second segment of the State Highway 9 Multi-Modal path, between 48<sup>th</sup> Avenue SE and 60<sup>th</sup> Avenue SE.

Other Grants

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

CITY OF NORMAN

**SPECIAL GRANTS FUND (22)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED
1 Beginning Fund Balance	1,370,031	1,214,913	2,758,684	2,758,684
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	39,626	0	113,532	0
5 County Court DUI Fines	57,803	63,982	65,218	62,835
8 SHPO/CLG Grant	14,469	0	17,000	0
9 FEMA Saferoom Grant	49,522	0	187,825	0
12 Emergency Management Planning Grant	26,182	0	25,360	0
13 Bullet Proof Vest Grant	0	0	214	0
14 Misc. Police Grants	16,572	0	6,445	0
15 Homeland Security	31,421	0	5,416	0
16 Legacy Trail Improvements	0	0	600,000	0
17 Traffic & Alcohol Enforcement	109,999	0	121,507	0
22 Jag Grant	15,315	0	17,286	0
26 FEMA Reimbursements	6,806	0	0	0
27 ACOG Traffic Data Grant	10,000	0	619,475	0
30 ACOG Fleet Conversion	0	0	91,154	0
32 Safe Routes to School	12,950	0	0	0
36 OK Recreation Trail Fund	16,209	0	0	0
37 Saferoom Grant	332,175	0	0	0
38 School Zone Improvements Grant	0	0	190,000	0
40 Shelter Rebate Federal	0	0	972,411	0
41 Main Street DT Improvements Grant	0	0	600,000	0
42 I/F Transf - Capital	1,019,975	1,019,975	1,719,975	0
43 I/F Transf - GF	91,154	0	0	0
44 Other Revenue/audit accruals	11,939	0	0	0
45 State HWY 9 Multi-Modal Path	0	0	600,000	700,000
46				
47 Subtotal	1,862,117	1,083,957	5,952,818	762,835
48				
49 Total Revenue	1,862,117	1,083,957	5,952,818	762,835
50				
51 Expenditures				
52 DUI Enforcement	10,787	63,982	65,218	62,835
53 Okla. Highway Grant-DRE Training	39,353	0	113,532	0
56 SHPO/CLG Grant	14,469	0	17,000	0
57 FEMA Saferoom Grant	49,522	0	187,825	0
58 Bullet Proof Vest Grant	0	0	214	0
59 Misc. Police Grants	16,572	0	6,445	0
60 Homeland Security	0	0	5,416	0
61 Traffic & Alcohol Enforcement	93,109	0	121,507	0
63 Audit Adj/Encumbrances	(306,984)	0	0	0
64 Legacy Trail Improvements	0	0	600,000	0
71 Jag Grant	15,835	0	17,286	0
74 Intelligence Analysis	28,764	0	0	0
75 Firefighter Assistance	6,806	0	0	0
77 Traffic Control	0	0	619,475	0
82 ACOG Fleet Conversion	19,940	0	91,154	0
84 Emergency Management Grant	26,278	0	25,360	0
87 Saxon Park Improvements	79,967	0	0	0
89 Saferoom Grant	332,175	0	0	0
90 Shelter Rebate Federal	0	0	972,411	0
91 School Zone Improvements Grant	0	0	190,000	0
92 Main Street DT Improvements Grant	0	0	600,000	0
93 State HWY 9 Multi-Modal Path	0	0	600,000	700,000
94				
95 Subtotal	426,593	63,982	4,232,843	762,835
98 I/F Transf - Capital	46,871	1,019,975	1,719,975	0
99				
100 Total Expenditures	473,464	1,083,957	5,952,818	762,835
101				
102 Net Difference	1,388,653	0	0	0
103				
104 Ending Fund Balance	2,758,684	1,214,913	2,758,684	2,758,684
105				
106 Reserved for County DUI Program	367,659	286,846	367,659	286,846
107 Unreserved	2,391,025	928,067	2,391,025	2,471,838
108				
109 Total Reserves	2,758,684	1,214,913	2,758,684	2,758,684

**ROOM TAX FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

Special Revenue Fund Financial Policies

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

FYE 17 Budget

Revenues from the 5% tax are projected to be \$1,982,750, a 3% increase from estimated collections for FYE 16 and an 8.4% increase from FYE 16 budgeted collections. In FYE 15, Council directed the administrative cost increase from 3% to 5%.



CITY OF NORMAN

Expenditures in FYE 17 are based upon a pro rata share of the estimated revenue, as summarized below:

	<u>FYE 2017</u> <u>Revenue</u>
	\$1,984,250
Administrative Fee - 5%	\$ 99,213
Arts & Humanities - 25%	470,000
Parks Development - 25%	382,922
Convention & Tourism - 50%	<u>940,000</u>
	\$1,892,135

\$305,000 in Parks projects are scheduled in FYE 17, spending funds accumulated in previous years.

Five Year Outlook

Over the next five years, projected operating revenue of \$10,534,189 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	505,305	236,847	468,211	444,422	536,537	805,145	1,142,661	1,548,494
2								
3 Revenues								
4 Taxes	1,785,788	1,828,250	1,925,000	1,982,750	2,042,233	2,103,499	2,166,604	2,231,603
5 Interest/Investment Income	2,096	1,500	1,500	1,500	1,500	1,500	1,500	1,500
6 I/F Transf - Capital Fund	0	0	70,000	0	0	0	0	0
7								
8 Total Operating Revenues	1,787,884	1,829,750	1,996,500	1,984,250	2,043,733	2,104,999	2,168,104	2,233,103
9								
10 Expenditures								
11 Administration	89,607	91,488	83,135	99,213	102,187	105,250	108,405	111,655
12 Arts & Humanities	427,000	450,000	460,000	470,000	485,386	499,937	514,925	530,362
13 Parks Capital Projects	164,265	212,500	396,734	305,000	150,000	75,000	0	0
14 Conventions/Visitor Bureau	940,965	869,131	876,666	940,000	970,773	999,875	1,029,850	1,060,724
15 I/F Transf - Westwood	207,414	203,754	203,754	77,922	66,779	87,421	109,091	131,888
16 I/F Transf - General Fund	0	0	0	0	0	0	0	0
17 Carryover Encumbrances/Audit Adj.	(4,273)	0	0	0	0	0	0	0
18								
19 Total Expenditures	1,824,978	1,826,873	2,020,289	1,892,135	1,775,125	1,767,483	1,762,271	1,834,629
20								
21								
22 Net Difference	(37,094)	2,877	(23,789)	92,115	268,608	337,516	405,833	398,474
23								
24 Ending Fund Balance	468,211	239,724	444,422	536,537	805,145	1,142,661	1,548,494	1,946,968
25								
26 Reserves:								
27 Reserved for Administration	(8,353)	0	0	0	0	0	0	0
28 Reserved for Arts & Humanities	81,022	63,881	97,275	98,535	98,535	98,535	98,535	98,535
29 Reserved for Parks & Rec.	278,358	69,608	154,123	242,461	511,068	848,584	1,254,418	1,652,892
30 Reserved for Conv. & Tourism	117,184	106,235	193,024	195,542	195,542	195,541	195,541	195,541
31								
32 Total Reserves	468,211	239,724	444,422	536,537	805,145	1,142,661	1,548,494	1,946,968

CITY OF NORMAN

**NORMAN ARTS COUNCIL  
FISCAL YEAR ENDING 2017 BUDGET**

**INCOME:**

Norman Arts Council Share of City Room Tax Funds	\$470,000
<b>TOTAL INCOME</b>	<b>\$470,000</b>

**EXPENSES:**

Organizational Grants:

Academia Filarmonica Season	4,500
Assistance League of Norman – Mayfair Children’s Art Yard	1,800
Medieval Fair 2017	9,000
Downtown Norman Fall Fest 2016	8,000
Norman Ballet (Oklahoma Nutcracker)	11,884
Norman Children’s Chorus, Winter and Spring Concerts	9,600
Norman Children’s Chorus, Spring Sing	3,500
Norman Cultural Connection. Sacred Arts of Tibet	6,100
Norman Music Alliance, Norman Music Festival 2017	18,000
Norman Philharmonic Season	18,000
OU Fred Jones Jr. Museum of Art Picturing Indian Territory	9,000
OU Foundation, National Weather Center Biennial 2017	9,000
OU Musical Theatre/Opera Guild	5,450
OU Neustadt Festival	8,000
Pioneer Library System, Big Read 2017	12,950
Pioneer Library System, Jazz at Norman West Library	1,800
Pioneer Library, Black History Month	<u>3,250</u>
<b>Subtotal</b>	<b>\$139,834</b>

Operational Support:

Cimarron Opera	20,000
Cleveland County Historical Society	4,500
Firehouse Art Center	20,000
Jazz in June	20,000
Performing Arts Center (The Depot)	19,778
Public Arts Board	10,000
Sooner Theatre	<u>20,000</u>
<b>Subtotal</b>	<b>\$114,278</b>

Norman Arts Council Hotel/Motel Administration: 82,706

Norman Arts Council Programs: 95,582

Norman Arts Council Marketing: 37,600

**Subtotal** **\$215,888**

**TOTAL EXPENSES** **\$470,000**

**NORMAN CONVENTION & VISITORS BUREAU  
FISCAL YEAR ENDING 2017 BUDGET**

**INCOME:**

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 940,000
Advertising Income	27,000
Interest Income	1,500
Special Events	7,000
Souvenirs	1,000
	<hr/>
<b>TOTAL INCOME:</b>	<b>\$ 976,500</b>

**EXPENSES:**

Advertising / Marketing	\$ 427,439
Research and Community Branding	26,250
Operations	131,860
Personnel:	366,256
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Interns	
Special Events	7,500
Membership/Affiliations	15,395
Legislative/Governmental Affairs	1,800
	<hr/>
<b>TOTAL EXPENSES</b>	<b>\$ 976,500</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 17 Budget

Expenditures for operations and equipment are projected at \$298,237 on revenues of \$103,751. This fund accounts for a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services.

Available revenues (\$194,486) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities. No capital equipment needs are projected for FYE 17 – FYE 21.



CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Restatement								
2 Beginning Fund Balance	832,068	519,361	803,405	625,175	430,689	445,886	461,080	476,271
3								
4 Revenues								
5 Federal Seizures & Restitutions	97,178	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6 State Seizures & Restitutions	150,038	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines Juvenile	36,289	77,000	77,000	88,251	77,000	77,000	77,000	77,000
8 Interest/Investment Income	4,478	500	500	500	500	500	500	500
9								
10 Total Revenues	287,983	92,500	92,500	103,751	92,500	92,500	92,500	92,500
11								
12 Expenditures								
13 Audit Adjustments	(3,534)	0	0	0	0	0	0	0
14 Services/Maintenance Federal	507	300	300	300	303	306	309	312
15 Services/Maintenance State	217,234	115,060	185,352	209,686	0	0	0	0
16 I/F Transfer - General Fund	0	0	0	0	0	0	0	0
17 Capital Equipment- State	35,436	0	0	0	0	0	0	0
18 Capital Equipment- Federal	0	0	0	0	0	0	0	0
19 Juvenile Program	67,003	85,078	85,078	88,251	77,000	77,000	77,000	77,000
20								
21 Total Expenditures	316,646	200,438	270,730	298,237	77,303	77,306	77,309	77,312
22								
23 Net Difference	(28,663)	(107,938)	(178,230)	(194,486)	15,197	15,194	15,191	15,188
24								
25 Ending Fund Balance	803,405	411,423	625,175	430,689	445,886	461,080	476,271	491,459
26								
27 Reserves								
28 Reserve for Federal Seizures	339,581	254,610	345,281	350,981	356,678	362,372	368,063	373,751
29 Reserve for State Seizures	479,403	171,965	303,551	103,365	112,865	122,365	131,865	141,365
30 Reserve for Juvenile Funds	(15,579)	(15,152)	(23,657)	(23,657)	(23,657)	(23,657)	(23,657)	(23,657)
31								
32 Total Reserves	803,405	411,423	625,175	430,689	445,886	461,080	476,271	491,459

**CLEET FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

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

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

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

FYE 17 Budget

FYE 17 projected revenues are \$32,000 with projected expenditures at \$30,505. This leaves a projected ending fund balance of \$22,551.

**CITY OF NORMAN**

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	29,515	23,699	21,261	21,056	22,551	24,046	25,541	27,036
2								
3 Revenues								
4 CLEET for Police Training	24,335	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5 CLEET for Court Training	1,832	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	98	0	0	0	0	0	0	0
7								
8 Total Revenues	26,265	32,000	32,000	32,000	32,000	32,000	32,000	32,000
9								
10 Expenditures								
11 Police Training	33,638	29,205	30,505	29,005	29,005	29,005	29,005	29,005
12 Court Training	900	1,500	1,700	1,500	1,500	1,500	1,500	1,500
13 Audit adjustments	(19)	0	0	0	0	0	0	0
14								
15 Total Expenditures	34,519	30,705	32,205	30,505	30,505	30,505	30,505	30,505
16								
17 Net Difference	(8,254)	1,295	(205)	1,495	1,495	1,495	1,495	1,495
18								
19 Ending Fund Balance	21,261	24,994	21,056	22,551	24,046	25,541	27,036	28,531
20								
21 Reserves								
22 Reserve for Police Training	15,944	19,609	15,439	16,434	17,429	18,424	19,419	20,414
23 Reserve for Court Training	5,317	5,385	5,617	6,117	6,617	7,117	7,617	8,117
24								
25 Total Reserves	21,261	24,994	21,056	22,551	24,046	25,541	27,036	28,531

**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 17 Budget

FYE 17 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 \$86,126 in contributions since the beginning of FYE 08.





CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	1,169	1,169	4	0	0	0	0	0
2								
3 Revenues								
4 Citizen Donations	11,258	16,000	17,573	16,000	16,000	16,000	16,000	16,000
5 Interest income	0	0	0	0	0	0	0	0
6								
7 Total Revenues	11,258	16,000	17,573	16,000	16,000	16,000	16,000	16,000
8								
9 Expenditures								
10 Audit adjustments/encumb	0							
11 Payment to Arts Board	12,423	16,000	17,577	16,000	16,000	16,000	16,000	16,000
12								
13 Total Expenditures	12,423	16,000	17,577	16,000	16,000	16,000	16,000	16,000
14								
15 Net Difference	(1,165)	0	(4)	0	0	0	0	0
16								
17 Ending Fund Balance	4	1,169	0	0	0	0	0	0

**WESTWOOD PARK FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

FYE 17 Budget

Statement of Revenues and Expenditures

Projected FYE 17 fee revenues have been increased 2% from the FYE 16 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 16. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 17 operating expenditures have been decreased -1.1% from the FYE 16 budget. Projections for the swimming pool are based upon line-item analysis. Debt service expenditures continue on the revenue bonds sold in FYE 02. Revenues from the park and recreation portion of the Transient Guest Room Tax (\$77,922 in FYE 17) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. Beginning in FYE 08 the Golf Cart fleet will be replaced on a revolving basis. Council approved the use of Capital Funds to replace the Golf Cart fleet and one piece of equipment for the next five years. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

During FYE 17, the existing Westwood pool facilities will be demolished and replaced with a new family aquatic center as part of the Norman Forward Sales Tax (see page 105 for more information).

Reserve Policy

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

Five Year Outlook

Fees and charges, and service levels will continue to be monitored for adequacy and competitiveness to make needed capital improvements and meet all reserve requirements. Fee levels for use of Westwood Pool and Tennis facilities as well as operating costs will be reviewed when the newly built or refurbished facilities open.

Summary

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

CITY OF NORMAN

WESTWOOD PARK FUND (29)  
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	27,313	29,768	0	0	0	(0)	(0)	(0)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	1,065,318	1,275,217	1,147,695	1,300,721	1,326,735	1,353,270	1,380,335	1,407,942
5 Service Fees/Chgs	375	232	232	239	246	253	261	269
6								
7 Total Operating Revenues	1,065,693	1,275,449	1,147,927	1,300,960	1,326,981	1,353,523	1,380,596	1,408,211
8								
9 Operating Expenditures:								
10 Salaries and Benefits	775,705	802,540	802,540	836,652	851,326	893,893	938,587	985,517
11 Supplies and Materials	113,926	127,102	126,710	124,925	126,174	127,436	128,710	129,997
12 Services/Maintenance	182,304	219,297	221,026	181,713	183,530	185,365	187,219	189,091
13 Internal Service Fund Chgs	41,380	42,454	42,454	34,668	35,361	36,068	36,789	37,525
14 Cost Allocation Charges	0	0	0	0	0	0	0	0
15 Employee Turnover Savings	0	0	0	0	0	0	0	0
16								
17 Total Operating Expenditures	1,113,315	1,191,393	1,192,730	1,177,958	1,196,391	1,242,762	1,291,305	1,342,130
18								
19 Net Operating Revenue	(47,622)	84,056	(44,803)	123,002	130,590	110,761	89,291	66,081
20								
21 Other Revenues:								
22 I/F Transf - Capital Fund - Golf	3,420	137,000	137,000	71,000	61,500	61,500	61,500	61,500
23 I/F Transf - Capital Fund - Pool	0	0	0	0	0	0	0	0
24 I/F Transf - Room Tax	207,414	203,754	203,754	77,922	66,779	87,421	109,091	131,888
25 I/F Transf - General Fund	18,499	0	37,303	0	0	0	0	0
26 I/F Transf - Westwood Enterprise Fd	0	0	0	0	0	0	0	0
27 Interest Income	225	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28 Misc. revenue	1,585	0	0	0	0	0	0	0
29								
30 Total Other Revenues	231,143	348,254	385,557	156,422	135,779	156,421	178,091	200,888
31								
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/cumbrances								
35 Debt Service	207,414	203,754	203,754	208,424	204,869	205,682	205,882	205,469
36 Capital Projects-GOLF	0	0	0	0	0	0	0	0
37 Capital Equipment-GOLF	3,420	87,000	87,000	33,000	19,500	19,500	19,500	19,500
38 Capital Projects-POOL	0	0	0	0	0	0	0	0
39 Capital Equipment-POOL	0	0	0	0	0	0	0	0
40 Capital Equipment - Golf Carts	0	50,000	50,000	38,000	42,000	42,000	42,000	42,000
41 Capital Equipment - Pool	0	0	0	0	0	0	0	0
42 I/F Transf - Parkland	0	0	0	0	0	0	0	0
43								
44 Total Other Expenditures	210,834	340,754	340,754	279,424	266,369	267,182	267,382	266,969
45								
46 Net Revenues (Expenditures)	(27,313)	91,556	0	0	(0)	0	(0)	0
47								
48 Ending Fund Balance	0	121,324	0	0	(0)	(0)	(0)	0
49								
50 Reserves								
51 Reserve for Operations	89,065	95,311	95,418	94,237	95,711	99,421	103,304	107,370
52 Reserve for Debt	0	0	0	0	0	0	0	0
53 Reserve for Capital Project	36,900	63,875	63,400	61,500	61,500	61,500	61,500	61,500
54 Reserve (Deficit)	(125,965)	(37,862)	(158,818)	(155,737)	(157,211)	(160,921)	(164,804)	(168,870)
55								
56 Total Reserves	0	121,324	0	0	(0)	(0)	(0)	0

**WATER FUND  
BUDGET  
HIGHLIGHTS**

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 593 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of March 2016 serves an average of 37,000 customers.

FYE 17 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of April 2016) monthly residential water rates are as follows:

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

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

The Water Utility has undertaken an aggressive capital improvement program to enhance the City's water supply and treatment systems. Based on the projected revenue from the newly-approved rate structure, the Water Utility will move forward in FYE 17 with \$31 million in Treatment Plant improvements to improve drinking water quality; \$11 million in expansion projects to the City's groundwater well supplies; and \$5 million in improvements to waterlines to provide additional water supply (by constructing pipe connections to "blend" water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

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



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

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

FYE 2017 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 17 ending fund balance is projected to be \$6,814,313 with a reserve deficit of \$224,507, due primarily to the aggressive capital campaign.

#### Transfer Policy

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

#### Five Year Outlook

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

Summary

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

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

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	22,305,950	2,007,279	23,129,146	1,928,104	6,814,313	9,592,964	7,745,362	6,206,892
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	14,446,640	16,330,000	18,500,000	18,962,500	19,436,563	19,922,477	20,420,538	20,931,052
5 Connection Fee	644,125	900,000	400,000	404,000	408,040	412,120	416,241	420,403
6 Capital Improvement Charge	1,393,090	1,313,000	1,313,000	1,326,130	1,339,391	1,352,785	1,366,313	1,379,976
7 Cost Allocation	757,671	764,390	764,390	786,845	794,713	802,660	810,687	818,794
8								
9 Total Operating Revenues	17,241,526	19,307,390	20,977,390	21,479,475	21,978,707	22,490,042	23,013,779	23,550,225
10								
11 Operating Expenditures:								
12 Salaries / Benefits	3,759,849	3,896,750	3,896,750	4,048,616	4,119,069	4,325,023	4,541,274	4,768,337
13 Supplies / Materials	1,415,208	2,533,633	2,776,961	2,456,023	2,480,583	2,505,389	2,530,443	2,555,747
14 Services / Maintenance	2,797,924	3,106,996	3,431,821	3,085,700	3,116,557	3,147,723	3,179,200	3,210,992
15 Internal Services	379,325	289,708	289,708	204,272	208,357	212,525	216,775	221,111
16 Cost Allocations	1,723,076	1,792,321	1,792,321	1,856,055	1,874,616	1,893,362	1,912,295	1,931,418
17 Employee Turnover Savings		(58,451)	(58,451)	(60,729)	(61,786)	(64,875)	(68,119)	(71,525)
18								
19 Total Operating Expenditures	10,075,382	11,560,957	12,129,110	11,589,937	11,737,396	12,019,145	12,311,868	12,616,080
20								
21 Net Operating Revenue	7,166,144	7,746,433	8,848,280	9,889,538	10,241,310	10,470,896	10,701,912	10,934,145
22								
23 Other Revenues:								
24 Interest Income	102,026	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25 Other Misc. Revenue	1,217,146	0	0	0	0	0	0	0
26 I/F Transfer - General Fund	0	0	0	0	0	0	0	0
27 Revenue Bond Proceeds	0	0	0	33,200,000	13,647,500	0	0	23,091,570
28 Grant Revenue	0	0	0	0	0	0	0	0
29								
30 Total Other Revenues	1,319,172	120,000	120,000	33,320,000	13,767,500	120,000	120,000	23,211,570
31								
32 Other Expenditures:								
33 Audit Accruals/Adj/Encumbrances	219,788	0	0	0	0	0	0	0
34 Master Conservancy Debt	202,981	268,126	268,126	266,433	72,811	72,174	71,829	71,523
35 Debt Service - 06 Issue	1,221,472	0	0	0	0	0	0	0
36 Debt Service - 10 Issue	806,182	804,396	804,396	806,896	806,896	806,896	806,896	806,896
37 Debt Service - 15 Issue	45,501	1,473,749	1,473,749	1,496,169	1,480,449	1,479,410	1,477,891	1,470,840
38 Debt Service - 17 Issue	0	0	0	2,027,500	2,027,500	2,027,500	2,027,500	2,027,500
39 Debt Service - 18 Issue	0	0	0	0	683,000	683,000	683,000	683,000
40 Debt Service - 21 Issue	0	0	0	0	0	0	0	1,155,000
41 Capital Projects	2,712,312	3,096,000	22,984,062	4,988,000	3,772,500	6,070,000	5,966,000	8,638,000
42 Capital Projects - 15 Issue	1,121,717	0	3,088,939	0	0	0	0	0
43 Capital Projects - 17 Issue	0	0	0	26,157,000	0	0	0	0
44 Capital Projects - 18 Issue	0	0	0	0	10,717,000	0	0	0
45 Capital Projects - 21 Issue	0	0	0	0	0	0	0	22,419,000
46 Bond issue costs	116,240	0	0	1,200,000	397,500	0	0	672,570
47 Capital Equipment	474,794	438,311	605,050	365,126	230,000	230,000	230,000	230,000
48 I/F Transf - General Fund	741,133	861,500	945,000	968,325	992,230	1,016,730	1,041,839	1,067,573
49 I/F Transf - General Fund - Meter Svs	0	0	0	47,880	50,274	52,788	55,427	58,198
50 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
51								
52 Total Other Expenditures	7,662,120	6,942,082	30,169,322	38,323,329	21,230,160	12,438,498	12,360,382	39,300,100
53								
54 Net Revenues (Expenditures)	823,196	924,351	(21,201,042)	4,886,209	2,778,650	(1,847,602)	(1,538,470)	(5,154,385)
55								
56 Ending Fund Balance	23,129,146	2,931,630	1,928,104	6,814,313	9,592,964	7,745,362	6,206,892	1,052,506
57								
58 Reserves								
59 Reserve for Operations	806,031	924,877	970,329	927,195	938,992	961,532	984,949	1,009,286
60 Reserve for Encumbrances	6,515,772	0	0	0	0	0	0	0
61 Reserve for Bond Projects - 15 Issue	3,088,939	0	0	0	0	0	0	0
62 Reserve for Bond Projects - 21 Issue	0	0	0	0	0	0	0	0
63 Reserve for Capital	8,756,112	5,199,125	5,886,900	6,111,625	6,891,333	7,302,000	8,638,000	8,638,000
64 Reserve (Deficit) Surplus	3,962,292	(3,192,372)	(4,929,125)	(224,507)	1,762,638	(518,170)	(3,416,057)	(8,594,780)
65								
66 Total Reserves	23,129,146	2,931,630	1,928,104	6,814,313	9,592,964	7,745,362	6,206,892	1,052,506

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
FISCAL YEAR ENDING 2017 BUDGET**

**INCOME:**

Operation & Maintenance Assessments	\$ 1,697,097
Special Assessments	525,000
Annual Repayment Installment	<u>516,072</u>

<b>TOTAL INCOME</b>	<b>\$ 2,738,169</b>
(Less energy project interest)	

**EXPENSES:**

Personnel	\$ 712,372
Maintenance	135,000
Utilities	547,500
Insurance & Bonds	38,350
Administrative Supplies	12,000
Professional Services	463,200
State & Federal Services	151,600
Major Equipment Replacement	162,075
Debt Repayment	<u>516,072</u>

<b>TOTAL EXPENSES</b>	<b>\$2,738,169</b>
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**WATER RECLAMATION FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

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

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

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

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



FYE 17 Budget

Statement of Revenues and Expenditures

FYE 17 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 16. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

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

FYE 17 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 17 ending fund balance is projected to be \$4,751,441. 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 17 projected revenues are 8.3% higher than FYE 16 budget revenues.

Summary

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

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



**Water reclaimed by the Norman Water Reclamation Facility**

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	7,427,085	6,186,250	2,194,147	4,111,537	4,751,441	6,667,263	6,003,868	2,978,983
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	11,471,545	10,498,963	11,162,000	11,385,240	11,612,945	11,845,204	12,082,108	12,323,750
5 Sewer Replacement Charge	186	569,647	605,000	611,050	617,161	623,333	629,566	635,862
6 Capital Improvement Charge	807,866	688,407	731,500	738,815	746,203	753,665	761,202	768,814
7								
8 Total Operating Revenues	12,279,597	11,757,017	12,498,500	12,735,105	12,976,309	13,222,202	13,472,876	13,728,426
9								
10 Operating Expenditures:								
11 Salaries and Benefits	3,195,785	3,132,520	3,132,520	3,282,489	3,345,299	3,512,564	3,688,192	3,872,602
12 Supplies and Materials	455,966	502,673	456,733	611,813	617,931	624,110	630,352	636,655
13 Services and Maintenance	1,201,010	1,445,847	1,573,216	1,458,665	1,473,252	1,487,984	1,502,864	1,517,893
14 Internal Services	364,202	382,977	382,977	273,307	278,773	284,349	290,036	295,836
15 Cost Allocations	1,860,415	1,777,809	1,777,809	1,787,343	1,805,216	1,823,269	1,841,501	1,859,916
16 Employee Turnover Savings	0	(46,988)	(46,988)	(49,237)	(50,179)	(52,688)	(55,323)	(58,089)
17								
18 Total Operating Expenditures	7,077,378	7,194,838	7,276,267	7,364,380	7,470,292	7,679,587	7,897,622	8,124,813
19								
20 Net Operating Revenue	5,202,219	4,562,179	5,222,233	5,370,725	5,506,017	5,542,615	5,575,254	5,603,613
21								
22 Other Revenues:								
23 Interest Income	37,313	50,000	50,000	50,000	50,000	50,000	50,000	50,000
24 Bond Proceeds/Grant Reimb.	3,236,257	0	26,591,643	0	0	0	0	0
25 Misc. Revenue/Cost Allocation	714,146	573,462	573,462	491,757	496,675	501,641	506,658	511,724
26 I/F Transf - Hallpark (capacity)	0	0	0	0	0	0	0	0
27 I/F Transf - Sanitation	0	0	0	0	0	0	0	0
28 I/F Transf - General Fund	0	0	0	0	0	0	0	0
29 I/F Transf - Sewer Sales Tax Fund 323	0	0	0	0	0	0	0	0
30								
31 Total Other Revenues	3,987,716	623,462	27,215,105	541,757	546,675	551,641	556,658	561,724
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	563,820	0	0	0	0	0	0	0
36 Debt Service-05 Rev. Bonds	433,768	0	0	0	0	0	0	0
37 Debt Service-96 SRF Note	139,200	69,336	69,336	0	0	0	0	0
38 Debt Service- Ref. 03 (96 issue)	725,922	0	0	0	0	0	0	0
39 Debt Service-99 SRF Note	255,340	254,093	254,093	255,319	254,057	252,796	127,177	0
40 Debt Service-14 SRF Note	1,425,068	3,380,100	3,380,100	2,357,044	2,359,393	2,360,809	2,364,256	2,322,227
41 Debt Service - 15 Rev. Bonds	7,841	1,315,104	1,315,104	653,055	243,949	248,997	128,832	0
42 Capital Projects	5,360,660	1,314,000	23,835,396	922,400	612,800	3,250,000	5,877,000	3,475,000
43 Capital Equipment	576,097	1,026,932	1,107,819	467,619	35,749	0	0	0
44 I/F Transf - Sewer Maint Fund 321	4,361,674	0	0	0	0	0	0	0
45 I/F Transf - Sewer Sales Tax Fund 323	0	0	0	0	0	0	0	0
46 I/F Transf - Hallpark	0	0	0	0	0	0	0	0
47 I/F Transf - General Fund	573,483	524,948	558,100	569,262	580,647	592,260	604,105	616,187
48 I/F Transf - General Fund - Meter Svs	0	0	0	47,880	50,274	52,788	55,427	58,198
49								
50 Total Other Expenditures	14,422,873	7,884,513	30,519,948	5,272,579	4,136,869	6,757,650	9,156,797	6,471,612
51								
52 Net Revenues (Expenditures)	(5,232,938)	(2,698,872)	1,917,390	639,903	1,915,822	(663,394)	(3,024,885)	(306,275)
53								
54 Ending Fund Balance	2,194,147	3,487,378	4,111,537	4,751,441	6,667,263	6,003,868	2,978,983	2,672,708
55								
56 Reserves								
57 Reserve for Encumbrances	20,750,273	0	0	0	0	0	0	0
58 Reserve for Operations	566,190	575,587	582,101	589,150	597,623	614,367	631,810	649,985
59 Reserve for Capital	2,520,400	2,665,550	2,827,440	3,303,700	4,200,667	4,676,000	3,475,000	3,475,000
60 Reserve (Deficit) Surplus	(21,642,716)	246,241	701,996	858,591	1,868,973	713,501	(1,127,827)	(1,452,277)
61								
62 Total Reserves	2,194,147	3,487,378	4,111,537	4,751,441	6,667,263	6,003,868	2,978,983	2,672,708

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

FYE 17 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 16 extrapolated for a full year.

FYE 17 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 17 total budgeted expenditures are \$3,863,437

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

Reserve Policy

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

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

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	(64,661)	540	4,159,656	1,088,220	138,474	219,719	327,489	461,935
2								
3 Operating Revenues:								
4 Capital Improvement Charge	0	0	0	0	0	0	0	0
5 Sewer Maintenance Rate	2,905,387	2,884,843	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979	3,031,999
7								
8 Total Operating Revenues	2,905,387	2,884,843	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979	3,031,999
9								
10 Operating Expenditures:								
11 Salaries and Benefits	77,330	74,682	74,682	57,123	57,972	60,870	63,914	67,109
12 Supplies and Materials	735	2,516	2,516	2,109	2,130	2,151	2,173	2,195
13 Services and Maintenance	(309)	2,025	2,025	2,025	2,045	2,066	2,086	2,107
14 Internal Services	0	0	0	300	306	312	318	325
15 Cost Allocations	0	0	0	0	0	0	0	0
16 Employee Turnover Savings	0	(1,120)	(1,120)	(1,120)	(870)	(913)	(959)	(1,007)
17								
18 Total Operating Expenditures	77,756	78,103	78,103	60,437	61,583	64,486	67,533	70,729
19								
20 Net Operating Revenue	2,827,631	2,806,740	2,806,740	2,853,254	2,881,245	2,907,770	2,934,446	2,961,270
21								
22 Other Revenues:								
23 Interest Income	0	0	0	0	0	0	0	0
24 Misc. Revenue	61,325	0	0	0	0	0	0	0
25 I/F Transf Wastewater Fund 32	4,361,674	0	0	0	0	0	0	0
26								
27 Total Other Revenues	4,422,999	0	0	0	0	0	0	0
28								
29								
30 Other Expenditures:								
31 Capital Projects	3,026,313	2,785,000	5,876,105	3,803,000	2,800,000	2,800,000	2,800,000	2,800,000
32 Capital Equipment	0	0	2,071	0	0	0	0	0
33 Audit Accruals/Adjustments	0	0	0	0	0	0	0	0
34								
35 Total Other Expenditures	3,026,313	2,785,000	5,878,176	3,803,000	2,800,000	2,800,000	2,800,000	2,800,000
36								
37 Total Revenues	7,328,386	2,884,843	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979	3,031,999
38								
39 Total Expenditures	3,104,069	2,863,103	5,956,279	3,863,437	2,861,583	2,864,486	2,867,533	2,870,729
40								
41 Net Revenues (Expenditures)	4,224,317	21,740	(3,071,436)	(949,746)	81,245	107,770	134,446	161,270
42								
43 Ending Fund Balance	4,159,656	22,280	1,088,220	138,474	219,719	327,489	461,935	623,205



**NEW DEVELOPMENT EXCISE TAX FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

FYE 17 Budget

Statement of Revenues and Expenditures

Revenues have been estimated on historic building permit records applied to excise tax regulations (i.e., projections are based on revenues that would accrue if past building patterns in an "average" year are continued), and are projected at \$1,700,000 for FYE 17

Five Year Outlook

Based on extraordinary multi-family residential housing construction in FYE 15, excise tax revenues have been higher than usual. Excise tax revenues are projected to be the same in years FYE 17 through FYE 21. It is anticipated that construction will return to historic patterns beginning in FYE 16.

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	14,729,228	11,723,368	9,474,166	7,694,149	7,523,611	7,128,960	7,047,838	6,189,350
2								
3 Operating Revenues:								
4 Excise Tax - Residential	1,983,080	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
5 Excise Tax - Commercial	165,999	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6								
7 Total Operating Revenues	2,149,079	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
8								
9 Total Operating Expenditures	0	0	0	0	0	0	0	0
10								
11 Net Operating Revenue	2,149,079	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
12								
13 Other Revenues:								
14 Interest Income	62,011	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15 Bond Proceeds/Grant Reimb.	2,221,175	0	14,813,873	0	0	0	0	0
16 SRF Loan Proceeds	0	0	0	0	0	0	0	0
17 I/F Transf - General Fund	0	0	0	0	0	0	0	0
18 Transfer From Sewer Sales Tax	0	0	0	0	0	0	0	0
19								
20 Total Other Revenues	2,283,186	200,000	15,013,873	200,000	200,000	200,000	200,000	200,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	361,599	357,519	357,519	360,019	360,019	360,019	360,019	360,019
24 Debt Service 14 SRF	583,255	2,319,900	2,319,900	1,618,519	1,620,132	1,621,104	1,623,469	1,594,623
25 Services & maintenance	0	1,000	16,180	0	0	0	0	0
26 Capital Projects	8,742,473	0	15,800,291	92,000	314,500	0	775,000	775,000
27								
28 Total Other Expenditures	9,687,327	2,678,419	18,493,890	2,070,538	2,294,651	1,981,123	2,758,488	2,729,642
29								
30 Net Revenues (Expenditures)	(5,255,062)	(778,419)	(1,780,017)	(170,538)	(394,651)	(81,123)	(858,488)	(829,642)
31								
32 Ending Fund Balance	9,474,166	10,944,949	7,694,149	7,523,611	7,128,960	7,047,838	6,189,350	5,359,708
33								

**SEWER SALES TAX FUND  
BUDGET  
HIGHLIGHTS**

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

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

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

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

Statement of Revenues and Expenditures

Sewer Sales Tax revenue collections ended September 30, 2006.

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

All of the sewer sales tax collections were spent in FYE 15. The fund will be closed for future years.

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	5,959,767	0	0	0	0	0	0	0
2								
3 Operating Revenues:								
4 Sales Tax	0	0	0	0	0	0	0	0
5 Use Tax	0	0	0	0	0	0	0	0
6								
7 Total Operating Revenues	0	0	0	0	0	0	0	0
8								
9 Total Operating Expenditures	0	0	0	0	0	0	0	0
10								
11 Net Operating Revenue	0	0	0	0	0	0	0	0
12								
13 Other Revenues:								
14 Interest Income	10,821	0	0	0	0	0	0	0
15 Misc. Revenue/Grant Reimbursements	0							
16 I/F Transfer Wastewater Fd	0							
17								
18 Total Other Revenues	10,821	0	0	0	0	0	0	0
19								
20 Other Expenditures:								
21 Audit Accruals/Adj/Encumbrances								
22 Capital Projects	5,970,588	0	0	0	0	0	0	0
23 I/F Transfer - Develop Excise Fd	0		0					
24 I/F Transfer Water Reclamation Fd	0							
25								
26 Total Other Expenditures	5,970,588	0	0	0	0	0	0	0
27								
28 Net Revenues (Expenditures)	(5,959,767)	0	0	0	0	0	0	0
29								
30 Ending Fund Balance - Reserved for use	0	0	0	0	0	0	0	0
31 to meet current needs in accordance with								

**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 17 Budget

Statement of Revenues and Expenditures

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

FYE 17 expenditure projections are based upon line-item analysis within the Utility Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

One capital project is scheduled in FYE 17 for a Compost Equipment Shed in the amount of \$23,000. The Sanitation Utility is increasing its fleet replacement budget in FYE 17, in an attempt to improve vehicle performance and reduce downtime.

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 17 ending fund balance is projected to be \$7,847,472, which meets the operations and Capital Reserve requirements discussed above.



Levelized Rate Policy

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

Five Year Outlook

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

Summary

The Sanitation Utility will continue to deliver its level of customer service under the approved rate structure. The Utility will give a high priority to catching up on its backlogged fleet replacement schedules over time.

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	7,034,287	4,540,931	7,671,509	6,740,650	7,847,472	9,839,448	12,010,036	14,353,607
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	13,909,704	12,709,918	14,277,250	14,562,795	14,854,051	15,151,132	15,454,155	15,763,238
5 Other Revenue	316,452	210,202	213,217	215,349	217,502	219,677	221,874	224,093
6								
7 Total Operating Revenues	14,226,156	12,920,120	14,490,467	14,778,144	15,071,553	15,370,809	15,676,029	15,987,331
8								
9 Operating Expenditures:								
10 Salaries / Benefits	4,088,732	3,958,861	3,958,861	4,149,615	4,230,051	4,441,554	4,663,631	4,896,813
11 Supplies / Materials	1,340,805	1,630,315	1,630,979	1,274,471	1,287,216	1,300,088	1,313,089	1,326,220
12 Services / Maintenance	2,768,033	2,995,796	2,995,515	3,001,139	3,031,150	3,061,462	3,092,077	3,122,998
13 Internal Services	1,003,993	849,008	849,008	803,614	819,686	836,080	852,802	869,858
14 Cost Allocations	1,415,048	1,362,362	1,362,362	1,422,558	1,436,784	1,451,152	1,465,664	1,480,321
15								
16 Total Operating Expenditures	10,616,611	10,796,342	10,796,725	10,651,397	10,804,887	11,090,336	11,387,263	11,696,210
17								
18 Net Operating Revenue	3,609,545	2,123,778	3,693,742	4,126,747	4,266,666	4,280,473	4,288,765	4,291,121
19								
20 Other Revenue:								
21 Interest Income	37,987	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22 Bond/Grant Proceeds	0	0	0	0	0	0	0	0
23								
24 Total Other Revenue	37,987	30,000	30,000	30,000	30,000	30,000	30,000	30,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	74,906							
28 Capital Equipment	2,278,891	1,726,605	1,987,696	2,327,655	1,600,000	1,600,000	1,600,000	1,600,000
29 Debt Service 2010 Notes	320,091	315,991	315,991	320,470	317,190	318,652	319,768	320,539
30 Debt Service 2013 Notes	326,857	327,057	327,057	330,920	337,226	168,445	0	0
31 Capital Projects	9,565	1,000,000	2,023,857	23,000	0	0	0	0
32 I/F Transfer - General Fund - Meter Svcs		0	0	47,880	50,274	52,788	55,427	58,198
33								
34 Total Other Expenditures	3,010,310	3,369,653	4,654,601	3,049,925	2,304,690	2,139,885	1,975,195	1,978,737
35								
36 Net Revenues (Expenditures)	637,222	(1,215,875)	(930,859)	1,106,822	1,991,976	2,170,588	2,343,570	2,342,384
37								
38 Ending Fund Balance	7,671,509	3,325,057	6,740,650	7,847,472	9,839,448	12,010,036	14,353,607	16,695,990
39								
40 Reserves								
41 Reserve for Operations	849,329	863,707	863,738	852,112	864,391	887,227	910,981	935,697
42 Reserve for Bond Projects - 13 Series	0	0	0	0	0	0	0	0
43 Reserve for Debt	0	0	0	0	0	0	0	0
44 Reserve for Capital	2,232,442	1,787,664	1,750,131	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
45 Reserve (Deficit) Surplus	4,589,738	673,686	4,126,781	5,395,360	7,375,057	9,522,809	11,842,626	14,160,293
46								
47 Total Reserves	7,671,509	3,325,057	6,740,650	7,847,472	9,839,448	12,010,036	14,353,607	16,695,990

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

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 17 is \$2,218,500.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 17 estimated cost of unemployment claims is approximately \$22,000.

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

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

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

Reserve Policy

Operating Reserves are based on a three-month claim history excluding judgments and claims as they are repaid from ad valorem tax revenues. Reserve levels for health insurance and workers' compensation meet and exceed this targeted level.

FYE 17 Budget

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

Five Year Outlook

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

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

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	1,037,123	1,339,904	3,903,539	4,233,491	4,523,576	4,790,390	5,278,750	5,731,133
2								
3 Revenues								
4 Int Svs Ch - W/C	2,350,903	1,927,432	1,927,432	1,000,000	1,500,000	2,000,000	2,100,000	2,300,000
5 Int Svs Ch - Risk	310,395	419,866	419,866	300,000	(56,754)	(60,611)	94,335	438,898
6 Int Svs Ch - Unemployment	0	9,227	9,227	14,097	22,220	22,442	22,667	22,893
7 Int Svs Ch - Health Ins Prem - City	9,768,889	10,506,341	10,506,341	10,979,126	11,473,187	11,760,017	12,054,017	12,355,367
8 Health Ins Premiums - Employee	2,226,803	2,261,058	2,261,058	2,362,806	2,469,132	2,530,861	2,594,132	2,658,985
9 Other Revenues	178,278	0	0	0	0	0	0	0
10 I/F Transfer - Debt Service	900,399	900,400	900,400	861,030	825,000	825,000	825,000	825,000
11								
12 Total Revenues	15,735,667	16,024,324	16,024,324	15,517,059	16,232,785	17,077,709	17,690,150	18,601,144
13								
14 Expenditures								
15 Salary / Benefits - Risk	234,465	214,530	214,530	225,506	229,297	240,762	252,800	265,440
16 Salary / Benefits - Health Ins	91,514	91,501	91,501	94,966	96,371	101,190	106,249	111,562
17 Services / Maintenance	156,338	166,684	507,684	166,690	168,357	170,040	171,741	173,458
18 Judgments / Claims	261,088	290,000	290,000	170,000	320,000	320,000	320,000	320,000
19 Workers' Comp Pymts	1,753,900	2,218,500	2,223,274	2,218,500	2,307,240	2,399,530	2,495,511	2,595,331
20 Unemployment Claims	13,648	22,000	22,000	22,000	22,220	22,442	22,667	22,893
21 Health Insurance Claims	9,936,041	10,229,591	10,229,591	10,229,591	10,638,775	11,064,326	11,506,899	11,967,175
22 Health Insurance Fees	1,872,198	2,099,722	2,099,722	2,099,722	2,183,711	2,271,059	2,361,902	2,456,378
23 I/F Transfer - General Fd	36,741	0	16,070	0	0	0	0	0
23 I/F Transfer - Water Fd	0	0	0	0	0	0	0	0
24 Audit Accruals / Adjustments	(1,486,682)	0	0	0	0	0	0	0
25								
26 Total Expenditures	12,869,251	15,332,528	15,694,372	15,226,975	15,965,970	16,589,349	17,237,768	17,912,237
27								
28 Net Difference	2,866,416	691,796	329,952	290,084	266,815	488,360	452,383	688,908
29								
30 Ending Fund Balance	3,903,539	2,031,700	4,233,491	4,523,576	4,790,390	5,278,750	5,731,133	6,420,041
31								
32 Reserves:								
33 Reserved for Health Insurance	554,378	754,086	900,963	1,818,617	2,842,079	3,696,382	4,369,481	4,848,720
34 Reserved for Unemployment	20,896	0	8,123	220	220	220	220	220
35 Reserved for W/C/Claims/Judgments	1,315,803	906,688	1,630,361	1,102,891	800,651	906,121	1,015,611	1,225,279
36 Reserved for Risk Mgmt	2,012,462	370,926	1,694,044	1,601,848	1,147,440	676,027	345,821	345,821
37								
38 Total Reserves	3,903,539	2,031,700	4,233,491	4,523,576	4,790,390	5,278,750	5,731,133	6,420,041
39								
40 Targeted Reserves:								
41 Reserve for Health Insurance	1,656,007	1,704,932	1,704,932	1,704,932	1,773,129	1,844,054	1,917,816	1,994,529
42 Reserve for Workers Comp	292,317	369,750	370,546	369,750	384,540	399,922	415,918	432,555
43								
44 Total Targeted Reserves	1,948,324	2,074,682	2,075,478	2,074,682	2,157,669	2,243,976	2,333,735	2,427,084
Reserve Deficit								
NOTE: Reserve surplus (deficit)	1,955,216	(42,982)	2,158,014	2,448,894	2,632,721	3,034,774	3,397,398	3,992,956
Health Ins Prem % Increase		7.25%		4.50%	4.50%	2.50%	2.50%	2.50%



**CAPITAL IMPROVEMENTS FUND  
BUDGET  
HIGHLIGHTS**

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2017-2021. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2017-2021 document.

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

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

The Capital Fund also includes funding for the following positions that provide support to capital projects: a Capital Projects Manager, Capital Projects Engineer, a Storm Water Engineer, Traffic Staff Engineer, 25% of an Engineering Assistant's position, 70% of the Park Planner I, 40% of the Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of the Utility Coordinator, and 75% of the Facility Maintenance Superintendent. Beginning in FYE 17, a new Construction Manager, and an additional Capital Projects Engineer is added.

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

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

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

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

#### FYE 17 Budget

The FYE 17 Budget shows total projected resources available of \$31,072,235, including beginning fund balance, of \$17,780,325 and total expenditures projected at \$19,904,790 with an ending fund balance of \$11,167,446. Sales tax is projected at a 2% increase from FYE 16 estimated revenue, and an average 4% growth rate in years FYE 17 through FYE 21. Expenditures are based on estimated project costs.

Based on Council direction, the formula for allocating capital sales tax revenues to priority capital categories is proposed to be changed in FYE 2017. In FYE 2017, the seven percent of funding previously allocated to project contingency (fund balance) is proposed to be allocated to a fleet replacement supplement. Council's direction was given in response to concerns about the backlog in funding to replace vehicles, which is estimated to exceed \$10,000,000 by the Fleet Management Division. These supplemental funds (approximately \$788,000 by formula) will be added to the funds "regularly" budgeted for vehicle replacement from the Capital Outlay category (approximately \$1,800,000 in FYE 2017) to more adequately address the identified urgent need for general government fleet replacement.

Capital projects funded in FYE 2017 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2017 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 2017-2021 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about \$10,000 per year, "slight" is defined as operating expenses will increase between about \$10,001 and \$50,000 per year, "moderate" is operating expenses will increase between about \$50,001 and \$100,000 per year, and "high" is operating expenses will increase more than \$100,001 per year.

CITY OF NORMAN

Below is a list of capital projects and their associated operating impact.

FYE 2017 projects

<u>Project Title</u>	<u>Project Category</u>	<u>Operating Impact</u>	
Emergency Communications Center	New Building	Moderate	New building will require furniture, equipment, staffing and utilities
Emergency Communications System	Equipment	Moderate	New system will require maintenance
State Hwy. 9 Multimodal Path, Phase 2	Special Traffic Improvement	Negligible	\$5,000 per year for electricity and preventive maintenance
Water Line Replacement - Main Library	Water Distribution System	Positive	Reduce maintenance costs
Water Line Replacement - Crossroads Blvd.	Water Distribution System	Positive	Reduce maintenance costs
Water Line Replacement - Gray Street	Water Distribution System	Positive	Reduce maintenance costs
Water Line Replacement Gray & Tonhawa	Water Distribution System	Positive	Reduce maintenance costs
WTP Backwash Tower - Resurfacing	Water Towers	Negligible	Maintain asset
Water Wells & Supply Lines 2015	Wells & Distribution System	Slight	Annual payments for water rights will increase approximately \$11,000 per well per year, but revenue from well water will be generated as well
Well Field Blending at WTP	Water Treatment Plant	Negligible	Maintain asset
Urban Service Area Waterlines	Urban Service Area Water	Positive	Reduce maintenance costs
Water Line Replacement	Water Line Replacement - Hot Soils	Positive	Reduce maintenance costs
Water Treatment Plant Upgrade, Phase 2	Water Treatment Plant	Negligible	Will increase operating costs for facility More revenue will be produced and will reduce future maintenance costs
Summit Valley Interceptor	Wastewater Collection System	Positive	Reduced costs and use of potable water for irrigation
WRF Effluent Reuse at Compost Facility	Non Potable Water System	Positive	Reduce approximately \$30,000 per year paid to a sub-contractor, there will be maintenance costs
WRF Effluent Truck Wash	Building Improvements	Positive	
WRF Primary Sludge Thickener Replacement	Wastewater Improvements	Positive	Higher efficiency and lower operating / maint. costs
WRF SCADA Improvements	Wastewater Improvements	Moderate	Will increase annual operating costs
WRF South Digester Boiler Replacement	Wastewater Improvements	Positive	Higher efficiency and lower operating / maint. costs
FYE 17 Lift Station Modifications	Sanitary Sewer Replacements	Positive	Reduce maintenance costs
Lift Station D Force Main Rehab, Phase 2	Wastewater Improvements	Positive	Prevent imminent failure of force mail, or associated repair costs
Royal Oaks Force Main Replacement	Wastewater Improvements	Positive	Prevent imminent failure of force mail, or associated repair costs
Sewer Lift Station Rehabilitation	Line Maintenance	Negligible	Increases reliability of lift station design life
Sewer Maintenance Project FYE 2017	Sanitary Sewer Replacements	Positive	Reduce maintenance costs
Sanitary Sewer Emergency Repairs	Line Maintenance	Negligible	Maintains a means for emergency system repairs
SE Norman Lift Station	Wastewater Collection System	Positive	Reduced maintenance costs and increase in reveuens
Compost Equipment Shed	Building Improvements	Positive	Extends asset life
36th Ave. NW & Havenbrook	Intersection Widening with new signal	Negligible	\$5,000 per year for electricity and preventive maintenance
36th Ave. NW - N.of Indian Hills to Moore City limit	Widening and Reconstruction	Negligible	\$5,000 per year for electricity and preventive maintenance
Cedar Lane - E. of 24th SE to 36th SE	Widening and Reconstruction	Negligible	\$5,000 per year for electricity and preventive maintenance
Flood Ave. & Venture Drive	New Signal	Negligible	\$5,000 per year for electricity and preventive maintenance
Legacy Trail Multi Modal Path Extension	Special Traffic Improvement	Negligible	\$5,000 per year for electricity and preventive maintenance
Rock Creek Rd. @ 12th Ave. NW & Trailwoods	Intersection Widening with new sign	Slight	\$10,000 per year for electricity and preventive maintenance
Site #17 Imhoff Creek Channel Repair	Channel Repair	Negligible	Maintenance costs
Site #28 72nd Ave. NE, S of Tecumseh	Culvert Replacement	Negligible	Maintenance costs
Building Mechanical/HVAC	Facilities Improvements	Positive	Reduce operating costs with more efficeint equipment
City Website Redesign	Network Infrastructure	Slight	Website upgrade
Tree Program	Parks & Recreation	Negligible	Irrigation maintenance and pruning
Creston Way & Schulze Drive Storm Sewer	Drainage	Positive	No additional operation and maintenance requirements Decrease in overall City effort and expenditures for maintenance
Drainage Misc. Annual Projects	General Maintenance	Positive	
Drainage Projects	Drainage	Slight	Project sight will require routine maintenance Project should have a positive impact on operations. As water quality entering Lake Thunderbird improves, drinking water quality will improve.
Lake Thunderbird Watershed TMDL Compliance	Storm water Drainage	Moderate	
Lindsey St. - 24th Ave. SW to Berry Road, Phase 2	Roadway Widening	Negligible	\$5,000 per year for electricity and preventive maintenance
Central Library - NORMAN FORWARD	New Building	Moderate	Additional operation, maintenance and personnel costs
East Library - NORMAN FORWARD	New Building	Slight	Additional operation and maintenance costs
Indoor Aquatics Facility - NORMAN FORWARD	New Building	Negligible	
Indoor Sports Facility - NORMAN FORWARD	New Building	Positive	More revenue
Community Sports Park - NORMAN FORWARD			
Westwood Swim Complex Replacement	Parks & Recreation	Slight	Increase in maintenance and operating costs
Westwood Tennis Center Addition	Parks & Recreation	Negligible	Increase in revenue, possible increase in operating costs
Legacy Park Audio Equipment	Parks & Recreation	Negligible	Increase in revenue, possible increase in operating costs
		Negligible	Increase in maintenance costs

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.

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**CAPITAL IMPROVEMENTS FUND (50)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	\$ 43,654,800	\$ 11,406,653	\$ 59,395,691	\$ 17,780,325	\$ 11,167,446	\$ 5,858,002	\$ 8,791,952	\$ 533,163
2								
3 Revenues:								
4 Sales Tax	12,961,607	12,385,500	12,385,500	12,633,210	13,138,538	13,664,080	14,210,643	14,779,069
5 Allocated to Debt Service	0	0	0	0	0	0	0	0
6 Interest/Investment Income	95,168	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7 GO Bond Interest Income	28,400	0	0	0	0	0	0	0
8 Donations/Other	174,648	11,556	33,060	8,700	231,636	0	0	0
9								
10 Subtotal	13,259,823	12,547,056	12,568,560	12,791,910	13,520,174	13,814,080	14,360,643	14,929,069
11 I/F Transf - General	0	0	2,561,791	500,000	0	0	0	0
12 I/F Transf - PSST Fund	800,000	0	0	0	0	0	0	0
13 I/F Transf - Special Grant Fund	46,871	1,019,975	1,719,975	0	0	0	0	0
14 I/F Transf - CDBG Fund	0	0	15,933,050	0	0	0	0	0
15 I/F Transf - Norman Forward Fund	0	0	5,582,696	0	0	0	0	0
16 Bond Proceeds	23,084,144	0	14,830,000	0	0	9,795,000	0	0
17								
18 Total Revenue	37,190,838	13,567,031	53,196,072	13,291,910	13,520,174	23,609,080	14,360,643	14,929,069
19								
20 Expenditures:								
21 Salary and Benefits	920,535	935,065	935,065	1,179,827	1,204,961	1,265,209	1,328,470	1,394,893
22 Services and Maintenance	2,983	16,200	16,200	17,198	17,370	17,544	17,719	17,896
23 Capital Outlay (Transfer)	2,636,755	3,422,735	5,211,911	3,427,687	3,547,405	3,689,302	3,836,874	3,990,349
24 Fleet Replacement Supplement	0	0	0	788,660	0	0	0	0
25 Street Maintenance	1,410,935	2,165,377	6,398,509	2,165,377	2,440,377	2,440,377	2,440,377	2,440,377
26 Capital Projects (See Detail)	3,561,483	7,621,247	21,721,391	5,143,515	4,823,880	5,414,000	5,748,840	5,666,500
27 Maintenance of Facilities	362,379	323,000	1,128,822	433,190	289,750	250,000	420,000	216,000
28 Paygo (Bond Projects )	1,019,482	0	114,407	0	0	0	0	0
29 New Bond Projects - 05	785,342	0	88,034	93,012	0	0	0	0
30 New Bond Projects - 10	1,792,169	0	8,769,721	433,578	0	0	0	0
31 New Bond Projects - 99	0	0	0	0	0	0	0	0
32 New Bond Projects - 11	859,362	0	781,010	3,054	0	0	0	0
33 New Bond Projects - 12	6,147,276	3,640,695	25,737,442	658,482	1,019,100	1,938,400	3,657,010	0
34 New Bond Projects - 16	0	0	0	5,226,445	5,148,321	4,288,232	0	0
35 New Bond Projects - 19	0	0	0	0	0	859,766	4,803,302	5,033,934
36 Bond Issue Cost	261,708	0	215,000	0	0	160,000	0	0
37 Debt Service	0	0	0	0	0	0	0	0
38 Audit Accruals/Adj/Encumbrances	(193,997)	0	0	0	0	0	0	0
39								
40 Subtotal	19,566,412	18,124,319	71,117,512	19,570,025	18,491,164	20,322,829	22,252,591	18,759,949
41 I/F Transf - GF (St. Maint. Drainage	126,568	251,205	251,205	263,765	276,953	290,801	305,341	320,608
42 I/F Transf - Parkland Fd	1,860	0	0	0	0	0	0	0
43 I/F Transf - Special Grant Fund	1,019,975	1,019,975	1,719,975	0	0	0	0	0
44 I/F Transf - Special Room Tax Fund	0	0	70,000	0	0	0	0	0
45 I/F Transf - Norman Forward Fund	0	0	5,582,696	0	0	0	0	0
46 I/F Transf - CDBG Fund	731,712	0	15,933,050	0	0	0	0	0
47 I/F Transf - Westwood - Golf	3,420	137,000	137,000	71,000	61,500	61,500	61,500	61,500
48								
49 Total Expenditures	21,449,947	19,532,499	94,811,438	19,904,790	18,829,618	20,675,130	22,619,432	19,142,057
50								
51 Net Difference	15,740,891	(5,965,468)	(41,615,366)	(6,612,880)	(5,309,443)	2,933,950	(8,258,789)	(4,212,988)
52								
53 Ending Fund Balance	59,395,691	5,441,186	17,780,325	11,167,446	5,858,002	8,791,952	533,163	(3,679,825)
54								
55 Reserves:								
56 General Contingency	907,312	866,985	866,985	100,000	919,698	956,486	994,745	1,034,535
57 Reserve for Bond Proceeds - 05	181,046	93,220	93,012	0	0	0	0	0
58 Reserve for Bond Proceeds - 10	9,203,299	977,270	433,578	0	0	0	0	0
59 Reserve for Bond Proceeds - 11	784,064	0	3,054	0	0	0	0	0
60 Reserve for Bond Proceeds - 12	28,231,325	3,542,164	2,278,883	1,620,401	601,301	(1,337,099)	(4,994,109)	(4,994,109)
61 Reserve for Bond Proceeds - 16	0	0	14,615,000	9,388,555	4,240,234	(47,998)	(47,998)	(47,998)
62 Reserve for Bond Proceeds - 19	0	0	0	0	0	8,775,234	3,971,932	(1,062,002)
63 Reserve for Encumbrances	8,144,857	0	0	0	0	0	0	0
64 Available for New Projects	11,943,788	(38,453)	(510,187)	58,490	96,769	445,329	608,593	1,389,749
65								
66 Total Reserves	\$ 59,395,691	\$ 5,441,186	\$ 17,780,325	\$ 11,167,446	\$ 5,858,002	\$ 8,791,952	\$ 533,163	\$ (3,679,825)

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

Background

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

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

A \$43,160,000 revenue note was approved in December 2015 for the financing of these projects.

Some of the projects include:

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

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

FYE 17 Budget

In FYE 17, \$10,484,550 in revenues is projected. Expenditures of \$60,023,648 are projected with the majority going towards the Norman Forward projects. Construction of the Central and Eastside Library projects, and the Westwood Pool and Tennis Center projects will be ongoing during FYE 2017. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2017.

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	\$0	\$0	\$0	\$ 36,166,433	\$ 22,627,335	\$ 32,644,993	\$ 11,131,816	\$ 6,282,910
2								
3 Revenues:								
4 Sales Tax Revenue	0	0	3,120,700	10,021,500	10,576,600	11,026,100	11,497,750	11,983,275
5 Use Tax Revenue	0	0	144,500	448,050	493,225	514,186	536,000	558,825
6 Interest Income - Bonds	0	0	0	15,000	15,000	15,000	15,000	15,000
7 Interest Income	0	0	0	0	0	0	0	0
8								
9 Subtotal	0	0	3,265,200	10,484,550	11,084,825	11,555,286	12,048,750	12,557,100
10								
11 I/F Transf - Capital Fund - 2015 Bds	0	0	5,582,696	0	0	0	0	0
12 Bond Proceeds - 2015 Bonds	0	0	43,160,000	0	0	0	0	0
13 Bond Proceeds - 2017 Bonds	0	0	0	36,000,000	0	0	0	0
14 Bond Proceeds - 2018 Bonds	0	0	0	0	25,840,000	0	0	0
15								
16 Subtotal	0	0	48,742,696	36,000,000	25,840,000	0	0	0
17								
18 Total Revenue	0	0	52,007,896	46,484,550	36,924,825	11,555,286	12,048,750	12,557,100
19								
20 Expenditures:								
21 Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
22 Salary and Benefits	0	0	0	0	0	0	0	0
23 Supplies and Materials	0	0	0	0	0	0	0	0
24 Services and Maintenance	0	0	1,747,645	0	0	0	175,000	175,000
25 Capital Projects - Pay Go	0	0	0	395,000	2,040,000	2,975,000	5,250,000	6,300,000
26 Capital Projects - 2015 Bonds	0	0	8,053,690	34,648,878	0	0	0	0
27 Capital Projects - 2017 Bonds	0	0	0	22,759,484	12,873,916	0	0	0
28 Capital Projects - 2018 Bonds	0	0	0	0	5,726,084	24,130,000	2,000,000	0
29 Issue Costs	0	0	457,432	381,600	273,904	0	0	0
30 Debt Service - 2015 Bonds	0	0	0	1,838,686	2,266,318	2,236,518	2,606,718	3,157,548
31 Debt Service - 2017 Bonds	0	0	0	0	3,726,945	3,726,945	3,726,945	3,726,945
32 Debt Service - 2018 Bonds	0	0	0	0	0	0	3,138,993	3,138,993
33 I/F Transf - Capital Fund - 2015 Bds	0	0	5,582,696	0	0	0	0	0
34								
35 Total Expenditures	0	0	15,841,463	60,023,648	26,907,167	33,068,463	16,897,656	16,498,486
36								
37 Net Difference	0	0	36,166,433	(13,539,098)	10,017,658	(21,513,177)	(4,848,906)	(3,941,386)
38								
39 Ending Fund Balance	0	0	36,166,433	22,627,335	32,644,993	11,131,816	6,282,910	2,341,524
40								
41 Reserves:								
42 General Contingency	0	0	1,517,555	9,753,419	12,789,981	15,391,804	12,527,898	8,571,512
43 Reserve for Bond Proceeds - 2015 Bc	0	0	34,648,878	0	0	0	0	0
44 Reserve for Bond Proceeds - 2017 Bo	0	0	0	12,873,916	0	0	0	0
45 Reserve for Bond Proceeds - 2018 Bc	0	0	0	0	19,855,012	(4,259,988)	(6,244,988)	(6,229,988)
46								
47 Total Reserves	\$ -	\$ -	\$ 36,166,433	\$ 22,627,335	\$ 32,644,993	\$ 11,131,816	\$ 6,282,910	\$ 2,341,524



**PARK LAND AND DEVELOPMENT FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

Community parks include Andrews, Reaves, Griffin, Sutton, Saxon, Ruby Grant, and Legacy Park. There are an additional 56 neighborhood parks.

FYE 17 Budget

There are revenues of \$130,000 estimated in FYE 17, which include fees of \$120,000.

There is a fund balance of \$736,830 projected at the end of FYE 17 that may be utilized for the purposes discussed in the Park Land Ordinance.

\$50,000 is estimated in FYE 17 for park capital projects.

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	1,216,774	565,223	1,084,383	656,830	736,830	866,830	996,830	1,126,830
2								
3 Revenues								
4 Interest/Investment Income	5,648	15,000	10,000	10,000	10,000	10,000	10,000	10,000
5 Community Park Fees	79,200	45,000	70,000	70,000	70,000	70,000	70,000	70,000
6 Neighborhood Park Fees	63,900	40,000	50,000	50,000	50,000	50,000	50,000	50,000
7 In-Lieu of/Other	6,816	0	0	0	0	0	0	0
8 I/F Transfer - Capital	1,860	0	0	0	0	0	0	0
9								
10 Total Revenue	157,424	100,000	130,000	130,000	130,000	130,000	130,000	130,000
11								
12 Expenditures								
13 Community Park Projects	109,402	37,500	119,185	50,000	0	0	0	0
14 Neighborhood Park Projects	181,286	0	438,368	0	0	0	0	0
15 Parkland acquisition	0	0	0	0	0	0	0	0
16 I/F Transf - Room Tax	0	0	0	0	0	0	0	0
17 I/F Transf - Capital	0	0	0	0	0	0	0	0
18 I/F Transf - GF	0	0	0	0	0	0	0	0
19 Services & maintenance	0	0	0	0	0	0	0	0
20 Audit Accruals/Adjustments	(873)	0	0	0	0	0	0	0
21								
22 Total Expenditures	289,815	37,500	557,553	50,000	0	0	0	0
23								
24 Net Difference	(132,391)	62,500	(427,553)	80,000	130,000	130,000	130,000	130,000
25								
26 Ending Fund Balance	1,084,383	627,723	656,830	736,830	866,830	996,830	1,126,830	1,256,830
27								
28 Reserves								
29 Reserve for Community Parks	146,887	1,001	97,702	117,702	187,702	257,702	327,702	397,702
30 Reserve for Neighborhood Parks	937,496	581,687	549,128	599,128	649,128	699,128	749,128	799,128
31 Reserve for Park Land	0	45,035	10,000	20,000	30,000	40,000	50,000	60,000
32								
33 Total Reserves	1,084,383	627,723	656,830	736,830	866,830	996,830	1,126,830	1,256,830

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

Background

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

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

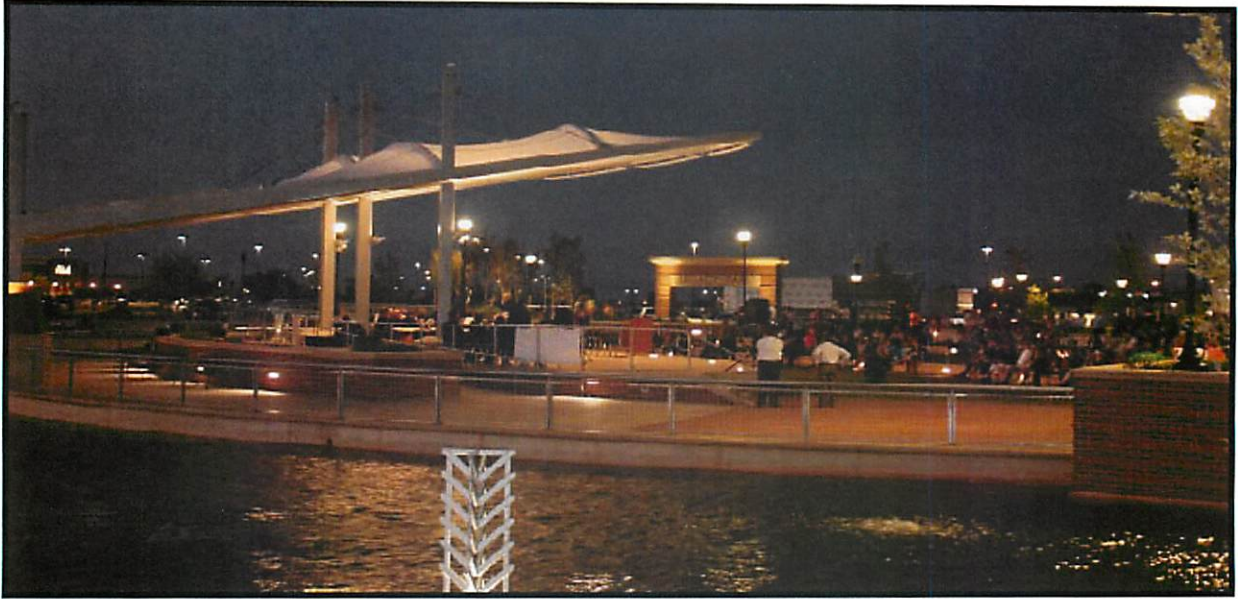
FYE 17 Budget

In Fiscal Year 2017, incremental apportionment revenues of an estimated \$3,794,061 in sales tax and \$835,000 in property tax are projected. Several transportation improvement projects, funded by the University North Park TIF, will be under construction or completed in FYE 17. The first major employer to be housed in the University North Park Corporate Center has begun construction on their facility (Immuno-Mycologics, Inc.) and a major multi-family housing development is also under construction in UNP. The timing and status of other approved TIF projects will be reviewed in relation to the development of the UNP area.

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID will collect assessments from property owners in the UNP development, to be matched by City TIF funds, together totaling \$200,000 per year for ten years, beginning in 2015. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The FYE 2017 budget includes \$75,000 from BID assessments and \$116,485 in City TIF funds for these maintenance expenses. The entryway sign project is expected to be constructed in FYE 2017.

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

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



Legacy Park Grand Opening, September 2015

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	17,515,062	12,779,922	16,548,107	16,835,834	18,419,634	21,882,491	25,325,601	28,748,215
2								
3 Revenues								
4 Sales Tax	4,143,153	3,641,133	3,641,133	3,794,061	3,945,823	4,103,656	4,267,802	4,438,515
5 Sales Tax - Economic Dev	828,630	0	0	0	0	0	0	0
6 Interest Income	12,337	17,500	17,500	17,500	17,500	17,500	17,500	17,500
7 Property Tax	1,180,758	835,000	835,000	835,000	835,000	835,000	835,000	835,000
8 Bond Proceeds	0	0	0	0	0	0	0	0
9 Loan Proceeds	0	0	0	0	0	0	0	0
10 Misc Income	360,320	0	0	0	369,516	385,680	385,680	385,680
11 BID Assessment Receipts	24,679	25,000	50,000	75,000	100,000	125,000	150,000	175,000
12								
13 Subtotal	6,549,877	4,518,633	4,543,633	4,721,561	5,267,839	5,466,836	5,655,982	5,851,695
14								
15 I/F Transf - Capital	0	0	0	0	0	0	0	0
16								
17 Total Revenue	6,549,877	4,518,633	4,543,633	4,721,561	5,267,839	5,466,836	5,655,982	5,851,695
18								
19 Expenditures								
20 Services /Maintenance	6,443	10,171	10,171	11,371	11,485	11,600	11,716	11,833
21 Administration	306,026	224,682	224,682	236,078	239,916	247,808	256,015	264,551
22 BID Expenses	42	116,485	84,819	116,485	119,980	123,579	127,286	131,105
23 Capital Projects	5,643,014	454,767	2,638,457	1,454,983	0	0	0	0
24 Debt Service	1,515,924	1,297,777	1,297,777	1,318,844	1,433,602	1,640,739	1,838,352	1,928,344
25 Audit adjustments	45,383	0	0	0	0	0	0	0
26								
27 Total Expenditures	7,516,832	2,103,882	4,255,906	3,137,761	1,804,983	2,023,725	2,233,369	2,335,832
28								
29 Net Difference	(966,955)	2,414,752	287,727	1,583,800	3,462,856	3,443,111	3,422,614	3,515,862
30								
31 Ending Fund Balance	16,548,107	15,194,674	16,835,834	18,419,634	21,882,491	25,325,601	28,748,215	32,264,077
32								
33 Reserves								
34 Reserved for BID	399,637	170,423	514,818	598,333	678,353	754,774	827,488	896,383
35 Available for Debt Repayment	13,465,000	12,665,000	12,665,000	11,815,000	10,815,000	9,565,000	8,065,000	6,415,000
36 Unreserved	2,683,470	2,359,251	3,656,016	6,006,301	10,389,138	15,005,827	19,855,727	24,952,694
37								
38 Total Reserves	16,548,107	15,194,674	16,835,834	18,419,634	21,882,491	25,325,601	28,748,215	32,264,077
39								
40 Outstanding Debt		12,665,000	12,665,000	11,815,000	10,815,000	9,565,000	8,065,000	6,415,000

**GENERAL DEBT SERVICE FUND  
BUDGET  
HIGHLIGHTS**

Background

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

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

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

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

Outstanding Debt

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

	<b>Final Maturity</b>	<b>Outstanding Balance</b>	<b>Interest Rate</b>
<b>General Government Debt</b>			
Combined Purpose Bonds of 2005A	June 1, 2025	4,410,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	4,640,000	3.8% - 4.25%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	2,335,000	3.375% - 4.25 %
Combined Purpose Bonds of 2010	Sept. 1, 2015	1,570,000	1% - 1.5%
Combined Purpose Bonds of 2012B	Mar.1, 2017	7,500,000	.5% - 2%
Combined Purpose Bonds of 2012C	Mar.1, 2017	1,535,000	1% - 2%
Combined Purpose Bonds of 2012D	Dec. 1, 2032	18,995,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	<u>22,525,000</u>	0.5% - 4%
Total		\$ 63,510,000	
<b>Tax Increment Authority Debt</b>			
TIF Revenue Note of 2013	Sept. 1, 2023	<u>\$13,465,000</u>	3.81%
Total		\$13,465,000	



**CITY OF NORMAN**

<b>Enterprise Fund Debt</b>	<b>Maturity</b>	<b>Outstanding Balance</b>	<b>Interest Rate</b>
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	\$ 373,687	2.74%
Water Reclamation OWRB SRF Note	Aug. 15, 2015	69,161	.5%
Clean Water OWRB SRF Note	Sept. 15, 2019	1,119,231	.5%
NMA Sanitation Notes	Oct. 1, 2024	2,550,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 200	June 1, 2022	1,135,000	3.5% - 6.125%
Clean Water OWRB SRF Note	*	4,532,516	2.91%
Drinking Water OWRB SRF Note	*	9,678,543	3.28%
Sanitation System Note	Oct. 1, 2018	1,130,000	1.1455%
NMA Loan (Republic Bank)	Nov. 1, 2022	121,306	0%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	4,051,014	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	17,505,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	<u>22,825,000</u>	2.33%
<b>Total</b>		<b>\$65,090,458</b>	
<b>Grand Total</b>			<b><u>\$142,065,458</u></b>

\*20 years after construction completed

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

**THE CITY OF NORMAN**

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

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE			(3) COVERAGE RATIO	
			DEBT SERVICE PRINCIPAL	INTEREST	TOTAL		
2006	28,405	9,828	18,577	1,300	365	1,665	11.16
2007	33,524	5,663	27,861	1,454	1,063	2,517	11.07
2008	31,428	7,888	23,540	2,153	1,401	3,554	6.62
2009	27,662	13,513	14,149	2,193	1,358	3,551	3.98
2010	33,559	10,873	22,686	2,242	1,251	3,493	6.49
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98
2015	32,212	14,381	17,831	4,447	2,544	6,991	2.55

(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, 2015 Comprehensive Annual Financial Report, p. 119

**CITY OF NORMAN**

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

Legal Debt Margin - June 30, 2015

Assessed Valuation:		
Net Assessed Value		\$873,553,000
Section 26 limitation:		
10% of net assessed value	\$ 87,355,000	
Section 27 limitation:		
30% of net assessed value		\$262,066,000
Debt applicable to limitation:		
Total general bonded debt	\$ 64,196,000	
Less amount available for payment	<u>(8,847,000)</u>	
Total debt applicable to limitation	<u>\$ 55,349,000</u>	
Legal debt margin		\$206,717,000

Source: City of Norman, 2015 Comprehensive Annual Financial Report, p. 118

**FYE 17 Budget**

The Norman Utilities Authority Water and Wastewater Division's revenues service the five revenue issues, while the Norman Municipal Authority revenues service the Sanitation Equipment Notes and the Recreational Facilities Revenue Bonds. Norman Forward Sales Tax Notes issued by the Norman Municipal Authority are serviced by Norman Forward Sales Tax Revenues. Revenue Bonds issued by the Norman Tax Increment Finance Authority are repaid from sales tax and property taxes generated in the University North Park Development and apportioned to the University North Park Tax Increment Finance District Fund. The following table illustrates the ratio of General Government debt service to total General Government expenditures.

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

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	8,951,391	8,951,391	8,839,181	8,261,494	8,226,499	8,183,688	8,105,919	8,014,522
2								
3 Revenues:								
4 Property Tax	10,439,340	10,498,288	10,498,288	10,477,309	5,732,128	5,653,616	4,961,873	4,889,183
5 Interest/Investment Income	39,526	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	0	0	0	0	0	0	0	0
7								
8 Subtotal	10,478,866	10,523,288	10,523,288	10,502,309	5,757,128	5,678,616	4,986,873	4,914,183
9 I/F Transf - 92 & 95 Bonds	0	0	0	0	0	0	0	0
10 I/F Transf - GF	0	0	0	0	0	0	0	0
11								
12 Total Revenue	10,478,866	10,523,288	10,523,288	10,502,309	5,757,128	5,678,616	4,986,873	4,914,183
13								
14 Expenditures								
15 Principal Payments	8,510,000	8,520,000	8,520,000	8,170,000	3,635,000	3,670,000	3,060,000	3,060,000
16 Interest Payments	1,183,784	1,679,030	1,679,030	1,501,274	1,334,939	1,256,385	1,188,270	1,096,620
17 Agents Fees	4,500	1,545	1,545	5,000	5,000	5,000	5,000	5,000
18 Assessment District-HP	0	0	0	0	0	0	0	0
19 Audit Accruals/Adjustments	(7,607)	0	0	0	0	0	0	0
20								
21 Subtotal	9,690,677	10,200,575	10,200,575	9,676,274	4,974,939	4,931,385	4,253,270	4,161,620
22 I/F Transf - Insurance	900,399	900,400	900,400	861,030	825,000	825,000	825,000	825,000
23 I/F Transf - GF	0	0	0	0	0	0	0	0
24								
25 Total Expenditures	10,591,076	11,100,975	11,100,975	10,537,304	5,799,939	5,756,385	5,078,270	4,986,620
26								
27 Net Difference	(112,210)	(577,687)	(577,687)	(34,995)	(42,811)	(77,769)	(91,397)	(72,437)
28								
29 Ending Fund Balance	8,839,181	8,373,704	8,261,494	8,226,499	8,183,688	8,105,919	8,014,522	7,942,085
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 17 Budget

The FYE 17 Budget shows a beginning fund balance of \$605,248. No expenditures are projected to be made for FYE 17 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2017 – 2021 discusses planned recoupment projects in detail.

CITY OF NORMAN

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

	FYE 15 ACTUAL	FYE 16 BUDGET	FYE 16 ESTIMATED	FYE 17 ADOPTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED	FYE 21 PROJECTED
1 Beginning Fund Balance	433,574	235,163	605,248	605,248	605,248	605,248	605,248	605,248
2								
3 Revenues								
4 Reimbursements/Interest	171,674	0	0	0	0	0	0	0
5 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
6								
7 Total Revenues	171,674	0	0	0	0	0	0	0
8								
9 Expenditures								
10 Capital Projects	0	0	0	0	0	0	0	0
11 Audit Adjustments	0	0	0	0	0	0	0	0
12								
13 Total Expenditures	0	0	0	0	0	0	0	0
14								
15 Net Difference	171,674	0	0	0	0	0	0	0
16								
17 Ending Fund Balance	605,248	235,163	605,248	605,248	605,248	605,248	605,248	605,248

**RETIREMENT SYSTEMS  
BUDGET  
HIGHLIGHTS**

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

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

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

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of April 11, 2016, the Plan included 8 retirees and other beneficiaries.



Oklahoma Firefighters Pension and Retirement System

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

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

Oklahoma Police Pension and Retirement System

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

**CITY OF NORMAN**

**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:**

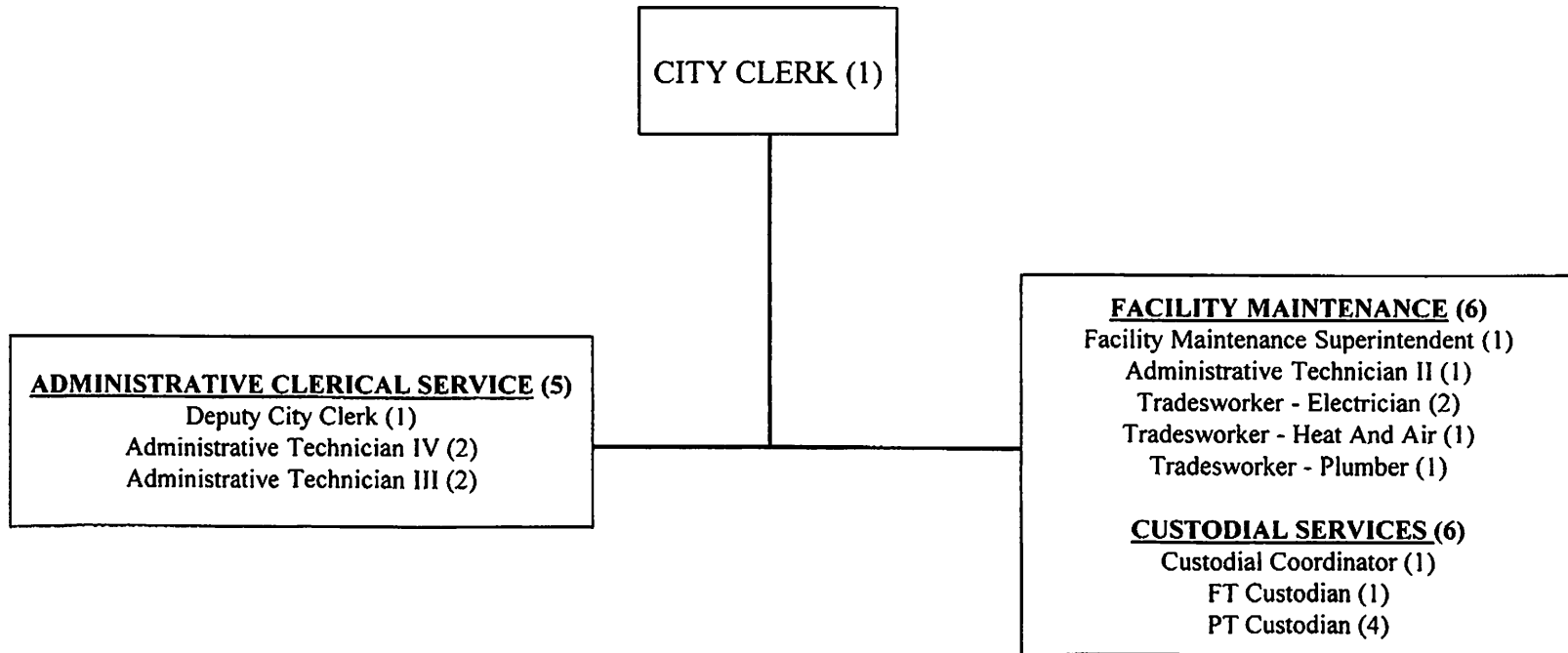
	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	581	587	590	590	593
Part-time Positions	26	24	22	22	23
<b>Total Budgeted Positions</b>	<u>607</u>	<u>611</u>	<u>612</u>	<u>612</u>	<u>616</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	51,374,456	52,860,771	52,830,051	52,833,001	55,928,280
Supplies & Materials	5,305,915	6,195,149	6,349,640	6,367,239	5,224,590
Services & Maintenance	7,685,146	10,660,917	11,317,167	11,292,591	9,739,935
Internal Services	3,538,686	3,474,872	3,474,940	3,474,932	2,964,278
Capital Equipment	2,636,755	3,422,735	5,263,334	5,211,911	4,216,347
<b>Subtotal</b>	<u>70,540,958</u>	<u>76,614,444</u>	<u>79,235,132</u>	<u>79,179,674</u>	<u>78,073,430</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	17,082	20,000	133,439	133,439	0
Interfund Transfers	436,158	0	0	2,599,094	588,500
Audit Adjust/Encumbrances	212,569	0	0	0	0
<b>Subtotal</b>	<u>665,809</u>	<u>20,000</u>	<u>133,439</u>	<u>2,732,533</u>	<u>588,500</u>
<b>Fund Total</b>	<u><u>71,206,767</u></u>	<u><u>76,634,444</u></u>	<u><u>79,368,571</u></u>	<u><u>81,912,207</u></u>	<u><u>78,661,930</u></u>

# *OFFICE OF THE CITY CLERK*

18 EMPLOYEES



## DEPARTMENT SUMMARY

### TOTAL CITY CLERK

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	13	14	14	14	14
Part-time Positions	4	4	4	4	4
<b>Total Budgeted Positions</b>	<u>17</u>	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	943,980	1,050,575	1,050,575	1,050,575	1,113,080
Supplies & Materials	97,895	112,836	113,036	113,036	107,851
Services & Maintenance	197,287	265,081	270,630	270,630	233,131
Internal Services	26,740	27,741	27,741	25,610	25,893
Capital Equipment	5,734	14,145	78,190	78,190	7,000
<b>Subtotal</b>	<u>1,271,636</u>	<u>1,470,378</u>	<u>1,540,172</u>	<u>1,538,041</u>	<u>1,486,955</u>
<b>Department Total</b>	<u>1,271,636</u>	<u>1,470,378</u>	<u>1,540,172</u>	<u>1,538,041</u>	<u>1,486,955</u>

## DIVISION SUMMARY

### 010-2020 CITY CLERK

**MISSION:**

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

**DESCRIPTION:**

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the 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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	450,745	458,916	458,916	458,916	497,101
Supplies & Materials	4,855	6,378	6,378	6,378	6,378
Services & Maintenance	75,826	98,540	99,139	99,139	77,566
Internal Services	12,346	15,114	15,114	13,906	13,810
Capital Equipment	0	4,900	4,900	4,900	0
Subtotal	543,772	583,848	584,447	583,239	594,855
Division Total	543,772	583,848	584,447	583,239	594,855



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
CITY CLERK**

**GOALS:**

To enhance customer service by:

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	95%	99%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	100%	100%	100%	99%
Percentage of Council items indexed and distributed within 3 days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	95%	95%	95%	80%	90%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98%	98%
Number of special events and festival permits issued	15	15	15	18	15

## DIVISION SUMMARY

### 010-2030 FACILITIES MAINTENANCE ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	32,306	84,104	84,104	84,104	88,766
Supplies & Materials	3,156	2,757	2,857	2,857	1,960
Services & Maintenance	27,900	44,702	50,132	50,132	34,206
Internal Services	2,651	2,502	2,502	2,110	2,674
Capital Equipment	1,649	3,375	3,375	3,375	0
Subtotal	<u>67,662</u>	<u>137,440</u>	<u>142,970</u>	<u>142,578</u>	<u>127,606</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>67,662</u></u>	<u><u>137,440</u></u>	<u><u>142,970</u></u>	<u><u>142,578</u></u>	<u><u>127,606</u></u>

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

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Response time to emergency repair measured in less than 4 hours	95%	95%	95%	98%	95%
Percentage of repeat calls for same problem	10%	10%	10%	7%	10%

Notes to Results Report:

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

**DIVISION SUMMARY****010-2031 FACILITY CUSTODIAL SERVICES****MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	126,566	166,456	166,456	166,456	177,211
Supplies & Materials	31,771	41,041	41,480	41,480	40,837
Services & Maintenance	21,540	400	400	400	400
Internal Services	1,805	1,739	1,739	1,781	1,598
Capital Equipment	0	3,000	3,723	3,723	7,000
Subtotal	<u>181,682</u>	<u>212,636</u>	<u>213,798</u>	<u>213,840</u>	<u>227,046</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>181,682</u>	<u>212,636</u>	<u>213,798</u>	<u>213,840</u>	<u>227,046</u>

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

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of time needed products are available	100%	99%	95%	95%	98%
Percentage of time inventory is adequate	100%	95%	100%	100%	100%
Percentage of time the above-referenced City facilities' janitorial needs are well maintained	85%	85%	100%	90%	100%

**DIVISION SUMMARY**

010-2032 FACILITY MAINTENANCE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	334,361	341,099	341,099	341,099	350,002
Supplies & Materials	58,114	62,660	62,321	62,321	58,676
Services & Maintenance	20,928	29,324	28,844	28,844	28,844
Internal Services	9,938	8,386	8,386	7,813	7,811
Capital Equipment	4,085	2,870	66,192	66,192	0
Subtotal	<u>427,426</u>	<u>444,339</u>	<u>506,842</u>	<u>506,269</u>	<u>445,333</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>427,426</u></u>	<u><u>444,339</u></u>	<u><u>506,842</u></u>	<u><u>506,269</u></u>	<u><u>445,333</u></u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
FACILITY MAINTENANCE**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of completed assessment of City facilities	40%	40%	40%	45%	50%
Percentage of call backs for same problem	25%	25%	15%	10%	10%
Percentage of sustainable energy and equipment projects implemented through City facilities	30%	40%	45%	50%	60%

**DIVISION SUMMARY**

## 010-2095 MUNICIPAL ELECTIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	51,093	92,115	92,115	92,115	92,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>51,093</u>	<u>92,115</u>	<u>92,115</u>	<u>92,115</u>	<u>92,115</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>51,093</u>	<u>92,115</u>	<u>92,115</u>	<u>92,115</u>	<u>92,115</u>

## DEPARTMENT SUMMARY

### TOTAL CITY COUNCIL

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	46,300	51,627	51,627	51,627	11,620
Supplies & Materials	10,195	18,475	18,469	18,469	17,425
Services & Maintenance	1,056,693	2,551,104	1,845,620	1,844,743	2,129,273
Internal Services	29,807	44,064	44,064	37,257	44,491
Capital Equipment	0	5,400	23,214	23,214	0
Subtotal	<u>1,142,995</u>	<u>2,670,670</u>	<u>1,982,994</u>	<u>1,975,310</u>	<u>2,202,809</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>1,142,995</u></u>	<u><u>2,670,670</u></u>	<u><u>1,982,994</u></u>	<u><u>1,975,310</u></u>	<u><u>2,202,809</u></u>

## DIVISION SUMMARY

### 010-1001 CITY COUNCIL

**GOALS:**

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

**OBJECTIVES:**

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

The FYE 17 General Fund allocation to the City Council includes funding in the amount of \$966,600 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Campus Area Rapid Transit (CART) - \$585,500
- Norman Economic Development Coalition (NEDC) - \$125,000
- Center for Children & Families, Inc. (CCFI) - \$100,000
- Association of Central Oklahoma Governments (ACOG) – Membership – \$64,200
- Oklahoma Municipal League (OML) – Membership - \$65,000
- Kiwanis Kruiser - \$14,500
- Great American West/89er Day Parade - \$5,000
- Performing Arts Studio - \$7,000
- Veterans Day Parade - \$400

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	46,300	51,627	51,627	51,627	11,620
Supplies & Materials	10,195	17,475	17,469	17,469	16,425
Services & Maintenance	912,439	2,376,104	1,664,874	1,663,997	1,954,273
Internal Services	29,807	44,064	44,064	37,257	44,491
Capital Equipment	0	5,400	23,214	23,214	0
Subtotal	998,741	2,494,670	1,801,248	1,793,564	2,026,089
Division Total	998,741	2,494,670	1,801,248	1,793,564	2,026,809

\*FYE 17 includes a 2% Emergency Reserve of \$944,031 and FYE 16 included a 2% Emergency Reserve of \$1,419,837.

## DIVISION SUMMARY

### 010-1098 SISTER CITIES PROGRAM

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	1,000	1,000	1,000	1,000
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>1,000</u></u>	<u><u>1,000</u></u>	<u><u>1,000</u></u>	<u><u>1,000</u></u>

## DIVISION SUMMARY

### 010-1087 SOCIAL AND VOLUNTARY SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

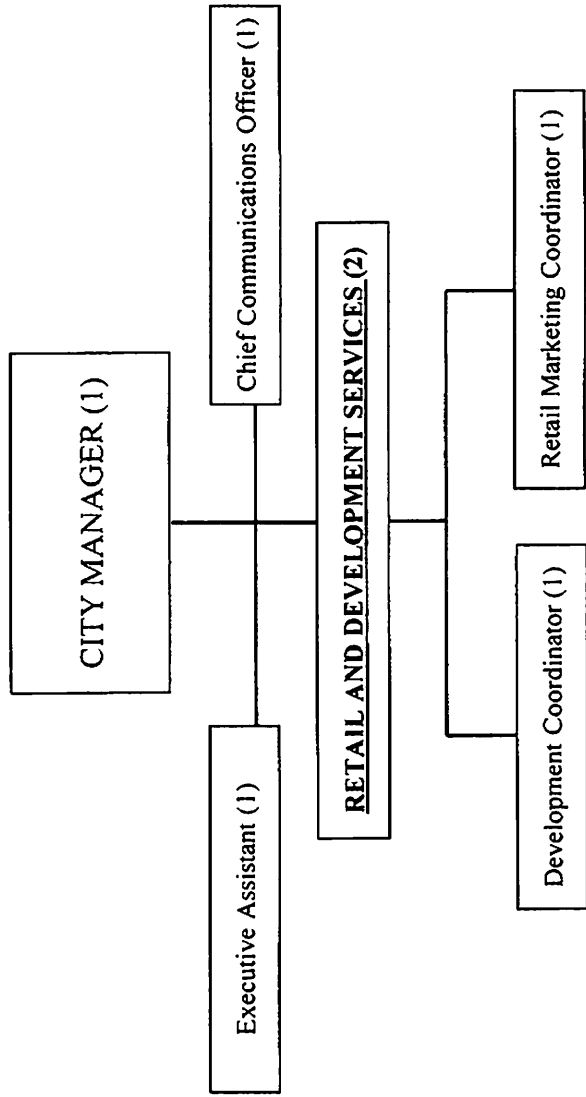
**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	144,254	175,000	180,746	180,746	175,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>144,254</u>	<u>175,000</u>	<u>180,746</u>	<u>180,746</u>	<u>175,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>144,254</u></u>	<u><u>175,000</u></u>	<u><u>180,746</u></u>	<u><u>180,746</u></u>	<u><u>175,000</u></u>



# OFFICE OF THE CITY MANAGER

5 EMPLOYEES



## DEPARTMENT SUMMARY

### TOTAL CITY MANAGER

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	4	4	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	477,505	504,651	505,051	505,051	630,001
Supplies & Materials	11,289	12,590	23,418	24,409	11,557
Services & Maintenance	92,522	90,015	89,510	90,015	93,514
Internal Services	20,069	39,799	39,799	33,627	39,535
Capital Equipment	4,135	63,320	9,627	9,627	32,932
Subtotal	<u>605,520</u>	<u>710,375</u>	<u>667,405</u>	<u>662,729</u>	<u>807,539</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u>605,520</u>	<u>710,375</u>	<u>667,405</u>	<u>662,729</u>	<u>807,539</u>

**DIVISION SUMMARY**

## 010-1010 CITY MANAGER

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	311,535	306,933	307,333	307,333	324,396
Supplies & Materials	10,194	8,293	11,646	11,646	3,993
Services & Maintenance	14,943	17,461	17,856	17,461	20,702
Internal Services	19,980	39,553	39,553	33,393	39,364
Capital Equipment	1,559	63,320	6,635	6,635	32,932
Subtotal	358,211	435,560	383,023	376,468	421,387
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	358,211	435,560	383,023	376,468	421,387

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
CITY MANAGER**

**GOALS:**

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

**WORK PLAN FOR 2017**

- Continue implementation of the Storm Water Master Plan Action Plan including creation of a storm water utility rate system.
- Continue to work with intergovernmental stakeholders at the local and state level and the business community to prepare proposed rules, options and regulations for water re-use.
- Consult with and develop a Central Oklahoma Master Conservancy District (COMCD) and participating cities’ vision of securing additional supply to “firm up” Lake Thunderbird’s safe yield through water reuse or augmentation from OKC.
- Finalize siting of new Emergency Communication Center and issue Request for Proposal (RFP) to qualified vendor to construct new City-wide emergency radio communication system.
- Support the continuing collaboration between the City and the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS).
- Support and participate in the Community Planning project for a master plan and building form standards for the City Center Visioning Project area.
- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Implementation of the street projects in east Norman funded by the \$17 million CDBG Disaster Recovery Grant.
- Complete the \$5 million Storm Rebuilding Program in response to the historic May/June 2015 EF-1 tornado and five flash flooding events.
- Issue RFP for the preparation of a Comprehensive Plan; engage consultant to begin work.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Norman News members	1,090	945	1,150	1,000	1,150

## DIVISION SUMMARY

### 010-1013 COMMUNICATIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	94,387
Supplies & Materials	0	0	4,068	5,059	6,225
Services & Maintenance	0	0	350	350	11,985
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>4,418</u>	<u>5,409</u>	<u>112,597</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>4,418</u></u>	<u><u>5,409</u></u>	<u><u>112,597</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
COMMUNICATIONS**

**GOALS:**

- Provide timely, accurate information about the City of Norman’s issues, events, and services.
- Provide effective media relations.
- Enhance social media communication.
- Leverage the use of technology to expand communication to stakeholders.

**OBJECTIVES:**

- Establish and build positive relationship with representatives of the local media
- Develop positive relationships with counterparts in the public school system, university, and other community organizations to enhance community outreach.
- Keep the community informed about the progress of the NORMAN FORWARD projects.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Send quarterly NORMAN FORWARD updates to stakeholders	n/a	n/a	n/a	n/a	4
Develop a NORMAN FORWARD Communication Plan	n/a	n/a	n/a	n/a	1
Develop and send a City Manager’s report electronically to staff, elected officials, and local media	n/a	n/a	n/a	n/a	52
Provide annual media relations training for City Staff	n/a	n/a	n/a	n/a	1
Report the number of press releases issued	211	n/a	250	n/a	n/a
Report the number of visits to the City of Norman website	841,040	n/a	1,500,000	n/a	n/a
Report Facebook followers	2,625	n/a	1,900	n/a	n/a
Report Twitter followers	1,193	n/a	875	n/a	n/a

Notes to Results Report: This is a new division to the City, therefore some measurements are unavailable.



## DIVISION SUMMARY

### 010-1011 RETAIL AND DEVELOPMENT SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	165,969	197,718	197,718	197,718	211,218
Supplies & Materials	1,095	4,097	7,504	7,504	1,139
Services & Maintenance	34,636	59,128	54,825	55,725	47,401
Internal Services	89	246	246	234	171
Capital Equipment	2,576	0	2,992	2,992	0
Subtotal	<u>204,365</u>	<u>261,189</u>	<u>263,285</u>	<u>264,173</u>	<u>259,929</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>204,365</u></u>	<u><u>261,189</u></u>	<u><u>263,285</u></u>	<u><u>264,173</u></u>	<u><u>259,929</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
RETAIL AND DEVELOPMENT SERVICES

**GOALS:**

- Improve City development processes to enhance local business climate.
- Develop opportunities for feedback and suggestions from the development community to better understand and address issues.
- Work closely with local business organizations, staff, citizens and elected officials to address business-related concerns and foster a cooperative environment for issues to be resolved.
- Clearly communicate requirements for City development and opportunities to new and existing businesses (residential and non-residential).
- Increase retail sales tax revenue and attract new retailers to Norman, without compromising existing retail.
- Recognize and capitalize on existing consumer opportunities and identify retail gaps.
- Retention and strengthening of existing businesses.
- Promote retail as an important amenity in the broader context of quality of life and place-making, specifically for mixed use and historic districts.

**OBJECTIVES:**

- Finalize items of common building/fire code concerns and finalize Code Clarification document for non-resident projects.
- Revise Building Permit section of Development Services webpage to clarify building permit requirements for users.
- Coordination of additional NORMAN FORWARD Projects with Staff and Program Management Firm.
- Continue recruitment of targeted retailers based on updated retail leakage reports and community needs.
- Represent Norman at industry events, specifically the International Council of Shopping Centers (ICSC), both regionally and nationally.
- Develop a program aimed at assisting small business in Norman.
- Provide requested data to potential leads in a timely fashion (48 hours or less).
- Maintain and publish up-to-date information on Norman's retail market, including inventory and classification of retail space, land use inventory, new commercial developments, databases and maps of existing businesses, demographics, etc.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

- **Develop a system for updating businesses/developers of large City construction projects:** Public Works Administration, the Retail Marketing Coordinator and the Development Coordinator are developing enhanced informational efforts to keep business owners apprised of updates during the Lindsey Street Construction project. The City and Norman Convention and Visitors Bureau have partnered to develop, implement and install temporary directional construction signage to help motorists utilizing detour routes for Lindsey Street locate retail, restaurant and lodging destinations in the construction area.

- **Develop a list of common building/fire concerns and work with staff to create a series of Code Clarifications:** Staff has developed a draft of code clarifications for both residential and commercial building code items. Staff is currently reviewing the draft and with the adoption of the ICC family of codes in 2016 and the pending ICC and NFPA code changes, additional draft revisions may be needed.
- **Completion of Fee Study and Analysis of the City of Norman Wastewater Excise Tax on New Development and Connection Fees:** A draft report has been completed and staff and the project consultant will be presenting the information to the City Council and stakeholders in spring of 2016.
- **Develop and Distribute a Customer Service Survey for the Development Services Division to residential trade contractors, builders and other project representatives to receive their input on plan review and inspection services.**
- **Develop and distribute a Customer Service Survey for the Development Services Division to non-residential trade contractors, builders and other project representatives to receive their input on plan review and inspection services.**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of leads generated from recruitment efforts	n/a	22	50	24	36
Number of businesses opened or leases signed after contact with Retail Marketing Coordinator	n/a	n/a	4	5	5
DestinationNorman.com website traffic (launched January 2015)	n/a	755 visits	5,000 visits	2,000 visits	2,500 visits
LindseyStreetNorman.com website traffic (launched February 2015)	n/a	1,461 visits	n/a	7,500 visits	10,000 visits

## DIVISION SUMMARY

### 010-1091 EMPLOYEE TRAINING / DEVELOPMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	200	200	200	200
Services & Maintenance	1,813	8,526	3,308	3,308	8,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,813	8,726	3,508	3,508	8,726
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,813	8,726	3,508	3,508	8,726

## DIVISION SUMMARY

### 010-1093 SPECIAL STUDIES / CONTRIBUTIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

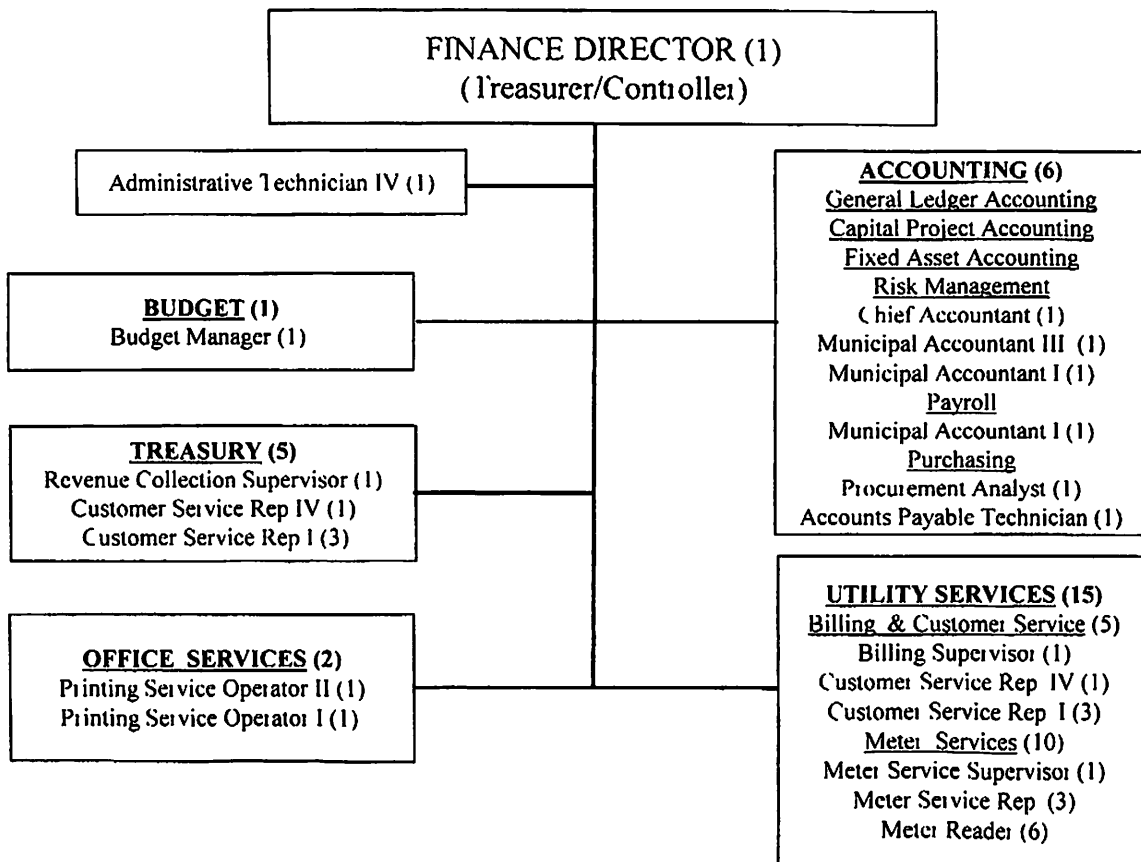
	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	41,130	4,900	13,171	13,171	4,900
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>41,130</u>	<u>4,900</u>	<u>13,171</u>	<u>13,171</u>	<u>4,900</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>41,130</u></u>	<u><u>4,900</u></u>	<u><u>13,171</u></u>	<u><u>13,171</u></u>	<u><u>4,900</u></u>

# FINANCE DEPARTMENT

31 EMPLOYEES



## DEPARTMENT SUMMARY

### TOTAL FINANCE DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	28	30	30	30	31
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>28</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>31</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	2,010,322	2,148,696	2,148,696	2,148,696	2,277,559
Supplies & Materials	45,955	55,118	55,395	55,395	63,324
Services & Maintenance	801,788	805,074	833,906	833,906	815,987
Internal Services	180,204	197,570	197,570	197,570	194,588
Capital Equipment	99,459	166,387	214,895	214,895	67,237
<b>Subtotal</b>	<u>3,137,728</u>	<u>3,372,845</u>	<u>3,450,462</u>	<u>3,450,462</u>	<u>3,418,695</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	17,082	20,000	133,439	133,439	0
Interfund Transfers	0	0	0	0	0
<b>Subtotal</b>	<u>17,082</u>	<u>20,000</u>	<u>133,439</u>	<u>133,439</u>	<u>0</u>
<b>Department Total</b>	<u><u>3,154,810</u></u>	<u><u>3,392,845</u></u>	<u><u>3,583,901</u></u>	<u><u>3,583,901</u></u>	<u><u>3,418,695</u></u>



## DIVISION SUMMARY

### 010-3020 ACCOUNTING

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	488,763	510,075	510,075	510,075	529,638
Supplies & Materials	1,770	3,672	3,433	3,433	3,172
Services & Maintenance	116,180	134,598	163,536	163,536	134,598
Internal Services	13,651	17,049	17,049	17,049	13,904
Capital Equipment	1,559	0	0	0	2,100
Subtotal	<u>621,923</u>	<u>665,394</u>	<u>694,093</u>	<u>694,093</u>	<u>683,412</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>621,923</u></u>	<u><u>665,394</u></u>	<u><u>694,093</u></u>	<u><u>694,093</u></u>	<u><u>683,412</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ACCOUNTING**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b><u>Accounting and Financial Reporting:</u></b>					
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	23	24	25	25	26

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	7 days	3 days	7 days	3 days	3 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
<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	92%	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	100%	98%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	65%	68%	68%	69%	69%

## DIVISION SUMMARY

### 010-3001 ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	233,093	232,658	232,658	232,658	240,928
Supplies & Materials	872	880	1,080	1,080	930
Services & Maintenance	14,364	31,030	28,809	28,809	23,460
Internal Services	38,178	45,903	45,903	45,903	44,330
Capital Equipment	0	0	0	0	3,500
Subtotal	<u>286,507</u>	<u>310,471</u>	<u>308,450</u>	<u>308,450</u>	<u>313,148</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>286,507</u></u>	<u><u>310,471</u></u>	<u><u>308,450</u></u>	<u><u>308,450</u></u>	<u><u>313,148</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Achieve stated department-wide performance indicators	(21/26) 80%	80%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	60%	65%	100%	50%	100%

## DIVISION SUMMARY

### 010-3030 BUDGET

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	113,500	115,391	115,391	115,391	121,192
Supplies & Materials	424	398	558	558	348
Services & Maintenance	4,468	5,012	4,852	4,852	5,012
Internal Services	10,594	13,565	13,565	13,565	10,544
Capital Equipment	0	0	0	0	0
Subtotal	<u>128,986</u>	<u>134,366</u>	<u>134,366</u>	<u>134,366</u>	<u>137,096</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>128,986</u></u>	<u><u>134,366</u></u>	<u><u>134,366</u></u>	<u><u>134,366</u></u>	<u><u>137,096</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
BUDGET**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of years GFOA Distinguished Presentation Award received since 1991	24	24	26	25	26
City Manager's proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	80 days	80 days	80 days	79 days	80 days
Respond to requests for information within required time limit, 95% of the time	98%	98%	98%	98%	98%
Number of Training Workshops conducted/attended	1/5	1/25	2/3	1/8	2/3
Number of budget transfer requests annually	1,948	1,948	1,100	1,110	1,100
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	95%	95%
Actual revenues received vs. budget	-10.93%	+19.89%	n/a	+86.32%	n/a
Actual expenditures vs. budget	-7.9%	+5.49	n/a	+94.66%	n/a



## DIVISION SUMMARY

### 010-3023 OFFICE SERVICES

**MISSION:**

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

**DESCRIPTION:**

Office Services Division:

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	94,525	101,174	101,174	101,174	109,198
Supplies & Materials	17,423	24,426	24,582	24,582	24,726
Services & Maintenance	111,639	111,570	111,564	111,564	117,497
Internal Services	969	1,264	1,264	1,264	975
Capital Equipment	0	0	102	102	0
Subtotal	<u>224,556</u>	<u>238,434</u>	<u>238,686</u>	<u>238,686</u>	<u>252,396</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>224,556</u></u>	<u><u>238,434</u></u>	<u><u>238,686</u></u>	<u><u>238,686</u></u>	<u><u>252,396</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
OFFICE SERVICES**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of equipment down time	5%	>5%	>5%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	100%	98%	100%	99%	100%
Reduce follow up time	n/a	8%	10%	10%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	n/a	95%	100%	100%	100%
Reduce outside printing costs by specified percentage	10%	8%	10%	10%	10%

## DIVISION SUMMARY

### 010-3025 TREASURY

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	361,255	366,623	366,623	366,623	379,283
Supplies & Materials	2,798	2,125	2,125	2,125	2,875
Services & Maintenance	322,628	277,063	277,839	277,839	277,763
Internal Services	5,874	8,250	8,250	8,250	7,000
Capital Equipment	3,108	8,675	8,683	8,683	1,400
Subtotal	695,663	662,736	663,520	663,520	668,321
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	695,663	662,736	663,520	663,520	668,321

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
TREASURY**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 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

### 010-3022 UTILITY SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	12	14	14	14	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>15</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	719,186	822,775	822,775	822,775	897,320
Supplies & Materials	22,669	23,617	23,617	23,617	31,273
Services & Maintenance	232,508	245,801	247,306	247,306	257,657
Internal Services	110,937	111,539	111,539	111,539	117,835
Capital Equipment	94,791	157,712	206,110	206,110	60,237
Subtotal	<u>1,180,091</u>	<u>1,361,444</u>	<u>1,411,347</u>	<u>1,411,347</u>	<u>1,364,322</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,180,091</u></u>	<u><u>1,361,444</u></u>	<u><u>1,411,347</u></u>	<u><u>1,411,347</u></u>	<u><u>1,364,322</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### UTILITY SERVICES

**GOALS:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b><u>Utility Customer Services:</u></b>					
Accounts <60 days turned over to Collections	n/a	n/a	n/a	n/a	100%
Counter customers assisted	n/a	n/a	n/a	n/a	6,000
Final bills processed on time	n/a	+/- 6,072	7,000	98%	7,000
Incoming callers assisted	n/a	n/a	n/a	n/a	77,940
Notices produced and mailed on time	n/a	+/-46,212	51,975	98%	55,000
Ratio of eligible cut-off accounts to be actually cut-off	n/a	36%-9%	n/a	n/a	100% Eligible
Refunds & adjustments approved by Supervisor	n/a	n/a	n/a	n/a	100%
Requests for public disclosure documents	n/a	n/a	n/a	n/a	100
Scanned work product (go green initiative)	n/a	n/a	n/a	n/a	100%
Social Security (last 4 numbers) on all new accounts	n/a	n/a	n/a	n/a	100%
Utility bills produced and mailed on time	n/a	+/-473,208	518,527	98%	550,000

CITY OF NORMAN

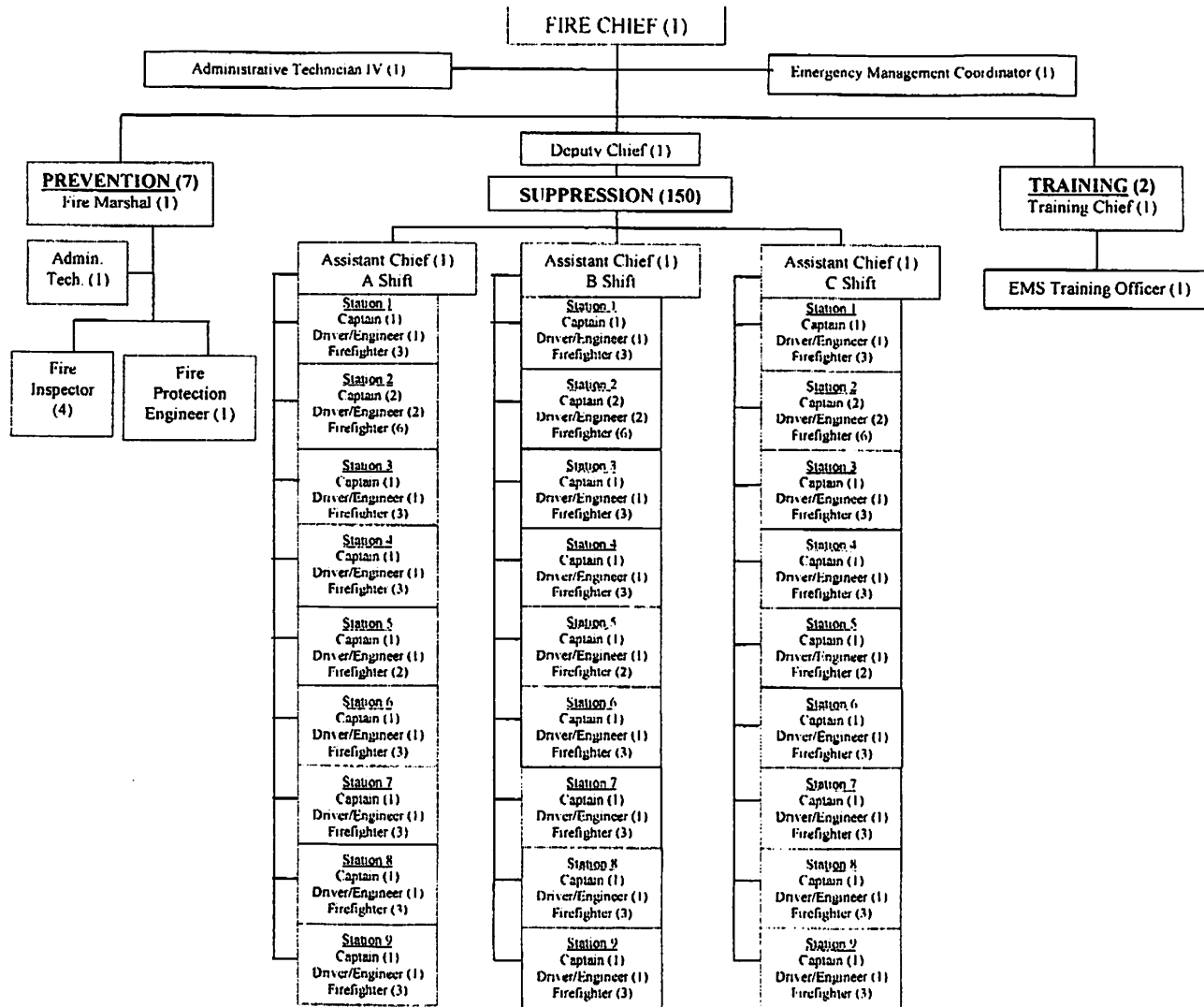
**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b><u>Meter Reading Services:</u></b>					
Percentage of routes read on time (every 28 to 31 days)	60%	55%	68%	75%	75%
Training seminars provided per employee	0	0	3	0	0
Keep meter reading error rate under 1%	0.5%	0.5%	0.5%	0.5%	0.5%
Average number of meters read per month	37,363	37,363	38,290	38,875	39,500



# FIRE DEPARTMENT

163 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL FIRE DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

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

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	133	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>133</u>	<u>133</u>	<u>133</u>	<u>133</u>	<u>133</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	13,230,610	13,448,929	13,423,929	13,423,929	14,130,033
Supplies & Materials	326,627	280,522	317,341	324,341	416,344
Services & Maintenance	293,474	544,424	649,986	649,986	461,125
Internal Services	1,086,298	987,854	987,854	987,854	644,224
Capital Equipment	145,895	297,074	545,320	545,320	251,420
Subtotal	<u>15,082,904</u>	<u>15,558,803</u>	<u>15,924,430</u>	<u>15,931,430</u>	<u>15,903,146</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>15,082,904</u></u>	<u><u>15,558,803</u></u>	<u><u>15,924,430</u></u>	<u><u>15,931,430</u></u>	<u><u>15,903,146</u></u>

**DIVISION SUMMARY**

010-6440 ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	427,852	415,415	415,415	413,415	430,260
Supplies & Materials	16,341	13,618	13,751	13,751	14,868
Services & Maintenance	101,876	143,728	144,452	144,452	145,429
Internal Services	12,308	12,171	12,171	12,171	11,424
Capital Equipment	0	0	0	0	64,738
Subtotal	<u>558,377</u>	<u>584,932</u>	<u>585,789</u>	<u>585,789</u>	<u>666,719</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>558,377</u></u>	<u><u>584,932</u></u>	<u><u>585,789</u></u>	<u><u>585,789</u></u>	<u><u>666,719</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
CAD/RMS training	n/a	100%	100%	100%	100%
Equipment installation	n/a	100%	100%	100%	100%
ISO rating improvement	n/a	25%	25%	100%	100%

Notes to Results Report:

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

**DIVISION SUMMARY**

010-6444 EMERGENCY MANAGEMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	104,498	106,833	106,833	106,833	112,415
Supplies & Materials	4,420	15,836	16,026	16,026	34,564
Services & Maintenance	3,510	5,091	5,768	5,768	11,341
Internal Services	3,793	3,550	3,550	3,550	3,371
Capital Equipment	3,903	26,700	30,463	30,463	6,200
Subtotal	120,124	158,010	162,640	162,640	167,891
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	120,124	158,010	162,640	162,640	167,891

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
EMERGENCY MANAGEMENT**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Review and update Emergency Operations Plan	1	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	2	1	2	2	2
Audible tone warning system tested	48	48	48	48	48
Training attended	6	5	8	8	8
Public awareness activities	6	4	6	6	6
Staff exercises	0	2	1	1	1

**DIVISION SUMMARY**

010-6442 PREVENTION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	795,978	788,313	788,313	788,313	776,561
Supplies & Materials	23,875	19,009	24,600	24,600	17,817
Services & Maintenance	8,643	10,865	10,865	10,865	10,865
Internal Services	33,425	23,188	23,188	23,373	23,695
Capital Equipment	4,261	37,016	42,895	42,895	0
Subtotal	<u>866,182</u>	<u>878,391</u>	<u>889,861</u>	<u>890,046</u>	<u>828,938</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>866,182</u>	<u>878,391</u>	<u>889,861</u>	<u>890,046</u>	<u>828,938</u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
PREVENTION**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of public education events conducted	140	100	140	140	140
Number of personnel fully certified	4	4	4	4	3
Code Enforcement inspections	2,982	3,814	3,500	3,979	3,500
Number of plans reviewed	648	567	630	658	600
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%

## DIVISION SUMMARY

010-6443 SUPPRESSION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	11,701,915	11,903,198	11,878,198	11,878,198	12,555,759
Supplies & Materials	271,847	221,850	252,755	259,755	339,145
Services & Maintenance	167,737	211,420	315,565	315,565	216,370
Internal Services	1,034,049	945,111	945,111	945,111	601,297
Capital Equipment	134,531	156,070	394,674	394,674	177,282
<b>Subtotal</b>	<u>13,310,079</u>	<u>13,437,649</u>	<u>13,786,303</u>	<u>13,793,303</u>	<u>13,889,853</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
<b>Subtotal</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Division Total</b>	<u><u>13,310,079</u></u>	<u><u>13,437,649</u></u>	<u><u>13,786,303</u></u>	<u><u>13,793,303</u></u>	<u><u>13,889,853</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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	450	303	550	577	600
Emergency medical calls answered	8,396	9,286	8,700	9,050	9,500
Average response time (urban area)	No information	5.20 Minutes	5.0 minutes	5.0 minutes	5.0 Minutes
Fire loss per capita	\$89.76	\$89.10	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	200.13%	200.04%	90%	90%	90%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

**DIVISION SUMMARY**

010-6441 TRAINING

**MISSION:**

Develop and maintain a highly skilled workforce.

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	200,366	235,170	235,170	235,170	255,038
Supplies & Materials	10,144	10,209	10,209	10,209	9,950
Services & Maintenance	11,708	173,320	173,336	173,336	77,120
Internal Services	2,723	3,834	3,834	3,649	4,437
Capital Equipment	3,200	77,288	77,288	77,288	3,200
Subtotal	<u>228,141</u>	<u>499,821</u>	<u>499,837</u>	<u>499,652</u>	<u>349,745</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>228,141</u></u>	<u><u>499,821</u></u>	<u><u>499,837</u></u>	<u><u>499,652</u></u>	<u><u>349,745</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### TRAINING

**GOALS:**

- Provide essential job skill training to all Department members to assure a high level of proficiency.\
- Improve pre-hospital care and proficiency
- Expand local training opportunities.
- 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:**

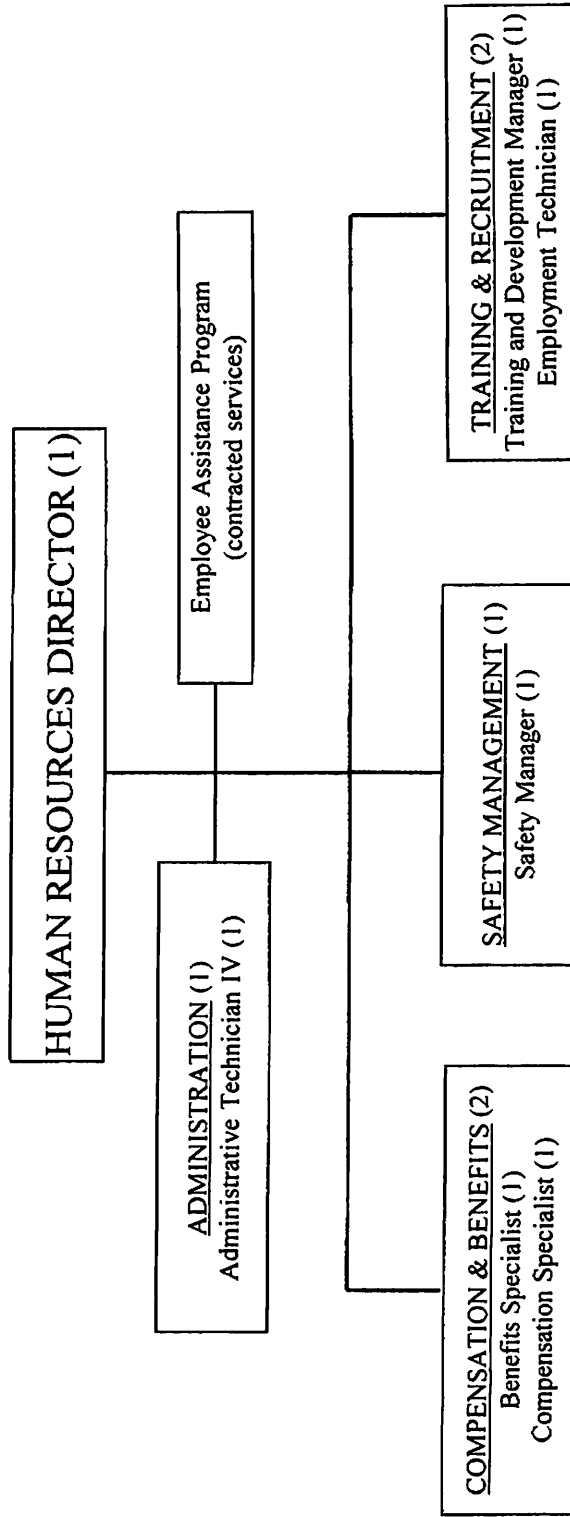
	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total staff hours in internal training programs	29,231	29,528	35,000	30,000	35,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	102	110	120	110	120
Total EMT members	117	125	135	129	104
Total A-EMT members	n/a	n/a	n/a	n/a	7
Total Paramedic members	n/a	n/a	n/a	n/a	19

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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	528,941	554,769	554,769	554,769	579,658
Supplies & Materials	27,654	26,372	31,622	31,622	26,197
Services & Maintenance	233,717	312,794	321,595	321,595	247,647
Internal Services	35,694	42,385	42,385	42,135	34,983
Capital Equipment	47,922	6,600	11,360	11,360	17,084
Subtotal	873,928	942,920	961,731	961,481	905,569
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	873,928	942,920	961,731	961,481	905,569



## DIVISION SUMMARY

### 010-3130 HUMAN RESOURCES

**MISSION:**

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

**DESCRIPTION:**

The Human Resources Department fulfills this mission through:

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	491,595	495,190	495,190	495,190	515,297
Supplies & Materials	19,103	17,075	18,084	18,084	16,900
Services & Maintenance	136,838	222,379	229,366	229,366	157,232
Internal Services	35,694	42,385	42,385	42,135	34,983
Capital Equipment	46,363	6,600	11,360	11,360	3,500
Subtotal	<u>729,593</u>	<u>783,629</u>	<u>796,385</u>	<u>796,135</u>	<u>727,912</u>

Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Division Total	<u><u>729,593</u></u>	<u><u>783,629</u></u>	<u><u>796,385</u></u>	<u><u>796,135</u></u>	<u><u>727,912</u></u>
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## **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

### **HUMAN RESOURCES**

#### **GOALS:**

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

#### **OBJECTIVES:**

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

**CITY OF NORMAN**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	71%	100%	70%	80%	80%
# of grievances / % total employees	71.84%	71.84%	61.72%	71.82%	71.81%
Percent of new hires successfully completing six-month probation	87.5%	81%	87%	88%	86%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name	76.41%	76.61%	76.60%	76.60%	76.70%
Total prescription plan cost	\$2,354,225	\$2,114,013	\$1,900,000	\$2,115,000	\$2,000,000
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	98%	97%	97%	96%	96%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$49,920	\$56,175	\$45,000	\$57,000	\$52,500
Number of training hours provided in the Computer Training Lab	3,328	3,745	3,000	3,800	3,500
Website utilization/average number of visits per month					
to Human Resources site:	4,955	9,448	5,000	9,450	9,500
to Job Posting Site/% of HR site visits	4,422/89%	7,967/84%	4,500/90%	8,033/85%	8,075/85%
APWA Re-Accreditation Internal Audits	160/484	526/526	242/484	135/541	271/541
35 chapters, 526 management practices*	17.42%	100%	50%	25%	50%
% internal audits completed					
Percent of Environmental Management Plans implemented (16 plans/8 divisions)	63%	50%	100%	100%	100%
Percent of employees participating in special events and programs	76%	87%	82%	82%	82%

\*FYE 16 – Environmental Management Chapter added by APWA/36 total Chapters/541 Practices

## DIVISION SUMMARY

### 010-3192 EMPLOYEE ASSISTANCE PROGRAM

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	44	44	44	44
Services & Maintenance	24,948	24,949	24,949	24,949	24,949
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>24,948</u>	<u>24,993</u>	<u>24,993</u>	<u>24,993</u>	<u>24,993</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>24,948</u></u>	<u><u>24,993</u></u>	<u><u>24,993</u></u>	<u><u>24,993</u></u>	<u><u>24,993</u></u>

**DIVISION SUMMARY**

## 010-3132 SAFETY

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	37,346	59,579	59,579	59,579	64,361
Supplies & Materials	8,551	9,253	13,494	13,494	9,253
Services & Maintenance	71,931	65,466	67,280	67,280	65,466
Internal Services	0	0	0	0	0
Capital Equipment	1,559	0	0	0	13,584
Subtotal	<u>119,387</u>	<u>134,298</u>	<u>140,353</u>	<u>140,353</u>	<u>152,664</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>119,387</u></u>	<u><u>134,298</u></u>	<u><u>140,353</u></u>	<u><u>140,353</u></u>	<u><u>152,664</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### SAFETY

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Training of employees in First Aid/CPR/AED	n/a	40	45	80	45
Cost savings of certifying employees in First Aid/CPR/AED Training	n/a	\$2,520	\$2,520	\$5,040	\$2,520
Conduct safety meetings at CON facilities to OSHA standards to help minimize accidents/incidents in all work environments	n/a	60 meetings	110 meetings	60 meetings	120 meetings
Conduct job hazard analysis at work sites and correct hazards, if applicable	n/a	20 JHA's	20 JHAs	20 JHAs	30 JHAs
Implementation of CON Safety Committee to work together collectively to discuss hazards and make recommendations, as needed	n/a	3 meetings	3 meetings	3 meetings	12 meetings
Inspect all CON facilities and provide feedback to each department	n/a	10	10	10	15

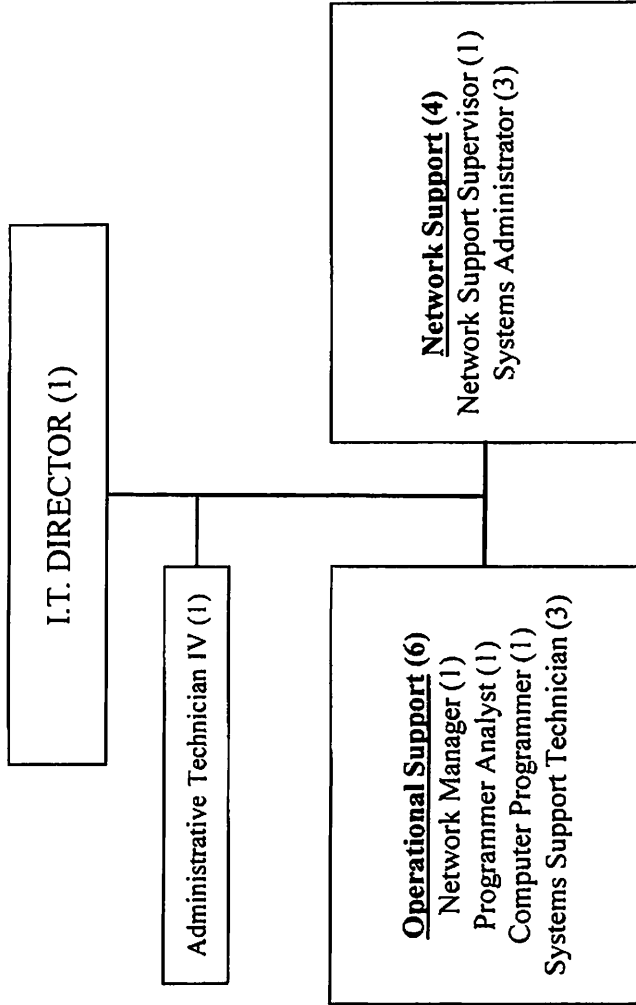
Notes to Results Report:

CON – City of Norman

JHA – Job Hazard Analysis

# INFORMATION TECHNOLOGY DEPARTMENT

12 EMPLOYEES





## DEPARTMENT SUMMARY

### TOTAL INFORMATION TECHNOLOGY (010-2321)

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	10	12	12	12	12
Part-time Positions	1	0	0	0	0
<b>Total Budgeted Positions</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,031,874	1,211,776	1,211,776	1,211,776	1,289,623
Supplies & Materials	27,805	79,363	76,710	79,363	72,193
Services & Maintenance	464,330	803,509	1,034,580	1,034,580	679,037
Internal Services	12,865	41,259	41,259	40,720	32,979
Capital Equipment	133,445	111,276	381,858	381,858	120,123
<b>Subtotal</b>	<b>1,670,319</b>	<b>2,247,183</b>	<b>2,746,183</b>	<b>2,748,297</b>	<b>2,193,955</b>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department Total</b>	<b>1,670,319</b>	<b>2,247,183</b>	<b>2,746,183</b>	<b>2,748,297</b>	<b>2,193,955</b>

## **DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS**

### **INFORMATION TECHNOLOGY**

#### **GOALS:**

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

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

#### **OBJECTIVES:**

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

**CITY OF NORMAN**

- Enhance the City’s Enterprise Resource Planning (ERP) system which is the software responsible for data and management related to budgeting, accounts payable, accounts receivable, assets, inventory, purchasing, payroll, personnel, permits, code enforcement, land/parcel management, courts, and utility billing. Improve the business process by implementing a modern ERP solution. Plan, manage, and commit to learning the new software and teach the new business process to all ERP system users. Reduce waste by automating currently manual processes and digitizing forms, documents and records.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

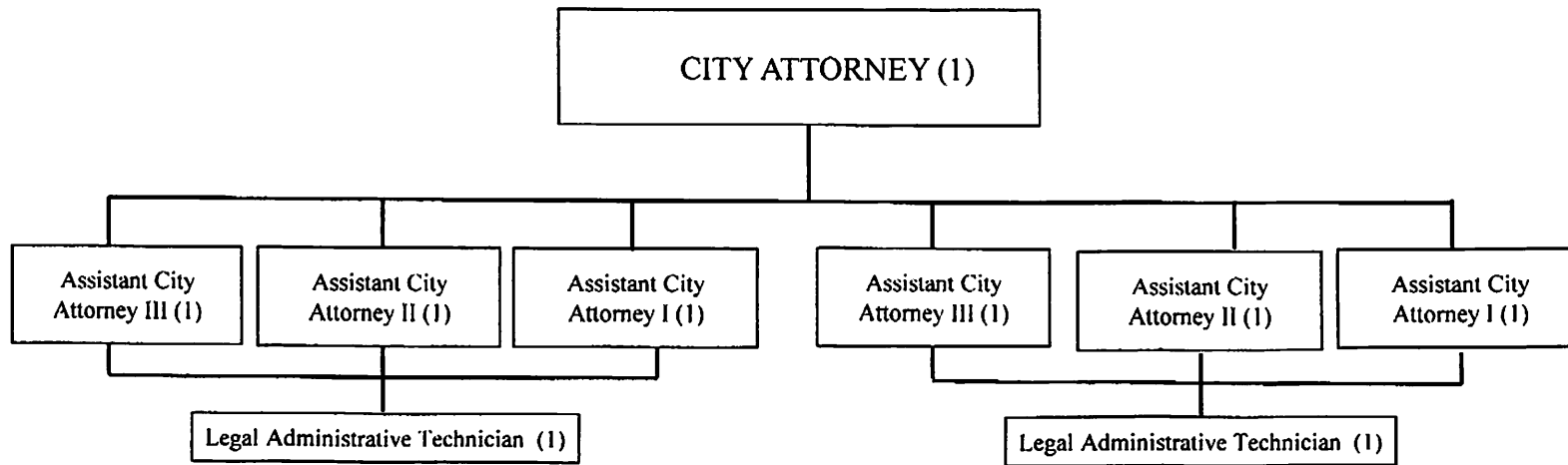
	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>Performance Indicators:</b>					
Number of IT work requests completed	4,379	3,132	5,000	4,500	5,000
Number of public safety users supported	307	382	340	323	340
Number of public safety systems supported (PC’s, laptops, printers, faxes, copiers, phones)	400	1,099	713	1,100	1,150
VOIP Phones (242)					
Cell Phones/Devices (212)					
Access Control (Doors/Cameras – 84)					
Tablets (12)					
Number of public safety vehicles outfitted with IT supported equipment	125	130	152	137	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	181	181	219	193	219
Number of public safety work requests resolved	1,356	1,115	1,800	1,550	1,700
Number of department system users supported (excluding public safety)	350	319	376	375	376
Number of department devices supported (excluding public safety)	1,500	1,449	1,550	1,505	1,550
VOIP Phones (282)					
Number of business applications supported	358	384	365	360	370
Number and type of major projects launched	13	13	16	16	15
Percent of servers virtualized	64%	64%	77%	68%	77%
Data growth in Terabytes**	165 TB	165 TB	300 TB	180 TB	300 TB

**Notes to Results Report:**

\*\*1Terabyte is equivalent to 1,024 Gigabytes and 1 Gigabyte is equivalent to a 65,000 page MS Word document file

# ***LEGAL DEPARTMENT***

9 EMPLOYEES



## DEPARTMENT SUMMARY

### TOTAL LEGAL DEPARTMENT (010-2220)

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	854,922	943,452	943,452	943,452	990,368
Supplies & Materials	11,315	12,973	14,689	14,689	12,698
Services & Maintenance	237,843	181,739	180,680	181,739	180,109
Internal Services	16,200	21,178	21,178	20,458	19,169
Capital Equipment	0	7,400	7,400	7,400	2,500
Subtotal	<u>1,120,280</u>	<u>1,166,742</u>	<u>1,167,399</u>	<u>1,167,738</u>	<u>1,204,844</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>1,120,280</u></u>	<u><u>1,166,742</u></u>	<u><u>1,167,399</u></u>	<u><u>1,167,738</u></u>	<u><u>1,204,844</u></u>

**DIVISION SUMMARY**

010-2220 LEGAL

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	854,921	943,452	943,452	943,452	990,368
Supplies & Materials	11,109	12,973	14,574	14,574	12,698
Services & Maintenance	237,843	181,333	180,389	181,333	179,703
Internal Services	16,200	21,178	21,178	20,458	19,169
Capital Equipment	0	7,400	7,400	7,400	2,500
Subtotal	1,120,073	1,166,336	1,166,993	1,167,217	1,204,438
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	1,120,073	1,166,336	1,166,993	1,167,217	1,204,438

## 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 legal opinions
- Allow easier transition and cross-training for departmental staff

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Quarterly review and update of departmental website	25%	40%	75%	40%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	90%	50%	95%	50%	75%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	95%	95%	95%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	25%	75%	95%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	95%	95%	98%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	35%	35%	35%	35%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	90%	95%	95%	95%	98%
Develop departmental policy/procedures handbook	n/a	n/a	n/a	n/a	25%



## DIVISION SUMMARY

### 010-1086 CHILDREN'S RIGHTS COMMISSION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	206	0	94	94	0
Services & Maintenance	0	176	82	176	176
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	206	176	176	270	176
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	206	176	176	270	176

## DIVISION SUMMARY

### 010-1085 HUMAN RIGHTS COMMISSION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

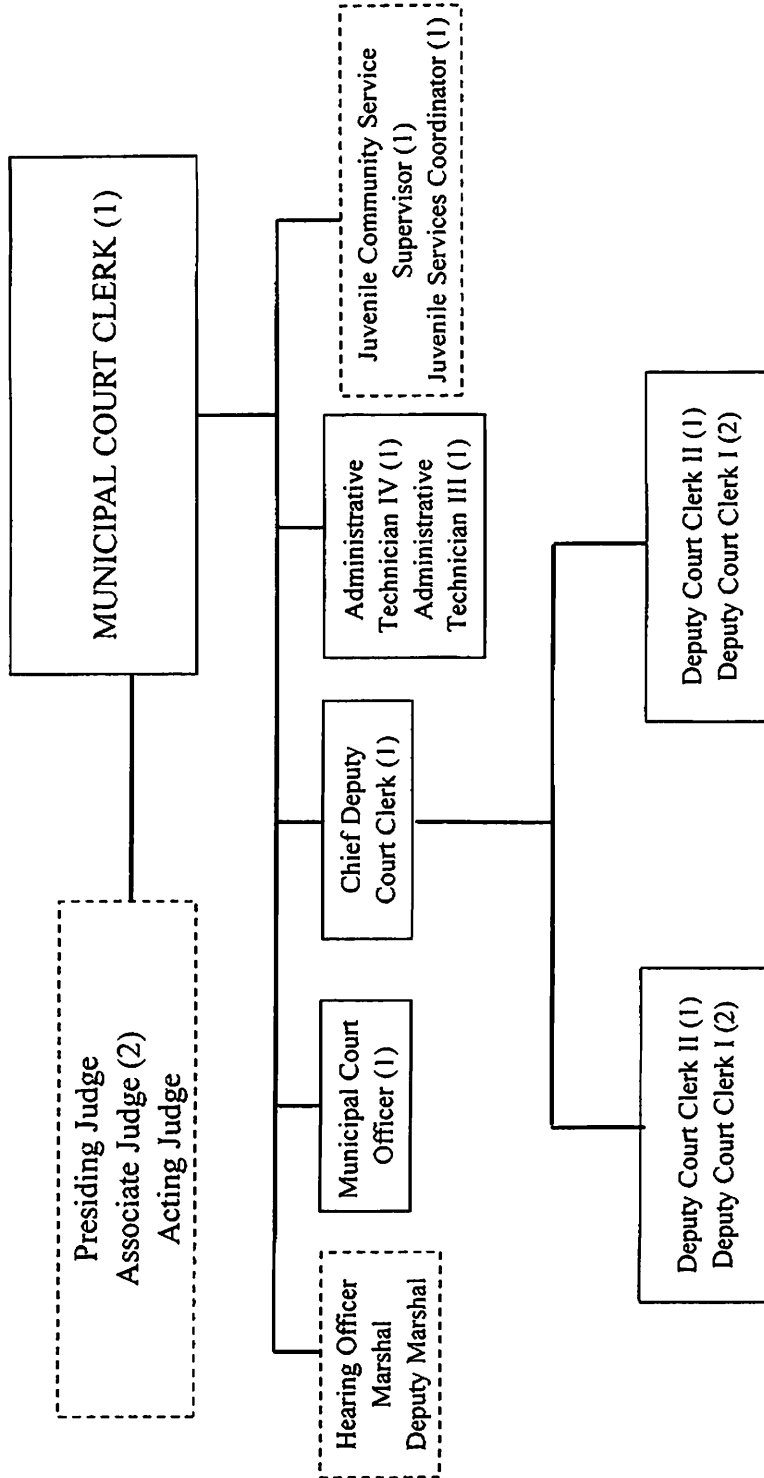
	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	21	21	0
Services & Maintenance	0	230	209	230	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>230</u>	<u>230</u>	<u>251</u>	<u>230</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>230</u></u>	<u><u>230</u></u>	<u><u>251</u></u>	<u><u>230</u></u>

# MUNICIPAL COURT

11 EMPLOYEES



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

**DEPARTMENT SUMMARY****TOTAL MUNICIPAL COURT (010-2120)****MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	907,628	972,268	972,268	972,268	1,012,151
Supplies & Materials	8,387	13,038	14,631	14,586	11,763
Services & Maintenance	48,640	57,976	57,469	57,469	52,352
Internal Services	35,806	44,013	44,013	43,759	38,928
Capital Equipment	6,861	16,500	16,500	16,500	1,000
Subtotal	<u>1,007,322</u>	<u>1,103,795</u>	<u>1,104,881</u>	<u>1,104,582</u>	<u>1,116,194</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u>1,007,322</u>	<u>1,103,795</u>	<u>1,104,881</u>	<u>1,104,582</u>	<u>1,116,194</u>

**DEPARTMENT SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
MUNICIPAL COURT**

**GOALS:**

**Access to Justice**

- Provide access to the judicial system through court proceedings, operations and facilities.

**Expedition and Timeliness**

- Perform court functions within a proper, suitable and reasonable time.

**Equality, Fairness and Integrity**

- Afford equality, fairness and integrity to all who have business before the court.

**Independence and Accountability**

- Affirm and maintain distinction as a separate branch of government and account publicly for the court's performance.

**Public Trust and Confidence**

- Instill public trust and confidence through adherence to established performance standards.
- Provide educational training for court and legal personnel, emphasizing professional development.

**OBJECTIVES:**

**Access to Justice**

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

**Expedition and Timeliness**

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

**Equality, Fairness and Integrity**

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

**Independence and Accountability**

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

**Public Trust and Confidence**

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

CITY OF NORMAN

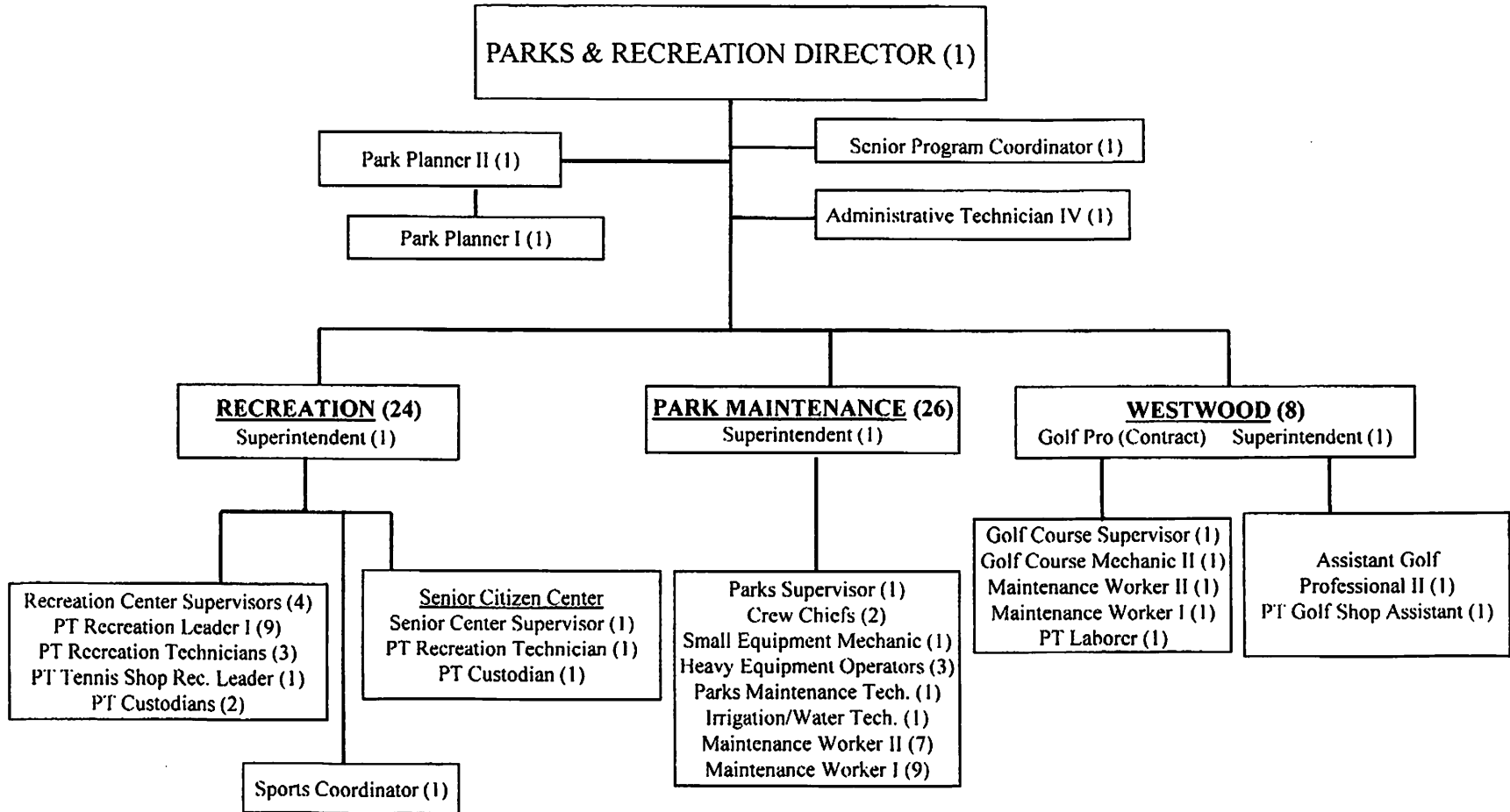
	FYE 14	FYE 15	FYE 16		FYE 17
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b><u>Access to Justice:</u></b>					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	2	2	3	3	3
<b><u>Expedition and Timeliness:</u></b>					
Cases disposed of within 90 days	90%	85%	93%	88%	89%
Administrative Deferred Sentence Program	459	756	750	1,430	1,600
Disposition rate of traffic and non-traffic cases	87%	85%	85%	84%	86%
Recovered costs for prisoner care	17%	14%	15%	23%	25%
<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	82%	71%	75%	71%	75%
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	3	3	4	4	4
Produce brochures and videos on court information	4	0	0	0	0
<b><u>Public Trust and Confidence:</u></b>					
Number of Community Outreach Events (Law Day for Youth)	1	1	1	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)*	38	55	48	52	48

Notes to Results Report:

\*Tracked by fiscal year.

# PARKS & RECREATION DEPARTMENT

63 EMPLOYEES



ANNUAL BUDGET  
197

CITY OF NORMAN



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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	3,137,677	3,249,628	3,244,458	3,247,408	3,718,797
Supplies & Materials	257,217	307,402	309,032	309,032	325,013
Services & Maintenance	474,884	627,777	632,419	632,419	522,890
Internal Services	356,014	335,871	335,871	340,107	357,096
Capital Equipment	269,060	330,706	780,219	780,219	306,769
Subtotal	<u>4,494,852</u>	<u>4,851,384</u>	<u>5,301,999</u>	<u>5,309,185</u>	<u>5,230,565</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>4,494,852</u></u>	<u><u>4,851,384</u></u>	<u><u>5,301,999</u></u>	<u><u>5,309,185</u></u>	<u><u>5,230,565</u></u>

**DIVISION SUMMARY**

010-7070 ADMINISTRATION

**MISSION:**

The Parks and Recreation Administration Division is committed to professional leadership and direction of all divisions of the department.

**DESCRIPTION:**

The Parks and Recreation Administration Division is responsible for the department's short and long range capital projects planning, administration of the department's budget, the effective distribution of the department's resources and professional guidance to each division.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	416,393	418,422	418,422	418,422	437,987
Supplies & Materials	4,036	3,972	5,434	5,434	5,647
Services & Maintenance	124,476	199,071	199,258	199,258	200,210
Internal Services	14,311	16,147	16,147	14,500	14,688
Capital Equipment	0	57,023	57,023	57,023	0
Subtotal	<u>559,216</u>	<u>694,635</u>	<u>696,284</u>	<u>694,637</u>	<u>658,532</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>559,216</u>	<u>694,635</u>	<u>696,284</u>	<u>694,637</u>	<u>658,532</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

- To provide leadership ensuring the successful operation of each division of the Parks and Recreation Department in the execution of their goals and objectives.

**OBJECTIVES:**

- To provide leadership and guidance to each division of the Parks and Recreation Department.
- To administer resource allocation for each division.
- To provide direction for the department as a whole.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Westwood Pool participants	24,844	24,921	26,000	26,000	26,000
Westwood Golf participants	33,740	32,699	35,433	34,388	34,983
Forestry Programs participants	501	139	150	118	618
Recreation Programs participants	235,573	231,218	237,000	235,500	237,100
Youth Baseball/Softball participants	1,660	1,575	1,650	1,600	1,600
Senior Center participants	30,275	31,079	30,500	31,000	31,000
Total number of participants in activities listed above	326,593	321,631	330,733	328,506	331,301

**DIVISION SUMMARY**

010-7071 FORESTRY

**MISSION:**

To improve and preserve the City of Norman's tree canopy for appearance, safety and environmental purposes.

**DESCRIPTION:**

The Forestry Division administers planting programs and community forestry projects according to the community forestry plan and assists in a multiplicity of urban forestry activities interacting with other City departments, utility companies, State and Federal granting agencies and the citizens of Norman.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	5,244	9,743	10,148	10,148	9,642
Services & Maintenance	11,506	11,202	11,202	11,202	11,202
Internal Services	5	10	10	10	6
Capital Equipment	0	0	0	0	0
Subtotal	<u>16,755</u>	<u>20,955</u>	<u>21,360</u>	<u>21,360</u>	<u>20,850</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>16,755</u>	<u>20,955</u>	<u>21,360</u>	<u>21,360</u>	<u>20,850</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 14 ACTUAL	FYE 15 ACTUAL	PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Free Apache Foundation trees	501	123*	150*	0	500
Free OK Tree Bank Foundation Trees	0	0	0	100	100
Boy Scout Project participants	0	8	0	0	0
STOP (Shade Trees on Playgrounds) Free Trees – Sutton Place Park	0	0	0	8	8
Hazardous Tree Removals	11	8	0	10	10

Notes to Results Report:

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

**DIVISION SUMMARY**

010-7097 HOLIDAY DECORATIONS

**MISSION:**

The mission of the holiday decoration division is to provide quality decorations to be displayed on City streets, the municipal complex and Andrews Park and Legacy Trail for the enjoyment of the general public.

**DESCRIPTION:**

The holiday decorations program provides attractive, lighted decorations to promote a festive holiday atmosphere. This program is facilitated by the Parks Maintenance Division of the Parks and Recreation Department. This Division's budget also includes the Fourth of July fireworks display.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	5,192	5,230	2,275	2,275	5,230
Services & Maintenance	22,000	31,198	34,153	34,153	21,500
Internal Services	3,699	4,313	4,313	4,313	1,963
Capital Equipment	48,998	0	0	0	0
Subtotal	79,889	40,741	40,741	40,741	28,693
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	79,889	40,741	40,741	40,741	28,693

**DIVISION SUMMARY**

## 010-7096 MOSQUITO CONTROL

**MISSION:**

The mission of the mosquito control program is to provide scientific surveillance and effective control of mosquitoes, while keeping chemical spraying to a minimum.

**DESCRIPTION:**

The mosquito control program is a surveillance program, which focuses on the identification and control of mosquito activity in areas throughout Norman. In lieu of spraying for fully mature (flying) mosquitoes, it is the intent to control the mosquito at the larvae stage of their development by providing a better and more extensive larvicide program and by educating the general public as to how to eliminate mosquito habitat in their neighborhoods.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	8,827	8,827	8,827	8,827
Supplies & Materials	20,391	1,350	1,600	1,600	6,350
Services & Maintenance	9,857	0	800	800	800
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>30,248</u>	<u>10,177</u>	<u>11,227</u>	<u>11,227</u>	<u>15,977</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>30,248</u></u>	<u><u>10,177</u></u>	<u><u>11,227</u></u>	<u><u>11,227</u></u>	<u><u>15,977</u></u>

**DIVISION SUMMARY****010-7084 PARK BOARD****MISSION:**

The mission of the Board of Parks Commissioners is to assist the Parks and Recreation Department in providing accessible, attractive, enjoyable and safe park facilities and recreational activities to the citizens of Norman.

**DESCRIPTION:**

The Norman Board of Parks Commissioners is a board organized for the purpose of considering and investigating any matter affecting the development and betterment of park and recreational facilities and policies pertaining thereto, and to make recommendations as it may deem advisable to the City Council concerning the same. It is responsible for making recommendations to the City Council regarding a system of supervised recreation. The Board is specifically authorized to make recommendations to the City concerning the recreation programs and policies of the City.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	389	686	686	686	686
Services & Maintenance	0	81	81	81	81
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	389	767	767	767	767
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	389	767	767	767	767



**DIVISION SUMMARY**

## 010-7010 PARKS MAINTENANCE

**MISSION:**

The mission of the Parks Maintenance Division is to provide a park system in Norman, which is accessible, safe and enjoyable to the general public.

**DESCRIPTION:**

The Parks Maintenance Division is responsible for providing development and maintenance of the City's parks, recreation facility grounds, athletic fields, public grounds, as well as grounds at other City owned properties. These areas are maintained to aesthetically reflect community identity, enrich the quality of life and provide open space for leisure time activities.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	26

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,695,632	1,763,883	1,760,713	1,763,663	1,950,034
Supplies & Materials	178,003	226,339	225,860	222,040	221,074
Services & Maintenance	140,234	147,838	149,423	149,423	56,898
Internal Services	249,744	223,209	223,209	230,198	243,337
Capital Equipment	220,062	270,083	719,596	719,596	300,969
Subtotal	2,483,675	2,631,352	3,078,801	3,084,920	2,772,312
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,483,675	2,631,352	3,078,801	3,084,920	2,772,312

**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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	85%	85%	90%	90%	90%
On the job injuries	4	3	6	4	0

## DIVISION SUMMARY

### 010-7021 RECREATION PROGRAMS

**MISSION:**

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

**DESCRIPTION:**

The Recreation Programs Division operates six facilities aimed at target groups of citizens. These centers include: one Senior Citizens Center, two recreational centers attached to middle schools (Whittier and Irving), one agency based community center (Little Axe), one garden, dance and exercise center (Reaves) and one multi-purpose center (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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	15	15	15	15	15
Total Budgeted Positions	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	870,022	881,092	879,092	879,092	922,242
Supplies & Materials	34,779	42,314	45,266	49,086	42,292
Services & Maintenance	156,583	218,000	217,109	217,109	207,067
Internal Services	77,910	80,768	80,768	79,386	84,587
Capital Equipment	0	3,600	3,600	3,600	5,800
Subtotal	<u>1,139,294</u>	<u>1,225,774</u>	<u>1,225,835</u>	<u>1,228,273</u>	<u>1,261,988</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,139,294</u></u>	<u><u>1,225,774</u></u>	<u><u>1,225,835</u></u>	<u><u>1,227,273</u></u>	<u><u>1,261,988</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
RECREATION PROGRAMS**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Attendance at six recreation centers for both fee and non-fee activities	200,500	201,000	201,000	201,000	202,000
Tennis lessons, open court and tournament participants	31,162	26,248	32,000	30,500	31,000
Daddy-Daughter Dance participants	3,911	3,970	4,000	4,000	4,100
Total recreation revenue	\$475,690	\$495,665	\$485,000	\$497,000	\$500,000

**DIVISION SUMMARY**

010-7023 SENIOR CITIZENS CENTER

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	2	2	2	2	2
Total Budgeted Positions <sup>3</sup>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	127,478	134,237	134,237	134,237	140,532
Supplies & Materials	235	2,328	2,328	2,328	2,278
Services & Maintenance	5,666	10,392	10,392	10,392	10,392
Internal Services	10,345	11,424	11,424	11,700	12,515
Capital Equipment	0	0	0	0	0
Subtotal	<u>143,724</u>	<u>158,381</u>	<u>158,381</u>	<u>158,657</u>	<u>165,717</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>143,724</u></u>	<u><u>158,381</u></u>	<u><u>158,381</u></u>	<u><u>158,657</u></u>	<u><u>165,717</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
SENIOR CITIZENS CENTER**

**GOALS:**

- To provide both active and passive recreational activities to citizens of Norman age 55 and older.
- To provide service in the areas of health, education and daily living.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Annual senior fee program revenue	\$12,617	\$13,115	\$12,000	\$13,000	\$13,000
Annual participants including congregate meals program and special events	30,275	31,079	30,500	31,000	31,000

## DIVISION SUMMARY

### 010-7022 YOUTH BASEBALL & SOFTBALL

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	28,152	43,167	43,167	43,167	259,175
Supplies & Materials	8,948	15,440	15,435	15,435	31,814
Services & Maintenance	4,562	9,995	10,001	10,001	14,740
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>41,662</u>	<u>68,602</u>	<u>68,603</u>	<u>68,603</u>	<u>305,729</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>41,662</u></u>	<u><u>68,602</u></u>	<u><u>68,603</u></u>	<u><u>68,603</u></u>	<u><u>305,729</u></u>

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

**GOALS:**

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

**OBJECTIVES:**

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

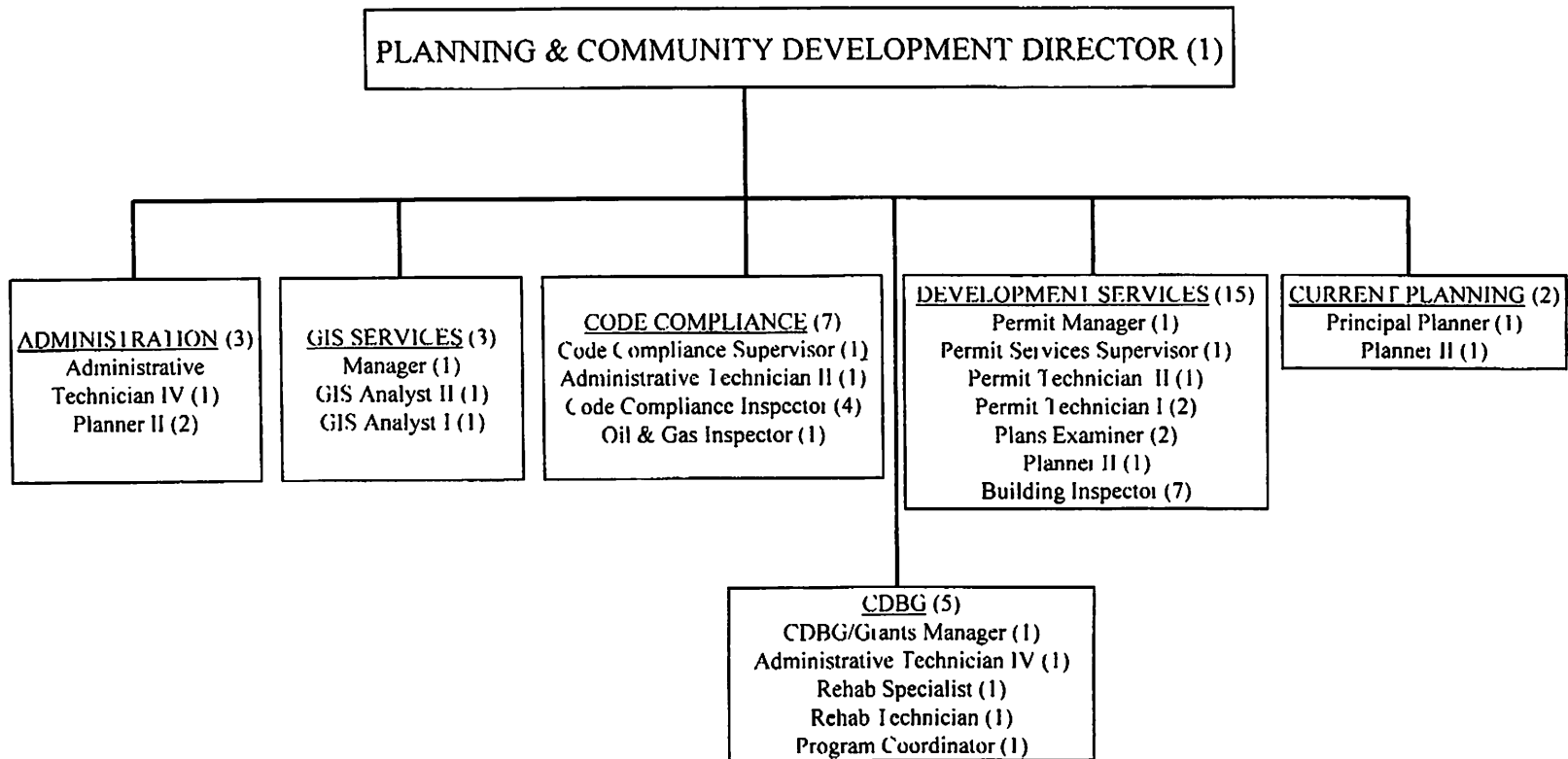
**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue in excess of expenditures	\$3,275	\$4,415	\$2,000	\$2,000	\$2,000
Number of youth participants	1,660	1,575	1,650	1,600	1,600



# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

36 EMPLOYEES



Two of the five positions under CDBG are funded in part from the General Fund & in part from the Community Development Fund

## DEPARTMENT SUMMARY

### TOTAL PLANNING & DEVELOPMENT

**MISSION:**

The mission of the Department of Planning & Community Development is to develop, implement, and monitor a comprehensive urban planning process, emphasizing continuing interdepartmental cooperation and assistance in the preparation of plans and programs. And, to protect the health, safety, and welfare of the citizens of Norman through enforcement of City Codes.

**DESCRIPTION:**

The Department of Planning & Community Development provides support to the City Council, the Planning Commission, Board of Adjustment, Reapportionment Commission, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating the Comprehensive Land Use Plan and other plans for the City; reviewing rezoning, subdivision and building permit applications and insuring the timely hearing of requests which are reviewed by various Boards and the City Council. The Department is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; updating all ordinances, which comprise the regulatory framework against which development proposals are evaluated. Also, the administration of ordinances, which affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development. The Department is also responsible for the Capital Improvements Budget and Capital Planning.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	30	31	31	31	31
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	3,046,838	3,019,746	3,018,796	3,018,796	3,208,499
Supplies & Materials	48,355	53,844	64,907	64,907	51,092
Services & Maintenance	202,021	259,241	267,128	267,128	232,921
Internal Services	93,947	123,249	123,309	119,943	107,861
Capital Equipment	158,790	151,509	191,189	191,189	127,226
Subtotal	<u>3,549,951</u>	<u>3,607,589</u>	<u>3,665,329</u>	<u>3,661,963</u>	<u>3,727,599</u>
Department Total	<u><u>3,549,951</u></u>	<u><u>3,607,589</u></u>	<u><u>3,665,329</u></u>	<u><u>3,661,963</u></u>	<u><u>3,727,599</u></u>

**DIVISION SUMMARY**

## 010-4040 ADMINISTRATION

**MISSION:**

The mission of the Administration Division is to provide effective, efficient, and responsive services, and to account for the resources allocated to the Current Planning, Development Services, Revitalization, and GIS Services Divisions of the Department, and to provide support services to all divisions.

**DESCRIPTION:**

The Administration Division serves as the administrative head of the Department of Planning & Community Development, coordinating division functions to provide for the more efficient operation of the department, and services to the citizens of Norman. This Division also prepares and monitors the Capital Improvements Plan and Capital Budget for the City.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	356,157	357,990	357,990	357,990	475,723
Supplies & Materials	5,768	4,080	7,160	7,705	3,935
Services & Maintenance	23,958	67,177	70,514	70,514	51,097
Internal Services	44,567	51,499	51,499	51,499	48,655
Capital Equipment	9,269	600	8,089	8,089	7,400
Subtotal	<u>439,719</u>	<u>481,346</u>	<u>495,252</u>	<u>495,797</u>	<u>586,810</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>439,719</u>	<u>481,346</u>	<u>495,252</u>	<u>495,797</u>	<u>586,810</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 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

010-4083 BOARD OF ADJUSTMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	0



**DIVISION SUMMARY****010-4052 CODE COMPLIANCE****MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	8	8	8	8	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	7

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	851,726	704,975	704,975	704,975	676,646
Supplies & Materials	10,946	13,502	13,502	12,957	12,800
Services & Maintenance	90,435	96,771	96,973	96,973	96,771
Internal Services	15,711	17,185	17,185	15,993	16,939
Capital Equipment	88,901	41,233	51,215	51,215	49,838
Subtotal	1,057,719	873,666	883,850	882,113	852,994
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,057,719	873,666	883,850	882,113	852,994

## 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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percent of violations voluntarily abated after owner notification	55%	62%	55%	58%	58%
Percent of abatement work orders voluntarily abated after work order issued to contractor	27%	23%	21%	23%	23%
Percentage of code cases that are proactive	45%	48%	50%	48%	48%
Percent of total compliance rate	90%	90%	88%	90%	90%

**DIVISION SUMMARY**

010-4053 CURRENT PLANNING

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	202,641	211,261	211,261	211,261	226,590
Supplies & Materials	0	200	200	200	75
Services & Maintenance	3,089	2,373	2,373	2,373	2,373
Internal Services	1,418	2,304	2,304	2,304	1,660
Capital Equipment	0	0	0	0	1,800
Subtotal	<u>207,148</u>	<u>216,138</u>	<u>216,138</u>	<u>216,138</u>	<u>232,498</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>207,148</u></u>	<u><u>216,138</u></u>	<u><u>216,138</u></u>	<u><u>216,138</u></u>	<u><u>232,498</u></u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
CURRENT PLANNING**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 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	90%	95%	95%	100%	100%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days	100%	100%	100%	100%	100%
Board of Adjustment applications received and, newspaper and mailed notices processed within three business days.	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared to send out on the Friday before the meeting.	95%	95%	100%	100%	100%

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

**DIVISION SUMMARY**

## 010-4051 DEVELOPMENT SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	14	15	15	15	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	14	15	15	15	15

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,297,907	1,408,467	1,407,517	1,407,517	1,487,800
Supplies & Materials	25,626	29,407	36,990	36,990	27,527
Services & Maintenance	26,479	30,374	31,680	31,680	20,134
Internal Services	23,715	41,275	41,275	39,325	30,306
Capital Equipment	56,487	107,876	120,440	120,440	56,588
Subtotal	1,430,214	1,617,399	1,637,902	1,635,952	1,622,355
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,430,214	1,617,399	1,637,902	1,635,952	1,622,355

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### DEVELOPMENT SERVICES

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Non-residential permits reviewed within 14 days. FYE 15 average review days: 27	72%	72%	75%	72%	75%
Non-residential permits reviewed within 28 days.	91%	70%	90%	89%	90%
Residential permits issued within 1 hour as a % of all residential permits	76%	66%	60%	66%	60%
Residential permits issued within 2 days	80%	74%	98%	72%	98%
Residential permits issued within 4 days	88%	84%	100%	89%	100%
Inspections performed within 48 hours. FYE 15 average inspection time: 1 day	98%	97%	99%	92%	95%

## DIVISION SUMMARY

### 010-4050 GEOGRAPHIC INFORMATION SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	338,406	337,053	337,053	337,053	341,740
Supplies & Materials	5,973	6,275	6,675	6,675	6,375
Services & Maintenance	57,472	59,445	62,547	62,547	59,445
Internal Services	8,416	10,848	10,848	10,595	10,086
Capital Equipment	4,133	1,800	11,445	11,445	11,600
Subtotal	<u>414,400</u>	<u>415,421</u>	<u>428,568</u>	<u>428,315</u>	<u>429,246</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>414,400</u></u>	<u><u>415,421</u></u>	<u><u>428,568</u></u>	<u><u>428,315</u></u>	<u><u>429,246</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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	95%	100%	85%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Provide at least one training per quarter for City employees in use and availability of GIS resources to City staff	75%	75%	100%	75%	100%

Notes to Results Report:

GIS – Geographic Information System

## DIVISION SUMMARY

### 010-4084 GREENBELT COMMISSION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	290	290	290	290
Services & Maintenance	0	200	200	200	200
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>490</u>	<u>490</u>	<u>490</u>	<u>490</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>490</u></u>	<u><u>490</u></u>	<u><u>490</u></u>	<u><u>490</u></u>

## DIVISION SUMMARY

### 010-4080 HISTORIC DISTRICT COMMISSION

**MISSION:**

The mission of the Historic District Commission is to safeguard the heritage of the City by preserving and regulating historic districts, which reflect elements of the City's cultural, social, political, and architectural history. And to promote the use of the historic districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City.

**DESCRIPTION:**

The Historic District Commission makes recommendations to the Planning Commission regarding the designation of historic districts within the City. The Historic District Commission reviews and approves or denies all applications for certificates of appropriateness concerning proposed exterior changes to structures located within the historic districts and develops guidelines to be used in such evaluations. The Commission also makes recommendations regarding the utilization of grants and budgetary appropriations that may be available to promote the preservation of historical, architectural, and archeological resources.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	338	2,644	2,584	2,584	2,644
Internal Services	120	138	198	227	215
Capital Equipment	0	0	0	0	0
Subtotal	458	2,782	2,782	2,811	2,859
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	458	2,782	2,782	2,811	2,859

## DIVISION SUMMARY

### 010-4081 PLANNING COMMISSION

**MISSION:**

The mission of the Planning Commission is to review land development applications, generally prepare plans for the systematic development and improvement of the City as a place of residence and business, and to make recommendations to the City Council.

**DESCRIPTION:**

The Planning Commission holds public hearings on all proposed amendments to the City's long range plan (Norman 2025). It also makes recommendations to the City Council on all proposed rezoning applications and development proposals involving platting and subdivision of land. It reviews and recommends changes to the City's ordinances involving planning, zoning, building, and subdivision regulations, as well as specific items referred to the Commission by the City Council.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	42	90	90	90	90
Services & Maintenance	250	257	257	257	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	292	347	347	347	347
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	292	347	347	347	347



# POLICE DEPARTMENT

245 EMPLOYEES

CHIEF OF POLICE (1)

**ADMINISTRATION (11)**

Deputy Police Chief (1)  
 Lieutenant (2)  
 Sergeant (1)  
 Public Safety Information Officer (1)  
 Administrative Tech IV (1)  
 Administrative Tech III (3)  
 Crime Analyst II (1)  
 Crime Analyst I (1)

**STAFF SERVICES (16)**

Major (1)  
 Captain (1)  
 Lieutenant (1)  
 Sgt /MPO/Police Officers (3)  
 Administrative Tech III (1)  
 Administrative Tech II (1)  
 Records Supervisor (1)  
 Records Clerk I (7)

**PATROL (96)**

Major (1)  
 Captain (4)  
 Lieutenants (11)  
 Sgt /MPO/Police Officers (75)  
 Parking Service Officers (4)  
 PT Parking Service Officer (1)

**PSST: PATROL (42)**

Lieutenants (2)  
 Sgt /MPO/Police Officers (30)

**Traffic**

Sgt /MPO/Police Officers (2)

**Crime Prevention**

Sgt /MPO/Police Officers (2)

**School Resource Officer Program**

Lieutenant (1)  
 Sgt /MPO/Police Officers (5)

**CRIMINAL INVESTIGATIONS (24)**

Captain (1)  
 Lieutenants (2)  
 Detectives - Sgt /MPO/Police Officers (15)  
 Administrative Tech III (1)  
 Crime Analyst (1)  
 Forensic Technician (2)  
 Property Custody Officer (2)

**PSST: CRIMINAL INVESTIGATIONS (5)**

Detectives - Sgt /MPO/Police Officers (5)

**SPECIAL INVESTIGATIONS (10)**

Lieutenant (1)  
 Detectives - Sgt /MPO/Police Officers (9)

**ANIMAL WELFARE (14)**

Captain (1)  
 Animal Welfare Supv (1)  
 PT Veterinarian (1)  
 Registered Vet Tech (1)  
 Administrative Tech II (2)  
 Animal Welfare Officers (5)  
 Kennel Attendant (2)  
 Pet Adoption Coordinator (1)

**EMERGENCY COMMUNICATIONS (24)**

Communication Systems Mngr (1)  
 Communications Supervisors (4)  
 Communications System Tech (1)  
 Communication Officer III (3)  
 Communications Officer II (13)  
 Communications Officer I (2)

**PSST: EMERGENCY COMMUNICATIONS (2)**

Communication Officer II (2)

\* In FYE 2017 there will be 49 Police positions associated with the Public Safety Sales Tax (PSST)

## DEPARTMENT SUMMARY

### TOTAL POLICE DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	192	192	194	194	194
Part-time Positions	3	3	1	1	2
Total Budgeted Positions	<u>195</u>	<u>195</u>	<u>195</u>	<u>195</u>	<u>196</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	17,323,130	17,651,032	17,651,032	17,651,032	18,510,104
Supplies & Materials	714,449	733,321	759,604	766,604	685,543
Services & Maintenance	950,897	1,250,132	1,310,894	1,310,894	1,222,847
Internal Services	783,428	835,880	835,880	841,707	717,449
Capital Equipment	661,802	917,398	1,295,185	1,243,762	974,461
Subtotal	<u>20,433,706</u>	<u>21,387,763</u>	<u>21,852,595</u>	<u>21,813,999</u>	<u>22,110,404</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>20,433,706</u></u>	<u><u>21,387,763</u></u>	<u><u>21,852,595</u></u>	<u><u>21,813,999</u></u>	<u><u>22,110,404</u></u>

**DIVISION SUMMARY**

## 010-6010 ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

The Administration Division is responsible for the supervision and coordination of all officers of the agency. All other units within the Department work at the direction of the Administration Division. The Administration Division oversees these various units and ensures that activities are managed in a manner, which produces the desired results and accomplishes the department's goals.

The Administration Division communicates with employees, city officials, and the public on all law enforcement concerns within the community.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	10	9	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>10</u>	<u>9</u>	<u>12</u>	<u>12</u>	<u>12</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	910,449	867,680	867,680	867,680	1,185,286
Supplies & Materials	8,766	7,350	8,736	8,736	7,376
Services & Maintenance	96,573	145,398	148,806	148,806	167,452
Internal Services	27,035	33,081	33,081	31,926	34,751
Capital Equipment	4,022	1,200	1,200	1,200	300
Subtotal	<u>1,046,845</u>	<u>1,054,709</u>	<u>1,059,503</u>	<u>1,058,348</u>	<u>1,395,165</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>1,046,845</u>	<u>1,054,709</u>	<u>1,059,503</u>	<u>1,058,348</u>	<u>1,395,165</u>

**DEPARTMENT SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 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 *estimated population 121,000	\$197	\$210	\$220	\$220	\$220*

Notes to Results Report:

Leadership training provided to all department supervisors.

Statistical Analysis Section, using Data Driven Approaches to Crime and Traffic Safety (DDACTS) method for data analysis:

- Operational efforts moved from reactive to proactive policing.

## DIVISION SUMMARY

### 010-6070 ANIMAL WELFARE

**MISSION:**

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

**DESCRIPTION:**

Animal Welfare Division consists of an Animal Welfare Supervisor, 5 Animal Welfare officers, 2 Administrative Technicians, a Registered Vet Technician, 2 Kennel Attendants and a Pet Adoption Coordinator. Employees are on duty seven days a week and on call 24 hours a day.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	11	12	13	13	13
Part-time Positions	0	0	0	0	1
Total Budgeted Positions	<u>11</u>	<u>12</u>	<u>13</u>	<u>13</u>	<u>14</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	681,184	777,266	777,266	777,266	963,841
Supplies & Materials	136,613	107,960	109,345	109,345	103,424
Services & Maintenance	60,798	96,426	121,179	121,179	98,033
Internal Services	40,806	41,586	41,586	43,144	41,187
Capital Equipment	14,906	82,800	251,625	251,625	54,380
Subtotal	<u>934,307</u>	<u>1,106,038</u>	<u>1,301,001</u>	<u>1,302,559</u>	<u>1,260,865</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>934,307</u></u>	<u><u>1,106,038</u></u>	<u><u>1,301,001</u></u>	<u><u>1,302,559</u></u>	<u><u>1,260,865</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ANIMAL WELFARE**

**GOALS:**

- Continue spay/neuter on all adopted animals.
- Monthly adoption events.
- Open on Saturday from 11:00 am to 4:00 pm.
- Microchip every adopted animal.
- Increase pet licensing compliance
- Provide “low income” spay/neuter services for Norman residents.

**OBJECTIVES:**

- Maintain 100% spay/neuter of all adopted animals.
- Have adoption events, at least monthly.
- Open on Saturday afternoons.
- Maintain 100% micro chipping of every adopted animal.
- Increase the number of City pet licenses sold
- Utilize income from City Pet License sales to finance “low income” spay/neuter service for Norman residents.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Spay / neuter of adopted animals	100%	100%	100%	100%	100%
Monthly adoption events	14	10	14	14	14
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	4,683	5,224	10,500	6,000	6,000
Sponsor “low income” spay/neuter services for Norman residents	0	\$20,000	\$20,000	\$20,000	\$20,000

## DIVISION SUMMARY

### 010-6021 CRIMINAL INVESTIGATIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	24	26	24	24	24
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>24</u>	<u>26</u>	<u>24</u>	<u>24</u>	<u>24</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	2,181,527	2,528,341	2,528,341	2,528,341	2,421,986
Supplies & Materials	54,839	52,583	55,178	55,178	52,455
Services & Maintenance	68,302	143,423	159,039	159,039	97,947
Internal Services	121,866	112,046	112,046	112,585	72,109
Capital Equipment	47,463	123,739	128,363	123,739	105,076
<b>Subtotal</b>	<u>2,473,997</u>	<u>2,960,132</u>	<u>2,982,967</u>	<u>2,978,882</u>	<u>2,749,573</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
<b>Subtotal</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Division Total</b>	<u><u>2,473,997</u></u>	<u><u>2,960,132</u></u>	<u><u>2,982,967</u></u>	<u><u>2,978,882</u></u>	<u><u>2,749,573</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
CRIMINAL INVESTIGATIONS**

**GOALS:**

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

**OBJECTIVES:**

- Increase case assignments by 5%
- Total cases unassigned with leads by 3%
- Increase COP follow-ups by 10%
- Continue to evaluate all unassigned cases with no follow-up for investigation merit

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total cases assigned	1,388	1,322	>1,400	1,460	1,388
Total cases unassigned with leads (code "23")	268	276	>1,000	120	267
Total COP follow-ups (code "31")	388	193	>1,000	400	212
Total unassigned cases with no follow-up (code "21")	3,905	4,350	>1,000	3,800	4,000

Notes to Results Report:

COP – Community Oriented Policing



## DIVISION SUMMARY

### 010-6039 EMERGENCY COMMUNICATIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	22	22	24	24	24
Part-time Positions	3	3	0	0	0
Total Budgeted Positions	<u>25</u>	<u>25</u>	<u>24</u>	<u>24</u>	<u>24</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,843,279	1,743,043	1,743,043	1,743,043	1,815,493
Supplies & Materials	14,011	30,931	31,130	31,130	31,168
Services & Maintenance	105,303	164,169	170,555	170,555	164,169
Internal Services	20,521	25,424	25,424	25,812	22,447
Capital Equipment	29,917	4,500	22,810	22,810	0
Subtotal	<u>2,013,031</u>	<u>1,968,067</u>	<u>1,992,962</u>	<u>1,993,350</u>	<u>2,033,277</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>2,013,031</u></u>	<u><u>1,968,067</u></u>	<u><u>1,992,962</u></u>	<u><u>1,993,350</u></u>	<u><u>2,033,277</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
EMERGENCY COMMUNICATIONS**

**GOALS:**

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.
- Build trust between citizens and our officers, maintaining public safety in an atmosphere of mutual respect (21<sup>st</sup> Century policing).

**OBJECTIVES:**

- Increase work area to allow for 7 work positions. (Goal 2)
- Increase emergency medical dispatch quality assurance to 95 percent accuracy. (Goal 5)
- Implement text to 911 along with region. (Goal 3)
- Hire and train the Communications Center to full staffing. (Goal 4)

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Increase work area	0	0	100%	100%	100%
Increase EMD QA scores	90%	92%	95%	95%	97%
Implement text to 911	30%	30%	30%	30%	100%
Recruit and train	92%	92%	100%	100%	100%

Notes to Results Report:

EMD QA – Emergency Medical Dispatcher Quality Assurance

**DIVISION SUMMARY**

010-6022 PATROL

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	98	96	95	95	95
Part-time Positions	0	0	1	1	1
Total Budgeted Positions	98	96	96	96	96

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	9,111,747	9,207,822	9,207,822	9,207,822	9,594,378
Supplies & Materials	327,841	380,401	381,491	381,491	335,544
Services & Maintenance	73,202	105,186	108,558	108,558	105,186
Internal Services	444,522	503,207	503,207	516,217	445,744
Capital Equipment	387,251	487,246	628,344	581,545	638,518
Subtotal	10,344,563	10,683,862	10,829,422	10,795,633	11,119,370
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	10,344,563	10,683,862	10,829,422	10,795,633	11,119,370

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS PATROL

**GOALS:**

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police service.
- Build trust between citizens and officers, maintaining public safety in an atmosphere of mutual respect.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase directed patrol activities focused on traffic enforcement	n/a	n/a	n/a	n/a	104
Increase directed patrol activities focused on criminal behavior	n/a	n/a	n/a	n/a	52
Increase community policing activity hours	+45%	+10%	+10%	-10%	4,800

CITY OF NORMAN

**DIVISION SUMMARY**

010-6030 SPECIAL INVESTIGATIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	11	11	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	10	10	10

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,198,734	1,172,349	1,172,349	1,172,349	1,113,974
Supplies & Materials	40,633	51,335	56,211	56,211	47,152
Services & Maintenance	31,157	35,158	39,160	39,160	35,158
Internal Services	67,917	53,589	53,589	51,739	34,937
Capital Equipment	35,617	59,938	72,925	72,925	0
Subtotal	1,374,058	1,372,369	1,394,234	1,392,384	1,231,221
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,374,058	1,372,369	1,394,234	1,392,384	1,231,221

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
SPECIAL INVESTIGATIONS**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of Intelligence Reports received	120	180	180	180	180
Number of cases investigated	70	70	70	70	70
Number of presentations / press releases	32	25	25	25	25
Number of hours in specialized training	240	480	480	480	480

**DIVISION SUMMARY**

## 010-6015 STAFF SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,396,209	1,354,531	1,354,531	1,354,531	1,415,146
Supplies & Materials	131,746	102,761	117,513	124,513	108,424
Services & Maintenance	515,562	560,372	563,597	563,597	554,902
Internal Services	60,761	66,947	66,947	60,284	66,274
Capital Equipment	142,626	157,975	189,918	189,918	176,187
Subtotal	2,246,904	2,242,586	2,292,506	2,292,843	2,320,933
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,246,904	2,242,586	2,292,506	2,292,843	2,320,933

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### STAFF SERVICES

#### GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Lead the successful transition to a new records management system
- Create performance tracking measurements for records
- Enhance recruiting strategy for police and extend to civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Complete issue and training of rifles to the Operations Bureau
- Develop a plan to provide an “On-line” training option to employees

#### OBJECTIVES:

##### Records:

- Provide updated customer service related training to all clerks.
- Lead the implementation of the new records management system.
- Assist in updating the agency’s new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods:
  - Part-time Public Safety Aid in the lobby
  - Kiosk

##### Training and Personnel:

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



**CITY OF NORMAN**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	50%	50%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	40	40	40	40	40
Number of outside courses hosted by training section	4	4	4	5	5
Number of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	10	15	15	15	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

NPD – Norman Police Department

# PUBLIC WORKS DEPARTMENT

113 EMPLOYEES

PUBLIC WORKS DIRECTOR (1)

Administrative Technician IV (1)

**FLEET MANAGEMENT (4)**  
 Superintendent (1)  
 Administrative Technician III (1)  
 Administrative Technician II (1)

**STREETS (26)**  
 Street Superintendent (1)  
 Pavement Maint. Coordinator (1)  
 Administrative Technician III (2)

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

**STORM WATER QUALITY (4)**  
 Storm Water Engineer (1)  
 Storm Water Program Specialist (1)  
 Storm Water Compliance Inspector (2)

**ENGINEERING (13)**  
 City Engineer (1)  
 Administrative Technician III (1)

**EQUIPMENT SUPPORT**  
 Supervisor (1)

**STREET MAINTENANCE**  
 Street Maint. Supervisor (1)

Traffic Control Supervisor (1)

**STORM WATER DRAINAGE (24)**  
 Public Works Supervisor (1)  
 Storm Water Inspector/Locator (1)

**DEVELOPMENT**  
 Subdivision Develop. Manager (1)  
 Development Engineer (1)  
 Subdivision Develop. Coord. (1)  
 Construction Inspectors (2)

**FLEET REPAIR (17)**  
LIGHT EQUIPMENT  
 Supervisor (1)  
 Auto Service Technician (2)  
 Mechanic II (2)  
 Mechanic I (2)  
HEAVY EQUIPMENT  
 Supervisor (1)  
 Auto Service Technician (2)  
 Mechanic II (3)  
 Mechanic I (1)  
 Tire Repair Technician (1)  
 Field Service Mechanic (1)  
 Welder (1)

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

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

**STORM WATER MAINTENANCE**  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maint. Worker II (4)  
 Maint. Worker I (1)

**DESIGN AND SURVEY**  
 Engineering Assistant (1)  
 City Surveyor (1)  
 Engineering Technician I (1)

**CONCRETE CREW**  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maint. Worker II (1)  
 Maint. Worker I (1)

**SIGNALIZATION -**  
 Traffic Signal Specialist (1)  
 Traffic Signal Technician (4)

**ROADSIDE MAINTENANCE**  
 Crew Chief (1)  
 Heavy Equipment Operator (2)  
 Maint. Worker II (4)  
 Maint. Worker I (2)

**CAPITAL PROJECTS**  
 Utility Coordinator (1)  
 Construction Inspector (2)

**GENERAL PURPOSE CREW**  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maint. Worker II (1)  
 Maint. Worker I (1)

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

**CAPITAL PROJECTS (4)**  
 Capital Project Manager (1)  
 Capital Project Engineer (2)  
 Construction Manager (1)

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

## DEPARTMENT SUMMARY

### TOTAL PUBLIC WORKS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	106	106	106	106	108
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>106</u>	<u>106</u>	<u>106</u>	<u>106</u>	<u>108</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	7,834,729	8,053,622	8,053,622	8,053,622	8,456,787
Supplies & Materials	3,718,669	4,489,295	4,550,786	4,550,786	3,423,590
Services & Maintenance	2,225,910	2,397,694	3,308,346	3,334,893	2,473,945
Internal Services	746,995	605,602	605,610	618,905	587,651
Capital Equipment	1,103,651	1,335,020	1,683,377	1,683,377	2,308,595
Subtotal	<u>15,629,954</u>	<u>16,881,233</u>	<u>18,201,741</u>	<u>18,241,583</u>	<u>17,250,568</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>15,629,954</u></u>	<u><u>16,881,233</u></u>	<u><u>18,201,741</u></u>	<u><u>18,241,583</u></u>	<u><u>17,250,568</u></u>

## DIVISION SUMMARY

### 010-5001 ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	242,106	239,126	239,126	239,126	257,249
Supplies & Materials	4,063	4,100	5,145	5,145	4,150
Services & Maintenance	33,160	33,731	31,686	26,602	33,108
Internal Services	14,824	18,380	18,380	16,353	17,137
Capital Equipment	2,238	600	2,250	2,250	0
Subtotal	<u>296,391</u>	<u>295,937</u>	<u>296,587</u>	<u>289,476</u>	<u>311,644</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>296,391</u></u>	<u><u>295,937</u></u>	<u><u>296,587</u></u>	<u><u>289,476</u></u>	<u><u>311,644</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

- Evaluate and identify present and future community needs, establish priorities, formulate long and short range public works plans. Research, develop and implement new strategies for innovative and improved service.
- Ensure all work is performed in conformance with appropriate standards and specifications and maintain an awareness of federal and state regulations as they apply to various areas within the Public Works Department.
- Establish goodwill and resolve/respond to various issues by attending meetings, and through correspondence with various County, State and Federal regulatory agencies, civic and business associations, representatives of the press, City officials, citizens, and other City departments.
- Improve the appearance of the community through implementation of specific projects and programs.
- Implement American Public Works Association (APWA) Accreditation Program with an eye toward "continuous improvement".

**OBJECTIVES:**

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, Downtown Streetscape, and Legacy Trail.
- Continue the process of compliance with EPA and ODEQ Phase II Storm Water 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 storm water management and flood control programs through the successful implementation of the Storm Water 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/Storm Water projects.
- Implement the City's adopted Alternative Fuel Program including enhancement of the City's Compressed Natural Gas (CNG) Fueling Facility and Vehicle Conversion Program.
- Implement the City's 2013 Fleet Management Plan to address efficiency and budget issues.
- Serve as the City's liaison to the Association of Central Oklahoma Governments (ACOG) for all transportation issues including acquisition of up to \$10 million in federal grants per year for local projects in Norman.
- Serve as a key member of the City's Response and Recovery Team for all weather disasters in Norman, particularly in the repair of damaged public infrastructure and the removal of debris.
- Maintain over 800 miles of public streets in Norman.
- Coordinate the land development, platting and building permit applications for hundreds of new residential, commercial and industrial properties each year.
- Maintain the City's fleet of over 860 vehicle and equipment items to the satisfaction of our customers who are made up on other City department personnel.

**CITY OF NORMAN**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b><u>PERFORMANCE INDICATORS:</u></b>					
Highway projects completed	25%	40%	60%	60%	70%
NPDES permit compliance	Yes	100%	100%	100%	100%
Implement Storm Water Master Plan	20%	20%	30%	30%	50%
Number of labor hours spent on litter control program	0	6,025	6,025	6,025	4,336
Implementation of Traffic Congestion Mitigation Plan	15%	20%	35%	35%	50%
Completion of 2010 Street Bond Program	40%	60%	100%	85%	100%
Completion of comprehensive Transportation Plan	5%	5%	10%	10%	15%
Implementation of Wayfinding Plan	20%	5%	10%	10%	20%
Implementation of 2012 Bond program	0	5%	20%	20%	60%

Notes to Results Report:

NPDES – National Pollutant Discharge Elimination System

**DIVISION SUMMARY**

010-5010 ENGINEERING

**MISSION:**

The mission of the Engineering Division is to provide prompt, courteous, skillful, and conscientious service to the citizens of Norman concerning transportation and drainage services.

**DESCRIPTION:**

The Engineering Division provides for the administration and technical review of public and private improvements within the City. It also helps administer the flood plain permitting process. The Division is charged with implementation of the City's federally-mandated municipal separate storm sewer system and (MS4) urban storm water quality program. The Division also provides engineering and administrative support for implementation of the recommendations set forth and adopted in the October 2009 Storm Water Master Plan; operation and maintenance of the numerous components of the City's storm water management system; and preparedness, response and recovery efforts associated with debris-generating disasters.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	980,783	1,023,859	1,023,859	1,023,859	1,076,127
Supplies & Materials	28,234	29,434	30,204	30,204	29,797
Services & Maintenance	32,454	44,905	541,250	540,754	44,667
Internal Services	34,829	41,864	41,864	35,902	34,808
Capital Equipment	59,741	30,288	39,697	39,697	60,883
Subtotal	1,136,041	1,170,350	1,676,874	1,670,416	1,246,282
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,136,041	1,170,350	1,676,874	1,670,416	1,246,282

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ENGINEERING**

**GOALS:**

- Respond to requests for information in a prompt, courteous manner.
- Manage projects efficiently and professionally.
- Provide other City Departments / Divisions with prompt, quality service.

**OBJECTIVES:**

- Respond to citizen complaints and regulatory agencies in a courteous, professional and timely manner.
- Perform more in-house designs of capital improvements, instead of using consulting engineers.
- Build and inspect construction projects in strict accordance with the plans and specifications.
- Complete construction projects on time and within budget.
- Investigate drainage problems promptly.
- Provide technical advice to other City Departments / Divisions.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Complete projects within 15% of the original budget, 80% of the time	100%	95%	80%	100%	80%
Complete projects on time, 75% of the time	100%	98%	75%	100%	75%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	95%	90%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	100%	80%	70%	100%	70%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Public requests for information will be provided within 2 hours, 70% of the time	90%	98%	70%	95%	70%
Will inspect all active projects once a day, 90% of the time	95%	95%	90%	95%	90%
Prepare development punch list within 1 day of the final inspection, 90% of the time	95%	100%	90%	95%	90%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	95%	100%	75%	95%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	90%	100%	75%	85%	75%



CITY OF NORMAN

**PERFORMANCE MEASUREMENTS - RESULTS REPORT: - Continued**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
The review of construction plans will be completed within 10 working days, 100% of the time	95%	100%	90%	95%	90%
The review of final plats will be completed within 10 working days, 95% of the time	100%	100%	95%	95%	95%

**DIVISION SUMMARY****010-5070 FLEET ADMINISTRATION****MISSION:**

The mission of the Fleet Management Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties and to ensure the City's Public Compressed Natural Gas (CNG) fueling facility remains open to the public 24 hours a day. Fleet Administration uses a computer program, Faster Asset Solutions, to ensure accurate mechanic productivity, repair types, work orders, parts issued, inventory, fuel, and equipment replacement needs are posted.

**DESCRIPTION:**

There are 23 employees within the Fleet Management Administration and Repair Divisions. The Fleet Division provides the administrative, logistical and mechanical support to all City departments who operate City owned equipment/vehicles. In addition, the Fleet Division provides the administrative, logistical, and mechanical support to the public who utilize the City's public compressed natural gas (CNG) fueling facility. Fleet staff is responsible for establishing budget figures for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	4	4	4

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	227,154	231,940	231,940	231,940	348,393
Supplies & Materials	20,012	22,794	16,454	16,454	11,048
Services & Maintenance	54,436	69,425	76,505	46,400	52,880
Internal Services	3,451	4,205	3,205	1,996	4,008
Capital Equipment	2,000	2,800	2,800	2,800	0
Subtotal	307,053	331,164	330,904	299,590	416,329
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	307,053	331,164	330,904	299,590	416,329

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### FLEET ADMINISTRATION

**GOALS:**

- Provide support services to all City divisions.
- Provide timely preventive maintenance.
- Web access to status of vehicle repair.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.
- Strive to present a more professional appearance and attitude.

**OBJECTIVES:**

- Increase the awareness of City's personnel in the need to support the preventative maintenance service program for vehicles/equipment so that safety standards are continually met, liabilities are reduced and an overall reduction in maintenance costs can be achieved.
- Purchase vehicles and equipment following the guidelines of the City's Alternative Fuel Program.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete, under-utilized equipment and vehicles from inventory.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Preventive maintenance program:					
(missed services)	164	211	>70	194	100
(completed services)	1,309	1,466	1,200	1,468	1,475
Capital Equipment/Vehicle – Outlay (excluding Westwood)	\$2,523,228	\$4,255,788	\$3,813,082	\$3.8 mil	\$4.5 mil
Sanitation Fund outlay only	\$1,170,647	\$1,464,415	\$1,183,225	\$1.1 mil	\$2.0 mil
Vehicle Replacement Report:					
No. of requests for replacement	70	80	176	176	174
No. of requests approved for replacement	26	55	129	129	64
No. of requests deferred for replacement	44	25	47	47	110
Fuel Report:					
Diesel / gallons dispensed	315,719	295,122	290,000	378,300	285,000
Unleaded gasoline / gallons dispensed	251,719	245,817	240,000	295,265	235,000
Compressed natural gas / gallons dispensed	61,505	125,486	130,000	73,638	140,000
Compressed natural gas sold to public:					
Gallons	191,881	180,962	180,000	180,000	180,000
Dollars	\$262,406	\$301,283	\$225,000	\$225,000	\$225,000

Notes to Results Report:

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

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

**Vehicle Replacement Analysis:** Available through the FASTER software program used by Fleet Management, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement.

**Support of City Policies:** Fleet Management supports and has aided in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment. Staff is in the process of drafting a citywide Fleet Management Policy.

CITY OF NORMAN

**DIVISION SUMMARY**

010-5075 FLEET CNG STATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	44,106	43,971	43,971	43,971	50,750
Supplies & Materials	150,541	153,246	154,304	154,304	285,800
Services & Maintenance	79,467	102,500	109,309	109,309	109,700
Internal Services	0	0	0	0	0
Capital Equipment	13,494	40,000	40,000	40,000	0
Subtotal	<u>287,608</u>	<u>339,717</u>	<u>347,584</u>	<u>347,584</u>	<u>446,250</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>287,608</u></u>	<u><u>339,717</u></u>	<u><u>347,584</u></u>	<u><u>347,584</u></u>	<u><u>446,250</u></u>

**DIVISION SUMMARY**

## 010-5073 FLEET FUEL &amp; 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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,307,377	2,765,417	2,927,341	2,927,341	1,588,377
Services & Maintenance	268,737	486,319	503,852	502,264	198,477
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>2,576,114</u>	<u>3,251,736</u>	<u>3,431,193</u>	<u>3,429,605</u>	<u>1,786,854</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,576,114</u></u>	<u><u>3,251,736</u></u>	<u><u>3,431,193</u></u>	<u><u>3,429,605</u></u>	<u><u>1,786,854</u></u>

**DIVISION SUMMARY**

010-5071 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

**MISSION:**

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

**DESCRIPTION:**

The Fleet Automotive/Light Equipment Repair Division is comprised of one shop Supervisor and six Technicians: 2 Mechanic II, 2 Mechanic I, and 2 Auto Service Technicians. These 7 Fleet employees are responsible for 543 of the 892 pieces of equipment and automotive units in the City's fleet. The Fleet Automotive/Light Equipment Repair Division has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it related to personnel, equipment, shop, and environmental safety. The Fleet Automotive/Light Equipment Repair Division Technicians are responsible for the daily maintenance and the periodic repair, including all parts and supplies for both repairs and preventive maintenance of the City's CNG Fueling Facility.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	18	18	17	17	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	17	17	7

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,079,765	1,171,909	1,171,909	1,171,909	462,100
Supplies & Materials	68,198	46,998	54,838	54,838	36,524
Services & Maintenance	161,916	27,857	44,291	44,291	11,414
Internal Services	11,600	17,595	18,595	17,595	28,515
Capital Equipment	185,148	30,500	65,475	65,475	49,500
Subtotal	1,506,627	1,294,859	1,355,108	1,354,108	588,053
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,506,627	1,294,859	1,355,108	1,354,108	588,053

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR**

**GOALS:**

- Provide safe and reliable repairs to all Divisions that the Fleet Automotive/Light Equipment Repair Division represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 75% of repairs in 24 hours and 25% of repairs in 48 hours.
- Provide 95% parts on hand.
- Uphold a higher standard relationship with all the Fleet Automotive/Light Equipment Repair Division customers.
- Perform routine maintenance and repairs on the City's CNG Fueling Facility, providing consistent, reliable supply of CNG to our customers.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of light duty units	512	540	543	543	550
Number of light duty CNG units	35	49	55	60	70
Yearly productive average (national average is 70%)	73.2%	79%	>70%	80%	82%
Benchmark repair standards (average compared to industry standard)	-0.24%	-0.23%	0.00%	-0.25%	-0.25%
<b>Preventive Maintenance Program:</b>					
(missed services)	18	19	15	20	10
(completed services)	261	293	180	525	525
Work orders completed	2,008	2,115	2,500	2,628	2,750
(within 24 hours)	1,282	911	700	1,116	1,000
(within 48 hours)	195	202	200	307	300
Yearly scheduled work order average (National average goal is less than 5%)	53%	29%	50%	28%	95%
Number of scheduled work orders	1,072	674	800	730	2,612
Number of unscheduled work orders	936	1,600	800	1,897	138
Number of sublet vendor repairs	1	16	15	6	55

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



**DIVISION SUMMARY**

**010-5072 FLEET TRUCK/HEAVY EQUIPMENT REPAIR**

**MISSION:**

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

**DESCRIPTION:**

The Fleet Truck/Heavy Equipment Repair Division is comprised of 1 Shop Supervisor and 9 Technicians: 1 Field Service Mechanic II, 3 Mechanic II, 1 Mechanic I, 2 Service Technicians, 1 Welder and 1 Tire Repair Technician. These 9 Fleet employees are responsible for 266 of the 892 pieces of equipment and truck units in the City's fleet. The Fleet Truck/Heavy Equipment Repair Division has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety. The Fleet Truck/Heavy Equipment Repair Division's Technicians are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventive maintenance of the City's Unleaded/Diesel Fueling Facility and the eighteen generators located throughout Norman to ensure no disruptions to electricity occur for essential divisions during emergencies and natural disasters.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	10

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	680,039
Supplies & Materials	0	0	0	0	20,915
Services & Maintenance	0	0	0	0	16,337
Internal Services	0	0	0	0	4,439
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	721,730
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	721,730

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

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of heavy duty units	242	255	266	274	290
Number of heavy duty CNG vehicles	2	7	20	25	30
Yearly productive average (national standard average is 70%)	73.2%	79%	>70%	80%	82%
Benchmark repair standards (average compared to industry standard)	-0.24%	-0.24%	0.00%	-0.26%	-0.25%
Preventive Maintenance Program:					
(missed services)	18	19	15	20	10
(completed services)	261	293	180	525	525
Work orders completed	1974	2274	2500	2628	2750
(within 24 hours)	1281	911	700	736	1,000
(within 48 hours)	195	202	200	265	300
Yearly scheduled work order average (National average goal is less than 5%)	54%	29%	50%	38%	95%
Number of scheduled work orders	1,065	674	800	730	2,612
Number of unscheduled work orders	909	1,600	800	1,897	138
Number of sublet vendor repairs	8	14	25	29	25

**Notes to Results Report:**

ASE – Automotive Service Excellence  
CNG – Compressed Natural Gas

**DIVISION SUMMARY**

010-5022 STORM WATER DRAINAGE DIVISION

**MISSION:**

Storm Water Division is responsible for the management, maintenance and construction improvements of bridges, culverts and their associated storm water drainage systems. Storm Water Drainage exists to provide safe, well-drained, durable streets, effective channel maintenance and mowing of right-of-way and responsive emergency services to all citizens of Norman and their visitors.

**DESCRIPTION:**

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen requests.
- Perform erosion control and removal of obstructions from drainage ways.
- Maintenance of approximately 140 miles of storm sewers.
- Provides maintenance to bridges and culverts, and street sweeping.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural drainage improvement projects with Cleveland County.

\*Beginning FYE 16, the Storm Water Division was split into two divisions – Drainage and Quality.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	26	23	23	23	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	23	23	23	24

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,795,203	1,692,573	1,692,573	1,692,573	1,791,211
Supplies & Materials	229,499	386,550	381,413	381,413	329,974
Services & Maintenance	388,429	334,067	523,727	517,479	335,426
Internal Services	292,632	183,500	182,857	201,297	177,800
Capital Equipment	281,213	388,745	422,120	422,120	900,434
Subtotal	2,986,976	2,985,435	3,202,690	3,214,882	3,534,845
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,986,976	2,985,435	3,202,690	3,214,882	3,534,845

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
STORM WATER DRAINAGE DIVISION**

**GOALS:**

- To manage and perform maintenance and construction of streets, alleys, bridges, culverts, channels and storm sewers.
- To manage and maintain roadside and drainage maintenance.
- To manage and perform snow/ice control, flood damage control, and respond to emergency situations.
- To aid in the Norman City Council strategic plan, vision, and goals for a functional, attractive, and clean and green Norman.

**OBJECTIVES:**

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide efficient storm water sewer system.
- Manage storm water conveyance channel systems.
- Weather related response.
- Maintain clean streets and storm water runoff by sweeping of curb and gutter streets.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Mechanically sweep 500 curb miles per month	50%	50%	50%	50%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	30%	35%	50%	40%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	75%	75%	75%	75%	90%
Mow 148 miles of rural right-of-way, three times per year	100%	100%	100%	100%	100%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year	75%	75%	90%	90%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	30%	40%	50%	50%	50%

Notes to Results Report:  
ROW – Right-of-Way

**DIVISION SUMMARY**

## 010-5025 STORM WATER QUALITY DIVISION

**MISSION:**

Storm Water Quality Division is responsible for permitting all earth disturbing operations over one acre in size, performs erosion control inspections of permitted sites within 30 days, response to storm water pollution complaints within 24 hours of the time reported and inspect City facilities identified as potential storm water pollution sources. Storm Water Quality exists to provide safe, well drained, durable streets, effective erosion control inspections, storm water pollution complaints and responsive emergency services to all citizens of Norman and their visitors.

\*Beginning FYE 16, the Storm Water Division was split into two divisions – Drainage and Quality.

**DESCRIPTION:**

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen storm water pollution complaints within 24 hours of the time reported.
- Perform erosion control inspections of permitted sites within 30 days.
- Inspect City facilities identified as potential storm water pollution sources.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural drainage improvement projects with Cleveland County.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	3	3	3	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	3	3	3	4

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	171,298	171,298	171,298	214,171
Supplies & Materials	0	26,089	22,128	22,409	75,676
Services & Maintenance	0	13,939	17,892	17,892	19,939
Internal Services	0	84	735	162	2,642
Capital Equipment	0	53,533	53,533	53,533	59,450
Subtotal	0	264,943	265,586	265,294	371,878
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	264,943	265,586	265,294	371,878

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
STORM WATER QUALITY DIVISION

**GOALS:**

- Manage and perform inspections of the “City of Norman Municipal Separate Storm Sewer System” (MS4), streets, alleys, bridges, drainage channels detention ponds and surface waters for potential storm water problems related to drainage and water quality.
- Manage storm water pollution issues, and respond to emergency situations.
- Aid in the Norman City Council Strategic Plan, vision, and goals for a functional, attractive, and clean and green Norman.

**OBJECTIVES:**

- Manage and provide response to citizen’s requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing operations over 1 acre.
- Respond to storm water complaints.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Permit all earth disturbing operations over 1 acre in size	90%	90%	95%	95%	95%
Perform erosion control inspections of permitted sites within 30 days	100%	100%	100%	100%	100%
Respond to storm water complaints within 24 hours of the time reported	95%	95%	95%	95%	95%
Inspect City facilities identified as potential storm water pollution sources	50%	50%	50%	50%	50%

**DIVISION SUMMARY**

010-5021 STREETS DIVISION

**MISSION:**

The Street Maintenance Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

**DESCRIPTION:**

- Provide for the management, maintenance and construction of street and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt concrete and chip-sealed streets, and aggregate surfaced rural roads.
- Surface and roadside maintenance for approximately 20 miles of aggregate surfaced rural public roads.
- Provides maintenance and reconstruction/repair of the City's streets and roadways including roadbed drainage and bridges and culverts.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural roadway improvement projects with Cleveland County.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,996,465	1,976,147	1,976,147	1,976,147	2,020,236
Supplies & Materials	637,793	807,878	761,015	761,015	792,138
Services & Maintenance	96,459	63,905	99,744	93,306	66,770
Internal Services	308,426	255,342	255,342	264,812	243,563
Capital Equipment	269,567	440,939	716,933	716,933	815,050
Subtotal	<u>3,308,710</u>	<u>3,544,211</u>	<u>3,809,181</u>	<u>3,812,213</u>	<u>3,937,757</u>
Division Total	<u><u>3,308,710</u></u>	<u><u>3,544,211</u></u>	<u><u>3,809,181</u></u>	<u><u>3,812,213</u></u>	<u><u>3,937,757</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
STREETS DIVISION**

**GOALS:**

- Manage and perform maintenance and construction of streets, alleys, bridges, culverts, channels and storm sewers.
- Manage and maintain roadside and drainage maintenance.
- Manage and perform snow/ice control, flood damage control, and respond to emergency situations.
- Aid in the Norman City Council strategic plan, vision, and goals for a functional, attractive, and clean and green Norman.

**OBJECTIVES:**

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide safe and efficient transportation system.
- Weather damage response.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	90%	90%	95%	95%	95%
Overlay / pave 10 lane-miles per year	100%	100%	100%	100%	100%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	25%	40%	50%	30%	50%
Grade all unpaved public roads eight (8) times a year	100%	100%	100%	100%	100%



## DIVISION SUMMARY

### 010-5023 TRAFFIC CONTROL

**MISSION:**

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

**DESCRIPTION:**

The Traffic Control Division operates and maintains 250 traffic and pedestrian signals, 23,762 traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,469,147	1,502,799	1,502,799	1,502,799	1,556,511
Supplies & Materials	272,952	246,789	197,944	197,663	249,191
Services & Maintenance	1,110,852	1,221,046	1,360,090	1,436,596	1,585,227
Internal Services	81,233	84,632	84,632	80,788	74,739
Capital Equipment	290,250	347,615	340,569	340,569	423,278
Subtotal	<u>3,224,434</u>	<u>3,402,881</u>	<u>3,486,034</u>	<u>3,558,415</u>	<u>3,888,946</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>3,224,434</u></u>	<u><u>3,402,881</u></u>	<u><u>3,486,034</u></u>	<u><u>3,558,415</u></u>	<u><u>3,888,946</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
TRAFFIC CONTROL**

**GOALS:**

- Provide a transportation system that allows the safe, orderly and predictable movement of all traffic, motorized and non-motorized.
- Provide and maintain the control, guidance and warning devices necessary for the efficient movement of people and goods.
- Respond to citizen requests in a courteous, timely and efficient manner.
- Provide prompt assistance to other City Departments and Divisions.
- Ensure employee safety.

**OBJECTIVES:**

- Investigate traffic problems reported by the public in a timely manner.
- Complete traffic studies in a timely manner.
- Review plans in a timely manner.
- Maintain high quality pavement markings on roadways with more than 1,000 vehicles per day on average. Stripe high traffic volume roadways (with more than 10,000 vehicles per day) utilizing thermoplastic which is re-striped every 4 to 6 years depending on wear. All other roadways with more than 1,000 vehicles per day are striped annually utilizing waterborne paint.
- Respond to damaged traffic control signs in a timely manner.
- Respond to traffic signal malfunctions in a timely manner.
- Perform preventive maintenance on all traffic signal and parking meter equipment.
- Provide a safe working environment for all employees.
- Maintain traffic signal timing plans for coordination of urban arterials on closed loop systems.
- Respond to neighborhood requests for traffic calming projects.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 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%

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Worker-hours per gallon of traffic paint used	.53	.48	.80	.40	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	7.47	10.74	4 to 6 installations/day (2-person crew)	5	4 to 6 installations/day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%
Response to reports on high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	.02%	.02%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	99%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	75%	75%	100%	100%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of written notice	100%	100%	100%	100%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than seven months from receipt of the neighborhood request	100%	100%	100%	100%	100%

**NON-DEPARTMENTAL**

The "Non-Departmental" divisions are City Boards, Commissions, and several City funded agencies and programs. All of these are funded in the General Fund. They are designated as "Non-Departmental" because they have City-wide impact and because no City personnel are budgeted in these divisions.

## DIVISION SUMMARY

010-7081 FIREHOUSE ART CENTER

**MISSION:**

The mission of the Firehouse Art Center is to serve as a vehicle for the visual arts to the citizens of Norman.

**DESCRIPTION:**

The Firehouse Art Center is a building owned and maintained by the City of Norman for the purpose of promoting and providing an opportunity for the visual arts to the citizens of Norman. The Firehouse Art Center, Inc. manages the day-to-day operations of the Firehouse. The City of Norman is currently providing funding for the utilities and a contribution to help allow continued operation of the center.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	100	0	0	0	0
Services & Maintenance	72,363	81,386	81,386	81,386	81,397
Internal Services	9,880	10,436	10,436	10,436	4,230
Capital Equipment	0	0	0	0	0
Subtotal	<u>82,343</u>	<u>91,822</u>	<u>91,822</u>	<u>91,822</u>	<u>85,627</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>82,343</u></u>	<u><u>91,822</u></u>	<u><u>91,822</u></u>	<u><u>91,822</u></u>	<u><u>85,627</u></u>

## DIVISION SUMMARY

010-7082 HISTORICAL MUSEUM

**MISSION:**

The mission of the Historical Museum is to serve as a museum and facility for special research dealing with local history.

**DESCRIPTION:**

The Norman and Cleveland County Museum is a house owned and maintained by the City of Norman for the purpose of serving as a museum and a facility for specialist research service dealing with local history for the benefit of the citizens of Cleveland County. The day-to-day operations of the museum are managed by the Norman and Cleveland County Historical Society. Currently, the City of Norman is providing the utility costs and a contribution to help with funding for the continued operation of the museum.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	36,691	40,748	40,748	40,748	40,317
Internal Services	3,777	4,543	4,543	4,543	2,944
Capital Equipment	0	0	0	0	0
Subtotal	<u>40,468</u>	<u>45,291</u>	<u>45,291</u>	<u>45,291</u>	<u>43,261</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>40,468</u></u>	<u><u>45,291</u></u>	<u><u>45,291</u></u>	<u><u>45,291</u></u>	<u><u>43,261</u></u>

## DIVISION SUMMARY

### 010-3094 INTERFUND TRANSFERS

**MISSION:**

Account for and monitor all inter-fund transactions from the General Fund to all other funds.

**DESCRIPTION:**

An account established to record the subsidies transferred from the General Fund to various funds to cover the costs for which user fees are insufficient.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Rainy Day Fund	326,505	0	0	0	88,500
Westwood	18,499	0	0	37,303	0
Capital Project Fund	0	0	0	2,561,791	500,000
Special Grant Fund	91,154	0	0	0	0
Subtotal	<u>436,158</u>	<u>0</u>	<u>0</u>	<u>2,599,094</u>	<u>588,500</u>
Division Total	<u><u>436,158</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>2,599,094</u></u>	<u><u>588,500</u></u>

## DIVISION SUMMARY

010-2080 NORMAN PUBLIC LIBRARY

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	210,393	295,044	295,044	243,234	175,467
Internal Services	95,832	109,642	109,642	106,515	107,012
Capital Equipment	0	0	25,000	25,000	0
Subtotal	<u>306,225</u>	<u>404,686</u>	<u>429,686</u>	<u>374,749</u>	<u>282,479</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>306,225</u></u>	<u><u>404,686</u></u>	<u><u>429,686</u></u>	<u><u>374,749</u></u>	<u><u>282,479</u></u>



## DIVISION SUMMARY

010-7086 SANTA FE DEPOT

**MISSION:**

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): "The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use."

**DESCRIPTION:**

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning and evening Amtrak passengers.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	5,716	8,461	8,508	8,508	9,332
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,716	8,461	8,508	8,508	9,332
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	5,716	8,461	8,508	8,508	9,332

**DIVISION SUMMARY**

010-7083 SOONER THEATRE

**MISSION:**

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	79,666	88,718	88,718	88,718	88,644
Internal Services	5,135	3,786	3,786	3,786	5,245
Capital Equipment	0	0	0	0	0
Subtotal	<u>84,801</u>	<u>92,504</u>	<u>92,504</u>	<u>92,504</u>	<u>93,889</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>84,801</u></u>	<u><u>92,504</u></u>	<u><u>92,504</u></u>	<u><u>92,504</u></u>	<u><u>93,889</u></u>

**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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,423	16,000	17,577	17,577	16,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	12,423	16,000	17,577	17,577	16,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	12,423	16,000	17,577	17,577	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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	34,538	30,705	32,205	32,205	30,505
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	34,538	30,705	32,205	32,205	30,505
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(19)	0	0	0	0
Subtotal	(19)	0	0	0	0
Fund Total	34,519	30,705	32,205	32,205	30,505

**DIVISION SUMMARY**

026-2111 COURT CLEET TRAINING

**MISSION:**

The disbursement of CLEET funds for court and prosecution training until the fund balance is depleted.

**DESCRIPTION:**

Disbursement of CLEET funds for court and prosecution training.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	900	1,500	1,700	1,700	1,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>900</u>	<u>1,500</u>	<u>1,700</u>	<u>1,700</u>	<u>1,500</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>900</u></u>	<u><u>1,500</u></u>	<u><u>1,700</u></u>	<u><u>1,700</u></u>	<u><u>1,500</u></u>

**DIVISION SUMMARY**

026-6034 POLICE CLEET TRAINING

**MISSION:**

Established to account for revenue derived by provision of state law to be utilized for law enforcement education and training.

**DESCRIPTION:**

To provide law enforcement education and training, where appropriate.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	33,638	29,205	30,505	30,505	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>33,638</u>	<u>29,205</u>	<u>30,505</u>	<u>30,505</u>	<u>29,005</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>33,638</u></u>	<u><u>29,205</u></u>	<u><u>30,505</u></u>	<u><u>30,505</u></u>	<u><u>29,005</u></u>

**FUND SUMMARY****TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)****MISSION:**

The mission of the Community Development Fund is to account for the resources allocated to the Community Development Block Grant (CDBG) and related federal and state programs. Projects included in the grants must meet the criteria of activities that either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight.

**DESCRIPTION:**

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Community Development	674,784	633,326	1,519,935	1,482,884	502,196
HOME	155,225	296,211	704,422	704,422	316,375
Emergency Shelter	0	0	0	0	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-DR	555,300	10,992,600	15,933,050	15,933,050	699,000
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	10,000	0	4,337	4,337	0
Public Services	25,414	110,985	110,985	110,985	254,107
Interfund Transfers	0	0	0	15,933,050	0
Audit Adjust/Encumbrances	108,674	0	0	0	0
Fund Total	<u>1,529,398</u>	<u>12,033,122</u>	<u>18,272,729</u>	<u>34,168,728</u>	<u>1,771,678</u>



**DEPARTMENT SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
COMMUNITY DEVELOPMENT FUND**

**GOALS:**

- To provide resources to low-to-moderate income residents of targeted areas to revitalize the infrastructure of their residential areas according to an approved Consolidated Plan, with emphasis on leveraging other resources to accomplish as many improvements as possible.
- To assist social service providers who serve low-to-moderate income persons in the City in finding resources.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to assist in the development of affordable rental housing.
- To provide resources to address the continuum of care for homeless persons by serving as the Collaborative Applicant for the Cleveland County Continuum of Care (OK-504).
- To continue support of an anti-poverty program to improve the general quality of life in the community.
- To acquire new resources for the City from available grant funds on a competitive basis through collaborative efforts with other agencies to address unmet needs.

**OBJECTIVES:**

- Facilitate the design and construction of infrastructure projects that primarily benefit low and moderate income areas of the City.
- Provide technical assistance to social service providers.
- Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households.
- Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County; 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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMAT E	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of social services units of service provided*	145,756	7,725	6,500	6,500	6,500
Number of households assisted through housing programs	34	40	40	40	40
Awarded contract amounts for homeless Programs:					
Continuum of Care	\$308,996	\$362,238	\$348,554	348,554	362,330
Emergency Shelter Grant	\$179,848	\$171,868	\$175,615	175,615	175,000
Funding application amounts submitted:					
Entitlement CDBG	\$761,709	\$721,987	\$744,314	\$744,314	\$756,303
Entitlement HOME	\$319,118	\$318,067	\$296,211	\$296,211	\$314,961
15936 CDBG DR	\$555,300	\$0	\$0	\$0	\$0
16237 CDBG DR	\$0	\$12,054,090	\$0	\$0	\$0
16570 CDBG DR	\$0	\$0	\$5,004,821	\$5,004,821	\$0

CITY OF NORMAN

Notes to Results Report:

The information provided for units of service and households assisted is from the most recent Comprehensive Annual Performance Report to HUD – FYE 15.

\*Program change in FYE 14 to not fund social service agencies reduced the number of units

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Community Park Improve	109,402	37,500	119,185	119,185	50,000
Neighborhood Park Improve	181,286	0	438,368	438,368	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(873)	0	0	0	0
Fund Total	<u>289,815</u>	<u>37,500</u>	<u>557,553</u>	<u>557,553</u>	<u>50,000</u>

## 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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	71	77	77	77	79
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>71</u>	<u>77</u>	<u>77</u>	<u>77</u>	<u>79</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	6,652,061	7,247,573	7,247,573	7,247,573	7,933,800
Supplies & Materials	188,985	381,144	393,077	396,077	268,262
Services & Maintenance	309,319	273,993	362,778	354,508	255,555
Internal Services	165,915	145,780	145,780	145,780	149,566
Capital Equipment	1,968,034	257,112	3,408,758	3,408,758	790,550
Subtotal	<u>9,284,314</u>	<u>8,305,602</u>	<u>11,557,966</u>	<u>11,552,696</u>	<u>9,397,733</u>
Capital Projects	0	2,259,675	2,267,447	2,267,447	21,679,253
Cost Allocations	0	0	0	0	0
Debt Service	226,406	497,845	497,845	497,845	2,333,838
Interfund Transfers	1,450,064	0	0	0	0
Audit Adjust/Encumb	(18,882)	0	0	0	0
Subtotal	<u>1,657,588</u>	<u>2,757,520</u>	<u>2,765,292</u>	<u>2,765,292</u>	<u>24,013,091</u>
Fund Total	<u>10,941,902</u>	<u>11,063,122</u>	<u>14,323,258</u>	<u>14,317,988</u>	<u>33,410,824</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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	2,805,802	2,858,877	2,858,877	2,858,877	3,126,694
Supplies & Materials	39,795	151,651	158,034	161,024	84,367
Services & Maintenance	102,252	121,748	159,056	150,786	102,110
Internal Services	24,965	28,497	28,497	31,078	41,294
Capital Equipment	1,076,670	0	1,959,614	1,959,614	540,000
Subtotal	<u>4,049,484</u>	<u>3,160,773</u>	<u>5,164,078</u>	<u>5,161,379</u>	<u>3,894,465</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>4,049,484</u></u>	<u><u>3,160,773</u></u>	<u><u>5,164,078</u></u>	<u><u>5,161,379</u></u>	<u><u>3,894,465</u></u>

## DIVISION SUMMARY

015-6543 SUPPRESSION – Public Safety Sales Tax Fund

**MISSION:**

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

**DESCRIPTION:**

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	2,805,802	2,858,877	2,858,877	2,858,877	3,126,694
Supplies & Materials	39,795	151,651	158,034	161,024	84,367
Services & Maintenance	102,252	121,748	159,056	150,786	102,110
Internal Services	24,965	28,497	28,497	31,078	41,294
Capital Equipment	1,076,670	0	1,959,614	1,959,614	540,000
Subtotal	<u>4,049,484</u>	<u>3,160,773</u>	<u>5,164,078</u>	<u>5,161,379</u>	<u>3,894,465</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>4,049,484</u></u>	<u><u>3,160,773</u></u>	<u><u>5,164,078</u></u>	<u><u>5,161,379</u></u>	<u><u>3,894,465</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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	450	303	550	577	600
Emergency medical calls answered	8,396	9,286	8,700	9,050	9,500
Average response time (urban area)	No information	5.20 minutes	5.00 minutes	5.00 minutes	5.00 Minutes
Fire loss per capita	\$89.76	\$89.10	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	200.13%	200.04%	90%	90%	90%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

## DEPARTMENT SUMMARY

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

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	41	47	47	47	49
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	41	47	47	47	49

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	3,846,259	4,388,696	4,388,696	4,388,696	4,807,106
Supplies & Materials	149,190	229,493	235,043	235,053	183,895
Services & Maintenance	207,067	152,245	203,722	203,722	153,445
Internal Services	140,950	117,283	117,283	114,702	108,272
Capital Equipment	891,364	257,112	1,449,144	1,449,144	250,550
Subtotal	<u>5,234,830</u>	<u>5,144,829</u>	<u>6,393,888</u>	<u>6,391,317</u>	<u>5,503,268</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>5,234,830</u></u>	<u><u>5,144,829</u></u>	<u><u>6,393,888</u></u>	<u><u>6,391,317</u></u>	<u><u>5,503,268</u></u>



## DIVISION SUMMARY

015-6121 CRIMINAL INVESTIGATIONS – Public Safety Sales Tax Fund

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	606,604	534,078	534,078	534,078	570,625
Supplies & Materials	2,953	15,822	16,647	16,647	6,512
Services & Maintenance	0	2,160	70	70	2,160
Internal Services	3,371	3,889	3,889	4,242	6,584
Capital Equipment	14,272	1,800	26,621	26,621	4,400
Subtotal	<u>627,200</u>	<u>557,749</u>	<u>581,305</u>	<u>581,658</u>	<u>590,281</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>627,200</u></u>	<u><u>557,749</u></u>	<u><u>581,305</u></u>	<u><u>581,658</u></u>	<u><u>590,281</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
CRIMINAL INVESTIGATIONS**

**GOALS:**

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

**OBJECTIVES:**

- Increase cases assigned
- Reduce cases unassigned with leads by 3%
- Increase COP follow-ups by 10%
- Continue to evaluate all unassigned cases with no follow-up for investigative merit

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total cases assigned	1,388	1,322	>1,400	1,460	1,388
Total cases unassigned with leads (code "23")	268	276	>1,000	120	267
Total COP follow-ups (Code "31")	388	1,938	>1,000	400	212
Total unassigned cases with no follow-up (code "21")	3,905	4,350	>1,000	3,800	4,000

Notes to Results Report:

COP – Community Oriented Policing Program

## DIVISION SUMMARY

015-6139 EMERGENCY COMMUNICATIONS – Public Safety Sales Tax Fund

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	122,745
Supplies & Materials	0	0	0	0	150
Services & Maintenance	127,238	0	1	1	1,200
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>127,238</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>124,095</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>127,238</u></u>	<u><u>0</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>124,095</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### EMERGENCY COMMUNICATIONS

**GOALS:**

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life.
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.
- Build trust between citizens and our officers, maintaining public safety in an atmosphere of mutual respect. (21<sup>st</sup> Century Policing)

**OBJECTIVES:**

- Increase work area to allow for 7 work positions (Goal 2)
- Increase emergency medical dispatch quality assurance to 95 percent accuracy (Goal 5)
- Implement text to 911 along with the region (Goal 3)
- Hire and train the Communications center to full staffing (Goal 4)

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Increase work area	0	0	100%	100%	100%
Increase EMD QA scores	90%	92%	95%	95%	97%
Implement text to 911	30%	30%	30%	30%	100%
Recruit and train	92%	92%	100%	100%	100%

Notes to Results Report:

EMD QA – Emergency Medical Dispatcher Quality Assurance

## DIVISION SUMMARY

015-6122 PATROL – Public Safety Sales Tax Fund

**MISSION:**

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

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	36	42	42	42	42
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>36</u>	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	3,239,655	3,854,618	3,854,618	3,854,618	4,113,736
Supplies & Materials	140,574	213,671	217,324	217,334	177,233
Services & Maintenance	74,421	100,058	111,460	111,460	100,058
Internal Services	135,290	113,394	113,394	110,460	101,688
Capital Equipment	804,518	255,312	548,583	548,583	246,150
Subtotal	<u>4,394,458</u>	<u>4,537,053</u>	<u>4,845,379</u>	<u>4,842,455</u>	<u>4,738,865</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>4,394,458</u></u>	<u><u>4,537,053</u></u>	<u><u>4,845,379</u></u>	<u><u>4,842,455</u></u>	<u><u>4,738,865</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### PATROL

**GOALS:**

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing.
- Increase strategic planning to clarify problems and identify long-term solutions.
- Improve information sharing and outreach to reduce social harm and improve the quality of life
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services.
- Build trust between citizens and officers, maintaining public safety in an atmosphere of mutual respect.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase directed patrol activities focused on traffic enforcement	n/a	n/a	n/a	n/a	104
Increase directed patrol activities focused on criminal behavior	n/a	n/a	n/a	n/a	52
Community Policing activity hours	+45%	+10%	+10%	-10%	4,800

## DIVISION SUMMARY

015-6130 SPECIAL INVESTIGATIONS - Public Safety Sales Tax Fund

**MISSION:**

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

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

**DESCRIPTION:**

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

This division accounts for expenditures associated with the Public Safety Sales Tax.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	4,290	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	2,289	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	6,579	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	6,579	0	0	0	0

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### SPECIAL INVESTIGATIONS

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of Intelligence Reports received	120	180	180	180	180
Number of cases investigated	70	70	70	70	70
Number of presentations / press releases	32	25	25	25	25
Number of hours in specialized training	240	480	480	480	480



## DIVISION SUMMARY

015-6115 STAFF SERVICES – Public Safety Sales Tax Fund

**MISSION:**

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

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	6

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,373	0	1,072	1,072	0
Services & Maintenance	5,408	50,027	92,191	92,191	50,027
Internal Services	0	0	0	0	0
Capital Equipment	72,574	0	873,940	873,940	0
Subtotal	79,355	50,027	967,203	967,203	50,027
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	79,355	50,027	967,203	967,203	50,027

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### STAFF SERVICES

**GOALS:**

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Lead the successful transition to a new records management system
- Create performance tracking measurements for records
- Enhance recruiting strategy for police and extend to civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Complete issue and training of rifles to the Operations Bureau
- Develop a plan to provide an "On-line" training option to employees

**OBJECTIVES:**

Records:

- Provide updated customer service related training to all clerks.
- Lead the implementation of the new records management system.
- Assist in updating the agencies new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods
  - Part-time Public Safety Aid in the lobby
  - Kiosk

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, quarterly firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence, Implicit bias, Cultural Diversity and De-escalation techniques
- Provide updated Community Oriented Policing training to all commissioned personnel
- Continue to purchase and issue rifles required to equip all commissioned personnel
- Research, plan and determine a budget for online learning options
- Host the Women's Leadership Institute training course
- Develop employee fitness program

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	50%	50%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	40	40	40	40	40

**CITY OF NORMAN**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
Number of outside courses hosted by training section	4	4	4	5	5
Percentage of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Percentage of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	10	15	15	15	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

NPD – Norman Police Department

**FUND SUMMARY****TOTAL ROOM TAX FUND (23)****MISSION:**

To account for and monitor all resources associated with the Room Tax Fund.

**DESCRIPTION:**

Established by City ordinances to receive revenues from the City hotel/motel occupancy tax to be used for promoting and fostering convention and tourism development in the City of Norman, support arts and humanities activities and provide funding for park development capital equipment.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,367,965	1,319,131	1,336,666	1,336,666	1,410,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>1,367,965</u>	<u>1,319,131</u>	<u>1,336,666</u>	<u>1,336,666</u>	<u>1,410,000</u>
Capital Projects	164,266	212,500	396,734	396,734	305,000
Cost Allocation	89,607	91,488	91,488	83,135	99,213
Debt Service	0	0	0	0	0
Interfund Transfers	207,414	203,754	203,754	203,754	77,922
Audit Adjust/Encumb	(4,273)				
Subtotal	<u>457,014</u>	<u>507,742</u>	<u>691,976</u>	<u>683,623</u>	<u>482,135</u>
Fund Total	<u>1,824,979</u>	<u>1,826,873</u>	<u>2,028,642</u>	<u>2,020,289</u>	<u>1,892,135</u>

## DIVISION SUMMARY

### 023-3040 ROOM TAX - ADMINISTRATION

**MISSION:**

Efficiently receipt and collect room tax revenues.

**DESCRIPTION:**

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	89,607	91,488	91,488	83,135	99,213
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>89,607</u>	<u>91,488</u>	<u>91,488</u>	<u>83,135</u>	<u>99,213</u>
Division Total	<u><u>89,607</u></u>	<u><u>91,488</u></u>	<u><u>91,488</u></u>	<u><u>83,135</u></u>	<u><u>99,213</u></u>

**DIVISION SUMMARY**

## 023-3041 ROOM TAX - ARTS COUNCIL

**MISSION:**

Provide funds for the Norman Arts Council to support, encourage, coordinate and promote awareness of quality arts activities and programs in Oklahoma, and foster better understanding of the fine applied and performing arts and humanities in Norman.

**DESCRIPTION:**

The Norman Arts Council reviews applications for the use of Room Tax funds and administers these funds. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the Arts Council.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	427,000	450,000	460,000	460,000	470,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>427,000</u>	<u>450,000</u>	<u>460,000</u>	<u>460,000</u>	<u>470,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>427,000</u></u>	<u><u>450,000</u></u>	<u><u>460,000</u></u>	<u><u>460,000</u></u>	<u><u>470,000</u></u>

## DIVISION SUMMARY

### 023-3043 ROOM TAX - CONVENTION & VISITORS BUREAU

**MISSION:**

Provide funds for promotion of the City of Norman and facilities available for meetings, conventions, etc.

**DESCRIPTION:**

Ordinance No. O-9293-22 provides for contracting with a not-for-profit corporation for the purpose of administering this portion of the Room Tax funds.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	940,965	869,131	876,666	876,666	940,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>940,965</u>	<u>869,131</u>	<u>876,666</u>	<u>876,666</u>	<u>940,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>940,965</u></u>	<u><u>869,131</u></u>	<u><u>876,666</u></u>	<u><u>876,666</u></u>	<u><u>940,000</u></u>

**DIVISION SUMMARY****23 - CAPITAL PROJECTS****MISSION:**

To perform capital projects funded with Room Tax Funds.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 17 - FYE 21 for a detailed analysis of Room Tax Capital Projects.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	164,266	212,500	396,734	396,734	305,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	207,414	203,754	203,754	203,754	72,922
Subtotal	371,680	416,254	600,488	600,488	382,922
Division Total	371,680	416,254	600,488	600,488	382,922



## 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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	61,750	72,728	72,728	72,728	75,921
Supplies & Materials	63,986	11,370	30,998	30,998	12,070
Services & Maintenance	158,916	115,590	144,452	144,452	124,890
Internal Services	92	750	750	750	730
Capital Equipment	35,436	0	21,802	21,802	84,626
Subtotal	320,180	200,438	270,730	270,730	298,237
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	(3,534)	0	0	0	0
Subtotal	(3,534)				
Fund Total	316,646	200,438	270,730	270,730	298,237

**DIVISION SUMMARY**

## 25-6038 FEDERAL SEIZURES AND RESTITUTION

**MISSION:**

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

**DESCRIPTION:**

To provide assistance with police investigations.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	507	300	300	300	300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>507</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>507</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>

**DIVISION SUMMARY**

## 25- 2135 JUVENILE PROGRAMS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	61,750	72,728	72,728	72,728	75,921
Supplies & Materials	1,942	3,370	3,370	3,370	4,070
Services & Maintenance	3,218	8,230	8,230	8,230	7,530
Internal Services	92	750	750	750	730
Capital Equipment	0	0	0	0	0
Subtotal	<u>67,002</u>	<u>85,078</u>	<u>85,078</u>	<u>85,078</u>	<u>88,251</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>67,002</u>	<u>85,078</u>	<u>85,078</u>	<u>85,078</u>	<u>88,251</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
JUVENILE PROGRAMS**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Distribute brochure regarding familial tobacco usage and its impact on juveniles to parents of all juveniles with tobacco related charges	55%	0%	0%	0%	0%
Number of students referred to TEG	20	36	80	44	48
Number of community agencies contacted for community service projects	2	3	5	n/a	5
Number of students assigned to TAPP	60	53	40	66	50

**Notes to Results Report:**

Brochures regarding tobacco usage are disseminated through the TEG program so we will no longer be tracking this information.

**DIVISION SUMMARY**

## 25-6035 STATE SEIZURES AND RESTITUTION

**MISSION:**

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

**DESCRIPTION:**

To provide assistance with police investigations.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	62,044	8,000	27,628	27,628	8,000
Services & Maintenance	155,191	107,060	135,922	135,922	117,060
Internal Services	0	0	0	0	0
Capital Equipment	35,436	0	21,802	21,802	84,626
Subtotal	<u>252,671</u>	<u>115,060</u>	<u>185,352</u>	<u>185,352</u>	<u>209,686</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>252,671</u></u>	<u><u>115,060</u></u>	<u><u>185,352</u></u>	<u><u>185,352</u></u>	<u><u>209,686</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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	119,598	44,482	140,412	140,412	43,335
Supplies & Materials	54,366	1,000	90,625	90,625	1,000
Services & Maintenance	445,895	18,500	1,273,753	1,800,551	18,500
Internal Services	0	0	0	0	0
Capital Equipment	33,749	0	111,255	111,255	0
Subtotal	<u>653,610</u>	<u>63,982</u>	<u>1,616,045</u>	<u>2,142,843</u>	<u>62,835</u>
Capital Projects	79,967	0	2,090,000	2,090,000	700,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	46,871	1,019,975	1,019,975	1,719,975	0
Audit Adjust/Encum	(306,984)	0	0	0	0
Subtotal	<u>(180,146)</u>	<u>1,019,975</u>	<u>3,109,975</u>	<u>3,809,975</u>	<u>700,000</u>
Fund Total	<u>473,464</u>	<u>1,083,957</u>	<u>4,726,020</u>	<u>5,952,818</u>	<u>762,835</u>

## FUND SUMMARY

### TOTAL CAMPUS CORNER TAX INCREMENT DISTRICT FUND (27)

**MISSION:**

Established to account for revenue generated from the Campus Corner Tax Increment District.

**DESCRIPTION:**

To account for the increment of sales and property taxes generated from Tax Increment District One, Norman Campus Corner.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
<i>Internal Services</i>	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	4,318	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	<u>4,318</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>4,318</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

## FUND SUMMARY

### TOTAL WESTWOOD PARK FUND (29)

**MISSION:**

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

**DESCRIPTION:**

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	775,706	802,540	802,540	802,540	836,652
Supplies & Materials	113,926	127,102	126,710	126,710	124,925
Services & Maintenance	182,304	219,297	221,026	221,026	181,713
Internal Services	41,380	42,454	42,454	42,454	34,668
Capital Equipment	3,420	137,000	137,000	137,000	71,000
Subtotal	<u>1,116,736</u>	<u>1,328,393</u>	<u>1,329,730</u>	<u>1,329,730</u>	<u>1,248,958</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	207,414	203,754	203,754	203,754	208,424
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	<u>207,414</u>	<u>203,754</u>	<u>203,754</u>	<u>203,754</u>	<u>208,424</u>
Division Total	<u><u>1,324,150</u></u>	<u><u>1,532,147</u></u>	<u><u>1,533,484</u></u>	<u><u>1,533,484</u></u>	<u><u>1,457,382</u></u>



**DIVISION SUMMARY**

029-7032 WESTWOOD GOLF COURSE

**MISSION:**

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

**DESCRIPTION:**

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	1	1	1
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	149,570	149,602	149,602	149,602	158,334
Supplies & Materials	5,082	6,625	6,625	6,625	6,585
Services & Maintenance	165,098	200,240	200,255	200,255	161,356
Internal Services	1,437	3,315	3,315	3,315	2,546
Capital Equipment	2,134	0	0	0	0
Subtotal	<u>323,321</u>	<u>359,782</u>	<u>359,797</u>	<u>359,797</u>	<u>328,821</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>323,321</u></u>	<u><u>359,782</u></u>	<u><u>359,797</u></u>	<u><u>359,797</u></u>	<u><u>328,821</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.
- Implement the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Annual rounds of golf*	33,511	32,468	35,201	34,059	34,740
Men's & Women's Associations	30	33	34	33	34
Outside tournaments	29	42	37	40	40
Junior Academy Participants	97	82	90	82	90
Regular annual memberships	7	7	7	7	7
Regular annual membership w/range balls	3	6	2	4	4
Regular annual membership w/cart	13	13	14	16	17
Regular annual membership w/cart & w/range	17	16	15	19	20
Senior annual membership	0	0	0	0	0
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	6	6	7	4	5
Senior annual membership w/cart & w/range	0	1	2	0	0
Junior annual membership	4	7	5	3	4
Junior summer membership	4	8	4	8	6
Range only membership	3	1	3	2	3
Additional family member	15	8	10	10	12
Annual trail fee membership	1	1	1	1	1

Notes to Results Report:

\*Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area. Also Men's 9-hole Tournaments played on Thursday evenings from March 29<sup>th</sup> through September 27<sup>th</sup> are not included in totals above.

## DIVISION SUMMARY

### 029-7031 WESTWOOD PARK MAINTENANCE

**MISSION:**

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

**DESCRIPTION:**

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	518,356	529,732	529,732	529,732	555,113
Supplies & Materials	80,370	87,381	86,911	86,911	85,784
Services & Maintenance	4,691	5,696	6,870	6,870	6,456
Internal Services	21,116	23,203	23,203	23,203	24,308
Capital Equipment	1,286	137,000	137,000	137,000	71,000
Subtotal	<u>625,819</u>	<u>783,012</u>	<u>783,716</u>	<u>783,716</u>	<u>742,661</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>625,819</u></u>	<u><u>783,012</u></u>	<u><u>783,716</u></u>	<u><u>783,716</u></u>	<u><u>742,661</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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Golf cart availability rate	99.2%	99.6%	100%	99.8%	99.8%
Turf quality*	8.7	8.2	8.5	8.3	8.5
Customer satisfaction (scale of 1-5)**	4.6	4.4	4.5	4.4	4.4

**Notes to Results Report:**

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

\*\*Customer satisfaction surveys were initiated in FYE 2010

**DIVISION SUMMARY**

029-7033 WESTWOOD POOL

**MISSION:**

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

**DESCRIPTION:**

The Westwood Water Complex provides a swim facility that includes an Olympic size swimming pool, diving pool, toddler pool, wading pool and double flume water slide during the summer months for use by the general public.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	107,780	123,206	123,206	123,206	123,205
Supplies & Materials	28,474	32,556	33,174	33,174	32,556
Services & Maintenance	12,515	13,901	13,901	13,901	13,901
Internal Services	18,827	15,936	15,936	15,936	7,814
Capital Equipment	0	0	0	0	0
Subtotal	<u>167,596</u>	<u>185,599</u>	<u>186,217</u>	<u>186,217</u>	<u>177,476</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>167,596</u>	<u>185,599</u>	<u>186,217</u>	<u>186,217</u>	<u>177,476</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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue in excess of operating cost	(\$25,474)*	(\$11,965)	\$1,000	\$1,000	\$1,000**
Number of swim lessons sold	775	795	800	800	800
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	24,844	24,921	26,000	26,000	26,000

**Notes to Results Report**

\*In FYE 2014, new local competition decreased regular clientele.

\*\*2017 results could greatly vary depending on construction of a new facility being built as part of the Norman

Forward projects

EMS – Emergency Medical Services

**DIVISION SUMMARY**

029 - WESTWOOD / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	207,414	203,754	203,754	203,754	208,424
Interfund Transfers	0	0	0	0	0
Subtotal	<u>207,414</u>	<u>203,754</u>	<u>203,754</u>	<u>203,754</u>	<u>208,424</u>
Division Total	<u><u>207,414</u></u>	<u><u>203,754</u></u>	<u><u>203,754</u></u>	<u><u>203,754</u></u>	<u><u>208,424</u></u>

**ENTERPRISE FUNDS**

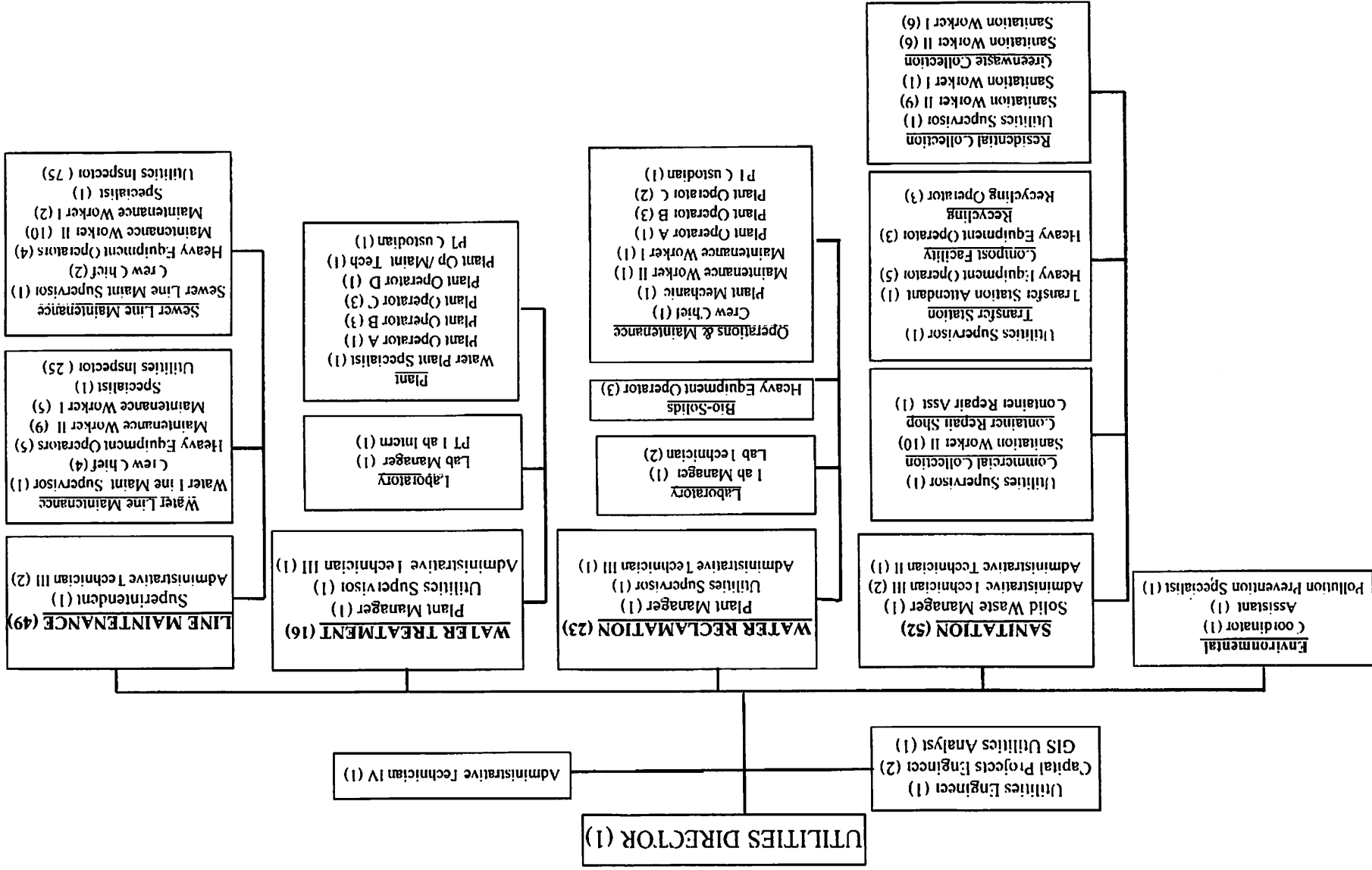
The Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or 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

146 EMPLOYEES

CITY OF NORMAN



ANNUAL BUDGET

## DEPARTMENT SUMMARY

### TOTAL UTILITIES DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans six separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, the Sewer Sales Tax Fund, and the Sanitation Fund.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	142	141	141	141	143
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	<u>145</u>	<u>144</u>	<u>144</u>	<u>144</u>	<u>146</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	11,121,703	11,062,813	11,062,813	11,062,813	11,537,843
Supplies & Materials	3,212,714	4,669,137	4,846,606	4,867,189	4,344,416
Services & Maintenance	6,766,667	7,551,664	8,039,340	8,018,757	7,547,529
Internal Services	1,747,522	1,521,693	1,521,693	1,521,693	1,281,493
Capital Equipment	3,329,781	3,191,848	3,702,636	3,702,636	3,160,400
Subtotal	<u>26,178,387</u>	<u>27,997,155</u>	<u>29,173,088</u>	<u>29,173,088</u>	<u>27,871,681</u>
Capital Projects	26,943,628	8,195,000	76,414,595	73,608,650	35,985,400
Cost Allocation	4,998,539	4,932,492	4,932,492	4,932,492	5,065,956
Debt Service	6,971,317	10,885,371	10,885,371	10,885,371	11,692,344
Interfund Transfers	5,676,290	1,386,448	1,386,448	1,503,100	1,681,227
Audit Adjust/Encumbrances	858,514	0	0	0	0
Subtotal	<u>45,448,288</u>	<u>25,399,311</u>	<u>93,618,906</u>	<u>90,929,613</u>	<u>54,424,927</u>
Department Total	<u><u>71,626,675</u></u>	<u><u>53,396,466</u></u>	<u><u>122,791,994</u></u>	<u><u>120,102,701</u></u>	<u><u>82,296,608</u></u>

## **DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS**

### **UTILITIES DEPARTMENT**

#### **GOALS:**

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

#### **OBJECTIVES:**

- **Protect the Environment:**
  1. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
  2. Eliminate sewer overflows during construction.
  3. Eliminate discharges of chlorinated water to drainage systems.
  4. Implement construction related Best Management Practices to protect storm waters.
- **Improve Utility Services and Minimize Costs:**
  1. Consider adopted land use plan during planning phase for future projects.
  2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
  3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
  4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
  5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
  6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
  7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
  8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
  9. Perform customer satisfaction surveys following construction completion.
- **Increase Knowledge of the General Public:**
  1. Inform the public regarding the need for utility improvements prior to and during implementation.
  2. Educate our customers regarding available technologies and the advantages of implementation.
  3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
  4. Inform the public regarding changes to regulations and the impact on the cost of our services.
  5. Increase knowledge of employees so they advance into higher positions.

CITY OF NORMAN

6. 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.
  7. Inform the public regarding changes to regulations and the impact on the cost of our services.
  8. Increase knowledge of employees so they advance into higher positions.
- Provide a safe workplace:
    1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries
    2. Maximize OSHA compliance by CIP contractors and City staff
    3. Ensure submission of and compliance with Traffic Control Plans
    4. Reduce citizen complaints during construction

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b>1. For Construction Projects:</b>					
a. Project completed within contract time, 90% of the time.	57%	75%	90%	100%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	100%	100%	90%	100%	90%
2. Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	79%	67%	90%	80%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	90%	100%	90%
4. Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	2	3	2	3
5. Install temporary flow metering to document reduction of wastewater flow after rehabilitation in sections of the collection system, beginning with the FYE 09 Sewer Maintenance Plan.	n/a n/a	n/a n/a	5% (dry) 25% (wet)	n/a n/a	5% (dry) 25% (wet)

Notes to Results Report:

OSHA – Occupational Safety & Health Administration  
CIP – Capital Improvement Projects

## FUND SUMMARY

### TOTAL SANITATION FUND (33)

**MISSION:**

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

**DESCRIPTION:**

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	51	51	51	51	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>	<u>52</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	4,088,734	3,958,861	3,958,861	3,958,861	4,149,615
Supplies & Materials	1,340,805	1,630,315	1,631,224	1,630,979	1,274,471
Services & Maintenance	2,768,035	2,995,796	2,995,270	2,995,515	3,001,139
Internal Services	1,003,994	849,008	849,008	849,008	803,614
Capital Equipment	2,278,890	1,726,605	1,987,696	1,987,696	2,327,655
Subtotal	<u>11,480,458</u>	<u>11,160,585</u>	<u>11,422,059</u>	<u>11,422,059</u>	<u>11,556,494</u>
Capital Projects	9,565	1,000,000	2,023,857	2,023,857	23,000
Cost Allocations	1,415,048	1,362,362	1,362,362	1,362,362	1,422,558
Debt Service	646,948	643,048	643,048	643,048	651,390
Interfund Transfers	0	0	0	0	47,880
Audit Adjust/Encumbrances	74,906	0	0	0	0
Subtotal	<u>2,146,467</u>	<u>3,005,410</u>	<u>4,029,267</u>	<u>4,029,267</u>	<u>2,144,828</u>
Fund Total	<u><u>13,626,921</u></u>	<u><u>14,165,995</u></u>	<u><u>15,451,326</u></u>	<u><u>15,451,326</u></u>	<u><u>13,701,322</u></u>

## DIVISION SUMMARY

033-5560 SANITATION / ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	187,832	253,639	253,639	253,639	318,839
Supplies & Materials	7,039	10,347	11,039	10,979	10,119
Services & Maintenance	49,579	82,175	81,483	76,710	83,940
Internal Services	25,165	30,475	30,475	30,475	21,945
Capital Equipment	3,119	1,800	1,800	1,800	0
Subtotal	<u>272,734</u>	<u>378,436</u>	<u>378,436</u>	<u>373,603</u>	<u>434,843</u>
Capital Projects	0	0	0	0	0
Cost Allocation	60,475	58,260	58,260	58,260	61,313
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>60,475</u>	<u>58,260</u>	<u>58,260</u>	<u>58,260</u>	<u>61,313</u>
Division Total	<u><u>333,209</u></u>	<u><u>436,696</u></u>	<u><u>436,696</u></u>	<u><u>431,863</u></u>	<u><u>496,156</u></u>

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

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total number sanitation accounts (residential and commercial)	38,799	38,985	39,226	40,053	40,253
Total annual tons MSW collected (residential, recycle, commercial, and private businesses)	120,578	122,665	120,217	120,503	122,964
Total annual disposal cost	\$1,747,896	\$1,740,843	\$1,740,600	\$1,810,154	\$1,862,928
Total vehicle accidents	20	15	0	5	0

Notes to Results Report:

MSW – Municipal Solid Waste



## DIVISION SUMMARY

033-5562 SANITATION / COMMERCIAL COLLECTION

**MISSION:**

The mission of the Sanitation/Commercial Collection Division is to ensure quality sanitation services to the businesses in the City of Norman.

**DESCRIPTION:**

The Commercial Section is responsible to collect and dispose of commercial waste from the dumpsters throughout the community and to stay in compliance with all State and Federal regulations.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	927,415	884,748	884,748	884,748	931,819
Supplies & Materials	268,545	347,967	347,492	347,967	290,694
Services & Maintenance	16,923	16,849	17,324	17,324	16,809
Internal Services	193,916	158,508	158,508	158,508	171,736
Capital Equipment	998,736	689,070	689,463	689,463	739,270
Subtotal	<u>2,405,535</u>	<u>2,097,142</u>	<u>2,097,535</u>	<u>2,098,010</u>	<u>2,150,328</u>
Capital Projects	0	0	0	0	0
Cost Allocation	241,646	232,788	232,788	232,788	244,984
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>241,646</u>	<u>232,788</u>	<u>232,788</u>	<u>232,788</u>	<u>244,984</u>
Division Total	<u><u>2,647,181</u></u>	<u><u>2,329,930</u></u>	<u><u>2,330,323</u></u>	<u><u>2,330,798</u></u>	<u><u>2,395,312</u></u>



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

**GOALS:**

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

**OBJECTIVES:**

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base so as to provide effective and efficient Commercial Solid waste collection.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of commercial accounts	2,503	2,510	2,538	2,539	2,557
Annual tons collected	43,661	42,079	39,587	42,216	42,353
Annual disposal cost	\$821,700	\$791,927	\$925,775	\$825,381	\$851,415
Reduction of vehicle accidents	10	10	0	4	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	0.8%	1.2%	0%	1.2%	0%

## DIVISION SUMMARY

033-5565 SANITATION / COMPOST OPERATIONS

**MISSION:**

- To provide quality compost services to the citizens and businesses of Norman in a dependable manner.
- To treat customers with courtesy, and have a commitment to a cleaner Norman.

**DESCRIPTION:**

The Compost Section is responsible to provide a site for the deposit of yard waste from residential collections as well as private yard companies, processing yard waste into compost and then releasing the compost back to citizens/customers.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
<i>Full-time Positions</i>	3	3	3	3	3
<i>Part-time Positions</i>	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	333,745	282,479	282,479	282,479	296,498
Supplies & Materials	76,455	100,063	100,019	100,075	71,850
Services & Maintenance	7,824	24,829	24,884	24,884	19,037
Internal Services	76,589	83,182	83,182	83,182	30,228
Capital Equipment	454,120	0	5,410	5,410	0
Subtotal	<u>948,733</u>	<u>490,553</u>	<u>495,974</u>	<u>496,030</u>	<u>417,613</u>
Capital Projects	0	0	0	0	0
Cost Allocation	146,326	140,134	140,134	140,134	136,289
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>146,326</u>	<u>140,134</u>	<u>140,134</u>	<u>140,134</u>	<u>136,289</u>
<b>Division Total</b>	<u><u>1,095,059</u></u>	<u><u>630,687</u></u>	<u><u>636,108</u></u>	<u><u>636,164</u></u>	<u><u>553,902</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### SANITATION / COMPOST OPERATIONS

**GOALS:**

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Volume of Yard waste received (tons)	13,332	11,973	10,308	12,014	12,000
vs.					
Compost/mulch generated (tons)	531	866	616	921	978
Savings from landfill (cost avoidance)	\$250,908	\$233,473	\$201,006	\$234,273	\$241,200
Length of time to mature compost	Available 8 mos thru out the year	Available 8 mos thru out the year	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

## DIVISION SUMMARY

033-5071 SANITATION / FLEET REPAIR

**MISSION:**

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

**DESCRIPTION:**

In previous years, and interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14 the Fleet Auto Parts Assistant was 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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	98,142	84,996	84,996	84,996	87,844
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>98,142</u>	<u>84,996</u>	<u>84,996</u>	<u>84,996</u>	<u>87,844</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>98,142</u></u>	<u><u>84,996</u></u>	<u><u>84,996</u></u>	<u><u>84,996</u></u>	<u><u>87,844</u></u>

**DIVISION SUMMARY**

033-5568 SANITATION / GREEN WASTE

**MISSION:**

The mission of the Green Waste Division is to ensure quality sanitation services to residential customers.

**DESCRIPTION:**

The Green Waste Division is responsible for the collection and disposal of residential green waste in the City of Norman.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	735,656	802,695	802,695	802,695	802,642
Supplies & Materials	126,436	120,231	120,231	120,231	128,119
Services & Maintenance	158,042	165,075	169,625	169,625	165,075
Internal Services	156,509	99,452	99,452	99,452	84,947
Capital Equipment	258,654	0	8,867	8,867	0
Subtotal	<u>1,435,297</u>	<u>1,187,453</u>	<u>1,200,870</u>	<u>1,200,870</u>	<u>1,180,783</u>
Capital Projects	0	0	0	0	0
Cost Allocation	507,517	488,911	488,911	488,911	514,526
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>507,517</u>	<u>488,911</u>	<u>488,911</u>	<u>488,911</u>	<u>514,526</u>
Division Total	<u><u>1,942,814</u></u>	<u><u>1,676,364</u></u>	<u><u>1,689,781</u></u>	<u><u>1,689,781</u></u>	<u><u>1,695,309</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### SANITATION / GREEN WASTE

**GOALS:**

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

**OBJECTIVES:**

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	36,296	36,475	37,233	36,500	36,688
Annual tons collected	4,218	4,317	4,191	3,898	4,000
Saving from landfill (cost avoidance)	\$81,246	\$80,549	\$81,054	\$76,205	\$80,400
Percent hours lost to OJI (hours lost/total hours worked)	3%	1.3%	0%	1.3%	0%
Chargeable vehicle accidents per year	3	1	0	0	0
Reduce average number of complaints per route per year	15	24	0	3	0
Average number of households per route per day	1,210	1,216	1,223	1,251	1,271

**Notes to Results Report:**

OJI – On-the-Job Injury

## DIVISION SUMMARY

### 033-5566 SANITATION / RECYCLING OPERATION

**MISSION:**

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

**DESCRIPTION:**

The Recycling Section is responsible for maintaining the three-drop station locations and the isolated cardboard and newspaper containers, as well as transporting recycling material to the contracted wholesaler.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	258,124	236,680	236,680	236,680	250,076
Supplies & Materials	58,676	229,812	229,708	229,812	48,111
Services & Maintenance	690,022	763,454	763,558	763,558	763,454
Internal Services	43,701	40,655	40,655	40,655	39,080
Capital Equipment	0	12,885	15,900	15,900	13,885
Subtotal	<u>1,050,523</u>	<u>1,283,486</u>	<u>1,286,501</u>	<u>1,286,605</u>	<u>1,114,606</u>
Capital Projects	0	0	0	0	0
Cost Allocation	40,137	38,669	38,669	38,669	40,697
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>40,137</u>	<u>38,669</u>	<u>38,669</u>	<u>38,669</u>	<u>40,697</u>
Division Total	<u><u>1,090,660</u></u>	<u><u>1,322,155</u></u>	<u><u>1,325,170</u></u>	<u><u>1,325,274</u></u>	<u><u>1,155,303</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

**GOALS:**

- Maintain a recycling program that is convenient to the citizens of Norman.
- Operate a recycling program that is cost effective.
- Promote reuse of recyclable materials.
- Ensure employee safety.
- Target recyclable materials and divert from landfill to an appropriate facility.
- Be a leader in the state with the recycling program.

**OBJECTIVES:**

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14	FYE 15	FYE 16		FYE 17
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue earned from recyclables	\$340,961	\$311,135	\$311,133	\$83,316	\$83,314
Revenue earned for set fee of cardboard containers	\$112,828	\$89,226	\$89,224	\$89,222	\$89,220
Total tons of waste recycled (drop centers)	1,974	1,422	1,420	1,500	1,498
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	171	89	87	88	86
Aluminum	17	8	6	9	7
Steel Cans	25	10	8	12	10
Plastic	96	23	21	96	94
Cardboard	1,314	330	328	792	788
Newspaper	148	156	157	132	136
Mixed Office Paper	204	145	143	288	286
Savings of landfill cost avoidance (drop centers)	\$37,166	\$38,265	\$39,030	\$29,325	\$30,109
Total tons of waste recycled (curbside)	4,740	5,663	6,738	5,700	6,783
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	1,192	1,019	1,182	816	946
Aluminum	82	64	81	88	95
Steel Cans	114	123	131	132	141
Plastic	666	660	444	447	451
Newspaper	1,748	2,250	2,880	600	768
Mixed Office Paper	602	634	665	1,944	1,957
Savings of landfill cost avoidance (curbside)	\$103,373	\$106,589	\$109,786	\$103,635	\$126,164

**Notes to Results Report:**

\*The increase in the amount of curbside recycling has increased due to a polycart system that also collects more recyclables than previous program.



## DIVISION SUMMARY

033-5561 SANITATION / RESIDENTIAL COLLECTION

**MISSION:**

The mission of the Sanitation/Residential Collection Division is to ensure quality sanitation services to the residential customers and small businesses in the City of Norman.

**DESCRIPTION:**

The Residential Section is responsible for the collection and disposal of residential municipal solid waste in the City of Norman and to stay in compliance with all State and Federal regulations.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	920,736	822,552	822,552	822,552	857,422
Supplies & Materials	302,218	406,627	406,627	406,627	370,612
Services & Maintenance	10,420	11,579	11,579	11,579	11,539
Internal Services	290,773	259,940	259,940	259,940	280,321
Capital Equipment	459,874	461,850	472,580	472,580	792,500
Subtotal	<u>1,984,021</u>	<u>1,962,548</u>	<u>1,973,278</u>	<u>1,973,278</u>	<u>2,312,394</u>
Capital Projects	0	0	0	0	0
Cost Allocation	298,127	287,207	287,207	287,207	302,256
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>298,127</u>	<u>287,207</u>	<u>287,207</u>	<u>287,207</u>	<u>302,256</u>
Division Total	<u><u>2,282,148</u></u>	<u><u>2,249,755</u></u>	<u><u>2,260,485</u></u>	<u><u>2,260,485</u></u>	<u><u>2,614,650</u></u>

**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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	36,296	36,475	36,688	37,514	38,123
Annual tons collected	27,234	27,710	28,259	28,318	28,860
Annual disposal cost	\$512,544	\$521,502	\$546,529	\$553,616	\$580,086
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	7	4	0	1	0
Reduce average number of complaints per route per year	10	54	6	31	31
Average number of households per route per day	907	912	917	938	953

Notes to Results Report:

OJI – on-the-job injury

**DIVISION SUMMARY**

033-5563 SANITATION / WASTE DISPOSAL

**MISSION:**

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

**DESCRIPTION:**

The Transfer Station Section is responsible for maintaining the Transfer facility, weighing loads and transporting municipal solid waste to the landfill within 48 hours from the time of the receipt of the municipal solid waste.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	612,711	591,072	591,072	591,072	604,475
Supplies & Materials	501,436	415,268	416,108	415,288	354,966
Services & Maintenance	1,835,225	1,931,835	1,926,817	1,931,835	1,941,285
Internal Services	217,341	176,796	176,796	176,796	175,357
Capital Equipment	104,387	561,000	793,676	793,676	782,000
Subtotal	<u>3,271,100</u>	<u>3,675,971</u>	<u>3,904,469</u>	<u>3,908,667</u>	<u>3,858,083</u>
Capital Projects	0	0	0	0	0
Cost Allocation	120,820	116,393	116,393	116,393	122,493
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>120,820</u>	<u>116,393</u>	<u>116,393</u>	<u>116,393</u>	<u>122,493</u>
Division Total	<u><u>3,391,920</u></u>	<u><u>3,792,364</u></u>	<u><u>4,020,862</u></u>	<u><u>4,025,060</u></u>	<u><u>3,980,576</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
SANITATION / WASTE DISPOSAL**

**GOALS:**

- Transfer all solid waste from the City of Norman Transfer Station within 48 hours and provide citizens a direct disposal opportunity.
- Provide an environmentally safe place to dispose of household waste at a reasonable rate.

**OBJECTIVES:**

- Utilize six transport trucks and trailers at all times during working conditions.
- Reduce blowing litter from transport trucks in route to the landfill.
- Maintain a clean site, free of loose litter.
- Provide full access to clients that desire to dispose of waste at the transfer station.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Tons of municipal solid waste transported to landfill	92,465	92,449	90,000	92,591	92,683
Disposal Cost	\$1,747,896	\$1,740,843	\$1,740,600	\$1,810,154	\$1,862,928
Quantity of municipal solid waste received at transfer station outside of route collections	17,181	20,176	17,868	20,712	22,000
Miles driven per year (transport trucks)	219,520	221,690	241,642	223,906	226,145
Tons of household waste disposed of during spring & fall cleanup	1,998	1,956	1,500	1,505	1,500

## DIVISION SUMMARY

### 033 – SANITATION / CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded by the Sanitation Fund.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 17 - FYE 21 for a detailed analysis of Sanitation Fund Capital Operations.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	9,565	1,000,000	2,023,857	2,023,857	23,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	9,565	1,000,000	2,023,857	2,023,857	23,000
Division Total	9,565	1,000,000	2,023,857	2,023,857	23,000

## DIVISION SUMMARY

033 – SANITATION / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	646,948	643,048	643,048	643,048	651,390
Interfund Transfers	0	0	0	0	0
Subtotal	<u>646,948</u>	<u>643,048</u>	<u>643,048</u>	<u>643,048</u>	<u>651,390</u>
Division Total	<u><u>646,948</u></u>	<u><u>643,048</u></u>	<u><u>643,048</u></u>	<u><u>643,048</u></u>	<u><u>651,390</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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	41	41	41	41	42
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>42</u>	<u>42</u>	<u>42</u>	<u>42</u>	<u>43</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	3,195,788	3,132,520	3,132,520	3,132,520	3,282,489
Supplies & Materials	455,964	502,673	458,005	456,733	611,813
Services & Maintenance	1,201,014	1,445,847	1,571,944	1,573,216	1,458,665
Internal Services	364,204	382,977	382,977	382,977	273,307
Capital Equipment	576,098	1,026,932	1,107,819	1,107,819	467,619
Subtotal	<u>5,793,058</u>	<u>6,490,949</u>	<u>6,653,265</u>	<u>6,653,265</u>	<u>6,093,893</u>
Capital Projects	5,360,660	1,314,000	23,874,374	23,835,396	922,400
Cost Allocations	1,860,415	1,777,809	1,777,809	1,777,809	1,787,343
Debt Service	2,987,139	5,018,633	5,018,633	5,018,633	3,265,418
Interfund Transfers	4,935,157	524,948	524,948	558,100	617,172
Audit Adjust/Encumbrances	563,820	0	0	0	0
Subtotal	<u>15,707,191</u>	<u>8,635,390</u>	<u>31,195,764</u>	<u>31,189,938</u>	<u>6,592,303</u>
Fund Total	<u>21,500,251</u>	<u>15,126,339</u>	<u>37,849,029</u>	<u>37,843,203</u>	<u>12,686,196</u>

## DIVISION SUMMARY

032-5541 WATER RECLAMATION / ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

To provide administration and oversight of the Water Reclamation Divisions. The Water Reclamation Division is organized as reflected below:

- Administration
- Laboratory
- Bio-solids
- Operations & Maintenance

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	301,579	308,872	308,872	308,872	322,224
Supplies & Materials	11,462	11,154	10,856	10,856	10,770
Services & Maintenance	27,935	64,220	80,907	80,907	58,387
Internal Services	4,426	5,582	5,582	5,582	3,439
Capital Equipment	28,838	4,300	4,300	4,300	0
Subtotal	374,240	394,128	410,517	410,517	394,820
Capital Projects	0	0	0	0	0
Cost Allocations	600,084	558,925	558,925	558,925	509,013
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	600,084	558,925	558,925	558,925	509,013
Division Total	974,324	953,053	969,442	969,442	903,833



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
WATER RECLAMATION / ADMINISTRATION**

**GOALS:**

- Maintain permitted water quality requirements.
- Complete an emergency flood plan for the facility.
- 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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Maintain all water quality requirements	100%	100%	100%	80%	100%
Formal safety training hours per employee	20	18	12	24	24
Formal operations training hours per operator	6	8	8	8	8
Employees cross-trained	2	2	3	3	2

Notes to Results Report:

Water quality is linked to seasonal changes in influent temperatures, pH, dissolved oxygen and aeration basin operation. A proactive approach is taken to eliminate changes in water quality.

**DIVISION SUMMARY**

## 032-5545 WATER RECLAMATION / BIO-SOLIDS

**MISSION:**

To provide a high quality and environmentally sound bio-solids recycling service to permitted landowners.

**DESCRIPTION:**

The Bio-Solids Division provides support to the wastewater treatment facility by safe handling, transportation and disposal of the treated bio-solids.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	2	2	2	2	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	177,329	173,697	173,697	173,697	239,479
Supplies & Materials	219,901	219,891	143,686	140,332	219,340
Services & Maintenance	114,632	216,659	205,871	207,183	196,609
Internal Services	15,264	14,750	14,750	14,750	21,222
Capital Equipment	79,857	108,000	131,626	131,626	12,100
Subtotal	<u>606,983</u>	<u>732,997</u>	<u>669,630</u>	<u>667,588</u>	<u>688,750</u>
Capital Projects	0	0	0	0	0
Cost Allocations	72,868	70,483	70,483	70,483	74,165
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>72,868</u>	<u>70,483</u>	<u>70,483</u>	<u>70,483</u>	<u>74,165</u>
Division Total	<u>679,851</u>	<u>803,480</u>	<u>740,113</u>	<u>738,071</u>	<u>762,915</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
WATER RECLAMATION / BIO-SOLIDS**

**GOALS:**

- Comply with all Environmental Protection Agency's and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of informal training.
- Implement operations of the new centrifuges and associated equipment.

**OBJECTIVES:**

- Continue safe operation of highway and field equipment.
- Maintain compliance with the City of Norman's ODEQ approved Sludge Management Plan.
- Hold more safety classes along with more in-house training sessions on related equipment.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Reportable number of vehicular accidents	0	0	0	0	0
Thickened waste activated sludge percent total solids	2.4%	2.4%	3.0%	3.0%	5.0%
Number of training hours per employee	12	12	12	12	12

Note to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

**DIVISION SUMMARY****032-5010 WATER RECLAMATION / ENGINEERING****MISSION:**

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

**DESCRIPTION:**

In previous years, an interfund transfer from the Water Reclamation Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning in FYE 12, this cost is directly charged to this Water Reclamation division.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	35,593	35,555	35,555	35,555	36,816
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>35,593</u>	<u>35,555</u>	<u>35,555</u>	<u>35,555</u>	<u>36,816</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>35,593</u></u>	<u><u>35,555</u></u>	<u><u>35,555</u></u>	<u><u>35,555</u></u>	<u><u>36,816</u></u>

## DIVISION SUMMARY

### 032-5543 WATER RECLAMATION / ENVIRONMENTAL SECTION

**MISSION:**

- To help protect human health, the environment, and the publicly owned treatment works.
- To help ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To be proactive in waste reduction.
- To assist citizens, businesses and the City government in preventing pollution.
- Act as the Utilities Department representative on environmental issues.

**DESCRIPTION:**

The Environmental Section provides support to the Water Reclamation Treatment Facility, Line Maintenance Division, and Sanitation Division by monitoring and controlling pollutants that could cause harm to employees, citizens, environment and City property. This Section also assists other divisions in helping them maintain compliance with environmental permits and requirements.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	307,678	311,618	311,618	311,618	322,382
Supplies & Materials	6,295	14,279	14,478	14,478	14,068
Services & Maintenance	138,351	140,024	142,634	142,594	140,024
Internal Services	13,969	14,869	14,869	14,869	14,290
Capital Equipment	8,668	0	0	0	74,458
Subtotal	<u>474,961</u>	<u>480,790</u>	<u>483,599</u>	<u>483,559</u>	<u>565,222</u>
Capital Projects	0	0	0	0	0
Cost Allocations	156,555	146,985	146,985	146,985	155,538
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>156,555</u>	<u>146,985</u>	<u>146,985</u>	<u>146,985</u>	<u>155,538</u>
Division Total	<u><u>631,516</u></u>	<u><u>627,775</u></u>	<u><u>630,584</u></u>	<u><u>630,544</u></u>	<u><u>720,760</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
WATER RECLAMATION / ENVIRONMENTAL SECTION

**GOALS:**

- Comply with the requirements of the Federal General Pretreatment Regulations at 40 CFR, Part 403.
- Comply with the pretreatment requirements in Part II, Section D of the City's OPDES Permit.
- Establish programs that will assist citizens in reducing pollutants.
- Recover costs for excessive strength waste, laboratory analysis, and other program expenses.

**OBJECTIVES:**

- Maintain an up-to-date industrial user database.
- Monitor industrial user compliance with pretreatment regulations.
- Monitor POTW treatment plant influent and effluent for pollutants listed at 40 CFR, Part 122, Appendix D, Tables II and III.
- Administer the Best Management Programs for fats, oil and grease dischargers.
- Publicize and conduct an annual Household Hazardous Waste Collection event.
- Maintain coordination with Storm Water Program Coordinator to ensure pollution prevention in receiving stream.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 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%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Revenue collected	\$99,633	\$135,847	\$83,000	\$85,000	\$85,000
Compliance with Oklahoma water quality standards for Norman's segment of the Canadian River	100%	100%	100%	100%	100%

Notes to Results Report:

CFR – Code of Federal Regulations  
 OPDES – Oklahoma Pollutant Discharge Elimination System  
 POTW – Publicly Owned Treatment Works

**DIVISION SUMMARY**

032-5544 WATER RECLAMATION / LABORATORY

**MISSION:**

To provide cost effective, reliable, timely laboratory data that meets the requirements of the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality for bio-solids application, discharge monitoring reports, and facility process control.

**DESCRIPTION:**

The Laboratory Division provides support to the Water Reclamation Facility by performing laboratory analysis for effective process control, water quality assessment, and data computation for DEQ Discharge Monitoring Reports. This division also manages the Sludge Management Program and provides our regulatory agencies documentation as needed.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	262,477	259,581	259,581	259,581	225,985
Supplies & Materials	15,184	22,370	20,288	22,370	22,370
Services & Maintenance	27,324	19,220	22,120	22,120	36,220
Internal Services	22	25	25	25	30
Capital Equipment	7,156	18,600	47,454	47,454	0
Subtotal	<u>312,163</u>	<u>319,796</u>	<u>349,468</u>	<u>351,550</u>	<u>284,605</u>
Capital Projects	0	0	0	0	0
Cost Allocations	87,360	85,007	85,007	85,007	90,668
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>87,360</u>	<u>85,007</u>	<u>85,007</u>	<u>85,007</u>	<u>90,668</u>
Division Total	<u><u>399,523</u></u>	<u><u>404,803</u></u>	<u><u>434,475</u></u>	<u><u>436,557</u></u>	<u><u>375,273</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 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of deficiencies on ODEQ annual inspections	1	2	0	0	0
Percent compliance with QC standards	81.2%	100%	100%	100%	100%

Notes to Results Report:

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



**DIVISION SUMMARY****032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE****MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	730,613	738,133	738,133	738,133	766,878
Supplies & Materials	85,386	73,814	104,877	104,877	185,714
Services & Maintenance	493,936	657,097	687,854	687,854	678,798
Internal Services	34,413	39,350	39,350	39,350	33,331
Capital Equipment	19,219	59,043	59,043	59,043	194,100
Subtotal	<u>1,363,567</u>	<u>1,567,437</u>	<u>1,629,257</u>	<u>1,629,257</u>	<u>1,858,821</u>
Capital Projects	0	0	0	0	0
Cost Allocation	205,470	207,701	207,701	207,701	218,275
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>205,470</u>	<u>207,701</u>	<u>207,701</u>	<u>207,701</u>	<u>218,275</u>
Division Total	<u><u>1,569,037</u></u>	<u><u>1,775,138</u></u>	<u><u>1,836,958</u></u>	<u><u>1,836,958</u></u>	<u><u>2,077,096</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### WATER RECLAMATION / OPERATIONS & MAINTENANCE

**GOALS:**

- 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.
- Increase the hours of formal and informal training.
- Efficiently operate and maintain compliance at the Ultra Violet (UV) facility

**OBJECTIVES:**

- Maintain compliance with OPDES permit to include disinfection.
- Conduct in-house training on all new plant processes and allow off-site training opportunities.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Meet all DMR required effluent parameters, which include CBOD, TSS, Ammonia, and D.O. (A total of four (4) parameters each month.)	100%	100%	100%	100%	100%
Number of training hours per employee	12	20*	12	20	24

**Notes to Results Report:**

\*Increase was due to more safety briefings along with the addition of the Quarterly Operator meeting. We will have increased training due to additional equipment coming on line as the Phase 2 Project continues.

ODEQ – Oklahoma Department of Environmental Quality  
 DMR – Discharge Monitoring Report  
 CBOD – Carbonaceous Bio-Chemical Oxygen Demand  
 TSS – Total Suspended Solids  
 D.O. – Dissolved Oxygen

**DIVISION SUMMARY****032-5552 WATER RECLAMATION / SEWER LINE MAINTENANCE****MISSION:**

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

**DESCRIPTION:**

Sewer Line Maintenance personnel maintain approximately 495 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,632 manholes. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,360,267	1,305,064	1,305,064	1,305,064	1,368,725
Supplies & Materials	117,736	161,165	163,820	163,820	159,551
Services & Maintenance	398,836	348,627	432,558	432,558	348,627
Internal Services	296,110	308,401	308,401	308,401	200,995
Capital Equipment	432,360	836,989	865,396	865,396	186,961
Subtotal	2,605,309	2,960,246	3,075,239	3,075,239	2,264,859
Capital Projects	0	0	0	0	0
Cost Allocation	738,078	708,708	708,708	708,708	739,684
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	738,078	708,708	708,708	708,708	739,684
Division Total	3,343,387	3,668,954	3,783,947	3,783,947	3,004,543

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
WATER RECLAMATION / SEWER LINE MAINTENANCE

**GOALS:**

- Hydroclean 75% of 12" and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

**OBJECTIVES:**

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,800,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Respond to 95% of utility locate requests within 48 hours

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.41 hour	.40 hour	.40 hour	.42 hour	.40 hour
% hours lost due to OJI per 1,000 hours worked	.66	0	0	2.92	.0
Feet of sewer line cleaned	1,665,796	1,800,000	1,800,000	1,728,175	1,800,000
Feet of sewer line roots mechanically removed	19,365	80,000	60,000	42,859	60,000
Feet of sewer pipe treated for roots	96,463	100,000	100,000	109,109	100,000
Feet of sewer pipe CCTV inspected	151,235	400,000	350,000	218,223	350,000
Number of SSOs*:	18	15	15	16	15
City side	10	5	5	6	5
Private	8	10	10	10	10
Lift station preventive maintenance hours	1,830 hrs	2,500 hrs	1,800 hrs	2,280 hrs	1,800 hrs
Safety training per employee per year	48 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	4,528	4,500	4,500	4,227	4,500
Number of service requests responded to	315	425	350	364	350

Notes to Results Report:

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

## DIVISION SUMMARY

### 032 – WATER RECLAMATION / CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded by the Water Reclamation Fund.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 17 - FYE 21 for a detailed analysis of Water Reclamation Fund Capital Operations.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	5,360,660	1,314,000	23,874,374	23,835,396	922,400
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>5,360,660</u>	<u>1,314,000</u>	<u>23,874,374</u>	<u>23,835,396</u>	<u>922,400</u>
Division Total	<u><u>5,360,660</u></u>	<u><u>1,314,000</u></u>	<u><u>23,874,374</u></u>	<u><u>23,835,396</u></u>	<u><u>922,400</u></u>

## DIVISION SUMMARY

032-5549 WATER RECLAMATION / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	2,987,139	5,018,633	5,018,633	5,018,633	3,265,418
Interfund Transfers	0	0	0	0	0
Subtotal	<u>2,987,139</u>	<u>5,018,633</u>	<u>5,018,633</u>	<u>5,018,633</u>	<u>3,265,418</u>
Division Total	<u><u>2,987,139</u></u>	<u><u>5,018,633</u></u>	<u><u>5,018,633</u></u>	<u><u>5,018,633</u></u>	<u><u>3,265,418</u></u>

## FUND SUMMARY

### TOTAL SEWER MAINTENANCE FUND (321)

**MISSION:**

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

**DESCRIPTION:**

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund (see page 356).

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	77,330	74,682	74,682	74,682	57,123
Supplies & Materials	735	2,516	2,516	2,516	2,109
Services & Maintenance	(308)	2,025	2,025	2,025	2,025
Internal Services	0	0	0	0	300
Capital Equipment	0	0	2,071	2,071	0
Subtotal	<u>77,757</u>	<u>79,223</u>	<u>81,294</u>	<u>81,294</u>	<u>61,557</u>
Capital Projects	3,026,313	2,785,000	7,711,872	5,876,105	3,803,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>3,026,313</u>	<u>2,785,000</u>	<u>7,711,872</u>	<u>5,876,105</u>	<u>3,803,000</u>
Fund Total	<u><u>3,104,070</u></u>	<u><u>2,864,223</u></u>	<u><u>7,793,166</u></u>	<u><u>5,957,399</u></u>	<u><u>3,864,557</u></u>

## DIVISION SUMMARY

### 321-5553 UTILITIES INSPECTION

**MISSION:**

Provide quality control for the City of Norman's Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

**DESCRIPTION:**

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	77,330	74,682	74,682	74,682	57,123
Supplies & Materials	735	2,516	2,516	2,516	2,109
Services & Maintenance	(308)	2,025	2,025	2,025	2,025
Internal Services	0	0	0	0	300
Capital Equipment	0	0	2,071	2,071	0
Subtotal	<u>77,757</u>	<u>79,223</u>	<u>81,294</u>	<u>81,294</u>	<u>61,557</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>77,757</u></u>	<u><u>79,223</u></u>	<u><u>81,294</u></u>	<u><u>81,294</u></u>	<u><u>61,557</u></u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
SEWER MAINTENANCE FUND / UTILITIES INSPECTION

**GOALS:**

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.
- Improve method of tracking customer inquiries.

**OBJECTIVES:**

- Maintain accurate log of daily activity and construction progress.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Educate and inform public of construction activities through City of Norman website.
- Implement CityWorks into customer inquiry.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Inspect all active projects once a day – 90% of the time	97%	97%	90%	97%	95%
Respond to public requests for information within 4 working hours – 90% of the time	97%	96%	90%	97%	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 17 – FYE 21 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	3,026,313	2,785,000	7,711,872	5,876,105	3,803,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>3,026,313</u>	<u>2,785,000</u>	<u>7,711,872</u>	<u>5,876,105</u>	<u>3,803,000</u>
Division Total	<u><u>3,026,313</u></u>	<u><u>2,785,000</u></u>	<u><u>7,711,872</u></u>	<u><u>5,876,105</u></u>	<u><u>3,803,000</u></u>

## FUND SUMMARY

### TOTAL NEW DEVELOPMENT EXCISE FUND (322)

**MISSION:**

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

**DESCRIPTION:**

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	1,000	16,180	16,180	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>1,000</u>	<u>16,180</u>	<u>16,180</u>	<u>0</u>
Capital Projects	8,742,474	0	15,937,775	15,800,291	92,000
Cost Allocations	0	0	0	0	0
Debt Service	944,854	2,677,419	2,677,419	2,677,419	1,978,538
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>9,687,328</u>	<u>2,677,419</u>	<u>18,615,194</u>	<u>18,477,710</u>	<u>2,070,538</u>
Fund Total	<u><u>9,687,328</u></u>	<u><u>2,678,419</u></u>	<u><u>18,631,374</u></u>	<u><u>18,493,890</u></u>	<u><u>2,070,538</u></u>

**FUND SUMMARY****TOTAL SEWER SALES TAX FUND (323)****MISSION:**

To account for and monitor capital projects associated with the imposition of a half-cent, 5-year dedicated Sewer Sales Tax.

**DESCRIPTION:**

Effective October 1, 2001, a half-cent, 5-year dedicated Sewer Sales Tax was levied and is collected upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code to meet current capital needs in the City's Water Reclamation System. This Sewer Sales Tax ended September 30, 2006.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	5,970,588	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	<u>5,970,588</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u>5,970,588</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	49	48	48	48	48
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	<u>51</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	3,759,851	3,896,750	3,896,750	3,896,750	4,048,616
Supplies & Materials	1,415,210	2,533,633	2,754,861	2,776,961	2,456,023
Services & Maintenance	2,797,926	3,106,996	3,453,921	3,431,821	3,085,700
Internal Services	379,324	289,708	289,708	289,708	204,272
Capital Equipment	474,793	438,311	605,050	605,050	365,126
Subtotal	<u>8,827,099</u>	<u>10,265,398</u>	<u>11,000,290</u>	<u>11,000,290</u>	<u>10,159,737</u>
Capital Projects	3,834,028	3,096,000	26,866,717	26,073,001	31,345,000
Cost Allocations	1,723,076	1,792,321	1,792,321	1,792,321	1,856,055
Debt Service	2,392,376	2,546,271	2,546,271	2,546,271	5,796,998
Interfund Transfers	741,133	861,500	861,500	945,000	1,016,205
Audit Adjust/Encumbrances	219,788	0	0	0	0
Subtotal	<u>8,910,403</u>	<u>8,296,092</u>	<u>32,066,809</u>	<u>31,356,593</u>	<u>39,814,258</u>
Fund Total	<u><u>17,737,502</u></u>	<u><u>18,561,490</u></u>	<u><u>43,067,099</u></u>	<u><u>42,356,883</u></u>	<u><u>49,973,995</u></u>

**DIVISION SUMMARY****031-5530 WATER / UTILITIES DEPARTMENT ADMINISTRATION****MISSION:**

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

**DESCRIPTION:**

To manage, account for and administer the water system, water reclamation system and sanitation services for the City of Norman.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	681,478	684,830	684,830	684,830	711,224
Supplies & Materials	3,344	5,849	5,849	5,967	5,505
Services & Maintenance	48,229	61,483	62,447	62,447	48,888
Internal Services	6,720	9,527	9,527	9,527	8,949
Capital Equipment	3,119	4,300	4,300	4,300	0
Subtotal	<u>742,890</u>	<u>765,989</u>	<u>766,953</u>	<u>767,071</u>	<u>774,566</u>
Capital Projects	0	0	0	0	0
Cost Allocation	169,490	176,968	176,968	176,968	184,304
Debt Service	0	0	0	0	0
Interfund Transfers	741,133	861,500	861,500	945,000	0
Subtotal	<u>910,623</u>	<u>1,038,468</u>	<u>1,038,468</u>	<u>1,121,968</u>	<u>184,304</u>
Division Total	<u><u>1,653,513</u></u>	<u><u>1,804,457</u></u>	<u><u>1,805,421</u></u>	<u><u>1,889,039</u></u>	<u><u>958,870</u></u>

**Note:**

See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

CITY OF NORMAN

**DIVISION SUMMARY**

031-5010 WATER / ENGINEERING

**MISSION:**

To provide quality utility service to our customers in the most efficient and professional manner possible.

**DESCRIPTION:**

In previous years, an Interfund transfer from the Water Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning FYE 12, this cost is directly charged to this Water division.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	37,216	35,555	35,555	35,555	36,816
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>37,216</u>	<u>35,555</u>	<u>35,555</u>	<u>35,555</u>	<u>36,816</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>37,216</u></u>	<u><u>35,555</u></u>	<u><u>35,555</u></u>	<u><u>35,555</u></u>	<u><u>36,816</u></u>

**DIVISION SUMMARY**

031-5533 WATER / UTILITIES MODELING

**MISSION:**

To maintain the water and wastewater computer models in order to determine the impact of rehabilitation and new development upon the City's utility infrastructure; to maintain accurate and complete information relating to the City's water and water reclamation infrastructure.

**DESCRIPTION:**

The Division provides maps, analyses, and model runs of water and wastewater infrastructure for the Department of Utilities. The Division also provides technical support for the CityWorks work order tracking program and assistance in integrating information from GPS data collection and the camera inspection vehicle into the City's GIS. The Division is also the primary resource for utility facility inventory tracking as required by GASB34.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
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 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	46,891	47,609	47,609	47,609	41,667
Supplies & Materials	1,059	1,375	1,375	1,375	1,375
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	3,500
Subtotal	47,950	48,984	48,984	48,984	46,542
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	47,950	48,984	48,984	48,984	46,542

\*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 atlases as current information.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.
- Reduce the time between receipt of as-builts and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Maintain water and wastewater models.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 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	80%	21%	50%	10%	50%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Complete all custom requests for model runs within 1 week or by specified deadline	n/a*	n/a*	99%	99%	99%
Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

**Notes to Results Report:**

FYE 2016 – As-built data entry delayed due to position being vacant the first quarter of FYE 2016, as well as subsequent comprehensive data clean-up efforts in the water and wastewater datasets and the Cityworks database. The database cleanup was necessitated by the choice to start modeling smaller diameter lines in the 2016 water model update. Updates will proceed as normal once cleanup is done.

\*FYE 2014 and FYE 2015 – There were no model run requests.

GIS – Geographic Information Systems

CITY OF NORMAN

**DIVISION SUMMARY**

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	260,519	264,133	264,133	264,133	276,711
Supplies & Materials	1,325	3,325	3,325	3,325	2,580
Services & Maintenance	74,408	99,094	99,094	99,094	102,779
Internal Services	4,354	5,432	5,432	5,432	6,523
Capital Equipment	0	0	0	0	0
Subtotal	<u>340,606</u>	<u>371,984</u>	<u>371,984</u>	<u>371,984</u>	<u>388,593</u>
Capital Projects	0	0	0	0	0
Cost Allocation	101,698	106,180	106,180	106,180	110,579
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>101,698</u>	<u>106,180</u>	<u>106,180</u>	<u>106,180</u>	<u>110,579</u>
Division Total	<u><u>442,304</u></u>	<u><u>478,164</u></u>	<u><u>478,164</u></u>	<u><u>478,164</u></u>	<u><u>499,172</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 annual 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 complaints.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines
- Collect and arrange data monthly for annual published report.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the CityWorks program.
- Reduce lost time due to injuries through monthly safety training meetings.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 17 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average number of water and sewer service requests completed in 1 day	21	25	24	24	25
% of state and federal regulatory compliance reports mailed out of the office within 5 days	95%	100%	100%	100%	100%
% of invoices processed for payment authorization within 1 day of receipt	90%	95%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,600	1,400	1,800	1,500	1,800
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	90%	90%	98%	95%	100%

**Notes to Results Report:**

ODEQ – Oklahoma Department of Environmental Quality

**DIVISION SUMMARY**

## 031-5551 WATER / LINE MAINTENANCE

**MISSION:**

The mission of the Water Section of the Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users. The water distribution system is to be maintained in such a manner that the drinking water is safe and that adequate fire suppression supply and storage is available at all times. Public health and safety are the primary focus of this section along with employee safety and development.

**DESCRIPTION:**

The Water Line Maintenance Division is responsible for maintenance of approximately 592.6 miles of water lines and associated 5,865 fire hydrants and 10,553 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 38,800 existing water meters, are provided by Division personnel.

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	25

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,564,852	1,678,968	1,678,968	1,678,968	1,731,209
Supplies & Materials	395,128	434,189	440,412	460,850	415,974
Services & Maintenance	49,119	76,106	98,315	98,315	76,106
Internal Services	236,729	175,189	175,189	175,189	136,520
Capital Equipment	299,998	366,011	435,501	435,501	292,426
Subtotal	2,545,826	2,730,463	2,828,385	2,848,823	2,652,235
Capital Projects	0	0	0	0	0
Cost Allocation	847,785	885,185	885,185	885,185	921,870
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	847,785	885,185	885,185	885,185	921,870
Division Total	3,393,611	3,615,648	3,713,570	3,734,008	3,574,105

## 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 350 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 8,050 linear feet of ductile iron and cast iron pipe annually.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average repair time: water off to water on	2.05 hours	2.52 hours	2.70 hours	2.70 hours	2.00 hours
Number of AMR meters installed	425	231	200	200	200
Service calls completed	4,932	6,002	5,500	5,500	6,200
Number of locates completed	5,399	5,399	5,000	5,400	5,500
Number of valves exercised	2,547	3,453	4,000	2,900	3,000
Percent hours lost to OJI per 1,000 hours worked	2.39%	2.05%	0%	0.5%	0%
Fire hydrants maintained	1,092	1,176	3,000	1,344	3,000
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	4,225 ft	3,672 ft	5,507 ft	5,425 ft	5,507 ft
Feet of "hot soils" (corrosive soils) pipe replaced	2,890 ft	2,600 ft	2,562 ft	2,600 ft	2,562 ft

Notes to Results Report:

AMR – Automated Meter Reading  
OJI – On-the-job Injury

## DIVISION SUMMARY

### 031-5531 WATER / TREATMENT PLANT ADMINISTRATION

**MISSION:**

The overall mission of the Water Treatment Division is to efficiently provide safe high quality potable water to the City of Norman. The function of the Administration Division of the Water Production Group is to provide administration and over-sight of the other three water production divisions: Water Treatment Plant, Water Wells and Water Laboratory.

**DESCRIPTION:**

The Administration Division facilitates the work of the other water production divisions by coordinating work efforts, filing required reports, ordering materials and parts, ensuring safety of the workplace and providing training.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	341,426	299,551	299,551	299,551	313,888
Supplies & Materials	3,618	6,943	6,943	7,525	6,554
Services & Maintenance	42,241	52,797	61,109	61,109	59,536
Internal Services	126,549	96,011	96,011	96,011	47,699
Capital Equipment	1,594	0	0	0	1,800
Subtotal	<u>515,428</u>	<u>455,302</u>	<u>463,614</u>	<u>464,196</u>	<u>429,477</u>
Capital Projects	0	0	0	0	0
Cost Allocation	604,103	623,988	623,988	623,988	639,302
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>604,103</u>	<u>623,988</u>	<u>623,988</u>	<u>623,988</u>	<u>639,302</u>
Division Total	<u><u>1,119,531</u></u>	<u><u>1,079,290</u></u>	<u><u>1,087,602</u></u>	<u><u>1,088,184</u></u>	<u><u>1,068,779</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
WATER / TREATMENT PLANT ADMINISTRATION

**GOALS:**

- Provide the other three divisions with the support they need to perform their functions effectively and efficiently.
- Ensure employee safety and increase training within the work force.
- Inform and educate the public on various water issues.
- Provide service to the customer at the minimum possible cost consistent with producing high quality water.

**OBJECTIVES:**

- Continue to develop and refine the water production model designed to meet daily water demand.
- Stay within the allocation for water from Lake Thunderbird.
- Protect water levels and water quality in the wells.
- Minimize water production costs
- Minimize reliance on water from Oklahoma City
- Retain higher skilled, cross-trained workers.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Safety training sessions held (safety)	12	12	12	60	64
OJI	0	0	0	0	0
Tours conducted (public education)	15	17	9	12	10
Number of people on tours	167	181	100	196	120
Job related training (personnel hours)	144	144	80	128	64
Cross training (personnel hours)	240	240	40	48	48

Notes to Results Report:

OJI – On-the-job Injury

**DIVISION SUMMARY**

031-5536 WATER / LABORATORY

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	108,956	112,864	112,864	112,864	109,913
Supplies & Materials	52,046	43,989	45,789	45,789	43,318
Services & Maintenance	42,416	78,840	77,400	77,400	78,840
Internal Services	565	487	487	487	1,064
Capital Equipment	59,821	0	3,714	3,714	28,900
Subtotal	<u>263,804</u>	<u>236,180</u>	<u>240,254</u>	<u>240,254</u>	<u>262,035</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>263,804</u>	<u>236,180</u>	<u>240,254</u>	<u>240,254</u>	<u>262,035</u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
WATER / LABORATORY**

**GOALS:**

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Evaluate and carry out new chemical and bacterial testing regulations.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Provide data and information to consultants and support Water Treatment Division capital projects.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.

**OBJECTIVES:**

- Bacteriological Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Read published information on upcoming regulations and relevant research and inform supervisor of the impact on the Water Treatment Division.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Microbiological sample collection	112%	115%	112%	112%	112%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	99%	100%	100%	100%	100%
Performance tests passed	73%	92%	100%	100%	100%
Laboratory inspection deficiencies	9	0	0	0	No Inspection
Laboratory inspection corrective actions	n/a	13	0	0	0
WTP and Water Well sample collection	98%	110%	100%	110%	100%
Number of samples invalidated	34	20	0	12	10

**Notes to Results Report:**

WTP – Water Treatment Plant  
 DEQ – Department of Environmental Quality  
 EPA – Environmental Protection Agency

CITY OF NORMAN

**DIVISION SUMMARY**

031-5534 WATER / TREATMENT PLANT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	11	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>12</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	616,333	631,840	631,840	631,840	692,688
Supplies & Materials	897,897	1,926,422	2,139,627	2,140,589	1,870,247
Services & Maintenance	1,867,180	1,958,386	2,270,350	2,248,250	1,925,936
Internal Services	3,118	2,471	2,471	2,471	2,259
Capital Equipment	57,410	9,000	100,813	100,813	3,500
Subtotal	<u>3,441,938</u>	<u>4,528,119</u>	<u>5,145,101</u>	<u>5,123,963</u>	<u>4,494,630</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>3,441,938</u></u>	<u><u>4,528,119</u></u>	<u><u>5,145,101</u></u>	<u><u>5,123,963</u></u>	<u><u>4,494,630</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### WATER / TREATMENT PLANT

**GOALS:**

- Provide the City with safe, clean water.
- Operate the water plant and water wells to meet demand and maximize water quality.
- Maintain the water plant in good operating condition.

**OBJECTIVES:**

- Maintain tap turbidity below 0.10 NTU.\*\*
- Work with contractor to keep plant operational as much as possible during plant expansion construction.
- Operate the water production facilities to meet water demand.
- Continue use of maintenance database to capture more of the maintenance activities.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	64%	64%	95%	94%	95%
Percent of bacterial water samples passing (quality)	99.7%	99.7%	100%	99.1%	100%
Number of complaints on water quality or pressure	66	66	45	24	24
Water production, million gallons per day					
Average day	12.4	12.4	12.0	12.9	13.0
Maximum day	20.6	20.6	22.0	19.8	24.0

**Notes to Results Report:**

\*\*NTU, or Nephelometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

CITY OF NORMAN

**DIVISION SUMMARY**

031-5535 WATER / WATER WELLS

**MISSION:**

To ensure the City's water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

**DESCRIPTION:**

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	106,724	141,400	141,400	141,400	134,500
Supplies & Materials	59,067	106,541	106,541	106,541	105,470
Services & Maintenance	674,315	779,631	780,647	780,647	792,956
Internal Services	1,289	591	591	591	1,258
Capital Equipment	52,851	59,000	60,722	60,722	35,000
Subtotal	<u>894,246</u>	<u>1,087,163</u>	<u>1,089,901</u>	<u>1,089,901</u>	<u>1,069,184</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>894,246</u></u>	<u><u>1,087,163</u></u>	<u><u>1,089,901</u></u>	<u><u>1,089,901</u></u>	<u><u>1,069,184</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**

**WATER / WATER WELLS**

**GOALS:**

- Keep all wells in good operating condition, especially during the peak demand period.

**OBJECTIVES:**

- Continue to use the maintenance database to track routine and emergency maintenance work.
- Perform all scheduled maintenance the same week it is due.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 14 ACTUAL	FYE 15 ACTUAL	FYE 16 PLAN	FYE 16 ESTIMATE	FYE 17 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percent of wells operational during the peak period (May - Sept)	94%	95%	95%	98%	95%
Percent of wells that have had yearly well disinfection	100%	100%	100%	76%	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 17 - FYE 21 for a detailed analysis of Water Fund Capital Operations.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	3,834,028	3,096,000	26,866,717	26,073,001	31,145,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>3,834,028</u>	<u>3,096,000</u>	<u>26,866,717</u>	<u>26,073,001</u>	<u>31,145,000</u>
Division Total	<u>3,834,028</u>	<u>3,096,000</u>	<u>26,866,717</u>	<u>26,073,001</u>	<u>31,145,000</u>

## DIVISION SUMMARY

031-5539 WATER / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,392,376	2,546,271	2,546,271	2,546,271	5,796,998
Interfund Transfers	0	0	0	0	0
Subtotal	2,392,376	2,546,271	2,546,271	2,546,271	5,796,998
Division Total	2,392,376	2,546,271	2,546,271	2,546,271	5,796,998

## DIVISION SUMMARY

### 031-5582 ENVIRONMENTAL CONTROL ADVISORY BOARD

**MISSION:**

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise.

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,726	5,000	5,000	5,000	5,000
Services & Maintenance	18	659	4,559	4,559	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,744	5,659	9,559	9,559	5,659
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,744	5,659	9,559	9,559	5,659



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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	1,099,614	958,531	958,531	958,531	972,972
Supplies & Materials	202	0	0	0	0
Services & Maintenance	13,219,377	14,373,986	14,719,760	14,719,760	14,253,986
Internal Services	0	11	11	11	17
Capital Equipment	0	0	0	0	0
Subtotal	<u>14,319,193</u>	<u>15,332,528</u>	<u>15,678,302</u>	<u>15,678,302</u>	<u>15,226,975</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	36,741	0	16,070	16,070	0
Audit Adjust/Encum	(1,486,682)	0	0	0	0
Subtotal	<u>(1,449,941)</u>	<u>0</u>	<u>16,070</u>	<u>16,070</u>	<u>0</u>
Department Total	<u><u>12,869,252</u></u>	<u><u>15,332,528</u></u>	<u><u>15,694,372</u></u>	<u><u>15,694,372</u></u>	<u><u>15,226,975</u></u>

**DIVISION SUMMARY**

## 043-3005 HEALTH INSURANCE

**MISSION:**

Account for and monitor all expenditures related to employee health insurance.

**DESCRIPTION:**

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	91,514	91,501	91,501	91,501	94,966
Supplies & Materials	0	0	0	0	0
Services & Maintenance	11,808,240	12,329,313	12,329,313	12,329,313	12,329,313
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>11,899,754</u>	<u>12,420,814</u>	<u>12,420,814</u>	<u>12,420,814</u>	<u>12,424,279</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>11,899,754</u></u>	<u><u>12,420,814</u></u>	<u><u>12,420,814</u></u>	<u><u>12,420,814</u></u>	<u><u>12,424,279</u></u>

## DIVISION SUMMARY

### 043-2251 JUDGMENTS AND CLAIMS

**MISSION:**

Account for and monitor all expenditures related to judgments and claims.

**DESCRIPTION:**

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	261,087	290,000	290,000	290,000	170,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>261,087</u>	<u>290,000</u>	<u>290,000</u>	<u>290,000</u>	<u>170,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>261,087</u></u>	<u><u>290,000</u></u>	<u><u>290,000</u></u>	<u><u>290,000</u></u>	<u><u>170,000</u></u>

**DIVISION SUMMARY**

## 043-3004 RISK MANAGEMENT ADMINISTRATION

**MISSION:**

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

**DESCRIPTION:**

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	234,465	214,530	214,530	214,530	225,506
Supplies & Materials	202	0	0	0	0
Services & Maintenance	156,136	166,684	507,673	507,684	166,690
Internal Services	0	11	11	11	17
Capital Equipment	0	0	0	0	0
Subtotal	<u>390,803</u>	<u>381,225</u>	<u>722,214</u>	<u>722,225</u>	<u>392,213</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>390,803</u></u>	<u><u>381,225</u></u>	<u><u>722,214</u></u>	<u><u>722,225</u></u>	<u><u>392,213</u></u>

## DIVISION SUMMARY

### 043-3003 UNEMPLOYMENT COMPENSATION

**MISSION:**

To account for and monitor all unemployment compensation related expenditures.

**DESCRIPTION:**

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	13,648	21,500	21,500	21,500	21,500
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	500	500	500	500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>13,648</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>13,648</u></u>	<u><u>22,000</u></u>	<u><u>22,000</u></u>	<u><u>22,000</u></u>	<u><u>22,000</u></u>

## DIVISION SUMMARY

### 043-3002 WORKERS' COMPENSATION

**MISSION:**

To account for and monitor all workers' compensation related expenditures.

**DESCRIPTION:**

An account established to record all workers' compensation related expenditures throughout the fiscal year. The expenditures consist of payments on all on-the-job-injuries (OJI) medical treatments, subsequent workers' compensation temporary total disability (TTD) payments and workers' compensation court judgments related to an employee's original OJI injury. Claims are submitted to the Legal Department for review, and if approved, are paid directly by the City.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	759,987	631,000	631,000	631,000	631,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	993,914	1,587,500	1,592,274	1,592,274	1,587,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,753,901	2,218,500	2,223,274	2,223,274	2,218,500
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,753,901	2,218,500	2,223,274	2,223,274	2,218,500

**CAPITAL PROJECTS FUND**

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.



**FUND SUMMARY****TOTAL CAPITAL PROJECTS FUND (50)****MISSION:**

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

**DESCRIPTION:**

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent (\$.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 15 - FYE 19 for a detailed analysis of Capital Project Fund.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	5

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	920,534	935,065	935,065	935,065	1,179,827
Supplies & Materials	0	0	0	0	499
Services & Maintenance	2,783	16,000	16,000	16,000	16,499
Internal Services	200	200	200	200	200
Capital Equipment	0	0	0	0	788,660
Subtotal	923,517	951,265	951,265	951,265	1,985,686
Capital Projects	15,938,428	13,750,319	63,255,341	64,739,336	14,156,653
Cost Allocations	0	0	0	0	0
Debt Service	261,708	0	0	215,000	0
Interfund Transfers	4,520,290	4,830,915	16,153,221	28,905,837	3,762,452
Audit Adjust/Encumb	(193,997)	0	0	0	0
Subtotal	20,526,429	18,581,234	79,408,562	93,860,173	17,919,105
Fund Total	21,449,946	19,532,499	80,359,827	94,811,438	19,904,791

## DIVISION SUMMARY

### 050-5011 CAPITAL PROJECTS ENGINEER

**MISSION:**

The mission of this Division is to account for three (3) Capital Projects Engineers whose responsibility is to develop and implement capital projects per the approved five-year capital plan.

**DESCRIPTION:**

To efficiently account for Capital Projects Engineers.

**PERSONNEL:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Full-time Positions	3	3	3	3	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	5

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	713,037	722,364	722,364	722,364	955,200
Supplies & Materials	0	0	0	0	499
Services & Maintenance	0	0	0	0	499
Internal Services	200	200	200	200	200
Capital Equipment	0	0	0	0	0
Subtotal	713,237	722,564	722,564	722,564	956,398
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	713,237	722,564	722,564	722,564	956,398

## DIVISION SUMMARY

### 050-2030 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

**MISSION:**

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

**DESCRIPTION:**

To efficiently account for Facility Maintenance Superintendent who manages Capital Projects.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	96,916	99,035	99,035	99,035	104,317
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>96,916</u>	<u>99,035</u>	<u>99,035</u>	<u>99,035</u>	<u>104,317</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>96,916</u></u>	<u><u>99,035</u></u>	<u><u>99,035</u></u>	<u><u>99,035</u></u>	<u><u>104,317</u></u>

## DIVISION SUMMARY

### 050-7070 CAPITAL PROJECTS / PARKS PERSONNEL

**MISSION:**

The mission of this Division is to account for two (2) Parks Personnel who manage park related capital projects per the approved five-year capital plan.

**DESCRIPTION:**

To efficiently account for Parks Personnel who manage Capital Projects.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	110,581	113,666	113,666	113,666	120,310
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>110,581</u>	<u>113,666</u>	<u>113,666</u>	<u>113,666</u>	<u>120,310</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>110,581</u></u>	<u><u>113,666</u></u>	<u><u>113,666</u></u>	<u><u>113,666</u></u>	<u><u>120,310</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 17 - FYE 21 for a detailed analysis of Capital Fund capital projects.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	15,938,428	13,750,319	63,255,341	64,739,336	14,156,653
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	4,520,290	4,830,915	16,153,221	28,905,837	3,762,452
Subtotal	<u>20,458,718</u>	<u>18,581,234</u>	<u>79,408,562</u>	<u>93,645,173</u>	<u>17,919,105</u>
Division Total	<u><u>20,458,718</u></u>	<u><u>18,581,234</u></u>	<u><u>79,408,562</u></u>	<u><u>93,645,173</u></u>	<u><u>17,919,105</u></u>

## FUND SUMMARY

### TOTAL NORMAN FORWARD SALES TAX FUND (51)

**MISSION:**

Established by City Ordinance to receive revenues

**DESCRIPTION:**

To efficiently receive and monitor the use of revenues dedicated to

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	1,747,655	1,747,645	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>1,747,655</u>	<u>1,747,645</u>	<u>0</u>
Capital Projects	0	0	6,823,599	8,053,690	57,803,362
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	457,432	2,220,286
Interfund Transfers	0	0	0	5,582,696	0
Subtotal	<u>0</u>	<u>0</u>	<u>6,823,599</u>	<u>14,093,818</u>	<u>60,023,648</u>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>8,571,254</u></u>	<u><u>15,841,463</u></u>	<u><u>60,023,648</u></u>

**FUND SUMMARY**

**TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)**

**MISSION:**

Established to account for revenue generated from the University North Park Development Tax Increment District.

**DESCRIPTION:**

To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	6,486	126,656	239,748	94,990	127,856
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>6,486</u>	<u>126,656</u>	<u>239,748</u>	<u>94,990</u>	<u>127,856</u>
Capital Projects	5,643,014	454,767	2,449,357	2,638,457	1,454,983
Cost Allocations	306,026	224,682	224,682	224,682	236,078
Debt Service	1,515,924	1,297,777	1,297,777	1,297,777	1,318,844
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	45,383	0	0	0	0
Subtotal	<u>7,510,347</u>	<u>1,977,226</u>	<u>3,971,816</u>	<u>4,160,916</u>	<u>3,009,905</u>
Fund Total	<u><u>7,516,832</u></u>	<u><u>2,103,882</u></u>	<u><u>4,211,564</u></u>	<u><u>4,255,906</u></u>	<u><u>3,137,761</u></u>

## FUND SUMMARY

### TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>



CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimated	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
<b>I. Bond Funded</b>											
9	015-9523-419	BP0029	Emergency Communications Center ^	\$500,000	\$500,000	\$6,000,000	\$0	\$0	\$0	\$0	\$0
10	015-9519-419	BP0030	Emergency Communications System^	660,747	660,747	14,339,253	0	0	0	0	0
11	015-6543-422	BP	Fire Apparatus Replacement^	1,106,700	1,106,700	0	0	0	0	0	0
<b>SUBTOTAL BOND FUNDED</b>				<b>\$2,267,447</b>	<b>\$2,267,447</b>	<b>\$20,339,253</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>II. Paygo Funded</b>											
12	015-6543-422	FT0004	Fire Apparatus Replacement	0	0	540,000	508,000	430,000	1,189,000	385,000	2,160,000
12	015-9302-419	BG0064	Fire Apparatus Storage Facility	0	0	800,000	0	0	0	0	0
13	015-	FT	Fire Station 5 Reconstruction/Relocation	0	0	0	0	0	0	0	3,500,000
<b>SUBTOTAL PAYGO FUNDED</b>				<b>\$0</b>	<b>\$0</b>	<b>\$1,340,000</b>	<b>\$508,000</b>	<b>\$430,000</b>	<b>\$1,189,000</b>	<b>\$385,000</b>	<b>\$5,660,000</b>
<b>TOTAL PSST FUND 15 PROJECTS</b>				<b>\$2,267,447</b>	<b>\$2,267,447</b>	<b>\$21,679,253</b>	<b>\$508,000</b>	<b>\$430,000</b>	<b>\$1,189,000</b>	<b>\$385,000</b>	<b>\$5,660,000</b>

CITY OF NORMAN

**CDBG FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FY16 Estimated	FY17 Adopted	FY18 Projected	FY19 Projected	FY20 Projected	FY21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
na	021-4085-463	GC0070	Core Area Horizontal Saw Cutting Project	70,000	70,000	0	0	0	0	0	0
17	021-4000-463	GC0066	84th Ave NE: Rock Creek Rd to North End	42,400	42,400	354,600	0	0	0	0	0
na	021-4000-463	GC0061	84th Ave SE: Tecumseh Rd to Franklin Rd	72,800	1,236,000	0	0	0	0	0	0
na	021-4000-463	GC0063	96th Ave NE: Tecumseh Rd to Arrowhead Dr	72,800	1,236,000	0	0	0	0	0	0
na	021-4000-463	GC0060	108th Ave SE: Etowah to SH9	218,400	3,694,000	0	0	0	0	0	0
na	021-4000-463	GC0067	120th Ave NE: Tecumseh to Stella Rd	0	3,939,240	0	0	0	0	0	0
na	021-4000-463	GC0065	120th Ave SE: Etowah Rd to SH9	64,000	1,080,000	0	0	0	0	0	0
18	021-4000-463	GC0064	Rock Creek Rd: 108th to 120th	21,600	21,600	344,400	0	0	0	0	0
na	021-4000-463	GC0068	Stella Rd: 132nd Ave NE to 144th Ave NE	0	919,810	0	0	0	0	0	0
na	021-4000-463	GC0062	Tecumseh Rd: 84th to 120th	218,400	3,694,000	0	0	0	0	0	0
<b>TOTAL CDBG FUND 21 PROJECTS</b>				<b>\$780,400</b>	<b>\$15,933,050</b>	<b>\$699,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF NORMAN

**SPECIAL GRANTS FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FYE16 Estimated	FYE17 Adopted	FYE18 Projected	FYE19 Projected	FYE20 Projected	FYE21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
na	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	600,000	600,000	0	0	0	0	0	0
na	022-9381-431	TR0105	CNG Facility Upgrades	0	100,000	0	0	0	0	0	0
na	022-9300-431	TR0047	Main Street Downtown Improvements w Ed Enh	600,000	600,000	0	0	0	0	0	0
na	022-9391-431	TR0073	State Highway 9 Multi-Modal Path	600,000	600,000	0	0	0	0	0	0
22	022-5023-429	TR0107	State Highway 9 Multi-Modal Path Ph 2	0	0	700,000	0	0	0	0	0
na	022-9082-431	TR0081	Safe Routes to School - Kennedy	190,000	190,000	0	0	0	0	0	0
<b>TOTAL SPECIAL REVENUE FUND 22 PROJECTS</b>				<b>\$1,990,000</b>	<b>\$2,090,000</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF NORMAN

**ROOM TAX FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimated	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
na	023-9050-452	RT0080	Andrews Park Rental Building A/C	22,000	22,000	0	0	0	0	0	0
na	023-9375-452	RT0084	Citywide Disc Golf Improvements	35,000	35,000	0	0	0	0	0	0
na	023-9321-451	RT0079	Recreation Centers A/C (3)	119,953	119,953	0	0	0	0	0	0
26	023-9181-451	RT0086	Santa Fe Depot Renovations	0	0	80,000	0	0	0	0	0
27	023-9674-452	RT0081	Saxon Community Park Development	86,905	86,905	50,000	0	0	0	0	0
28	023-9814-452	RT0087	Sooner Theatre Seat Replace & Interiors	0	0	175,000	150,000	75,000	0	0	0
na	023-9441-452	RT0083	Sports Complex Bleacher Replacement	37,500	37,500	0	0	0	0	0	0
na	023-9364-451	RT0082	Westwood Tennis Youth Courts	5,376	5,376	0	0	0	0	0	0
na	023-9321-451	RT0085	Whittier & Irving Recreation Center Bleachers	90,000	90,000	0	0	0	0	0	0
<b>TOTAL ROOM TAX FUND 23 PROJECTS</b>				<b>\$396,734</b>	<b>\$396,734</b>	<b>\$305,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF NORMAN

**WATER FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	6/16/2016	FYE 16 Adopted	FY 16 Estimated	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>												
<b>WATER DISTRIBUTION SYSTEM</b>												
na	031-9395-462	WA0201	Backflow Prevention Program		33,300	33,300	0	0	0	0	0	0
na	031-9321-462	WA0194	Bulk Water Dispensing Services		80,000	0	0	0	0	0	0	0
na	031-9345-462	WA0140	FY08 12" Water Line		50,000	50,000	0	0	0	0	0	0
na	031-9345-462	WA0141	16" Waterline FYE08		50,000	50,000	0	0	0	0	0	0
33	031-	WA	24th NE Waterline: Robinson to Alameda to Carter		0	0	0	0	0	0	1,520,000	5,080,000
na	031-9345-462	WA0196	I-35 Waterline Relocation		48,337	48,337	0	0	0	0	0	0
na	031-9360-462	WA0173	Master Meters Installation		261,589	261,589	0	0	0	0	0	0
34	031-	WA	Robinson Waterline: 24th NW to WTP		0	0	0	0	0	0	2,340,000	6,620,000
na	031-9360-462	WA0184	Water Dist Sys Improvements-Segment D (pay go)		4,782,466	4,782,466	0	0	0	0	0	0
35	031-9360-462	WA	Water Dist Sys Improvements-Segment B		0	0	0	0	527,000	2,789,000	0	0
36	031-9360-462	WA	Water Dist Sys Improvements-Segment G		0	0	0	578,000	0	0	0	0
37	031-	WA	Waterline Maintenance Plan: 40 Year Plan		0	0	0	0	0	0	2,915,000	113,705,000
38	031-9360-462	WA0223	Water Line Replacement: Main Library		0	0	497,000	0	0	0	0	0
39	031-9360-462	WA0213	Water Line Replacement: Crossroads Area		149,000	149,000	1,201,000	0	0	0	0	0
40	031-9360-462	WA	Water Line Replacement: Flood-Rck Ck to Venture		0	0	0	0	420,000	1,960,000	0	0
41	031-9521-462	WA0202	Water Line Replacement: Gray Street		762,676	762,676	53,000	0	0	0	0	0
42	031-9360-462	WA0224	Water Line Replacement: Gray & Tonhawa		0	0	474,000	0	0	0	0	0
43	031-9521-462	WA	Water Line Replacement: Hall Park Phase 2		0	0	0	0	0	375,000	0	0
na	031-9360-462	WA0200	Water Line Replacement: Interstate Drive (TIF payback)		229,313	175,055	0	0	0	0	0	0
44	031-9360-462	WA	Water Line Replacement: North Interstate Drive		0	0	0	98,000	655,000	0	0	0
na	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35		4,938,041	4,938,041	0	0	0	0	0	0
45	031-9360-462	WA	Water Line Replacement: West of Campus		0	0	0	710,000	0	0	0	0
na	031-9683-462	WA0199	Waterline Relocation: Cedar Lane at Bishop Creek		105,144	225,729	0	0	0	0	0	0
na	031-9521-462	WA0305	Waterline Replacement: Berry Road		2,683,377	42,448	0	0	0	0	0	0
46	031-9521-462	WA0306	Waterline Replacement: Flood Ave-Rob to Boyd		0	0	0	318,000	1,283,000	0	0	0
Subtotal Water Distribution System Projects					\$14,173,243	\$11,518,641	\$2,225,000	\$1,704,000	\$2,885,000	\$5,124,000	\$6,775,000	\$125,405,000
<b>WATER TOWERS</b>												
47	031-9354-462	WA0294	Water Tower Maint - Hall Park Tower		0	0	0	0	100,000	0	0	0
na	031-9354-462	WA0039	Water Tower Maint - Boyd Tower		74,671	0	0	0	0	0	0	0
48	031-9354-462	WA0274	WTP Backwash Tower - Resurfacing Project		0	0	60,000	180,000	0	0	0	0
49	031-9354-462	WA0189	Water Tower Maint - Cascade Tower		0	0	0	0	0	500,000	0	0
50	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower		0	0	0	0	200,000	0	0	0
na	031-9354-462	WA0040	Water Tower Maint - Robinson Tower		52,779	0	0	0	0	0	0	0
na	031-9354-462	WA0293	Water Tower - High Pressure Plane		2,988,427	2,988,427	0	0	0	0	0	0
Subtotal Water Tower Projects					\$3,115,877	\$2,988,427	\$60,000	\$180,000	\$300,000	\$500,000	\$0	\$0
<b>WATER WELL IMPROVEMENTS</b>												
51	031-9345-462	WA0009	Well Modifications: Arsenic Treatment		0	0	0	0	0	0	1,460,000	0
na	031-9345-462	WA0253	Arsenic Treatment - Well 31 Arsenic Removal		25,190	0	0	0	0	0	0	0
na	031-9345-462	WA0193	Well Are Flash Safety Improvements		140,000	140,000	0	0	0	0	0	0
na	031-9345-462	WA0197	Water Well House #20 replacement		25,991	25,991	0	0	0	0	0	0
52	031-9345-462	WA0212	FYE15 Water Wells/Supl Ln		693,000	693,000	1,833,000	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry		24,375	24,375	0	0	0	0	0	0
Subtotal Water Well and Distribution System Projects					\$908,556	\$883,366	\$1,833,000	\$0	\$0	\$0	\$1,460,000	\$0
<b>WATER TREATMENT PLANT</b>												
53	031-	WA	12 MGD GWTP for Chromium/Arsenic		0	0	0	0	0	0	8,702,000	63,068,000
54	031-	WA	3 MGD Groundwater Treatment Plant		0	0	0	0	0	0	13,717,000	5,293,000
55	031-	WA	New Building for Line Maintenance		0	0	0	102,500	1,025,000	0	0	0
56	031-9942-462	WA0236	Pilot Study Chromium Treatment		0	0	150,000	0	0	0	0	0
57	031-9398-468	WA0214	Well Field Blending at WTP		482,000	482,000	482,000	1,526,000	0	0	0	0
58	031-	WA	WTP Land Purchase		0	0	0	0	1,600,000	0	0	0
na	031-9939-462	WA0291	WTP Phase 2: Improvements (pay go)		4,738,442	4,738,442	0	0	0	0	0	0
na	031-9356-462	WA0051	WTP Raw Water Line Phase I		400,000	400,000	0	0	0	0	0	0
na	031-9939-462	WA0203	WTP Software Upgrade and Service		7,032	0	0	0	0	0	0	0
Subtotal WTP Other Projects					\$5,627,474	\$5,620,442	\$632,000	\$1,628,500	\$2,625,000	\$0	\$22,419,000	\$68,361,000
<b>URBAN SERVICE AREA WATER LINES</b>												
<b>FYE 2014 Lines</b>												
na	031-9343-462	WA0318	Peters: Main to Gray		2,723	2,723	0	0	0	0	0	0
na	031-9343-462	WA0319	Peters: Main to Eufaula		2,733	2,733	0	0	0	0	0	0
<b>FYE 2015 Lines</b>												
na	031-9343-462	WA0204	Symmes Street		2,016	2,016	0	0	0	0	0	0
na	031-9343-462	WA0205	Barbour: Woods to Iowa		23,836	23,836	0	0	0	0	0	0
na	031-9343-462	WA0206	Rancho Drive		797	797	0	0	0	0	0	0
na	031-9343-462	WA0207	Woodsboro Court		30,000	30,000	0	0	0	0	0	0
na	031-9343-462	WA0208	Nicole Place-Timberline Cir		49,500	49,500	0	0	0	0	0	0
<b>FYE 2016 Lines</b>												
na	031-9343-462	WA0215	Vida Way: N Crawford to Stubbeman		69,000	69,000	0	0	0	0	0	0
na	031-9343-462	WA0216	Iowa St: Flood to Berry		63,000	0	0	0	0	0	0	0
na	031-9343-462	WA0217	Garfield: Lindsey to Stinson		45,500	45,500	0	0	0	0	0	0
na	031-	WA	Robinson Crossing		0	63,000	0	0	0	0	0	0
na	031-9343-462	WA0218	Madison: Pickard to end of cul-de-sac		17,500	17,500	0	0	0	0	0	0
<b>FYE 2017 Lines</b>												
59	031-9343-462	WA0226	Kingswood Dr: Meadowood Blvd to dead end		0	0	18,000	0	0	0	0	0
59	031-9343-462	WA0227	Richardson Dr: Kingswood Dr to Dunham Dr		0	0	40,000	0	0	0	0	0
59	031-9343-462	WA0228	Smalley Dr: Meadowood Blvd to end of cul de sac		0	0	28,000	0	0	0	0	0
59	031-9343-462	WA0229	Smalley Cir: Smalley Dr to end of cul de sac		0	0	28,000	0	0	0	0	0
59	031-9343-462	WA0230	Wellston Cir: Meadowood Blvd to end of cul de sac		0	0	24,000	0	0	0	0	0

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**WATER FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	6/16/2016	FYE 16 Adopted	FY 16 Estimated	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<u>FYE 2018 Lines</u>												
59	031-9343-462	WA	Dunham Dr: Meeadowood Blvd to Dead End		0	0	0	28,000	0	0	0	0
59	031-9343-462	WA	Columbia Cir: Biloxi Dr to Dead end cul de sac		0	0	0	32,000	0	0	0	0
59	031-9343-462	WA	Timberdell Rd: Chautauqua to Pickard		0	0	0	56,000	0	0	0	0
59	031-9343-462	WA	Timberdell Rd: Chautauqua & Pickard		0	0	0	44,000	0	0	0	0
<u>FYE 2019 Lines</u>												
59	031-9343-462	WA	Rhoades Dr: Edward Dr to Ramsey Ct		0	0	0	0	37,000	0	0	0
59	031-9343-462	WA	Stinson St: Jenkins Ave to George Ave		0	0	0	0	78,000	0	0	0
59	031-9343-462	WA	Wellsite Dr: Tecumseh Rd to end of cul-de-sac		0	0	0	0	45,000	0	0	0
<u>FYE 2020 Lines</u>												
59	031-9343-462	WA	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse		0	0	0	0	0	31,000	0	0
59	031-9343-462	WA	Kiowa Way: Hunting Horse Tr to dead end cul de sac		0	0	0	0	0	29,000	0	0
59	031-9343-462	WA	Vida Way: Stubbeman to Crawford		0	0	0	0	0	103,000	0	0
59	031-9343-462	WA	E Eufaula: Porter to Ponca		0	0	0	0	0	27,000	0	0
59	031-9343-462	WA	Comanche: Porter to Ponca		0	0	0	0	0	36,000	0	0
59	031-9343-462	WA	Robinson St (Griffin Park): Robinson north to silo		0	0	0	0	0	16,000	0	0
<u>FYE2021 Lines</u>												
59	031-9343-462	WA	Beaumont Dr: 24th SE to Brandywine Ln		0	0	0	0	0	0	82,000	0
59	031-9343-462	WA	Venture Dr: N Flood Ave to NW 28th		0	0	0	0	0	0	118,000	0
59	031-9343-462	WA	28th Ave NW: OK National Guard to dead end of 28th A		0	0	0	0	0	0	64,000	0
59	031-9343-462	WA	12th Ave NE		0	0	0	0	0	0	39,000	0
Subtotal Urban Service Area Water Line Projects					306,605	306,605	138,000	160,000	160,000	242,000	303,000	0
<b>HOT SOILS WATER LINE REPAIR PROGRAM</b>												
<u>FYE 2015 Lines</u>												
na	031-9344-462	WA0209	Cimarron Dr: Tropicana to 2804 Cimarron Dr		504	504	0	0	0	0	0	0
na	031-9344-462	WA0210	Camela St: Tropicana Ave to Cimarron Dr		585	585	0	0	0	0	0	0
na	031-9344-462	WA0211	Knolwood St: Overbrook Dr to 2801 Tropicana Ave		639	639	0	0	0	0	0	0
<u>FYE 2016 Lines</u>												
na	031-9344-462	WA0219	Wilderness Dr: Sandpiper Ln to War Bird Dr		64,000	64,000	0	0	0	0	0	0
na	031-9344-462	WA0221	War Bird Dr: Sandpiper Ln to Wilderness Dr		36,000	36,000	0	0	0	0	0	0
<u>FYE 2017 Lines</u>												
60	031-9344-462	WA0231	Windward Ct: Pheasant Run to end of cul-de-sac		0	0	25,000	0	0	0	0	0
60	031-9344-462	WA0232	Creekwood Ct: Pheasant Run to end of cul-de-sac		0	0	25,000	0	0	0	0	0
60	031-9344-462	WA0233	Cove Hollow Ct: Pheasant Run to end of cul-de-sac		0	0	25,000	0	0	0	0	0
60	031-9344-462	WA0234	Greenwood Ct: Pheasant Run to end of cul-de-sac		0	0	25,000	0	0	0	0	0
<u>FYE 2018 Lines</u>												
60	031-9344-462	WA	Rock Creek Rd to Pinewood Dr		0	0	0	50,000	0	0	0	0
60	031-9344-462	WA	24th Ave NE to End of cul de sac		0	0	0	50,000	0	0	0	0
<u>FYE 2019 Lines</u>												
60	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock		0	0	0	0	32,000	0	0	0
60	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac		0	0	0	0	18,000	0	0	0
60	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd		0	0	0	0	50,000	0	0	0
<u>FYE 2020 Lines</u>												
60	031-9344-462	WA	Crail Dr: 36th Ave NW to Astor Dr		0	0	0	0	0	50,000	0	0
60	031-9344-462	WA	Buckingham Dr: Brownwood Ln to Bridgeport Rd		0	0	0	0	0	50,000	0	0
<u>FYE 2021 Lines</u>												
60	031-9344-462	WA	Madra St: South Lake Blvd to Shadow St		0	0	0	0	0	0	38,000	0
60	031-9344-462	WA	Shadow St: Madra St to Rising Hill Dr		0	0	0	0	0	0	42,000	0
60	031-9344-462	WA	Rising Hill Dr: Madra St to Shadow St		0	0	0	0	0	0	20,000	0
Subtotal Hot Soils Water Line Repair Program					101,728	101,728	100,000	100,000	100,000	100,000	100,000	0
<b>SUBTOTAL PAYGO WATER PROJECTS</b>					<b>\$24,233,483</b>	<b>\$21,419,209</b>	<b>\$4,988,000</b>	<b>\$3,772,500</b>	<b>\$6,070,000</b>	<b>\$5,966,000</b>	<b>\$31,057,000</b>	<b>\$193,766,000</b>
<b>WATER BOND PROJECTS Series 2006</b>												
na	031-9360-462	WB0184	24" Waterline (Seg D,SH 9:24th SW to Jenkins)		1,704,928	1,254,525	0	0	0	0	0	0
na	031-9345-462	WB0133	Replace Control System		13,200	13,200	0	0	0	0	0	0
na	031-9345-462	WB0305	Water Line Replacement Berry Road		826,644	3,385,968	0	0	0	0	0	0
na	031-9345-462	WB0297	Water Well Telemetry		99	99	0	0	0	0	0	0
Subtotal Bond Expenses for 2006 Water Bond Projects					\$2,544,871	\$4,653,792	\$0	\$0	\$0	\$0	\$0	\$0
<b>WATER BOND PROJECTS SRF Loan</b>												
52	031-9345-462	WB	FYE15 Water Wells and Supply Lines		0	0	0	10,717,000	0	0	0	0
61	031-9939-462	WB	WTP Phase 2: Improvements (SRF loan/grant)		0	0	26,157,000	0	0	0	0	0
Subtotal Bond Expenses for SRF Loan Projects					0	0	26,157,000	10,717,000	0	0	0	0
<b>TOTAL ALL WATER FUND 31 PROJECTS</b>					<b>\$26,778,354</b>	<b>\$26,073,001</b>	<b>\$31,145,000</b>	<b>\$14,489,500</b>	<b>\$6,070,000</b>	<b>\$5,966,000</b>	<b>\$31,057,000</b>	<b>\$193,766,000</b>

CITY OF NORMAN

**WATER RECLAMATION FUNDS  
FYE 17 Capital Improvement Projects Budget**

Pg#	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimate	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
65	032-	WW	Line Maintenance Building	0	0	0	102,500	1,025,000	0	0	0
na	032-9048-432	WW0065	South WRF Phase 2 Improvements	21,666,347	21,666,347	0	0	0	0	0	0
66	032-	WW	South WRF Phase 3 Improvements	0	0	0	0	0	3,475,000	3,475,000	54,950,000
67	032-9048-432	WW0278	Summit Valley Interceptor Payback	0	0	76,400	96,300	0	0	0	0
na	032-9337-432	WW0042	Wastewater Flow Monitoring	35,320	35,320	0	0	0	0	0	0
na	032-9677-432	WW0056	WRF Admin Bldg Lighting	32,000	32,000	0	0	0	0	0	0
68	032-	WW	WRF Blower Building Roof Replacement	0	0	0	0	112,000	0	0	0
na	032-9911-432	WW0044	WRF Canadian River TMDL/AWLA	1,552	0	0	0	0	0	0	0
na	032-9677-432	WW0167	WRF Chlorine Bldg Roof Replacement	37,426	0	0	0	0	0	0	0
69	032-9911-432	WW0171	WRF Class A Sludge Improvements	0	0	0	414,000	2,070,000	0	0	0
70	032-9911-432	WW0058	WRF Effluent Re-Use at Compost Facility	240,061	240,061	50,000	0	0	0	0	0
71	032-9911-432	WW0050	WRF Effluent Truck Wash	0	0	340,000	0	0	0	0	0
72	032-	WW	WRF Industrial Pretreatment Building Roof Replacement	0	0	0	0	43,000	0	0	0
na	032-9911-432	WW0170	WRF Land Purchase South WRF	200,000	200,000	0	0	0	0	0	0
73	032-9391-432	WW0205	WRF Non-Potable Effluent Reuse System	500,000	500,000	0	0	0	2,402,000	0	0
na	032-9677-432	WW0168	WRF Paint Shop Roof	9,302	9,302	0	0	0	0	0	0
74	032-9911-432	WW0171	WRF Primary Sludge Thickener	460,000	460,000	175,000	0	0	0	0	0
75	032-9911-432	WW0052	WRF SCADA Improvements	63,366	63,366	191,000	0	0	0	0	0
na	032-9677-432	WW0172	WRF Shop Building Roof Replacement	29,000	29,000	0	0	0	0	0	0
76	032-9911-432	WW0169	WRF South Digester Boiler Replacement	600,000	600,000	90,000	0	0	0	0	0
<b>TOTAL WATER RECLAMATION FUND 32 PROJECTS</b>				<b>\$23,874,374</b>	<b>\$23,835,396</b>	<b>\$922,400</b>	<b>\$612,800</b>	<b>\$3,250,000</b>	<b>\$5,877,000</b>	<b>\$3,475,000</b>	<b>\$54,950,000</b>

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FY16 Estimate	FY17 Adopted	FY18 Projected	FY19 Projected	FY20 Projected	FY21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
na	321-9338-432	WW0209	Bishop Creek Sewer Crossing Emergency Repair	900,000	410,000	0	0	0	0	0	0
80	321-9338-432	WW0305	FYE17 Lift Station Modifications	0	0	510,000	0	0	0	0	0
na	321-9338-432	WW0207	Lindsey SS Rehab: McGee to Berry %	924,441	155,454	0	0	0	0	0	0
81	321-9048-432	WW0091	Replace Lift Station D Phase 2	0	0	56,000	370,000	0	0	0	0
82	321-9649-432	WW0062	Royal Oaks Force Main	300,994	300,994	587,000	0	0	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab: Alameda Park	0	0	0	50,000	0	0	0	0
na	321-9234-432	WW0206	Sewer Lift Station Rehab: Eagle Cliff South	39,360	39,360	0	0	0	0	0	0
na	321-9234-432	WW0208	Sewer Lift Station Rehab: Hall Park North	50,000	50,000	0	0	0	0	0	0
83	321-9234-432	WW0306	Sewer Lift Station Rehab: Hall Park South	0	0	50,000	0	0	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab: Sienna Springs	0	0	0	0	0	50,000	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab: Summit Lakes	0	0	0	0	50,000	0	0	0
83	321-9234-432	WW	Sewer Lift Station Rehab: Summit Valley	0	0	0	0	0	0	50,000	0
na	321-9338-432	WW0202	Sewer Maint Plan FYE 2014 %	1,917,646	1,917,646	0	0	0	0	0	0
84	321-9338-432	WW0307	Sewer Maint Plan FYE 2017	0	0	2,500,000	0	0	0	0	0
85	321-9338-432	WW	Sewer Maint Plan FYE 2018	0	0	0	2,280,000	0	0	0	0
86	321-9338-432	WW	Sewer Maint Plan FYE 2019	0	0	0	0	2,650,000	0	0	0
87	321-9338-432	WW	Sewer Maint Plan FYE 2020	0	0	0	0	0	2,650,000	0	0
88	321-9338-432	WW	Sewer Maint Plan FYE 2021	0	0	0	0	0	0	2,650,000	0
na	321-9338-432	WW0070	Sewer Maint Proj FYE 2012	1,245,838	669,138	0	0	0	0	0	0
na	321-9338-432	WW0200	Sewer Maintenance FYE 2013 %	2,224,901	2,233,513	0	0	0	0	0	0
89	321-9974-432	WW0248	SS Emergency Repairs #	100,080	100,000	100,000	100,000	100,000	100,000	100,000	ongoing
<b>TOTAL SEWER MAINTENANCE FUND 321 PROJECTS</b>				<b>\$7,703,260</b>	<b>\$5,876,105</b>	<b>\$3,803,000</b>	<b>\$2,800,000</b>	<b>\$2,800,000</b>	<b>\$2,800,000</b>	<b>\$2,800,000</b>	<b>\$0</b>



CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS  
FYE 17 Capital Improvement Projects Budget**

Pg#	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimate	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
na	322-9048-432	WW0120	Interceptor/Woodcrest	1,718,317	2,031,601	0	0	0	0	0	0
na	322-9048-432	WW0303	Lift Station D Expansion	450,768	0	0	0	0	0	0	0
na	322-9049-432	WW0204	North WRF Engineering Report	45,605	45,605	0	0	0	0	0	0
93	322-9048-432	WW0308	SE Lift Station Payback	0	0	92,000	0	0	0	0	3,725,000
94	322-	WW	South WRF Phase 3	0	0	0	0	0	775,000	775,000	12,250,000
95	322-	WW	Summit Valley Interceptor Payback	0	0	0	314,500	0	0	0	0
na	322-9048-432	WW0065	Phase 2 South WRF Improvements	13,723,085	13,723,085	0	0	0	0	0	0
<b>TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS</b>				<b>\$15,937,775</b>	<b>\$15,800,291</b>	<b>\$92,000</b>	<b>\$314,500</b>	<b>\$0</b>	<b>\$775,000</b>	<b>\$775,000</b>	<b>\$15,975,000</b>

CITY OF NORMAN

**SANITATION FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimate	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
99	033-9975-432	SA0013	Compost Equipment Storage Shed	0	0	23,000	0	0	0	0	0
na	033-9975-432	SA0010	East Norman Recycle Center	161,500	161,500	0	0	0	0	0	0
na	033-9975-432	SA0012	Material Recovery Facility	1,000,000	1,000,000	0	0	0	0	0	0
na	033-9975-432	SA0009	Sanit Cont Maint Facility	460,000	460,000	0	0	0	0	0	0
na	033-9975-432	SA0011	Sanit Office Improvements	150,000	150,000	0	0	0	0	0	0
na	033-9975-432	SA0002	Transfer Station Expansion	4,534	4,534	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	247,823	247,823	0	0	0	0	0	0
<b>TOTAL SANITATION FUND 33 PROJECTS</b>				<b>\$2,023,857</b>	<b>\$2,023,857</b>	<b>\$23,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF NORMAN

**CAPITAL FUND**  
**FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	June 16, 2016	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>												
<b>I. CAPITAL OUTLAY (Approximately 27% by Formula)</b>												
na	050-3090-419	n.a.	Capital Outlay #		5,211,911	5,211,911	3,427,687	3,547,405	3,689,302	3,836,874	3,990,349	0
<b>**SUBTOTAL CAPITAL OUTLAY</b>					<b>5,211,911</b>	<b>5,211,911</b>	<b>3,427,687</b>	<b>3,547,405</b>	<b>3,689,302</b>	<b>3,836,874</b>	<b>3,990,349</b>	<b>0</b>
<b>II. STREET MAINTENANCE (Approximately 25% by Formula)</b>												
na	050-9369-431	SC0486	Alley Repair Program FYE 2010		3	0	0	0	0	0	0	0
109	050-9369-431	SC	Alley Repair Program FYE 2017-2020		0	0	0	200,000	200,000	200,000	200,000	ongoing
na	050-9511-431	SC0352	Asphalt Pavement Maintenance FYE07									
			36th NW: Franklin-N Limits		54,889	54,889	0	0	0	0	0	0
na	050-9511-431	SC0384	Asphalt Pavement Maintenance FYE08									
			Historical House: Peters/Jones		18,105	18,105	0	0	0	0	0	0
na	050-9511-431	SC0422	Asphalt Pavement Maintenance FYE09									
			DaVinci: Pasteur-Fire Sta 7		22,837	22,837	0	0	0	0	0	0
na	050-9511-431	SC0423	Asphalt Pavement Maintenance FYE10									
			Alameda Plz:Alameda St-24 NE		37,553	37,553	0	0	0	0	0	0
na	050-9511-431	SC0453	Asphalt Pavt Maint FYE 2013									
			Main: Porter to Carter		30,062	30,062	0	0	0	0	0	0
na	050-9511-431	SC0541	Asphalt Pavt Maint FYE 2014									
			Urban Street Surface Sealing		27,136	27,136	0	0	0	0	0	0
na	050-9511-431	SC0557	Asphalt Pavt Maint FYE 2015									
			Robinson: 24th NE - 60th NE		445,000	445,000	0	0	0	0	0	0
na	050-9511-431	SC0558	Asphalt Pavt Maint FYE 2016									
			North Base City Facility Paving		140,000	140,000	0	0	0	0	0	0
na	050-9511-431	SC0559	Asphalt Pavt Maint FYE 2017									
			48th Ave NW: Franklin Rd - Indian Hills Rd		126,478	126,478	0	0	0	0	0	0
na	050-9511-431	SC0103	Asphalt Pavt Maint FYE 2018-2021									
			ODOT Roadway Resurf Match 15		425,000	425,000	0	0	0	0	0	0
na	050-9511-431	SC0104	Asphalt Paver Patch FYE10									
			Haddock: Peters-Crawford		300,000	300,000	0	0	0	0	0	0
na	050-9511-431	SC0105	Asphalt Paver Patch FYE 2012									
			Roserock: Cardinal-S end		50,097	50,097	0	0	0	0	0	0
na	050-9511-431	SC0581	Asphalt Paver Patch FYE 2013									
			36th Ave NE: Alameda Street to Robinson		305,000	305,000	0	0	0	0	0	0
na	050-9511-431	SC0582	Asphalt Paver Patch FYE 2014									
			Alameda St: 72nd SE to end .5 east of 84th Ave SE		325,000	325,000	0	0	0	0	0	0
na	050-9511-431	SC0583	Asphalt Paver Patch FYE 2015									
			Peters Ave: Main St to Eufaula St		100,000	100,000	0	0	0	0	0	0
na	050-9511-431	SC0584	Asphalt Paver Patch FYE 2016									
			Comanche St: Jones Ave to Peters Ave		41,377	41,377	0	0	0	0	0	0
na	050-9511-431	SC0585	Asphalt Paver Patch FYE 2017									
			Park Drive: Symmes St to Elm Ave		50,000	50,000	0	0	0	0	0	0
na	050-9511-431	SC0586	Asphalt Paver Patch FYE 2018									
			Infrastructure Data Collection/Testing		12,500	12,500	0	0	0	0	0	0
110	050-9511-431	SC0601	Asphalt Paver Patch FYE 2019									
			60th Ave NW: Robinson to Tecumseh		0	0	285,400	0	0	0	0	0
110	050-9511-431	SC0602	Asphalt Paver Patch FYE 2020									
			Rock Creek: 48th NW to 72nd NW		0	0	282,814	0	0	0	0	0
110	050-9511-431	SC0603	Asphalt Paver Patch FYE 2021									
			Whispering Hills North Addition Streets		0	0	253,163	0	0	0	0	0
110	050-9511-431	SC0604	Asphalt Paver Patch FYE 2018-2021									
			Infrastructure Data Collection/Testing		0	0	12,500	0	0	0	0	0
110	050-9511-431	SC	Asphalt Paver Patch FYE 2019									
			Asphalt Paver Patch FYE10		0	0	0	833,877	833,877	833,877	833,877	ongoing
na	050-9692-431	SC0459	Asphalt Paver Patch FYE 2012									
			72nd Ave SE: Cedar Lane to Etowah Rd		20,343	20,343	0	0	0	0	0	0
na	050-9692-431	SC0524	Asphalt Paver Patch FYE 2013									
			Ed Noble Parkway: Main - Lindsey		185,000	185,000	0	0	0	0	0	0
na	050-9692-431	SC0525	Asphalt Paver Patch FYE 2014									
			200-300 Blk Norman Center Court		46,000	46,000	0	0	0	0	0	0
na	050-9692-431	SC0526	Asphalt Paver Patch FYE 2015									
			3000 Block William Pereira		30,000	30,000	0	0	0	0	0	0
na	050-9692-431	SC0543	Asphalt Paver Patch FYE 2016									
			Inglewood Dr: Central Pkwy - Newberry Dr		150,000	150,000	0	0	0	0	0	0
na	050-9692-431	SC0544	Asphalt Paver Patch FYE 2017									
			Cruce St: Berry Rd - Broad Ln		28,203	28,203	0	0	0	0	0	0
na	050-9692-431	SC0545	Asphalt Paver Patch FYE 2018									
			Broad Ln: Cruce St - Boyd St		49,000	49,000	0	0	0	0	0	0
na	050-9692-431	SC0561	Asphalt Paver Patch FYE 2019									
			Indian Hills Rd: 48th Ave NW - 69th Ave NW		129,250	129,250	0	0	0	0	0	0
na	050-9692-431	SC0107	Asphalt Paver Patch FYE 2020									
			Indian Hills: 24th NW-Broadway		109,975	109,975	0	0	0	0	0	0
na	050-9692-431	SC0108	Asphalt Paver Patch FYE 2021									
			168th NE: Franklin-Indian Hill		48,378	48,378	0	0	0	0	0	0
na	050-9692-431	SC0109	Asphalt Paver Patch FYE 2016									
			Asphalt Patch Data/Test 15		6,467	6,467	0	0	0	0	0	0
na	050-9692-431	SC0587	Asphalt Paver Patch FYE 2017									
			36TH Ave NW: Franklin Rd to .5 north of Indian Hills		258,500	258,500	0	0	0	0	0	0
na	050-9692-431	SC0588	Asphalt Paver Patch FYE 2018									
			Infrastructure Data Collection/Testing		12,500	12,500	0	0	0	0	0	0
112	050-9692-431	SC0605	Asphalt Paver Patch FYE 2019									
			Whispering Hills South Addition Streets		0	0	197,046	0	0	0	0	0
112	050-9692-431	SC0606	Asphalt Paver Patch FYE 2020									
			24th Ave SE: Highway 77 to New pavement		0	0	61,454	0	0	0	0	0
112	050-9692-431	SC0607	Asphalt Paver Patch FYE 2021									
			Infrastructure Data Collection/Testing		0	0	12,500	0	0	0	0	0
112	050-9692-431	SC	Concrete Pavement Maintenance FYE09									
			Asphalt Paver Patch FYE 2018-2021		0	0	0	271,000	271,000	271,000	271,000	ongoing
na	050-9718-431	SC0433	Concrete Pavement Maintenance FYE10									
			Brooks: Classen-W of RR		8	0	0	0	0	0	0	0
na	050-9718-431	SC0461	Concrete Pavement Maintenance FYE11									
			Lahoma: Boyd to Brooks		9	0	0	0	0	0	0	0
na	050-9718-431	SC0463	Concrete Pavement Maintenance FYE12									
			26th Ave NW at Parkway, panel replacement		57	0	0	0	0	0	0	0
na	050-9718-431	SC0464	Concrete Pavement Maintenance FYE13									
			Crawford Ave: Ridge Rd to Minosa		15	0	0	0	0	0	0	0
na	050-9718-431	SC0465	Concrete Pavement Maintenance FYE14									
			Barwick Dr: 36th NW to Brookhaven Blvd		23	0	0	0	0	0	0	0
na	050-9718-431	SC0466	Concrete Pavement Maintenance FYE15									
			Brooks: BNSF to Jenkins		1	0	0	0	0	0	0	0
na	050-9718-431	SC0467	Concrete Pavement Maintenance FYE16									
			Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr		3	0	0	0	0	0	0	0
na	050-9718-431	SC0468	Concrete Pavement Maintenance FYE17									
			Pheasant Run: Crossroads Blvd to Quail Hollow Dr		3	0	0	0	0	0	0	0

CITY OF NORMAN

**CAPITAL FUND**  
**FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	June 16, 2016	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>												
<b>Concrete Pavement Maintenance FYE 2011</b>												
na	050-9718-431	SC0497	Dale: Porter to Crawford		1	0	0	0	0	0	0	0
na	050-9718-431	SC0498	Hughbert: Porter to Crawford		11	0	0	0	0	0	0	0
na	050-9718-431	SC0499	Sequoyah Trail: Rock Creek to 9th Ave NE		2	0	0	0	0	0	0	0
na	050-9718-431	SC0500	900 Block Barbour Avenue		17	0	0	0	0	0	0	0
na	050-9718-431	SC0501	1400 Block Lincoln Avenue		2	0	0	0	0	0	0	0
na	050-9718-431	SC0502	Boyd Street: Ponca to Oklahoma		2	0	0	0	0	0	0	0
na	050-9718-431	SC0503	300 Block Overton: Panel Replacement		24,000	24,000	0	0	0	0	0	0
na	050-9718-431	SC0504	Westchester: South side at Main Street		30,000	30,000	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE 2012</b>												
na	050-9718-431	SC0529	Hemphill Dr: 24 NW - 26 NW		5	0	0	0	0	0	0	0
na	050-9718-431	SC0530	IMS Conc Pvmnt Data/Test 12		10,000	10,000	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE 2013</b>												
na	050-9718-431	SC0548	Boyd Street		3	0	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE 2014</b>												
na	050-9718-431	SC0564	Comanche St: Lahoma Ave - Chautauqua Ave		128,000	128,000	0	0	0	0	0	0
na	050-9718-431	SC0565	Morningside Dr: Alameda St - Schulze Dr		160,000	160,000	0	0	0	0	0	0
na	050-9718-431	SC0566	IMS FYE14		1,160	1,160	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE 2015</b>												
na	050-9718-431	SC0110	Stoneleigh: Danfield - end		200,000	200,000	0	0	0	0	0	0
na	050-9718-431	SC0111	Peters & Eufaula Intersection		88,000	88,000	0	0	0	0	0	0
na	050-9718-431	SC0112	Concrete Pvmnt Dia/Tst 15		12,500	12,500	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE 2016</b>												
na	050-9718-431	SC0589	Peters Ave & Coimanche Street Intersection		25,000	25,000	0	0	0	0	0	0
na	050-9718-431	SC0590	Peters Ave & Eufaula Street Intersection		100,000	100,000	0	0	0	0	0	0
na	050-9718-431	SC0591	Reed Avenue/Schulze Drive		163,000	163,000	0	0	0	0	0	0
na	050-9718-431	SC0592	Infrastructure Data Collection/Testing		12,500	12,500	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE 2017</b>												
114	050-9718-431	SC0608	Morningside Dr: Schulze Dr to Alameda St		0	0	61,600	0	0	0	0	0
114	050-9718-431	SC0609	Reed Ave: Schulze to Sherwood Dr		0	0	81,000	0	0	0	0	0
114	050-9718-431	SC0610	Schulze Dr: Morningside Dr to 938 Schulz Dr		0	0	145,400	0	0	0	0	0
114	050-9718-431	SC0611	Infrastructure Data Collection/Testing		0	0	12,500	0	0	0	0	0
114	050-9718-431	SC	<b>Concrete Pavement Maintenance FYE 2018-2021</b>		0	0	0	300,500	300,500	300,500	300,500	ongoing
	050-9051-431	SC0531	<b>Concrete Valley Gutter 12</b>		37	0	0	0	0	0	0	0
116	050-9051-431	SC0253	<b>Concrete Valley Gutter Project FYE 2017-2021</b>		0	0	0	75,000	75,000	75,000	75,000	ongoing
	050-9686-431	SC0567	<b>Crack Seal FYE 2014</b>		6,921	6,921	0	0	0	0	0	0
117	050-9686-431	SC0593	<b>Crack Seal FYE 2016</b>		225,000	225,000	0	0	0	0	0	0
117	050-9686-431	SC0612	<b>Crack Seal FYE 2017-2021</b>		0	0	225,000	225,000	225,000	225,000	225,000	ongoing
<b>Force Account Drainage Materials FYE 08</b>												
na	050-9906-451	SC0408	Merkle Crk: Crestmont-Big L #		1	0	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE10</b>												
na	050-9906-451	SC0472	Carter Ave: Rich St south		11,674	11,674	0	0	0	0	0	0
na	050-9906-451	SC0473	Imhoff Channel Liner Repair: Frank to Acres		4,104	4,104	0	0	0	0	0	0
na	050-9906-451	SC0474	Pedestrian Hand/Safety Railing Upgrades		624	0	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2011</b>												
na	050-9906-451	SC0508	Eufaula Street and College Avenue		27,957	27,957	0	0	0	0	0	0
na	050-9906-451	SC0509	Sandpiper Lane		14,818	14,818	0	0	0	0	0	0
na	050-9906-451	SC0510	Yorktown Circle		10,257	10,257	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2012</b>												
na	050-9906-451	SC0533	Vicksburg Channel Liner Repair		85,000	85,000	0	0	0	0	0	0
na	050-9906-451	SC0534	Sutton Wilderness Dam Rehab		50,000	50,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2013</b>												
na	050-9906-451	SC0551	2348 Blue Court Storm Sewer Extension		29,214	29,214	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2014</b>												
na	050-9906-451	SC0568	400 Blk E Eufaula: Storm Sewer Installation		30,719	30,719	0	0	0	0	0	0
na	050-9906-451	SC0569	2000 Blk Grandview Ave: Storm Sewer Repair		46,125	46,125	0	0	0	0	0	0
na	050-9906-451	SC0570	Merkle Crk: Iowa St North to Westwood Golf Course		40,000	40,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2015</b>												
na	050-9906-451	SC0575	Summit Lakes Park Storm Sewer		39,895	39,895	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2016</b>												
na	050-9906-451	SC0594	Acres St and Lahoma Ave Drainage Improvements		40,000	40,000	0	0	0	0	0	0
na	050-9906-451	SC0595	Guardrail Improvements		70,000	70,000	0	0	0	0	0	0
na	050-9906-451	SC0596	Pedestrian Hand/Safe Rail Improvements		25,000	25,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE 2017</b>												
118	050-9906-451	SC0613	Merkle Creek: Reestablish natural vegetative liner		0	0	80,000	0	0	0	0	0
118	050-9906-451	SC0614	Lochwood & Devonshire: Drainage Improvements		0	0	25,000	0	0	0	0	0
118	050-9906-451	SC0615	Shelby Ct: Drainage Improvements		0	0	30,000	0	0	0	0	0
118	050-9906-451	SC	<b>Force Account Drainage Materials FYE 2018-2021</b>		0	0	0	135,000	135,000	135,000	135,000	ongoing
<b>Rural Roads Improvements FYE 2010</b>												
na	050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh		11,447	11,447	0	0	0	0	0	0
<b>Rural Roads Improvements FYE 2012</b>												
na	050-9696-431	SC0535	Cedar Ln: 1/2 Mi E of 24 SE - 48 SE		48,747	48,747	0	0	0	0	0	0
na	050-9696-431	SC0536	Alameda: 168 E - 180 E		10,629	10,629	0	0	0	0	0	0
na	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End		30,000	30,000	0	0	0	0	0	0
<b>Rural Roads Imprvts FYE 2013</b>												
na	050-9696-431	SC0554	108th NE: Rock Creek Rd - Franklin Rd		36,313	36,313	0	0	0	0	0	0
<b>Rural Roads Imprvts FYE 2014</b>												
na	050-9696-431	SC0571	60th Ave NE: Franklin Rd - Indian Hills Rd		196,742	196,742	0	0	0	0	0	0
na	050-9696-431	SC0572	Lindsey St: 84th Ave SE - East End		32,290	32,290	0	0	0	0	0	0

CITY OF NORMAN

CAPITAL FUND  
FYE 17 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	June 16, 2016	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS	
<b>EXPENDITURES</b>													
			<b>Rural Roads Improvs FYE 2015</b>					0					
na	050-9696-431	SC0577	168th NE: Tecumseh to Franklin		108,142	108,142	0	0	0	0	0	0	
na	050-9696-431	SC0578	Rural Chip Seal FYE15		216,205	216,205	0	0	0	0	0	0	
na	050-9696-431	SC0579	Rural Road Impr Dia/Tst15		12,500	12,500	0	0	0	0	0	0	
			<b>Rural Roads Improvs FYE 2016</b>										
na	050-9696-431	SC0597	Tecumseh Rd: 60th NE to 72nd NE		129,170	129,170	0	0	0	0	0	0	
na	050-9696-431	SC0598	72nd NE: Tecumseh to Robinson		258,330	258,330	0	0	0	0	0	0	
na	050-9696-431	SC0599	Infrastructure Data Collection/Testing		12,500	12,500	0	0	0	0	0	0	
			<b>Rural Road Imprvs FYE 2017</b>										
120	050-9696-431	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE		0	0	298,915	0	0	0	0	0	
120	050-9696-431	SC0617	Intersection Area: 60th Ave NW & Robinson St.		0	0	37,338	0	0	0	0	0	
120	050-9696-431	SC0618	96th Ave NE: Franklin Rd to Dare Ln.		0	0	51,247	0	0	0	0	0	
120	050-9696-431	SC0619	Infrastructure Data Collection/Testing		0	0	12,500	0	0	0	0	0	
120	050-9696-431	SC	<b>Rural Roads Improvs FYE 2018-2021</b>		0	0	0	400,000	400,000	400,000	400,000	ongoing	
Subtotal Street Maintenance Projects					6,399,336	6,398,509	2,165,377	2,440,377	2,440,377	2,440,377	2,440,377	0	
<b>III. MAINTENANCE OF EXISTING FACILITIES 5%</b>													
122	050-9677-419		<b>MAINTENANCE OF EXISTING FACILITIES</b>										
		EF0206	12th Ave Rec Center Door & Entry Improvements		0	0	16,000	0	0	0	0	0	
		EF0207	12th Ave Rec Center Gym Painting		0	0	15,000	0	0	0	0	0	
		EF0177	Andrews Park Electrical Service Upgrades		10,000	10,000	0	0	0	0	0	0	
		EF0178	Andrews Park Rental Building Kitchen Roof Replacem		3,505	116	0	0	0	0	0	0	
		EF0003	Animal Shelter Renovation		12,288	12,288	0	0	0	0	0	0	
		EF0179	City Datacenter Return Air System		30,000	30,000	0	0	0	0	0	0	
		EF0120	City Hall Building A Improvements		501	0	0	0	0	0	0	0	
		EF0146	City Hall Security Improvements		7,253	7,253	0	0	0	0	0	0	
		EF0194	Fire Administration Office Security		7,000	7,000	0	0	0	0	0	0	
		EF0180	Fire Administration Remodel		70,000	70,000	181,000	0	0	0	0	0	
		EF0204	Fire Pump Testing Facility		2,274	2,274	0	0	0	0	0	0	
		EF0205	Fire Sta 5 & 6 Diesel Tanks		2,863	2,863	0	0	0	0	0	0	
		EF0195	Fire Station #2 Fencing		13,000	13,000	0	0	0	0	0	0	
		EF0150	Fire Station #6 - Restoration & Repairs		11,224	11,224	0	0	0	0	0	0	
		EF0196	Fire Station #6 Concrete replacement		40,000	40,000	0	0	0	0	0	0	
		EF0134	Fire Station 1 Repair		30,167	30,167	0	0	0	0	0	0	
		EF0208	Fire Station 4 Driveway replacement		0	0	8,470	0	0	0	0	0	
		EF0209	Fire Station 6 Driveway replacement		0	0	12,720	0	0	0	0	0	
		EF0183	Fire Station 7 Rehab		5,500	5,500	0	0	0	0	0	0	
		EF	Fire Station 7 Remodel		0	0	0	0	30,000	0	0	0	
		EF	Fire Stations Overhead Door Replacements		0	0	0	17,000	0	0	0	0	
		EF	Fire Trench Rescue Training Prop Repair		0	0	0	45,000	0	0	0	0	
		EF0184	Firehouse Art Center gutter replacement		14,000	14,000	0	0	0	0	0	0	
		EF0122	Firehouse Art Center Improvements		94	0	0	0	0	0	0	0	
		EF	Fleet Shop Office Upgrade and Platform		0	0	0	45,000	0	0	0	0	
		EF0165	Fleet Window Replacement		32,083	32,083	0	0	0	0	0	0	
		EF0185	Hallway Door Project Building C		2,670	0	0	0	0	0	0	0	
		EF0130	HVAC Commissioning-Bldg C		11,900	11,900	0	0	0	0	0	0	
		EF0176	IT Service Center		872	0	0	0	0	0	0	0	
		EF0167	Library Furniture Replacement		50,000	50,000	0	0	0	0	0	0	
		EF0202	Lions Tennis Court Overlay		11,107	0	0	0	0	0	0	0	
		EF0186	Little Ave Community Center Kitchen Improvements		40,460	40,460	0	0	0	0	0	0	
		EF0169	Painting Municipal Complex		87,453	87,453	50,000	50,000	50,000	50,000	50,000	ongoing	
		EF0187	Park Electrical Services Maintenance		6,614	6,614	5,000	5,000	5,000	5,000	5,000	ongoing	
		EF0143	Park Maintenance Fiber Optic Con *		29	0	0	0	0	0	0	0	
		EF0012	Park Parking Lots & Sidewalks Maintenance		83,618	100,824	40,000	40,000	40,000	40,000	40,000	ongoing	
		EF0062	Park Playground Maintenance		10,000	10,000	10,000	10,000	10,000	10,000	10,000	ongoing	
		EF0197	Park Shelter & Restroom Maintenance		35,000	35,000	10,000	10,000	10,000	10,000	10,000	ongoing	
		EF0124	Park Sign & Fence Maintenance		42,389	42,389	25,000	25,000	25,000	25,000	25,000	ongoing	
		EF0170	Police - Animal Welfare Fencing		15,000	15,000	30,000	0	0	0	0	0	
		EF0171	Police - Animal Welfare Generator		1,739	1,739	0	0	0	0	0	0	
		EF	Police - Office Remodel		0	0	0	12,750	0	0	0	0	
		EF0188	Police - Special Investigations Flooring		15,000	15,000	0	0	0	0	0	0	
		EF0189	Police - Special Investigations Painting		5,000	5,000	0	0	0	0	0	0	
		EF0200	Rec Center Tile Floor Rpl		32,000	32,000	0	0	0	0	0	0	
		EF0173	Recreation Center Interior Renovations (kitchens and p		60,846	60,846	0	0	0	0	0	0	
		EF0190	Replace Fleet's Power Washer & Plumbing		21,805	21,805	0	0	0	0	0	0	
		EF0192	Rewire Park Maintenance Offices & Break Room		30,000	30,000	0	0	0	0	0	0	
		EF0201	Santa Fe Depot Repairs		40,888	61,988	0	0	0	0	0	0	
		EF0161	Senior Center Basement & Bathroom Remodel		69,830	68,830	0	0	0	0	0	0	
		EF0199	Senior Center Flooring Replacement & Painting (MP)		58,000	58,000	0	0	0	0	0	0	
		EF	Senior Center Parking Lot Re-Design & Re-Build		0	0	0	0	0	120,000	0	0	
		EF	Senior Center Tuck Point		0	0	0	0	0	0	46,000	0	
		EF0193	Sooner Theater Sign and Marquee Repairs		19,489	19,489	0	0	0	0	0	0	
		EF0128	Sooner Theatre Improvements		16,708	16,708	0	0	0	0	0	0	
		EF	Sooner Theatre Restroom remodel		0	0	0	0	0	80,000	0	0	
		EF0017	Sports Field Relamping		22,520	1,522	10,000	10,000	10,000	10,000	10,000	ongoing	
		EF	Tennis Court Lighting and Surfacing at 12th Avenue		0	0	0	0	0	50,000	0	0	
		EF0198	Upgrade Pneumatic Ply novent System w/ magnet		14,000	14,000	0	0	0	0	0	0	
		EF0110	Westwood Pro Shop Roof Replacement		1,650	1,650	0	0	0	0	0	0	
		EF0174	Westwood Tennis Center Court Plexipave Overlay		7,012	1,673	0	0	0	0	0	0	
		EF	Whittier and Irving Rec Centers Interior Painting		0	0	0	0	50,000	0	0	0	
		EF0020	Maintenance of Existing Facilities Contingency		29,178	20,057	20,000	20,000	20,000	20,000	20,000	20,000	ongoing
<b>**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES</b>					<b>1,134,529</b>	<b>1,128,822</b>	<b>433,190</b>	<b>289,750</b>	<b>250,000</b>	<b>420,000</b>	<b>216,000</b>	<b>0</b>	

CITY OF NORMAN

CAPITAL FUND  
FYE 17 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	June 16, 2016	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>												
<b>IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO</b>												
<b>TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING</b>												
na	050-9076-431	TR0051	12th & High Meadows Signal		224,820	224,822	0	0	0	0	0	-
na	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal		15,000	15,000	0	0	0	0	0	-
123	050-	TR	12th NW: Rock Creek to Tecumseh		0	0	0	0	0	0	630,000	1,266,460
na	050-9076-431	TR0061	12th SE & Triad Village Signal		45,000	45,000	0	0	0	0	0	-
124	050-9079-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal		280,000	280,000	0	300,000	0	0	0	-
125	050-9079-431	TR0050	36th and Havenbrook Signal		67,654	67,654	238,500	0	0	0	0	-
126	050-9079-431	TR0102	36th Ave NW & Crail Dr - Traffic Signal		40,000	40,000	0	80,000	0	0	0	-
127	050-	TR	36th Ave NW & Tecumseh Road		0	0	0	0	0	0	161,750	-
128	050-9402-431	TR0103	36th Ave NW: Indian Hills to City Limits		168,000	168,000	350,000	0	0	0	702,500	-
129	050-	TR	36th SE: Cedar Lane to State Hwy 9		0	0	0	0	0	700,000	0	1,347,970
130	050-9206-431	TC0038	ADA Compliance Audit and Repair		198,260	198,260	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9076-431	TR0079	Alameda/Findlay Signal		935	935	0	0	0	0	0	-
na	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal		29,310	29,310	0	0	0	0	0	-
na	050-9076-431	TR0091	Boyd and University Boulevard New Signal		48,802	48,802	0	0	0	0	0	-
na	050-9712-431	TR0093	Boyd Street Sidewalk Improvements		3,132	3,132	0	0	0	0	0	-
na	050-9687-431	TR0058	Boyd/Pickard Intersection & Bridge		9,002	9,002	0	0	0	0	0	-
131	050-	TR	Cedar Lane: E of 24th SE to 36th SE		0	0	200,000	200,000	0	788,840	0	-
na	050-9554-419	TC0044	Citywide ADA Assessment		200,000	200,000	0	0	0	0	0	-
Citywide Pavement Overlays-Lindsey, Constitution,												
na	050-9511-431	TR0055	Inhoff and Alameda		551,115	551,115	0	0	0	0	0	-
na	050-9076-431	TR0057	Classen Blvd Signals		300,000	300,000	0	0	0	0	0	-
132	050-	TC	Classen Sidewalks: Boyd to 12th Ave SE		0	0	0	40,000	0	0	0	-
na	050-9381-431	TR0105	CNG Facility Storage and Controls Upgrade		0	172,970	0	0	0	0	0	-
133	050-9076-431	TR0064	Flood Ave & Venture Drive Signal		20,810	20,810	30,000	0	0	0	0	-
134	050-	TC	Flood Sidewalks		0	0	0	0	0	40,000	0	-
na	050-9940-431	TC0265	I-35/Frontage/Intersection		57,371	57,371	0	0	0	0	0	-
na	050-9079-431	TR0095	I-35/Indian Hills Rd Interchange/Corridor Study		100,000	100,000	0	0	0	0	0	-
na	050-9583-431	TR0230	I-35/Main Interchange 13		175,000	175,000	0	0	0	0	0	-
135	050-	TR	Inhoff and Constitution Intersection		0	0	0	0	0	600,000	0	720,000
na	050-9079-431	TR0080	Indian Hills Road Signals		300,000	300,000	0	0	0	0	0	-
na	050-9552-431	TC0039	Jenkins & Bratcher-Minor Intersection Realignment		50,000	50,000	0	0	0	0	0	-
136	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension		150,000	150,000	50,000	0	0	0	0	-
na	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh		1,049,622	1,049,622	0	0	0	0	0	-
na	050-9081-431	TR0075	Main Street Roadway Lighting Design		10,173	10,173	0	0	0	0	0	-
na	050-9712-431	TR0096	McGee Sidewalks - SH9 to Cherry Stone		3,360	3,360	0	0	0	0	0	-
137	050-9535-431	TR0068	ODOT Audit Adjustments		304,427	304,427	100,000	100,000	100,000	100,000	100,000	ongoing
138	050-9079-431	TR0097	Porter & Acres Inters & Signal		160,000	160,000	0	250,000	200,000	400,000	0	-
na	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec		9,281	9,281	0	0	0	0	0	-
na	050-9161-431	TR0019	Railroad Corridor Safety		84,538	84,538	0	0	0	0	0	-
na	050-9161-431	TR0066	Railroad Quiet Zone		1,290,000	1,290,000	0	0	0	0	0	-
na	050-9391-431	TC0047	Regional Transportation Authority		62,764	67,764	0	0	0	0	0	-
na	050-9076-431	TR0098	Robinson & 48th NW - New Signal (private)		151	151	0	0	0	0	0	-
139	050-9552-431	TR0104	Robinson Street West of I-35 (match for Fund 57)		318,483	318,483	367,348	0	0	0	0	-
na	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection		13,901	13,901	0	0	0	0	0	-
na	050-9076-431	TR0099	Rock Creek & Sequoyah Trail - New Signal (private)		180	180	0	0	0	0	0	-
140	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal		589,959	589,959	230,000	497,500	0	0	0	-
141	050-9552-431	TR0094	Rock Creek: Grandview to 36th NW Widening		143,333	143,333	0	100,000	497,000	0	0	-
na	050-9082-431	TR0081	Safe Routes to School - Kennedy		39,603	39,603	0	0	0	0	0	-
142	050-9688-431	TR0073	SH 9 Multi-modal Path		808,506	808,506	70,000	0	0	0	0	-
143	050-	TR	SH9 Multi-Modal Path Phase 2 (match reimb grant Fnd 22)		0	0	255,000	0	0	0	0	-
na	050-9387-419	SR0100	Site #7 Reck Crk/156N/168NE		63,131	532,711	0	0	0	0	0	-
na	050-9387-419	SR0101	Site #9 Post Oak/108W/120E		66,586	966,525	0	0	0	0	0	-
na	050-9387-419	SR0102	Site #11 Reck Crk/168N/180NE		43,996	989,516	0	0	0	0	0	-
144	050-9387-419	SR0103	Site #17 Imhoff Channel		52,173	52,173	415,000	0	0	0	0	-
145	050-9387-419	SR0104	Site #28 72ndNE/Tecumseh		20,866	20,866	85,000	0	0	0	0	-
na	050-9076-431	TR0076	State Highway 9 and 36th Ave SE Signal		2,409	2,409	0	0	0	0	0	-
146	050-	TR	Tecumseh: 12th NE to Hollister		0	0	0	0	0	0	200,000	-
na	050-9080-431	TC0040	Traffic Signal Adaptive Control System		5,500	5,500	0	0	0	0	0	-
na	050-9076-431	TR0101	US 77 (Classen) & Post Oak Signal		55,000	55,000	0	0	0	0	0	-
na	050-9079-431	TR0239	US 77 (Classen) and Inhoff		67,484	67,484	0	0	0	0	0	-
na	050-9611-431	TC0041	Wayfinding Pilot *		40,000	63,008	0	0	0	0	0	-
Subtotal Transp w/ Fed1 Funds					8,339,637	10,855,656	2,490,848	1,667,500	897,000	2,728,840	1,894,250	-
<b>TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING</b>												
147	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length		450,000	450,000	0	100,000	100,000	100,000	100,000	ongoing
na	050-9052-431	TC0261	Citywide Sidewalk Reconstruction FYE 2014		31	0	0	0	0	0	0	-
na	050-9052-431	TC0263	Citywide Sidewalk Reconstruction FYE 2015		24,447	24,447	0	0	0	0	0	-
na	050-9052-431	TC0266	Citywide Sidewalk Reconstruction FYE 2016		92,140	92,140	0	0	0	0	0	-
148	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2017-2021		0	0	50,000	50,000	50,000	50,000	50,000	ongoing
149	050-9373-451	CD0001	Community/Neighborhood Improvements		383,215	283,215	0	100,000	100,000	100,000	100,000	ongoing
150	050-9716-431	TC0267	Downtown Area Sidewalks & Curbs		45,900	45,900	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9716-431	TC0264	Downtown Area Sidewalks & Curbs FYE15		3,394	3,394	0	0	0	0	0	-
na	050-	TC0157	Downtown/Campus Parking Study		170,000	170,000	0	0	0	0	0	-
na	050-9370-431	SC0574	Driveway Repair Program FYE 2014 *		41,377	41,377	0	0	0	0	0	-
na	050-9370-431	SC0580	Driveway Repair Program FYE 2015		3,594	3,594	0	0	0	0	0	-
na	050-9370-431	SC0600	Driveway Repair Program FYE 2016		10,000	10,000	0	0	0	0	0	-
151	050-9370-431	SC	Driveway Repair Program FYE 2017-2021		0	0	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-	TC0156	Main/Gay Two Way Feasibility Study		100,000	100,000	0	0	0	0	0	-
na	050-9082-431	TC0046	McKinley Elementary School Zone Upgrade		15,000	15,000	0	0	0	0	0	-

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Pg #	Acct No	Project Number	Project Name	June 16, 2016	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>												
na	050-9082-431	TC0046	McKinley Elementary School Zone Upgrade		15,000	15,000	0	0	0	0	0	-
na	050-9082-431	TC0042	McKinley School Traffic Circulation		18,027	18,027	0	0	0	0	0	-
na	050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson		50,000	50,000	0	0	0	0	0	-
na	050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design		2,375	2,375	0	0	0	0	0	-
152	050-9316-431	TC0238	Sidewalk Accessibility		32,251	32,251	80,000	30,000	30,000	30,000	30,000	ongoing
153	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials		192,613	192,613	100,000	80,000	80,000	80,000	80,000	ongoing
na	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen		45,640	45,640	0	0	0	0	0	-
na	050-9712-431	TC0043	Sidewalk: Robinson: 12th NE to 24th NW South Side		184,610	184,610	0	0	0	0	0	-
154	050-9179-431	TC0262	Sidewalks & Trails		240,445	85,010	0	120,000	120,000	120,000	120,000	ongoing
155	050-9406-431	TC0270	Street Striping		0	0	50,000	50,000	50,000	50,000	50,000	ongoing
156	050-9073-431	TC0230	Traffic Calming		95,101	70,101	0	50,000	50,000	50,000	50,000	ongoing
Subtotal Transp City Funds Only					2,200,160	1,919,694	340,000	640,000	640,000	640,000	640,000	0
<b>BUILDINGS AND GROUNDS</b>												
157	050-	BG	201 W Gray Admin Building Carpet Replacement		0	0	0	0	100,000	0	0	-
158	050-	BG	201 W Gray Admin Building Generator		0	0	0	150,000	0	0	0	-
159	050-	BG	201 W Gray Mechanical Equipment Replacement		0	0	0	0	260,000	0	0	-
na	050-9364-419	BG0055	Above Lead Recirculation Fans		40,000	40,000	0	0	0	0	0	-
na	050-9556-419	BG0047	Access Control System Consolidation/Migrations		111,500	111,500	0	0	0	0	0	-
na	050-9092-419	BG0048	Apparatus/Equipment Maintenance and Storage		800,000	400,000	0	0	0	0	0	-
160	050-	BG	Building A Generator		0	0	0	0	110,000	0	0	-
na	050-9935-419	BG0039	Building A HVAC		5,083	0	0	0	0	0	0	-
na	050-9540-419	EF1004	Building Maintenance - Lighting		198,649	198,649	0	0	0	0	0	-
161	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC		122,881	122,881	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9540-419	EF1002	Building Maintenance - Roofs		799,291	799,291	0	0	0	0	0	-
162	050-	BG	Building Security and Access Systems		0	0	0	300,000	300,000	300,000	300,000	300,000
163	050-	BG	City Clerk's Office Remodel		0	0	0	0	107,000	0	0	-
164	050-9365-419	BG0056	City Datacenter Storage		467,000	467,000	467,000	467,000	0	0	0	-
165	050-9556-419	BG0060	City Fiber Infrastructure Repair & Expansion		60,000	60,000	250,000	0	0	0	0	-
na	050-9365-419	BG0040	City Phone System Replacement (VOIP)		264,963	264,963	0	0	0	0	0	-
166	050-9556-419	BG0063	City Website Design and Mobile App		0	0	138,000	137,000	0	0	0	-
na	050-9388-431	BG0164	Comprehensive Land Use Plan Update		500,000	500,000	0	0	0	0	0	-
na	050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade		132,382	132,382	0	0	0	0	0	-
na	050-9534-431	WS0002	Debris Management Plan		5,000	5,000	0	0	0	0	0	-
na	050-9365-419	BG0041	Demolition of 1 West Gray		21,363	21,363	0	0	0	0	0	-
167	050-	BG	Document Imaging		0	0	0	0	0	210,000	0	-
na	050-9365-419	BG0028	Downtown Parking Lot Expansion		41,557	41,557	0	0	0	0	0	-
168	050-	BG	ERP System Upgrade		0	0	0	0	2,000,000	1,000,000	1,000,000	-
na	050-9644-419	BG0057	Exterior Door Replacement 201 W Gray (Admin)		100,000	100,000	0	0	0	0	0	-
na	050-9388-431	BG0165	Feasibility Study North Base Facility		80,000	80,000	0	0	0	0	0	-
na	050-9525-419	BG0032	Fire Bay Door Replacements Stations 2 & 4		6,201	6,201	0	0	0	0	0	-
na	050-9377-419	FT0002	Fire Station 8 Westside (PSS'T)		20,314	20,314	0	0	0	0	0	-
na	050-9377-419	FT0003	Fire Station 9 Eastside (PSS'T)		222,887	222,887	0	0	0	0	0	-
na	050-9556-419	BG0058	Fire Suppression for Data Centers		30,000	30,000	0	0	0	0	0	-
169	050-9175-452	PR0040	Greenbelt Acquisition		296,488	296,488	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9388-431	BG0049	Griffin Master Plan		5,000	5,000	0	0	0	0	0	-
na	050-9507-455	BG0059	Library Automatic Sliding Doors Replacement		42,000	42,000	0	0	0	0	0	-
170	050-9533-419	BG0051	Mapping Update: Orthophoto, Planimetric, Contours		118,937	118,937	145,000	0	145,000	0	145,000	ongoing
na	050-9388-431	BG0166	Municipal Complex Space Allocation Study		65,000	65,000	0	0	0	0	0	-
na	050-9699-441	BP0188	Norman Animal Shelter (2011 GOB)		781,010	781,010	3,054	0	0	0	0	-
na	050-9699-441	BG0246	Norman Animal Welfare		264,560	264,560	0	0	0	0	0	-
na	050-9208-419	BG0052	Police - Classroom Expansion		98,765	98,765	0	0	0	0	0	-
171	050-9913-421	BG0061	Police Firearms Berm Renovation		0	0	0	0	0	120,000	1,050,000	1,050,000
na	050-9607-419	BG0062	Police Investigations Center Auditorium		5,000	5,000	0	0	0	0	0	-
172	050-	BG	Replace Core Network Switches		0	0	0	0	0	275,000	0	-
na	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop		33,781	33,781	0	0	0	0	0	-
173	050-9365-419	BG0054	Security Projects		50,000	50,000	0	50,000	0	0	0	-
174	050-9644-419	BG0046	Signage Replacement Municipal Complex		50,000	50,000	0	100,000	0	0	0	-
175	050-	BG	Street Division North Base Facility		0	0	0	475,000	0	0	0	-
na	050-9389-419	BG0031	Treasury Area Safety Project		8,598	8,598	0	0	0	0	0	-
na	050-9092-419	BG0242	Trench Rescue Training		8	0	0	0	0	0	0	-
176	050-	BG	Video Conferencing Expansion		0	0	0	0	0	0	162,250	-
Subtotal Buildings and Grounds					5,848,218	5,443,332	1,103,054	1,779,000	3,122,000	2,005,000	2,757,250	1,350,000
<b>PARKS AND RECREATION</b>												
177	050-	PR	12th Recreation Center playground		0	0	0	0	95,000	0	0	-
na	050-9050-452	PR0140	Andrews Park Reforestation		8,425	8,425	0	0	0	0	0	-
na	050-9973-452	PR0068	Basketball Court Replacements		55,074	55,074	0	0	0	0	0	-
na	050-9813-452	PR0146	Beautification Throughout the City		50,976	50,976	0	0	0	0	0	-
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths		28,007	28,007	0	0	0	0	0	-
na	050-9639-452	PR0147	Griffin Drainage Improvements		14,000	14,000	0	0	0	0	0	-
na	050-9639-452	PR0134	Griffin Park Irrigation		11,072	11,072	0	0	0	0	0	-
na	050-9639-452	PR0103	Griffin Park Parking Lot Expansion		6,350	6,350	0	0	0	0	0	-
178	050-9639-452	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)		120,000	120,000	120,000	0	0	0	0	-
na	050-9943-452	PR0120	Legacy Trail Improvements		6,214	6,214	0	0	0	0	0	-
na	050-9213-452	PR0148	Lions Park Tot Lot		3,750	3,750	0	0	0	0	0	-
na	050-9922-452	PR0123	Little Axe Improvements		149,532	149,532	0	0	0	0	0	-
na	050-9965-452	PR0117	NE Lions Improvements		3,253	3,253	0	0	0	0	0	-
na	050-9738-452	PR0128	New Park Development-Highland Village Park		100,000	100,000	0	0	0	0	0	-

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Pg #	Acct No	Project Number	Project Name	June 16, 2016	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>												
na	050-9737-452	PRO055	New Park Development-Southlake Park		140,000	140,000	0	0	0	0	0	-
na	050-9218-452	PRO151	Park Mstr Pln: Eastwood Park		93,000	93,000	0	0	0	0	0	-
na	050-9218-452	PRO153	Park Mstr Pln: NE Lions Park		225,290	225,290	0	0	0	0	0	-
na	050-9218-452	PRO152	Park Mstr Pln: Tulls Park		61,300	61,300	0	0	0	0	0	-
na	050-9375-452	PRO106	Park Playground Additions		31,327	31,327	0	0	0	0	0	-
na	050-9830-452	PRO024	Park Shelters New Construction (MP)		40,000	40,000	0	0	0	0	0	-
179	050-9973-452	PRO013	Park Site Amenities and Furnishings		11,830	11,830	20,000	20,000	20,000	20,000	20,000	ongoing
na	050-9973-452	PRO014	Playground Equipment and Mulch		32,068	32,068	0	0	0	0	0	-
na	050-9375-452	PRO132	Replant Landscape Hwy 77 & Main		13	13	0	0	0	0	0	-
na	050-9674-452	PC0003	Saxon Community Park Development		190,000	190,000	0	0	0	0	0	-
180	050-9814-451	PRO187	Sooner Theater Seat Replacement & Interiors (match)		0	0	50,000	0	0	0	0	-
na	050-9074-452	PC0019	Sutton Wilderness Trail		40,000	40,000	0	0	0	0	0	-
na	050-9985-452	PRO124	Trail Replacements Hall Park Greenbelt		97,937	97,937	0	0	0	0	0	-
181	050-9966-452	PRO212	Tree Program - Matching Funds		14,198	14,198	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-9372-452	PRO150	Westwood Golf Tournament Shelter		90,849	90,849	0	0	0	0	0	-
na	050-9374-451	PRO142	Westwood Pool Tank and Pump Replacements		92,297	92,297	0	0	0	0	0	-
Subtotal Parks & Recreation					1,716,762	1,646,762	200,000	30,000	125,000	30,000	30,000	0
<b>STORMWATER DRAINAGE AND STORM SEWER SYSTEMS</b>												
na	050-9968-431	DR0014	Bishop Creek Erosion Corr		120,000	120,000	0	0	0	0	0	-
na	050-9968-431	DR0004	Bishop Ck:Linn-Apache Drainage #		4,001	4,001	0	0	0	0	0	-
na	050-9641-431	DR0202	Brookhaven Creek Maintenance #		9,732	9,732	0	0	0	0	0	-
na	050-9388-431	DR0017	Brookhaven Creek-Rock Creek Road LOMR		25,000	25,000	0	0	0	0	0	-
na	050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds		23,990	23,990	0	0	0	0	0	-
na	050-9906-451	SC0576	Brookhaven Creek Tributary Channel		91,569	91,569	0	0	0	0	0	-
na	050-9366-431	DR0016	10 Mile Flat Creek CLOMR		75,000	75,000	0	0	0	0	0	-
na	050-9528-431	DR0018	Cambridge Drainage improvements		34,500	34,500	0	0	0	0	0	-
182	050-9968-431	DR0063	Creston Way and Schulze Drive Storm Sewer		27,000	27,000	265,000	0	0	0	0	-
na	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011		43,994	43,994	0	0	0	0	0	-
183	050-9967-431	DR0019	Drainage - Misc Annual Projects		109,699	109,699	45,000	45,000	45,000	45,000	45,000	ongoing
na	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main)		412,240	412,240	0	0	0	0	0	-
184	050-9968-431	DR0057	Drainage Projects		263,955	263,955	285,000	285,000	285,000	0	0	-
na	050-9530-431	DR0062	Imhoff Creek Stabilization Study		200,000	200,000	0	0	0	0	0	-
185	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL		346,622	346,622	300,000	300,000	300,000	300,000	300,000	ongoing
na	050-9388-431	DR0060	Risk MAP & Discovery Program		6,200	6,200	0	0	0	0	0	-
na	050-9968-431	DR0059	Sutton Wilderness Dam Drainage		759,830	759,830	0	0	0	0	0	-
na	050-9968-431	DR0015	Tecumseh/36th NW - channel		83,623	83,623	0	0	0	0	0	-
Subtotal Drainage					2,636,955	2,636,957	895,000	630,000	630,000	345,000	345,000	0
<b>**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)</b>					20,741,732	22,502,401	5,146,569	4,823,880	5,414,000	5,748,840	5,666,500	1,350,000
<b>V. TRANSFERS</b>												
na	050-5090-491		Transfer to GF St Maint Drainage Labor # (3/30/16)		251,205	251,205	263,765	276,953	290,801	305,341	320,608	-
na	050-5090-491		Transfer to GF Fleet Replacement Supplement		0	0	788,660	0	0	0	0	-
na	050-5090-491		Services and Maintenance # (3/30/16)		16,200	16,200	17,198	17,370	17,544	17,719	17,896	-
na	050-0000-253		Transfer to Fund 22 for the Shelter Rebate Program		1,619,975	1,619,975	0	0	0	0	0	-
na	050-0000-253	TR0105	Transfer to Fund 22 for CNG Facility Upgrades		0	100,000	0	0	0	0	0	-
na	050-9374-451	PRO142	Transfer to Fund 23 for RT0179		0	70,000	0	0	0	0	0	-
na	050-5090-491		Transfer To Westwood Golf #		137,000	137,000	71,000	61,500	61,500	61,500	61,500	-
<b>**SUBTOTAL TRANSFER Subtotal Transfers for Projects</b>					2,024,380	2,194,380	1,140,623	355,823	369,845	384,560	400,004	0
<b>VI. SALARIES AND BENEFITS</b>												
na	050-		Salary and Benefits # (3/30/16)		935,065	935,065	1,179,827	1,204,961	1,265,209	1,328,470	1,394,893	-
<b>**SUBTOTAL SALARIES AND BENEFITS</b>					935,065	935,065	1,179,827	1,204,961	1,265,209	1,328,470	1,394,893	0
<b>VII. BOND PROJECTS (March 29, 2005 Referendum)</b>												
<b>Proposition 1</b>												
na			Proposition 1 Issuance Cost (GOB)		0	0	0	0	0	0	0	-
na	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)		52,177	52,177	0	0	0	0	0	-
na	050-9065-431	BP0226	Duffy RR Crossing and Realignment (GOB)		57,289	57,289	93,012	0	0	0	0	-
na	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo) *		5,832	5,832	0	0	0	0	0	-
<b>SUBTOTAL GOB COSTS PROP. 1</b>					57,289	57,289	93,012	0	0	0	0	0
not recaptu SUBTOTAL PAYGO COSTS PROP. 1					58,009	58,009	0	0	0	0	0	0
<b>Proposition 2</b>												
na			Proposition 2 Issuance Cost (GOB)		0	0	0	0	0	0	0	-
na	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)		6,150	6,150	0	0	0	0	0	-
na	050-9552-431	BP0235	Lindsey: Jenkins to Classen Widening (GOB)		9,438	9,438	0	0	0	0	0	-
na	050-9552-431	BP0044	Rock Creek:Porter to 12th NE Widening (GOB)		21,307	21,307	0	0	0	0	0	-
<b>incl 50/78 SUBTOTAL GOB COSTS PROP. 2</b>					30,745	30,745	0	0	0	0	0	0
not recaptu SUBTOTAL PAYGO COSTS PROP. 2					6,150	6,150	0	0	0	0	0	0
<b>Subtotal 2005 GOB Bond Issuance Costs</b>					0	0	0	0	0	0	0	0
<b>Subtotal 2005 GOB Fund 50</b>					88,034	88,034	93,012	0	0	0	0	0
<b>Subtotal PayGo Fund 50</b>					64,159	64,159	0	0	0	0	0	0



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<b>EXPENDITURES</b>												
<b>VIII. BOND PROJECTS (March 2, 2010 Referendum)</b>												
<b>Proposition 1</b>												
na			Proposition 1 Issuance Cost (GOB)		0	0	0	0	0	0	0	0
<b>Urban Asphalt Pavement</b>												
na	050-9401-431	BP0300	Jamestown Estates No. 3		220,692	220,692	0	0	0	0	0	0
na	050-9401-431	BP0301	Northridge Industrial Park		132,299	132,299	0	0	0	0	0	0
na	050-9401-431	BP0302	Prairie Creek No. 7		303,647	303,647	0	0	0	0	0	0
na	050-9401-431	BP0303	Grandview Estates North		253,262	253,262	0	0	0	0	0	0
na	050-9401-431	BP0304	Hillview: Tecumseh-N 3300 block		64,732	64,732	0	0	0	0	0	0
na	050-9401-431	BP0305	48th W: Main-Willow Grove		20,024	20,024	0	0	0	0	0	0
na	050-9401-431	BP0345	Old Town-Urban Asphalt Pavement 2013		347,313	347,313	0	0	0	0	0	0
na	050-9401-431	BP0346	Boyd/Wyhe-University Blv		74,994	74,994	0	0	0	0	0	0
na	050-9401-431	BP0347	Hidden Lake Estates		129,471	129,471	0	0	0	0	0	0
na	050-9401-431	BP0354	Alameda PK/Crestland Estates		128,405	128,405	0	0	0	0	0	0
na	050-9401-431	BP0355	Royal Oaks Estates		77,629	77,629	0	0	0	0	0	0
na	050-9401-431	BP0241	Urban Asphalt Pavement 2014		1,380,615	1,380,615	0	0	0	0	0	0
na	050-9401-431	BP0246	Urban Asphalt Pavement 2015		727,506	727,506	0	0	0	0	0	0
<b>Urban Concrete Pavement 2011</b>												
na	050-9393-431	BP0306	Boyd St: Classen Blvd - 12th E		38,239	38,239	0	0	0	0	0	0
na	050-9393-431	BP0307	Oakhurst Addition		6,143	6,143	0	0	0	0	0	0
na	050-9393-431	BP0308	Brooks St: 24 SW - McGee Dr		8,633	8,633	0	0	0	0	0	0
na	050-9393-431	BP0309	Edgemere Addition		46,811	46,811	0	0	0	0	0	0
na	050-9393-431	BP0310	Hetherington Heights		71,866	71,866	0	0	0	0	0	0
<b>Urban Concrete Pavement 2012</b>												
na	050-9393-431	BP0336	Castlerock Addition		350,000	350,000	0	0	0	0	0	0
na	050-9393-431	BP0338	Park Central Addition		28	28	0	0	0	0	0	0
na	050-9393-431	BP0348	36th West: Main-Willowbend		389,022	389,022	0	0	0	0	0	0
na	050-9393-431	BP0349	Fkwd Ave: Main St-Gray St		46,830	46,830	0	0	0	0	0	0
na	050-9393-431	BP0350	Cherry Creek Addition		79,698	79,698	0	0	0	0	0	0
na	050-9393-431	BP0351	River Oaks, Sec 2		23,908	23,908	0	0	0	0	0	0
<b>Urban Concrete Pavement 2014 - Smoking Oaks Addition</b>												
na	050-9393-431	BP0237	Smoking Oak Addition		21,587	21,587	0	0	0	0	0	0
<b>Urban Concrete Pavement 2015 - Main &amp; Comanche Streets</b>												
na	050-9393-431	BP0242	Main St: Park Dr-Berry Rd		761,432	761,432	0	0	0	0	0	0
na	050-9393-431	BP0236	Main: Berry-48th Ave West		565,903	565,903	0	0	0	0	0	0
na	050-9393-431	BP0243	Comanche St (2 locations)		106,579	106,579	0	0	0	0	0	0
na	050-9371-431	BP0240	Rural Road Improvements 2014		165,465	165,465	0	0	0	0	0	0
na	050-9371-431	BP0244	Rural Road Improvements 2015		49,609	49,609	0	0	0	0	0	0
na	050-9385-431	BP0312	Road Reconstruction 2011		230,747	230,747	0	0	0	0	0	0
na	050-9385-431	BP0353	Road Reconstruction 2013		468,521	468,521	0	0	0	0	0	0
na	050-9385-431	BP0239	Road Reconstruction 2014		521,154	521,154	0	0	0	0	0	0
na	050-9385-431	BP0245	Road Reconstruction 2015 (Dakota: Berry to Univ)		939,485	939,485	433,578	0	0	0	0	0
<b>Proposition 2</b>												
na			Proposition 2 Issuance Cost (GOB)		0	0	0	0	0	0	0	0
050-9386-419	BP0313		Outdoor Warning		17,472	17,472	0	0	0	0	0	0
<b>Subtotal 2010 GOB Bond Issuance Costs</b>					0	0	0	0	0	0	0	0
<b>Subtotal 2010 GOB Fund 50</b>					8,769,721	8,769,721	433,578	0	0	0	0	0
<b>IX. BOND PROJECTS (October 2012 Referendum)</b>												
na			Proposition Issuance Cost (GOB)(rev 3-21-13)		0	0	0	0	0	0	0	0
na	050-9552-431	TR0191	12th Ave SE/Hwy 9-Cedar Ln		33,477	33,477	0	0	0	0	0	0
na	050-9552-431	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening		894,637	894,637	0	0	0	0	0	0
186	050-9552-431	BP0192	24th East Widening from Lindsey to Robinson		2,534,570	2,534,570	0	0	1,938,400	0	0	0
187	050-9552-431	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening		1,689,314	1,689,314	0	479,100	0	2,911,402	0	0
188	050-9552-431	BP0190	Alameda Street Safety Project		424,044	424,044	0	0	0	745,608	0	0
na	050-9352-431	BP0195	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW		1,219,216	1,219,216	0	0	0	0	0	0
na	050-9352-431	BP0194	Bridge Replacement Main St Local Bridge No 016 Cedar Lane Rd: 12th Ave SE to 24th Ave SE		2,205,046	2,205,046	0	0	0	0	0	0
na	050-9079-431	BP0196	Widening		248,659	248,659	0	0	0	0	0	0
189	050-9552-431	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1		16,771	16,771	0	0	0	0	0	0
189	050-9552-431	BP0189	Lindsey: 24th SW to Berry Rd Widening Phase 1		15,036,737	15,036,737	0	540,000	0	0	0	0
190	050-9552-431	BP0189	Lindsey: 24th SW to Berry Rd Widening Phase 2		0	1,485,219	658,482	0	0	0	0	0
<b>Subtotal 2012 GOB Bond Issuance Costs</b>					0	0	0	0	0	0	0	0
<b>Subtotal 2012 GOB Fund 50</b>					24,252,223	25,737,442	658,482	1,019,100	1,938,400	3,657,010	0	0
<b>Subtotal PAYGO</b>					50,248	50,248	0	0	0	0	0	0
<b>X. BOND PROJECTS (April 5, 2016 Referendum)(rev 6/6/16)</b>												
na			Proposition 1 Issuance Cost (GOB)		0	215,000	0	0	160,000	0	0	0
191	050-9401-431	BP0358-03	Urban Asphalt Pavement		0	0	1,613,811	1,604,811	1,300,707	1,610,523	1,458,388	0
194	050-9393-431	BP0369-03	Urban Concrete Pavement		0	0	1,827,000	1,753,400	1,778,400	1,733,706	1,772,494	0
198	050-9371-431	BP0227-02	Rural Road Improvements		0	0	400,000	605,000	750,000	500,000	700,000	0
200	050-9385-431	BP0247	Road Reconstruction		0	0	1,385,634	1,185,110	459,131	959,073	1,103,052	0
<b>Subtotal 2016 GOB Bond Issuance Costs</b>					0	215,000	0	0	160,000	0	0	0
<b>Subtotal 2016 GOB Project Expenses</b>					0	0	5,226,445	5,148,321	4,288,232	4,803,302	5,033,934	0
<b>TOTAL 2016 BOND</b>					\$0	\$215,000	\$5,226,445	\$5,148,321	\$4,448,232	\$4,803,302	\$5,033,934	\$0
<b>TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES</b>					\$69,671,338	\$73,295,692	\$19,904,790	\$18,829,617	\$19,815,365	\$22,619,433	\$19,142,057	\$1,350,000

CITY OF NORMAN

**NORMAN FORWARD SALES TAX CAPITAL FUND  
FYE 17 Capital Improvement Projects Budget**

Pg#	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimated	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	Beyond 5 Years
<b>EXPENDITURES</b>											
<b>I. Bond Funded</b>											
205	051-	NFB	Andrews Park Development	0	0	0	1,200,000	300,000	0	0	0
206	051-	NFB	Canadian River Park	0	0	0	0	0	0	0	2,000,000
207	051-9507-455	NFB016	Central Library	5,431,067	5,431,067	34,834,204	0	0	0	0	0
208	051-9507-455	NFB017	East Library	607,123	607,123	4,449,158	0	0	0	0	0
209	051-9639-452	NFB001	Griffin Park Remodel	0	0	2,150,000	5,000,000	2,100,000	1,750,000	0	0
210	051-9546-452	NFB002	Indoor Aquatic Facility	0	0	1,000,000	3,000,000	10,000,000	0	0	0
211	051-9601-452	NFB003	Indoor Sports Construction	0	0	750,000	1,500,000	6,000,000	250,000	0	0
212	051-9403-431	NFB004	James Garner Blvd: Acres to Flood	0	1,175,500	465,000	0	0	0	0	0
213	051-9441-452	NFB005	New Community Sports Park Development	0	0	800,000	1,700,000	0	0	0	0
214	051-	NFB	New Senior Citizens Center	0	0	0	0	0	0	0	10,000,000
215	051-	NFB	North Base Roads	0	0	0	0	2,730,000	0	0	0
216	051-9205-452	NFB006	Reaves Park Remodel	0	0	800,000	6,200,000	3,000,000	0	0	0
217	051-9404-451	NFB018	Westwood Swim Complex Replacement	0	840,000	11,160,000	0	0	0	0	0
218	051-9364-451	NFB007	Westwood Tennis Center	0	0	1,000,000	0	0	0	0	0
<b>SUBTOTAL BOND FUNDED</b>				<b>\$6,038,190</b>	<b>\$8,053,690</b>	<b>\$57,408,362</b>	<b>\$18,600,000</b>	<b>\$24,130,000</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$12,000,000</b>
<b>II. Paygo Funded</b>											
219	051-9830-452	NFP101	Neighborhood Park Improvements	0	0	250,000	250,000	250,000	500,000	500,000	4,750,000
220	051-	NFP	New Neighborhood Park Development	0	0	0	300,000	300,000	700,000	700,000	0
221	051-	NFP	New Trail Development Throughout Town	0	0	0	0	0	2,000,000	2,500,000	1,500,000
222	051-9500-452	NFP100	Public Arts Projects	0	0	145,000	290,000	275,000	0	0	490,000
223	051-	NFP	Ruby Grant Park Development	0	0	0	1,200,000	1,250,000	1,550,000	2,000,000	0
224	051-	NFP	Saxon Park Development	0	0	0	0	900,000	500,000	600,000	0
<b>SUBTOTAL PAYGO FUNDED</b>				<b>\$0</b>	<b>\$0</b>	<b>\$395,000</b>	<b>\$2,040,000</b>	<b>\$2,975,000</b>	<b>\$5,250,000</b>	<b>\$6,300,000</b>	<b>\$6,740,000</b>
<b>TOTAL NORMAN FORWARD FUND 51 PROJECTS</b>				<b>\$6,038,190</b>	<b>\$8,053,690</b>	<b>\$57,803,362</b>	<b>\$20,640,000</b>	<b>\$27,105,000</b>	<b>\$7,250,000</b>	<b>\$6,300,000</b>	<b>\$18,740,000</b>

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FYE 16 Estimated	FYE 17 Adopted	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	FYE 21 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>											
<b>COMMUNITY PARKS</b>											
na	052-9639-432	PC0016	Griffin Trail Improvements	18,212	18,212	0	0	0	0	0	0
228	052-9441-452	PC0020	Legacy Park Audio Equipment	0	0	50,000	0	0	0	0	0
na	052-9674-452	PC0003	Saxon Park Improvements	34,999	34,999	0	0	0	0	0	0
na	052-9441-452	PC0018	Sports Complex Bleacher Replacements	43,974	43,974	0	0	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements	22,000	22,000	0	0	0	0	0	0
Subtotal Community Parks				119,185	119,185	50,000	0	0	0	0	0
<b>NEIGHBORHOOD PARKS</b>											
na	052-9609-452	PR0155	Brookhaven Park Improvements	31,349	31,349	0	0	0	0	0	0
na	052-9397-452	PR0156	Brookhaven Square Park Improvements	19,875	19,875	0	0	0	0	0	0
na	052-9608-452	PR0157	Castlerock Park Improvements	2,264	2,264	0	0	0	0	0	0
na	052-9055-452	PR0158	Cherry Creek Park Improvements	6,666	6,666	0	0	0	0	0	0
na	052-7042-452	PR0136	Colonial Estates Park Improvements	44,202	44,202	0	0	0	0	0	0
na	052-9702-452	PR0145	Crestland Park Improvements	39,160	39,160	0	0	0	0	0	0
na	052-9739-452	PR0159	Deerfield Park Improvements	1,751	1,751	0	0	0	0	0	0
na	052-7042-452	PR0138	Sunrise Park Improvements	1,034	1,034	0	0	0	0	0	0
na	052-7042-452	PR0130	Eaglecliff Park Improvements	1,600	1,600	0	0	0	0	0	0
na	052-9071-452	PR0160	Faculty Heights Park Improvements	39,110	39,110	0	0	0	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk	760	760	0	0	0	0	0	0
na	052-7042-452	PR0254	Lions Memorial Park Amenities	10,906	10,906	0	0	0	0	0	0
na	052-9213-452	PR0161	Lions Memorial Park Improvements	46,969	46,969	0	0	0	0	0	0
na	052-9099-452	PR0162	Normandy Park Improvements	7,622	7,622	0	0	0	0	0	0
na	052-9100-452	PR0163	Oaktree South Park Improvements	43,725	43,725	0	0	0	0	0	0
na	052-9302-452	PR0164	Ruth Updegraff Park Improvements	9,826	9,826	0	0	0	0	0	0
na	052-9305-452	PR0144	Springbrook Park Improvements	7,986	7,986	0	0	0	0	0	0
na	052-9308-452	PR0165	Tulls Park Improvements	3,483	3,483	0	0	0	0	0	0
na	052-9309-452	PR0166	Walnut Ridge Park Improvements	15,539	15,539	0	0	0	0	0	0
na	052-9396-452	PR0167	Willowbend Park Improvements	4,541	4,541	0	0	0	0	0	0
na	052-7042-452	PR0129	New Park Development-Links Park	25,000	25,000	0	0	0	0	0	0
na	052-7042-452	PR0128	New Park Development-Highland Village Park	75,000	75,000	0	0	0	0	0	0
Subtotal Neighborhood Parks				438,368	438,368	0	0	0	0	0	0
<b>TOTAL PARK DEVELOPMENT FUND 52 PROJECTS</b>				<b>\$557,553</b>	<b>\$557,553</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF NORMAN

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND  
 FYE 17 Capital Improvement Projects Budget

Pg#	Acct No	Project Number	Project Name	FYE 16 Adopted	FYE16 Estimated	FYE17 Adopted	FYE18 Projected	FYE19 Projected	FYE20 Projected	FYE21 Projected	Beyond 5 Years
<b>EXPENDITURES</b>											
na	057-9536-431	UT0005	24th & Rock Creek Intersection	22,939	22,939	0	0	0	0	0	0
262	057-9403-431	UT0012	24th & Radius Intersection	41,000	41,000	830,000	0	0	0	0	0
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
na	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT0008	Economic Development	390,626	390,626	0	0	0	0	0	8,250,000
na	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	0	1,750,000
na	057-9545-431	UT0009	Interstate Drive East Extension	224,386	224,386	0	0	0	0	0	0
na	057-9537-451	UT0006	Legacy Pk Dr & 24th IntersectioN	2,371	2,371	0	0	0	0	0	0
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
na	057-9541-431	UT0007	Robinson135 NE Ramp Project	981,176	981,176	0	0	0	0	0	0
263	057-9552-431	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	454,767	454,767	624,983	0	0	0	0	0
na	057-9517-431	UT0003	Rock Creek Road Overpass	269,912	269,912	0	0	0	0	0	2,647,567
na	057-9510-431	UT0098	UNP Legacy Park & Trail	251,280	251,280	0	0	0	0	0	1,884,774
na	057-9510-431	UT0099	UNP Transportation Improvements	0	0	0	0	0	0	0	9,550,601
<b>TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS</b>				<b>\$2,638,457</b>	<b>\$2,638,457</b>	<b>\$1,454,983</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,257,942</b>

CITY OF NORMAN

**ARTERIAL ROADS RECOUPMENT FUND  
FYE 17 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 16 Adopted	FY 16 Estimated	FY 17 Adopted	FY 18 Projected	FY 19 Projected	FY 20 Projected	FY 21 Projected	Beyond 5 Years
<b>EXPENDITURES</b>											
na	078-9964-431	AR0057	Tecumseh Road Phase III	9,085	0	0	0	0	0	0	0
<b>TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS</b>				<b>\$9,085</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**OUTSTANDING DEBT**

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

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

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

## FUND SUMMARY

### TOTAL GENERAL DEBT SERVICE FUNDS (60)

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 15 ACTUAL	FYE 16 ORIGINAL	FYE 16 REVISED	FYE 16 ESTIMATE	FYE 17 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	9,698,284	10,200,575	10,200,575	10,200,575	9,676,274
Interfund Transfers	900,399	900,400	900,400	900,400	861,030
Audit Adjust/Encum	(7,607)	0	0	0	0
Subtotal	<u>10,591,076</u>	<u>11,100,975</u>	<u>11,100,975</u>	<u>11,100,975</u>	<u>10,537,304</u>
Fund Total	<u><u>10,591,076</u></u>	<u><u>11,100,975</u></u>	<u><u>11,100,975</u></u>	<u><u>11,100,975</u></u>	<u><u>10,537,304</u></u>

2016 GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$15,000,000  
 Interest: 1.5% to 2.0%  
 Dated: June 1, 2016  
 Retired: June 1, 2019  
 Source of Funds: Property Tax (mill levy)

Paid

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To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	15,000,000	0	262,500	262,500	15,000,000
2017-2018	15,000,000	7,500,000	262,500	7,762,500	7,500,000
2018-2019	7,500,000	7,500,000	150,000	7,650,000	0
		15,000,000	675,000	15,675,000	



CITY OF NORMAN

2016A GENERAL OBLIGATION REFUNDING BONDS  
60-3050

Name: Refunding  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$7,775,000  
 Interest: 4.0 to 5.0%  
 Dated: June 1, 2016  
 Retired: June 1, 2027  
 Source of Funds: Property Tax (mill levy)

Paid  
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To be Paid  
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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
2021-2022	3,910,000	795,000	164,350	959,350	3,115,000
2022-2023	3,115,000	795,000	124,600	919,600	2,320,000
2023-2024	2,320,000	795,000	92,800	887,800	1,525,000
2024-2025	1,525,000	790,000	61,000	851,000	735,000
2025-2026	735,000	370,000	29,400	399,400	365,000
2026-2027	365,000	365,000	14,600	379,600	0
		7,775,000	1,894,000	9,669,000	

**CITY OF NORMAN**

**2015 GENERAL OBLIGATION BONDS  
60-3050**

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

**Paid**

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	22,525,000	0	614,793	614,793	22,525,000

**To be Paid**

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	22,525,000	1,185,000	614,794	1,799,794	21,340,000
2017-2018	21,340,000	1,185,000	570,356	1,755,356	20,155,000
2018-2019	20,155,000	1,185,000	534,806	1,719,806	18,970,000
2019-2020	18,970,000	1,185,000	520,586	1,705,586	17,785,000
2020-2021	17,785,000	1,185,000	503,996	1,688,996	16,600,000
2021-2022	16,600,000	1,185,000	484,442	1,669,442	15,415,000
2022-2023	15,415,000	1,185,000	461,928	1,646,928	14,230,000
2023-2024	14,230,000	1,185,000	436,450	1,621,450	13,045,000
2024-2025	13,045,000	1,185,000	409,196	1,594,196	11,860,000
2025-2026	11,860,000	1,185,000	380,164	1,565,164	10,675,000
2026-2027	10,675,000	1,185,000	349,352	1,534,352	9,490,000
2047-2028	9,490,000	1,185,000	316,766	1,501,766	8,305,000
2028-2029	8,305,000	1,185,000	282,400	1,467,400	7,120,000
2029-2030	7,120,000	1,185,000	245,666	1,430,666	5,935,000
2030-2031	5,935,000	1,185,000	207,746	1,392,746	4,750,000
2031-2032	4,750,000	1,185,000	168,640	1,353,640	3,565,000
2032-2033	3,565,000	1,185,000	128,350	1,313,350	2,380,000
2033-2034	2,380,000	1,185,000	86,876	1,271,876	1,195,000
2034-2035	1,195,000	1,195,000	44,216	1,239,216	0
		22,525,000	7,361,523	29,886,523	

CITY OF NORMAN

2008A GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$5,210,000  
 Interest: 3.375% - 4.25%  
 Dated: December 1, 2008  
 Retired: December 1, 2018  
 Source of Funds: Property Tax (mill levy)

Paid

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Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2009-2010	5,210,000	0	301,950	301,950	5,210,000
2010-2011	5,210,000	575,000	191,597	766,597	4,635,000
2011-2012	4,635,000	575,000	172,191	747,191	4,060,000
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000
2013-2014	3,485,000	575,000	130,863	705,863	2,910,000
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000

To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	612,784	610,000
2018-2019	610,000	610,000	12,963	622,963	0
		5,210,000	1,254,002	6,464,002	

CITY OF NORMAN

2012B GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose: For various street projects  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$15,000,000  
 Interest: .05% to 2%  
 Dated: March 1, 2012  
 Retired: March 1, 2017  
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	15,000,000	0	144,375	144,375	15,000,000
2013-2014	15,000,000	3,750,000	144,375	3,894,375	11,250,000
2014-2015	11,250,000	3,750,000	142,500	3,892,500	7,500,000
2015-2016	7,500,000	3,750,000	140,625	3,890,625	3,750,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	3,750,000	3,750,000	75,000	3,825,000	0
		15,000,000	646,875	15,646,875	

CITY OF NORMAN

2012C GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose: For Animal Welfare building improvements  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$3,035,000  
 Interest: 1% to 2%  
 Dated: March 1, 2012  
 Retired: March 1, 2017  
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	3,035,000	0	37,850	37,850	3,035,000
2013-2014	3,035,000	750,000	37,850	787,850	2,285,000
2014-2015	2,285,000	750,000	22,850	772,850	1,535,000
2015-2016	1,535,000	750,000	15,350	765,350	785,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	785,000	785,000	7,850	792,850	0
		3,035,000	121,750	3,156,750	

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	20,050,000	0	481,494	481,494	20,050,000
2013-2014	20,050,000	0	240,747	240,747	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2027-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,331	1,159,331	3,170,000
2030-2031	3,170,000	1,055,000	77,297	1,132,297	2,115,000
2031-2032	2,115,000	1,055,000	47,625	1,102,625	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	4,879,590	24,929,590	

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, 1930  
 Source of Funds Water Fees

Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	9,380,000	190,000	59,266	249,266	9,190,000

To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	9,190,000	565,000	201,815	766,815	8,625,000
2017-2018	8,625,000	575,000	189,159	764,159	8,050,000
2018-2019	8,050,000	590,000	176,225	766,225	7,460,000
2019-2020	7,460,000	605,000	163,012	768,012	6,855,000
2020-2021	6,855,000	615,000	149,465	764,465	6,240,000
2021-2022	6,240,000	635,000	135,640	770,640	5,605,000
2022-2023	5,605,000	645,000	121,424	766,424	4,960,000
2023-2024	4,960,000	660,000	106,929	766,929	4,300,000
2024-2025	4,300,000	675,000	92,155	767,155	3,625,000
2025-2026	3,625,000	695,000	76,991	771,991	2,930,000
2026-2027	2,930,000	705,000	61,437	766,437	2,225,000
2027-2028	2,225,000	725,000	45,604	770,604	1,500,000
2028-2029	1,500,000	745,000	29,325	774,325	755,000
2029-2030	755,000	755,000	12,655	767,655	0
		9,380,000	1,621,102	11,001,102	

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

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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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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
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	



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	22,825,000	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	2,331,338	4,141,338	21,015,000
2017-2018	21,015,000	1,865,000	2,343,874	4,208,874	19,150,000
2018-2019	19,150,000	1,915,000	2,350,128	4,265,128	17,235,000
2019-2020	17,235,000	1,965,000	2,355,217	4,320,217	15,270,000
2020-2021	15,270,000	2,015,000	2,359,141	4,374,141	13,255,000
2021-2022	13,255,000	2,070,000	2,366,842	4,436,842	11,185,000
2022-2023	11,185,000	2,120,000	2,368,320	4,488,320	9,065,000
2023-2024	9,065,000	2,180,000	2,378,575	4,558,575	6,885,000
2024-2025	6,885,000	2,235,000	2,382,488	4,617,488	4,650,000
2025-2026	4,650,000	2,295,000	2,390,063	4,685,063	2,355,000
2026-2027	2,355,000	2,355,000	2,396,240	4,751,240	0
		22,825,000	26,520,071	49,345,071	

CITY OF NORMAN

2013 NORMAN TAX INCREMENT FINANCE AUTHORITY  
057-3050

Name: Norman Tax Increment Finance Authority, Taxable Series 2013  
 Issuer: Norman Tax Increment Finance Authority  
 Trustee: None  
 Amount: \$14,215,000  
 Interest: 3.810%  
 Dated: August 29, 2013  
 Retired: September 1, 2023  
 Source of Funds: Revenue Generated from UNP TIF

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	14,215,000	0	273,805	273,805	14,215,000
2014-2015	14,215,000	750,000	527,304	1,277,304	13,465,000
2015-2016	13,465,000	800,000	497,776	1,297,776	12,665,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	12,665,000	850,000	466,344	1,316,344	11,815,000
2017-2018	11,815,000	1,000,000	431,102	1,431,102	10,815,000
2018-2019	10,815,000	1,250,000	388,238	1,638,238	9,565,000
2019-2020	9,565,000	1,500,000	335,852	1,835,852	8,065,000
2020-2021	8,065,000	1,650,000	275,845	1,925,845	6,415,000
2021-2022	6,415,000	1,775,000	210,598	1,985,598	4,640,000
2022-2023	4,640,000	1,850,000	141,542	1,991,542	2,790,000
2023-2024	2,790,000	2,790,000	53,150	2,843,150	0
		14,215,000	3,601,556	17,816,556	

CITY OF NORMAN

WESTWOOD FUND  
029-7034

Name: Recreational Facilities Revenue Bonds, Series 2002  
 Issuer: Norman Municipal Authority  
 Trustee: Arvest Trust Company, N.A., Norman  
 Amount: \$2,315,000  
 Interest: 3.50% - 6.125%  
 Dated: June 28, 2002  
 Retired: June 1, 2022  
 Source of Funds: Revenue Generated from Westwood Enterprise and Room Tax

Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2002-2003	0	0	128,096	128,096	2,315,000
2003-2004	2,315,000	75,000	128,096	203,096	2,240,000
2004-2005	2,240,000	75,000	125,471	200,471	2,165,000
2005-2006	2,165,000	80,000	122,471	202,471	2,085,000
2006-2007	2,085,000	85,000	119,031	204,031	2,000,000
2007-2008	2,000,000	90,000	115,121	205,121	1,910,000
2008-2009	1,910,000	95,000	110,711	205,711	1,815,000
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000
2013-2014	1,385,000	120,000	82,884	202,884	1,265,000
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000

To be Paid					
Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
2020-2021	375,000	180,000	22,969	202,969	195,000
2021-2022	195,000	195,000	11,944	206,944	0
		2,315,000	1,692,553	4,007,553	

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	17,505,000	0	52,822	52,822	17,505,000
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

CITY OF NORMAN

ANNUAL REPAYMENT INSTALLMENT ON LAKE THUNDERBIRD  
31-5039

Name: Central Oklahoma Master Conservancy District  
 Issuer: Bureau of Reclamation  
 Amount: \$4,083,149  
 Interest: 2.742%  
 Dated: June 30, 1974  
 Retired: August 2016  
 Source of Funds: Water Fund

Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1986-1987	3,674,649	47,638	100,750	148,388	3,627,011
1987-1988	3,627,011	52,358	45,728	98,086	3,574,653
1988-1989	3,574,653	56,760	43,534	100,294	3,517,893
1989-1990	3,517,893	61,507	41,584	103,091	3,456,386
1990-1991	3,456,386	66,384	39,146	105,530	3,390,002
1991-1992	3,390,002	71,150	38,953	110,103	3,318,852
1992-1993	3,318,852	76,292	91,003	167,295	3,242,560
1993-1994	3,242,560	80,883	88,911	169,794	3,161,677
1994-1995	3,161,677	85,844	86,693	172,537	3,075,833
1995-1996	3,075,833	90,921	84,339	175,260	2,984,912
1996-1997	2,984,912	95,913	81,846	177,759	2,888,999
1997-1998	2,888,999	100,819	79,216	180,035	2,788,180
1998-1999	2,788,180	105,859	76,452	182,311	2,682,321
1999-2000	2,682,321	110,103	73,549	183,652	2,572,218
2000-2001	2,572,218	115,195	70,530	185,725	2,457,023
2001-2002	2,457,023	119,491	67,372	186,863	2,337,532
2002-2003	2,337,532	124,149	64,095	188,244	2,213,383
2003-2004	2,213,383	128,448	60,691	189,139	2,084,935
2004-2005	2,084,935	132,884	57,169	190,053	1,952,051
2005-2006	1,952,051	137,219	53,525	190,744	1,814,832
2006-2007	1,814,832	141,652	49,763	191,415	1,673,180
2007-2008	1,673,180	146,227	45,879	192,106	1,526,953
2008-2009	1,526,953	150,683	41,869	192,552	1,376,270
2009-2010	1,376,270	155,282	37,737	193,019	1,220,988
2010-2011	1,220,988	159,987	33,479	193,466	1,061,001
2011-2012	1,061,001	164,841	29,093	193,934	896,160
2012-2013	896,160	169,585	24,573	194,158	726,575
2013-2014	726,575	174,458	19,923	194,381	552,117
2014-2015	552,117	179,466	15,139	194,605	372,651
2015-2016	372,651	184,387	10,218	194,605	188,264

To be Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	188,264	188,264	5,162	193,426	0
		3,674,649	1,657,921	5,332,570	

CITY OF NORMAN

2000 NORMAN UTILITIES AUTHORITY SRF NOTE  
32-5549

Name: Norman Utilities Authority SRF Note  
 Issuer: Norman Utilities Authority  
 Amount: \$4,850,000  
 Interest: .5% Fee  
 Dated: June 21, 2000  
 Retired: September 15, 2019  
 Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2000-2001	4,850,000	248,718	17,740	266,458	4,601,282
2001-2002	4,601,282	248,718	23,013	271,731	4,352,564
2002-2003	4,352,564	248,718	21,752	270,470	4,103,846
2003-2004	4,103,846	248,718	20,547	269,265	3,855,128
2004-2005	3,855,128	248,718	19,231	267,949	3,606,410
2005-2006	3,606,410	248,718	17,970	266,688	3,357,692
2006-2007	3,357,692	248,718	16,709	265,427	3,108,974
2007-2008	3,108,974	248,718	15,490	264,208	2,860,256
2008-2009	2,860,256	248,718	14,187	262,905	2,611,539
2009-2010	2,611,539	248,718	12,926	261,644	2,362,821
2010-2011	2,362,821	248,718	11,666	260,384	2,114,103
2011-2012	2,114,103	248,718	10,432	259,150	1,865,385
2012-2013	1,865,385	248,718	9,144	257,862	1,616,667
2013-2014	1,616,667	248,718	7,883	256,601	1,367,949
2014-2015	1,367,949	248,718	6,622	255,340	1,119,231
2015-2016	1,119,231	248,718	5,375	254,093	870,513

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2016-2017	870,513	248,718	4,100	252,818	621,795
2017-2018	621,795	248,718	2,840	251,557	373,077
2018-2019	373,077	248,718	1,579	250,297	124,359
2019-2020	124,359	124,359	318	124,677	0
		4,850,000	239,524	5,089,524	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453
2027-2028	1,339,453	320,228	37,292	357,520	1,019,225
2028-2029	1,019,225	329,841	27,679	357,520	689,384
2029-2030	689,384	339,645	17,875	357,520	349,739
2030-2031	349,739	349,739	7,781	357,520	0
		4,964,024	1,429,087	6,393,111	

**CITY OF NORMAN**

**SANITATION FUND  
33-5567**

Name: NMA Sanitation Equipment Notes, Series 2010  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$3,590,000  
 Interest: 3.45%  
 Dated: March 25, 2010  
 Retired: October 1, 2024  
 Source of Fund: Revenue Generated from NMA

**Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	3,590,000	190,000	124,281	314,821	3,400,000
2011-2012	3,400,000	200,000	115,575	315,575	3,200,000
2012-2012	3,200,000	210,000	108,589	318,589	2,990,000
2013-2014	2,990,000	215,000	101,344	316,344	2,775,000
2014-2015	2,775,000	225,000	93,840	318,840	2,550,000
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000

**To be Paid**

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	68,690	313,690	1,835,000
2018-2019	1,835,000	255,000	61,151	316,151	1,580,000
2019-2020	1,580,000	265,000	52,268	317,268	1,315,000
2020-2021	1,315,000	275,000	43,039	318,039	1,040,000
2021-2022	1,040,000	285,000	33,465	318,465	755,000
2022-2023	755,000	295,000	23,546	318,546	460,000
2023-2024	460,000	305,000	13,283	318,283	155,000
2024-2025	155,000	155,000	2,674	157,674	0
		3,590,000	1,005,706	4,596,246	



2009 NORMAN MUNICIPAL AUTHORITY  
033-5564

Name: Norman Municipal Authority, Series 2013  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$1,620,000  
 Interest: 1.146%  
 Dated: June 12, 2013  
 Retired: October 1, 2018  
 Source of Funds: Sanitation System User Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	1,620,000	180,000	14,725	194,725	1,440,000
2014-2015	1,440,000	310,000	15,607	325,607	1,130,000
2015-2016	1,130,000	315,000	12,056	327,056	815,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	815,000	320,000	8,419	328,419	495,000
2017-2018	495,000	330,000	4,725	334,725	165,000
2018-2019	165,000	165,000	945	165,945	0
		1,620,000	56,477	1,676,477	

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 15, 2015  
 Retired: September 15, 2029  
 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	23,740,000	2,865,000	376,313	3,241,313	20,875,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	46,025,000	2,935,000	719,606	3,654,606	43,090,000
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	3,075,000	901,913	3,976,913	37,010,000
2019-2020	37,010,000	3,150,000	832,725	3,982,725	33,860,000
2020-2021	33,860,000	3,220,000	761,850	3,981,850	30,640,000
2021-2022	30,640,000	3,300,000	689,400	3,989,400	27,340,000
2022-2023	27,340,000	3,380,000	615,150	3,995,150	23,960,000
2023-2024	23,960,000	3,450,000	539,100	3,989,100	20,510,000
2024-2025	20,510,000	3,540,000	461,475	4,001,475	16,970,000
2025-2026	16,970,000	3,620,000	381,825	4,001,825	13,350,000
2026-2027	13,350,000	3,705,000	300,375	4,005,375	9,645,000
2027-2028	9,645,000	3,790,000	217,013	4,007,013	5,855,000
2028-2029	5,855,000	3,880,000	131,738	4,011,738	1,975,000
2029-2030	1,975,000	1,975,000	44,438	2,019,438	0
		50,300,000	7,961,816	58,261,816	

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	23,740,000	2,865,000	376,313	3,241,313	20,875,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	46,025,000	2,935,000	719,606	3,654,606	43,090,000
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	3,075,000	901,913	3,976,913	37,010,000
2019-2020	37,010,000	3,150,000	832,725	3,982,725	33,860,000
2020-2021	33,860,000	3,220,000	761,850	3,981,850	30,640,000
2021-2022	30,640,000	3,300,000	689,400	3,989,400	27,340,000
2022-2023	27,340,000	3,380,000	615,150	3,995,150	23,960,000
2023-2024	23,960,000	3,450,000	539,100	3,989,100	20,510,000
2024-2025	20,510,000	3,540,000	461,475	4,001,475	16,970,000
2025-2026	16,970,000	3,620,000	381,825	4,001,825	13,350,000
2026-2027	13,350,000	3,705,000	300,375	4,005,375	9,645,000
2027-2028	9,645,000	3,790,000	217,013	4,007,013	5,855,000
2028-2029	5,855,000	3,880,000	131,738	4,011,738	1,975,000
2029-2030	1,975,000	1,975,000	44,438	2,019,438	0
		50,300,000	7,961,816	58,261,816	

**PENSION FUNDS**

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.

## 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** - Expenditures that result in the acquisition of or additions to fixed assets.

**CAPITAL PROJECT FUNDS** – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for financial resources segregated for the acquisition, construction or other improvement related to Capital Facilities other than those accounted for in Enterprise Funds and Trust Funds.

**CBOD** – Carbonaceous Biochemical Oxygen Demand

**CDBG** – Community Development Block Grant Program

**CFR** – Code of Federal Regulations

**CHIEF EXECUTIVE OFFICER** – City Manager

**CLEET** – Council on Law Enforcement Education and Training

**CNG** – Compressed Natural Gas Vehicles

**COLLECTION SYSTEM** – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or storm water. 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

**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 storm water that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

**INTERCEPTOR** – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

**INTERGOVERNMENTAL REVENUE** - Grants, entitlements and cost reimbursements from another federal, state or local government.

**ISO** – International Organization for Standardization standards

**INTERNAL SERVICE** – Category expenditure for services and maintenance provided by a vendor that is another department within the City.

**INTERNAL SERVICE FUND** - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

**ISSUER** – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

**LAND APPLICATION** – The disposal of wastewater or municipal solids onto land under controlled conditions.

**LEVY** - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITIES** - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**LIFT STATION** – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

**LINE ITEM BUDGET** - A budget prepared along divisional line items that focus on what is to be bought.

**MATERIALS AND SUPPLIES** – Category expenditures generally for consumable goods that are used by City employees.

**MATURITY** – The date when the principal amount of an investment security becomes due and payable.

**MSW** – Municipal Solid Waste

**MUNICIPALITY** – City of Norman

**NAHC** – Norman Arts & Humanities Council

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)** – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

**NEDC** – Norman Economic Development Coalition

**NFPA** – National Fire Protection Agency

**NIMS** – National Incident Management System

**NFSTF** – Norman Forward Sales Tax Fund

**NMA** – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

**NPDES** – National Pollutant Discharge Elimination System

**NTU** – Nephelometer Units

**NUA** – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

**NYSCA** – Norman Youth Sports Coaches Association

**OBJECT** - Expenditure classification according to the types of items purchased or services obtained.

**ODEQ** – Oklahoma Department of Environmental Quality

**OFPRS** – Oklahoma Firefighters Pension & Retirement System

**OJI** – On-the-Job Injury

**OMCCA** – Oklahoma Municipal Court Clerks Association

**OPERATING BUDGET** - Plans of current expenditures and the ADOPTED 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** – Total Disability (payments)

**USE TAX** – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

**WTP** – Water Treatment Plant

**WWTP** – Wastewater Treatment Plant

**WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF)** – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development (\$6,192,039).

**ZERO-BASED BUDGETING** – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.

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# Source of Water for Increasing Demand

## Lake Thunderbird "Augmentation"



Norman's adopted 2060 Strategic Water Supply Plan calls for a long-range supplementation, or "augmentation" of the natural surface water supplied to and stored in the Lake Thunderbird reservoir with treated wastewater from the Norman Water Reclamation Facility. Currently, an average of approximately 11 million gallons per day of high quality wastewater is released into South Canadian River. The Strategic Water Supply Plan calls for future reuse of this valuable water resource, by piping the treated wastewater to a tributary of Lake Thunderbird, where it will be added to the water that is currently drawn from the Lake, further treated, and used for Norman's growing drinking water needs.





Lake Thunderbird State Park, operated by the Oklahoma Department of Tourism and Recreation, is the only state park located wholly within the limits of a city. Lake Thunderbird State Park, due to its suburban location, is one of the most heavily-used of Oklahoma's State Parks. The Park is a nature and wildlife preserve and features two marinas, two swimming beaches, camping, boating, canoeing, kayaking, water skiing, picnicking, bike and walking trails, and other amenities.